

## Lanesend Primary School

### MINUTES

of a meeting of the Full Governing Board  
held at the school on 21<sup>st</sup> March 2018 at 6.30pm

**Present:** Karen Herbert-Duff (KHD) - Chair, Caroline Sice (CS) – Head Teacher, Jo Hunter (JH) – vice-Chair, Jeremy Robinson (JR), Tara Hopkinson (TH), Andrea Flux (AF), Emma Norton (EN), Alex Augustus (AA), Sam Newson (SN), Dave Cooper (DC) – invited guest, Carrie Almond (CA) – invited guest  
Richard Crossley – Clerk (RC)

#### 1) Apologies

Apologies were received and accepted from James Hall.  
Paul Herbert did not attend.

#### 2) Declarations of interest

No new or amended declarations were made.

#### 3) Minutes of previous meeting

The minutes of the FGB meeting on 21<sup>st</sup> February 2018 were agreed to represent an accurate record of that meeting and were signed by the Chair (proposed AF, seconded EN).

#### 4) Action items from previous meeting

A summary of the updated status of matters arising and actions is given below.

As it had been decided to make this a single agenda item meeting, CS circulated copies of her Spring 2018 Report to Governors. Governors are invited to submit any queries on its content for discussion at the next FGB. **Action: All**

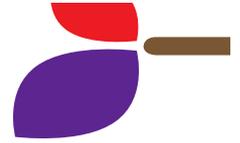
#### 5) 2018/19 Budget Options

KHD opened the discussion by advising that the funding formula has now been published and it was important for governors to consider its implications for the school budget over the next two years or so.

EN noted that a preliminary discussion, in advance of the final FF being known, had taken place in the last Money group meeting.

CS confirmed that the spreadsheets circulated each needed the 'carry over' sum of £59k adding. She explained some of the complexities of EHCP funding and the school's contribution to this. This element of the funding looks better than expected because, although the EHCP hourly rates are being reduced, they are being paid over the whole year. As a result, there is a little more money 'in the pot' than was previously thought.

New documents were circulated (updated from those previously considered by Money Group) showing various options A to I on which the school budget could be based for the next year.



A plan was circulated, drawn up by the contract architect, showing the floor plan for proposed extensions and alterations. CS explained some of the possible changes needed to add an extra classroom. Some toilets would need to move (more toilets are needed) and the present staff room and art room would become classrooms. The current large year 6 classroom could be divided to make 2 x 60 m<sup>2</sup> classrooms. These changes, with no external work, would provide 2 extra classrooms (i.e. a total of 19).

CS noted that, from her recent parent survey, a significant school choice factor was small class sizes. In addition, it was important to consider the 'extras' that Lanesend offers.

JR agreed that it was important to avoid a 'cramped' feeling in classrooms and AA agreed that small class sizes are an important consideration.

JR felt it would be useful for governors if CS could give her view of the most important issues affecting budget choice.

CS replied that, as a minimum, she would like to be able to provide 3 Reception classes and 3 year 6 classes. Those that have had 3 f/t teachers would as a minimum have 2.5. However, the following year is likely to see 2 classes. She noted that there is still a budget lag for 44 pupils and until that 'delay deficit' is removed, this will continue to be a major factor affecting Lanesend's budget. There was some possibility of mixing upper KS2 classes for afternoon topics.

EN queried whether it was possible to borrow, in order to bridge the funding gap and CS replied that it was theoretically possible, but only after any surplus has been used and, even then, it would be difficult to justify.

JH reinforced the importance of 'marketing' the school to current, as well as prospective, families.

CS reminded governors of the need to keep in mind the 4 children still on the waiting list for places in year R.

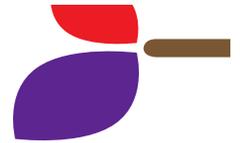
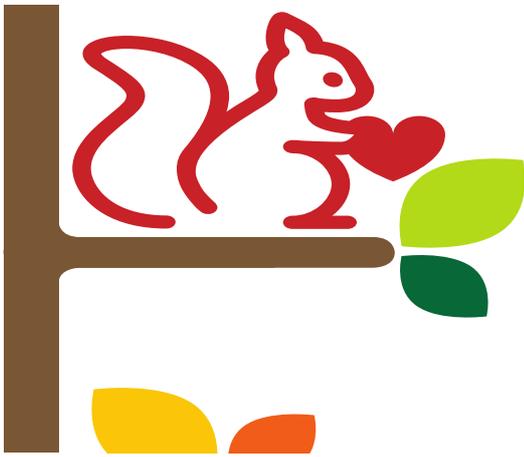
It was decided that governors should split into groups of 3, each group to consider all options, then to reconvene to compare views. Prior to this many questions regarding detailed aspects of options A through I were answered by CS and CA.

The Clerk stayed with a group comprising AA, TH and KHD.

AA felt strongly that small class sizes (24 or less) were important and that up to 30, results begin to be affected, especially in cohorts with a high SEN content.

TH asked where the emphasis on small class sizes should be – year R, year 2, year 6?

Within this group feelings on 'half teachers' were not positive.



After some discussion the group agreed that small class sizes were non-negotiable and the discussions switched to what the school was prepared to compromise to achieve this.

There was a general discussion about the numbers of teachers and TAs, a general agreement that mixed classes are viewed negatively by most. The possible reduction of expenditure under the 'Global Rock' and 'Data Expert' headings was also debated.

The groups reconvened after 20 minutes to compare the results of their discussions.

The group comprising JR, CS, JH and AF favoured a variation of option A, with building costs restricted to £50k, 2 extra teachers and a reduction in TAs. Trips to be charged at cost and additional sources of income or income in kind to be actively pursued.

The group including AA, TH and KHD favoured an increase to 66 for Year R admissions giving Year R with 3 teachers and 2 TAs, year 1 with 3 teachers and 2 TAs, Year 2 with 2 teachers and 2 TAs, Year 3 with 3 teachers, Year 4 with 3 teachers and a shared (with year 3) TA, Year 5 with 2 teachers and 1 TA and Year 6 with 3 teachers and 1 TA. This gives a total of 18 teachers and 9 TAs. The group also considered expenditure reductions by losing play therapy, drum therapy Claudia and making all trips at cost, Global Rock to continue but with parent contributions requested at an early stage.

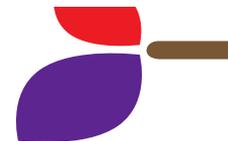
In summary, each group prioritised small class sizes and based very roughly (at present) on a consensus of the suggestions made, a deficit of £50-60k this year looks likely, subsidised by a top up from the surplus. For the following year, the initial estimate shows that the school might 'break even'.

CS felt that she would now be able to proceed with getting a more accurate estimate for building work (internal only). **Action: CS**

Discussions continued as to the preference for admission number, as previously mentioned – 66 or 72? The majority view was that there was no issue in opting for 72 though CA noted an important consideration being the number of EHCPs that might result and their associated cost. KHD, JH and JR wondered whether it was permissible to keep the admission number at 60 but accept up to 63? Being uncertain on this, CS will speak with the Admissions authority for an answer. **Action: CS**

CS mentioned that herself and CA had separately discussed the idea of a 'carousel' arrangement for year R, with mixed group afternoons. This would reduce the number of year R teachers by 0.5 to 2.5. However, this idea would not permit an increase in the PAN.

Those suggestion that were generally agreed between groups will now be reviewed by CS/CA and will be compiled into an accurate budget with 4 options. Governors agreed that the limit on any



carry over funding from the surplus should be £30k - £60k. Governors will meet again on 19<sup>th</sup> April at 6.30 pm to review. CS/CA will circulate the more definite proposals when available.

**Action: CS/CA**

### **Any other business**

JR advised that he had become aware of a union-led initiative regarding school budget cuts and one of the unions has produced an 'action toolkit.' There are moves towards a campaign weekend on 21<sup>st</sup>/22<sup>nd</sup> April. He felt that it would be useful for Lanesend to become involved in this zero-cost activity as a more targeted statement of the impact of the budget cuts was needed.

JR agreed to circulate any information he had, for consideration by governors.

**Action: JR**

CS noted that a safeguarding review had taken place today. One item had been noted regarding meeting minutes and several other minor issues. KHD agreed to send the text of the minutes item to the Clerk, when available.

**Action: KHD**

There being no further business, the Chair closed the meeting at 8.56 pm. The next FGB meeting will be an extraordinary meeting on Thursday 19th April at 6.30pm. Please inform the Clerk if you are unable to attend.

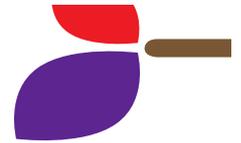
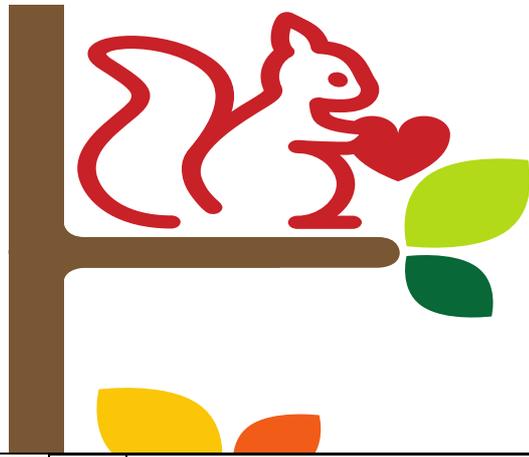
*Richard Crossley*, Clerk

[richard.crossley@lanesendpri.iow.sch.uk](mailto:richard.crossley@lanesendpri.iow.sch.uk)

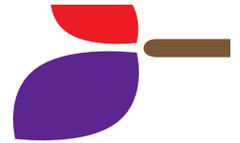
### **Action items status at the end of this meeting**

Note: Completed items are shown 'greyed out', retained for one month and then removed from the list. Numbers are allocated serially and do not change when completed items are removed from the list.

	<b>Action item</b>	<b>Date raised or amended</b>	<b>Person responsible</b>	<b>Status</b>
46	Write Govs. Monthly awards	15/09/16	KHD	<b><i>Standing Action Item</i></b>
83	Gov. Dev. Plan as part of Strategy Group	20/07/2017	JR	Review at next Strategy Group
93	Investigate Free School teacher contracts re term times	22/06/17	KHD CA	Ongoing Contact Strictly Education
104	Discuss October holiday dates with staff	18/10/17	CS	In progress



106	Include Link gov. details in gov. newsletter	18/10/17	JR	To be published 23/03/18
109	SDP updates to become standing item on agendas	13/12/17	Clerk	<b>Standing Action Item</b>
111	Meet to develop funding action plan	13/12/17	Money group (EN)	ongoing
113	Follow up audit/report items to ensure efficiency	24/01/18	Money group (EN)	ongoing
115	T&L Group to review performance of pupils with highest absence rates	24/01/18	KHD	T&L not met yet. For next FGB.
116	Organise 'late sweep'	24/01/18	AF/Govs	completed 28/02/18
118	Record of volunteer visits in newsletter	24/01/18	CS/Office	For April FGB
120	Class size – vs – funding for MG	24/01/18	EN	completed
121	Investigate school improvement funding	24/01/18	EN	ongoing
123	Investigate ways of recording gov. SDP monitoring	24/01/18	JR, JH, KHD, Clerk	For April FGB
124	Review SDP actions during visits	24/01/18	CG Convenors	ongoing
125	Try to obtain copy of Ryde Private contract	21/02/18	KHD/JH/AA	ongoing
126	Check for forthcoming induction training	21/02/18	Clerk	complete
127	Arrange Paul B safeguarding training	21/02/18	CS	ongoing
128	Check SEN boy:girl ratio	21/02/18	CS	For next CCG
129	Initiate survey monkey pre-school review	21/02/18	CS	completed
130	Money Group to consider playground 'fix'	21/02/18	EN/Clerk	Next MG meeting
131	Advise CS of any ideas re admission numbers	21/02/18	All	ongoing
132	Arrange gov. meetings to coincide with coffee mornings. EN to attend next	21/02/18	EN	When possible
133	Verify text of amended admissions policy	21/02/18	TH	completed



134	Read H/T Spring 2018 report and raise any queries	21/03/18	All	April FGB
135	Obtain more accurate estimates for internal building work	21/03/18	CS	When possible
136	Raise query with Admissions authority	21/03/18	CS	April FGB
137	Compile accurate budgets for 4 options based on group discussions and circulate to govs.	21/03/18	CS/CA	As soon as available
138	Circulate any info on anti-cuts campaign	21/03/18	JR	As soon as available
139	Send safeguarding comment to Clerk	21/03/18	KHD	As soon as available