

MINUTES:

BOARD: Full Governing Board

SCHOOL: Raysfield Primary School

DATE: Thursday 9 February 2023

TIME: 14:00 hours

VENUE: Hybrid Meeting
In Person at Raysfield Primary BS37 6JE

ATTENDED:

Holly Magson (HM)	Co-Opted Governor. Chair
Claire Hill (HT)	Ex-Officio Headteacher
Kate Ball (KB)	Co-Opted Governor Health & Safety Link
David Champion (DC)	Parent Governor.
Colin Gould (CGo)	Co-Opted Governor
Helen Green (HG)	Parent Governor
Claire Hayward (CHa)	Staff Governor Safeguarding Link
Teresa Turner (SBM)	Associate Member
Charlotte Gully (CGu)	Observer

ATTENDING: Jane Boyce (JB) Judicium Clerk

APOLOGIES: Sharon Dewfall (SD) Co-Opted Governor
 Pauline Dixon (PD) LA Governor
 Sarah Thomas (ST) Co-opted Governor DHT

ABSENT: None

QUORUM: 7 Governors

MEETING FOLDER:

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1.	Welcome and Introductions: The HT welcomed those present.

2.	Procedural items:			
2.1.	Apologies for absence Accepted as recorded.			
2.2.	Confirmation of Quorum The meeting was confirmed as quorate.			
2.3.	Declarations of interest for this Meeting: No pecuniary or personal interests were advised for any agenda item for this meeting.			
2.4.	Confidentiality Statement: Governors were reminded that all matters discussed during the meeting were confidential until the Minutes had been approved. Any items recorded in the Confidential Part II Minutes would remain confidential after the Part II Minutes had been approved. .			
3.	Election of Co-Opted Governor			
3.1.	Charlotte Gully. Approved			
4.	Any Other Business: There was one item of AOB that was added to item 14, update on school improvement offer and explorative look into academisation.			
5.	Minutes:			
5.1.	The non-confidential Minutes of the last Full Governing Board held on 08.12.22 were approved.			
5.2.	Both sets of the confidential Minutes of the last Full Governing Board held on 08.12.22 were approved.			
6.	Matters Arising from the Minutes:			
6.1.	Update on actions agreed at the Full Governing Board held on 08.12.22 on the non-confidential minutes. Actions arising from the Minutes of the Full Governing Board held on Thursday 8 December 2022			
	Item	Action	Actionee	Status
	7	Electronically sign minutes 20.10.22	Chair	Complete
	10.1.3	Revisit breakfast club pricing 2023.24	Chair/Clerk	Complete Noted for 2023-24 agenda items
6.2.	Update on actions agreed at the Full Governing Board held on 08.12.22 on the confidential minutes. These were the same as those arising on			
7.	Correspondence: It was noted that there was no correspondence of any substance received.			
8.	Governor In School Day (GIS) Notes from GIS day are in the FGB folder. The Chair, on behalf of the Governors, thanked the staff and children for their engagement with the Governors when visiting the departments and different areas of the school earlier in the day. It was agreed that at future GIS Days selected subjects and statutory linked roles would be given an hour with their staff member, as opposed to half an hour. Chair and HT would draft an annual Governor Visit Schedule, as this would enable Governors to visit the school as a supplement to the GIS days. This could include virtual meetings between staff and Governors. <div>Action: Chair/HT</div>			
9.	<u>SBM Report</u> The SBM presented their report.			
9.1.	Budget Update 2022/23 It was noted that a monitoring report as at 10.01.2023 had been shared on GovernorHub. A report comparing current forecast against the revised budget which had been set on 20.10.2023 was considered. The SBM explained that the school was in a good financial position and that across the year income and expenditure was on track to tally. The outcome			

	<p>was likely to be somewhere between this balanced budget or possibly a in-year deficit of c£60k.</p> <p>Q Governors: What was the significance of the percentages? For example, was the underspend in staffing because their were vacancies?</p> <p>A SBM: The percentages represented the proportion of the expenditure remaining in the allocated budgets. This was not an underspend. This variance was what expenditure remained.</p> <p>A HT: The key to understanding the document was concentrating on the level of expenditure was meant to be remaining. For example, with 3 months remaining 25% of staff costs had yet to be paid, since the percentage in staff cost was 27% this showed that this area was on budget.</p> <p>A SBM: It was noted that the percent spent did not always correlate with the remaining number of months. For example, an annual contract that was renewed at the end of the financial year would show as 100% remaining at month 11.</p> <p>It was noted that SD, due to her expert knowledge in finance, was regularly asked to oversee on behalf of the Governors. This ensured that the SBM was monitored on a regular basis and that the budget process was being subjected to an impartial check.</p>
9.1.1.	<p>It was agreed that the SBM would add some additional headings into the report to make it 'more readable' For example 'variance to year-end' would be added as a header, to replace 'variance'. Since the SBM was monitored by SD, a more user-friendly report could be provided to the FGB. This process by SD had to be completed six times annually as part of the SFVS compliance,</p> <p style="text-align: right;">Action: SBM</p>
9.1.2.	<p>It was agreed that Governors would be offered bespoke training by the SBM on how to interpret the school budget reports. CGo and CGu asked to be invited.</p> <p style="text-align: right;">Action: SBM</p>
9.1.3.	<p>The SBM added that despite the potential for the in-year spend to be somewhere between on budget and a deficit of £60k, however there was carried forward in the region of £255k to £300k. This was important due to anticipated energy and staffing costs in 2023-24.</p> <p>Q Governors: What was the position with staff payraises?</p> <p>A SBM: These had a lag time of about a year, so these were currently unknown.</p>
9.2.	<p><u>Standard Financial Value Standard (SFVS)</u></p> <p>The SBM explained that the Schools Financial Value Standard had to be completed annually. This document was on the GovernorHub and had been completed by SD and was currently a draft document. Governors were asked to approve the document, as it had to be returned to the LA BY 31.03.2023. The self-assessment dashboard had also been uploaded to the GovernorHub to provide some benchmarking of the school against similar-sized schools with similar percentage of Free School Meal (FSM) pupils. The benchmarking that HT and SBM carried out had indicated that the school average on most income and expenditure areas was comparative to similar schools. The benchmark process had highlighted that the number of Teaching Assistants (TAs) was below that of similar-sized schools, but this was due to recruitment issues. Raysfield was above average for building and maintenance, due to be a two site school and the age of the buildings. The Governors approved the SFVS.</p> <p style="text-align: right;">Approved.</p> <p>Q Governors: What was included in 'Other Staff Costs'?</p> <p>A SBM: Cleaning company and the extra cleaner, caretaker, supply teachers.</p>
9.3.	<p>Breakfast Club Pricing Report</p> <p>Since the SBM report posted on GovernorHub, which had asked Governors to consider increasing the cost per child at Breakfast Club, there had been an increase in the number of children using this service. There were now about 8 extra children a day. Whilst staffing and</p>

	<p>food costs had risen the increase in the average number of children meant that a price rise could be delayed. The monthly running costs would continue to be monitored.</p> <p style="text-align: right;">Approved.</p> <p>Further to the posts in GovernorHub, any future recommendations for price increases, would be supported with analysis of families with multiple siblings attending Breakfast Club.</p>
9.4.	<p>School Dinner Pricing Report</p> <p>Governors noted that following on from a meeting with the other schools in Raysfield's ABM cluster contract (5 schools) increases in prices for school dinner paid pupils was discussed.</p> <p>The current price was £2.30, and the suppliers were Integra. The Universal Free School Meals (UFSM – reception, year 1 and 2) and the FSM price had risen to £2.41 per pupil for UFSM and FSM. Since Integra would cease to trade from September 2023 an alternative catering contract would need to be negotiated, which was likely to lead to an increase in cost above that charged by Integra. The school could afford to delay a price increase until September 2023.</p> <p>The SBM asked Governors to decide:</p> <ul style="list-style-type: none"> • whether to increase the meal price from April 2023 and therefore that would be a 10p increase in the course of a year • or wait until September 2023 <p>Following an extensive discussion Governors agreed that:</p> <ul style="list-style-type: none"> • The price should not increase until September, when the SBM would have more information on the necessary increase to cover the new catering contract • The school had sufficient funds to delay the increase <p style="text-align: right;">Approved.</p>
9.4.1.	<ul style="list-style-type: none"> • Parents should be informed of the forthcoming increase in September 2023 • That the current £2.30 price increase was likely to be between £2.40 and £2.50 • The parents would be informed of the future increase through the newsletter • The HT would post a draft form of words for the newsletter on GovernorHub for approval. • The information in the newsletter would be 'from the Governors'. <p style="text-align: right;">Action: SBM/ HT</p>
9.5.	<p>Health & Safety</p> <p>There have been no major health and safety incidents reported since the last meeting. It was noted that the work on replacing the old decking area had been completed and the contractors had also repaired some of the broken parts of the trim trail.</p>
9.5.1.	<p>Reportable Accidents</p> <p>These were contained in the SBM report.</p> <p>No incidents have been reported to Riddor.</p>
9.6.	<p>GDPR</p> <p>There have been no incidents recorded since the last meeting. The SBM would be introducing GDPR training for staff.</p>
10.	<p><u>Headteacher's Report</u></p> <p>Highlights were as follows:</p>
10.1.	<p>The Inspection Dashboard Summary Report (IDSR)</p> <p>The IDSR had been considered during the GIS day. It was noted that the DfE report referred to 2020-21 KS1 and KS2 performance data. It would be baseline from which the senior leaders and Governors could work from. The HT had sent the DfE link to the school's IDSR to all Governors.</p>
10.2.	<p>Numbers on Roll</p> <p>It was noted that Raysfield did not have a falling roll. Leavers were due to geographical relocation.</p>

10.3.	Inclusion and SEN Governors were asked to read the SEN report which would be uploaded to GovernorHub when available.
10.4.	Behaviour Review Venture leaders had visited on 11.01.2023 to conduct a behaviour review. This would be uploaded to GovernorHub when available.
10.5.	LA School Improvement Following the December FGB it had been agreed to go with the new School Improvement offer, so the school had voted not to de-delegate funds back to the LA.
10.6.	Attendance <ul style="list-style-type: none"> Current attendance was 95%, national average was 93.4%, Challenged by parents over letters sent about attendance being low When HT challenged the Governors attendance policy has been explained – no exception unless extenuating circumstances. Shared children on reduced timetables and the hours, everything was being done to support these children to attend school A high proportion of the accidents/incidents related to the children listed on reduced timetables. Incident nos 7 resulted in the staff member attending A&E, when hit by a hard plastic dinosaur which led to a laceration that needed immediate medical attention, glue and stitches. This had resulted in a five day exclusion. <p>Q Governors: How was the relationship between child and teacher? A HT: It was okay. The staff member had been working elsewhere whilst the relationship was repaired. Q Governors: Did staff have access to counselling and appropriate support after these types of incidents? A HT: They are checked whilst off work, they have a return to work meeting and are re-deployed elsewhere and were supported in repairing their work relationship with the child.</p>
11.	Safeguard Report on Teams CPOMS Analysis CPOMS Analysis in numbers CPOMS Analysis in Graphs and Charts Two analysis reports had been uploaded to GovernorHub by ST. The Governors looked through the data and the HT explained the data. Governors Questions: Q: Were the reduced number of incidents related to interventions? A HT: Yes, there had been a number of interventions, that appeared to be successful looking at the data. Q: How were home incidents reported? A HT: A number of routes, such as parents telling teachers or police reports. It was noted that the data revealed more incidents associated with dysregulation and less relating to refusals. The HT added to this that work on reducing the refusals had resulted in a new behaviour policy. New behaviour rules were: be kind, be brave and be responsible. Q: How was a child refusal managed? A HT: Some time out in a calm space, if the refusal continues a warning is offered, then check-in. The response is always based on knowledge of the child's needs and being adapted when necessary. The check-ins helped a picture to be built up so that patterns of behaviour could be mapped for individual children and classes. Q: On graph section showing abuse some significant changes, the child on adult had increased this term yet the child on child had gone down. Was there a reason for these changes?

	A HT: This was probably associated with adults being more confident and bounded and related to removing children in a guided way if they become too physical for the situation and it was likely to result in another child being hurt.
11.1.	Single Central Record (SCR) Audit CHa reported that they had carried out an SCR audit on 13.01.2023, which would be uploaded to GovernorHub when complete. It was planned to repeat this termly. All the queries and questions flagged by CHa had been actioned by the HT through the administration team.
11.2.	Annual Safeguarding Audit HT agreed to check status on this. <div style="text-align: right;">Action: HT</div>
12.	<u>School Website Audit</u> The Clerk reported that a Raysfield Website Audit which had RAG rated the information that schools maintained by their local authorities must or should publish, as required by the DfE. Most of the information requirements had received a green rating, with three amber ratings which were: <ul style="list-style-type: none"> • Remote education provision (a should) • Public Sector Equality Duty (how school demonstrates compliance to the Equality Act 2010). Since the audit the amber ratings item had been updated with the relevant information. The Clerk had suggested to the HT that a Guiding Principles Statement Policy was a potential way to ensure that visitors to the website were made aware of the Raysfield extensive provision for inclusion and equality across the whole school community. The Clerk presented an example of the type of principles that could be incorporated into the website.
12.1.	Ideas generated were: <ul style="list-style-type: none"> • Video clips from the children, staff and parents • Update the photographs • Quotes from parent survey • Employ a marketing company to review the website • Google analytics for the website would be informative • Contact the existing external website provider It was agreed that the HT would research website marketing companies that could help improve the website. <div style="text-align: right;">Action: HT</div>
12.2.	Update on Governor Information On Website It was noted that the current contact information for Governors needed updating. <div style="text-align: right;">Action: SBM</div> The remainder of the Governor's information was compliant as it referred to the 2020-21 Governor Information.
13.	Draft Policies Folder
13.1.	Equalities Information & Objectives 2023 Q Governor: Why was there only 98.2% on race and ethnicity? A HT: Some people did not want this recorded.
13.1.1.	It was agreed that an 'unspecified' category would be added. <div style="text-align: right;">Action: SBM</div>
13.1.2.	It was agreed that 'sexual preference' was reworded to 'sexual orientation'. <div style="text-align: right;">Action: SBM</div>
13.1.3.	Update the objectives/numbers on the Public Sector Equality Duty. Put on website. The front page needed an annual update, as it was the objectives and information. <div style="text-align: right;">Action: SBM</div>

13.2.	Behaviour This would be circulated through GovernorHub, as it did not approval within an FGB. The Ht had delegated responsibilities to update the behaviour policy. <div style="text-align: right;">Action: HT</div>
13.3.	Anti-Bullying <div style="text-align: right;">Approved</div>
13.4.	Guiding Principles Statement for Website This was dealt with in item 12.
14.	Any Other Urgent Business (AOB):
14.1.	School Improvement Offer and Exploration of Academisation In the December FGB the Governors had approved a strand offer of school improvement plus paying for somebody to carry out an exploration of what a MAT might look like in the future with Raysfield being a part of it. This was about how the school could obtain the best school improvement offer and in parallel gain security by working alongside these other schools whilst academisation was explored. The HT had attended a meeting with the Head Teachers and the consultants Andrew Best and Geraldine Tidy. All 20 schools approached by the consultants had agreed to their offer. Key Highlights of discussion: <ul style="list-style-type: none"> HT had given 'notice to leave' the Venture Hub The name of the academy would be Mosaic. Q Governor: What happens if a school drops out? A HT: AB and GT would be assessing how many schools were required to make it viable, so if say 10 schools made it possible then it would still continue. Q Governor: Can others join? A HT: Yes. Next meeting was 25.02.2023 Q Governors: When does the initial commitment we've made end? A HT: September 2023. It was at this point Raysfield would need to decide if it wished to join Mosaic Academy. The HT had asked AB and GT to meet with Raysfield Governing Body. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center; font-size: 1.2em; color: #4F7942;">Agenda Overview 12/01/2023</p> <ul style="list-style-type: none"> ❖ Group overview by numbers ❖ School overview including geographical spread ❖ AB and GT respective roles ❖ Growth strategy, colder spots and approach with other schools that express an interest ❖ Information sharing ❖ Finances: Wiltshire Council and external consultant invoicing ❖ Initial vision scoping ❖ Trust name: Mosaic, Fusion, Inunison ❖ Next steps ❖ Using the MAT Assurance Framework: MAT SI CAPACITY FRAMEWORK (publishing.service.gov.uk) </div>

Final numbers as an area

Area 1: North & West
 Gillingstool
 Crossways Infant
 Crossways Junior
 The Ridge
 Broadway
 Raysfield

Area 2: North Central
 Frenchay
 St Michael's Winterbourne
 Hambrook
 Christ Church Infant
 Christ Church Junior

Area 3: South Central
 Redfield Edge
 St Stephen's Infant
 St Stephen's Junior
 Park
 Parkwall

Area 4: South and East
 Pucklechurch
 Marshfield
 Neston
 Box

AB and GT respective roles

Schools have agreed to the following opportunity for the next twelve months:

- Opportunity to explore and develop a new MAT with AB/GT
- A school improvement offer delivered by GT

At this point what schools are not signing up to is an existing MAT

AB will take a lead in supporting school leaders in developing the opportunity of forming a new MAT and scoping this with them

AB traded time will be solely funded from South Glos. schools from the pooled funding; pooled time for GT will be jointly from South Glos. and Wiltshire Schools

GT will lead on all the school improvement elements of the offer and any practical work around academisation with the Wiltshire Schools to manage any potential conflict of interest

GT will commence school improvement work from 01/03 to avoid any potential conflict of interest in South Glos.

Timeline (conservative)

31st December 2022
 Local governing bodies commitment to working with external partners who will lead on the Academisation offer and deliver a school improvement service. RD office notified of the schools involved in the creation of a new Trust. Schools the prepare to purchase days from current employers of the external partners

1st January-1st July
 Initial MAT due diligence is undertaken including School Improvement from March.

1st July– 30th September 2023
 Schools go out to consultation on the proposal to be part of the new MAT.

November 2023
 The New MAT application is submitted for the Advisory Board for approval. Application for TCaF

Timeline (conservative)



15.	No items were identified for Confidential Part II Minutes
16.	Meeting Dates to confirm: Full Governing Board Thursday 30 March 2023 5.30 pm virtual.
	The Chair closed the meeting at 16:30 hours.

Actions arising from the Minutes of the Full Governing Board held on Thursday 9 February 2023

Item	Action	Actionee	Status
8	Draft annual governor visits schedule	Chair/HT	
9.1.1	Add more readable headings to monitoring report.	SBM	
9.1.2	Bespoke training on budget reports – how to read & interpret them	SBM	
9.4	School dinner prices to sept 2024 agenda	Clerk	Complete
9.4.1	Newsletter – Inform parents that school dinner prices will increase (£2.40-£2.50) as from Sept 2023. Message from governors.	HT	
11.2	Check – Annual Safeguarding Report status	HT	
12.1	Research website marketing companies	HT	
12.2	Governor Information on website to be updated – 22-23 part only	SBM	
13.1.1	'unspecified' category would be added. EQUALITIES INFO & OBJ	SBM	
13.1.2	sexual preference' was reworded to 'sexual orientation' – EQUALITIES INFO & OBJ	SBM	
13.1.3	Update the objectives/numbers on the Public Sector Equality Duty. Put on website. The front page needed an annual update, as it was the objectives and information.	SBM	
13.2	New Behaviour policy to GH	HT	