



GLEBE PRIMARY SCHOOL

Minutes of the Full Governing Body Meeting Glebe Primary School, Sussex Road, Ickenham 16th March 2023 – 18:30pm

Mr J Buckingham (Chair)
Mrs P Swindells (Vice Chair)

Mrs M Penney (ex-officio)	Mr P Niznik
Miss J Brown	Mrs S Rai
Mrs J Campbell	Miss K Rhodes
Mrs R Collins	Mr R Shah
Ms L Dwyer	Mr S Youens *
Miss J Griffiths	Mrs D Georgiou *
Miss D Lubbers *	

* Denotes apologies received ^ Denotes associate member
+ Denotes member absent ~ Denotes member late

Action

4055	Apologies Danique Lubbers, Steve Youens, Despo Georgiou	Chair
4056	Single Central Register Signed by JB	Chair
4057	Approval of minutes from the last meeting Minutes from 26 th January 2023 approved and signed Finance and Curriculum and Policy dates are on the minutes which all Governors can attend but will not have voting rights.	Chair
4058	Matters Arising None	Chair
4059	Matters for any other business Danique Lubbers has reduced her hours. We need to discuss if we want to appoint somebody to step up or if we want Katie or Jenny to take on that role. Can you put it out to staff and see if we get a volunteer first. Is Danique happy to be replaced? Yes She was coming to the end of her term. Staff can re-apply and it doesn't have to be a teacher. We will open it up to everybody and put in on this week's Staff Newsletter.	Chair/ Clerk
4060	Head teacher's Report – <i>distributed via email prior to meeting.</i> Very comprehensive Head Teachers report. There were no questions Any follow ups? Attendance was up 2.2% above National. Please all have a look at the website. Key Information is the information that you have to have that are statutory, we have put it all in one place. You have to put on the website that "If you phone the office these are one of the people that you will end up speaking to". There are couple of tweaks needed for the website. Positive wellbeing - we have just updated in terms of our new Mental Health First Aiders and the training that was completed. It was a long couple of days 8:30-5:30 over two days but it is nice that the children will have somebody in every year group to go to.	MP

	<p>That section also gives parents a lot of strategies in how to support their children and themselves.</p> <p>Zones of Regulation – we have been doing this a lot with the children, Jenny had assembly with the younger children last week about using how they can regulate their emotions and identify. There are also displays in the classrooms and bigger displays outside where the children can stand by one of the zones and staff can help them regulate.</p> <p>Our Learning – every year group and every subject have been busy populating the information. Everybody was given standardised information to include on there, such as who the staff are, who covers the class when there is PPA, so parents are aware. Termly overviews, so we have expectations so that parents know where their child should be at the end of that school year. Parents can refer back to this information any time.</p> <p>Quality Mark has been abandoned but we can still go for the accreditation as were are half way through it, so we will have it for another 4 years.</p> <p>Ofsted will look at the website about 3 weeks prior to coming into schools.</p> <p>Is there anywhere where all the Marks are all displayed together? Is it on the letterhead? Yes, it is on the bottom of the letterhead.</p> <p>Is there somewhere on the website where they could be displayed? Yes, we could look at doing that. You could put in on the footers or a pop up on the website.</p> <p>Website – Jennifer needs to update website information and picture and information needed from Rakesh and Rita.</p>	
4061	<p>Parent Governor Elections</p> <p>Not an issue as we do have parents on the governing body. Patricia and John to get together and report at next meeting.</p>	
4062	<p>Crib Sheets</p> <p>All received by governors. These were just thoughts put down under each heading, please add ideas and examples.</p> <p>Did anybody think that there were topics that were missing? No, all ok and very useful.</p> <p>We can bring them into the Ofsted meeting to use to jog our memory.</p> <p>Is the Drop Box working to store them there? Not sure, Phil to check and once confirmed Patricia will put in Drop Box and send an email to confirm.</p> <p>You can have your own crib sheet and share it with everybody else.</p> <p>Be positive about the Staff/Pupils and Governors as long as it is all justified. As Governors we analyse the trend.</p>	
4063	<p>Finance Report</p> <p>Minutes were sent out today.</p> <p>Absence Cover Scheme</p> <p>We pay insurance so that when people are on Maternity Leave we get money back or on long term sickness absence after 10 days. We have always been with Schools HR, who were running at a loss. So Schools had to go and source other Companies. We have tried to get a group of schools to all go for the same company and hopefully get a group discount. We have had 2 people pitch both of whom said that they were DfE approved, this means that we do not have to go to three or more quotes. At the Finance Governors meeting the best quote at the time was from Education Mutual and they were offering a</p>	///////

<p>lot more things standard and a lot more for Maternity cover. We had to announce 3 current maternities which meant the premiums were high but we will get those back.</p> <p>Jayne and Despo went to the School Business Managers meeting today and at that meeting the Local Authority confirmed that they don't like working with Education Mutual, the LA said that any school going with Education Mutual may fail their audit as it is not clear where the surplus funds will be going even though they said it will go back into schools. This has to go to an AGM where all members vote and the majority wins so this means a possibility of the school budget going public. They are also not part of the Financial Conduct Authority. Schools Finance said that an audit will not take kindly to the surplus not being used for the education of children. Education Mutual have also been calling schools and using Bob Charlton, who is the Director of Schools HR, saying that he has endorsed them when actually he hasn't.</p> <p>We have gone back to SAS, Schools Advisory Service, whose quote wasn't bad, they just didn't offer things like preventative wellbeing intervention and on call 24/7 to GPs, Nurse service, as standard. But their new quote includes these elements and as it is an insurance policy (and not a mutual) it is underwritten, more secure and LBH finance should have no issue with us going with them.</p> <p>We have gone back to them today and they have matched the quote from Education Mutual and given us more per teacher and £8,000 Maternity cover for support staff as well.</p> <p>Are schools likely to go with SAS?</p> <p>Some are but some are also going to fund it themselves.</p> <p>SAS also offered a 5% discount and we have accepted and gone with the SAS Insurance quote. All agreed.</p> <p>HLTA's</p> <p>HLTA – Change of policy in that we will use less supply teachers and bring in 2 Higher Level Teaching Assistants, which will save us quite an amount of money and bring the children a consistency of knowing the staff instead of Supply Teaching.</p> <p>We have never used HLTA's. This was introduced about 10 years ago. Jenny is now making 18 phone calls at 7:30 in the morning to secure a supply teacher. It is about having a familiar face.</p> <p>Are HLTA's full time members of staff?</p> <p>Yes, they are full time members of staff with a significant qualification. They are paid on the basis that they are unqualified teachers so they are at that standard and the process we go through at interview is the same as we do for teachers. We will observe them during interview. We might consider to train our current staff in the future. We are looking for experienced HLTA's. We will advertise just before Easter.</p> <p>You will have to explain about the children to a supply teacher but with a HLTA they will know the children already, so that is a lot of time saved. Also knowing children's name and when playground is, is a good thing.</p> <p>We will not be using the HLTA's for PPA, it would be for sickness cover and probably subject to release time.</p> <p>We have appointed some brilliant supply teachers.</p> <p>From a budget point of view our supply budget always goes over as you cannot predict sickness. Over time it will be about £106,000 saved.</p>	
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	<p>You are advertising over Easter on the assumption that you will get someone over the Easter holidays.</p> <p>Yes, it will give people time to apply.</p> <p>Are they qualified to teach a class?</p> <p>We will monitor them the same way as we monitor every teacher.</p> <p>It is also what we can do when they are not covering.</p> <p>When they are not covering sickness they will be doing interventions.</p> <p>The HLTA idea was taken to Finance committee as this was a policy change.</p> <p>Indicative Budget</p> <p>We have a surplus of £534,000, even though there is a deficit per head per child. We did have a conversation on what we might spend it on but we have to take into account the per head deficit per child.</p> <p>Money comes in throughout the year that you cannot budget for.</p> <p>On the Cost Centre report, which is looked at, at every Finance meeting, it says that the Education and Support staff is overspent by 152%. There is a High Needs Income which offsets all of that but we are not allowed to move it into there on paper as they need to see how much they give us.</p> <p>Statement of Internal Control was signed.</p>	
4064	<p>Budget allocation for the New Year</p> <p>£115 less per child this year than we did this time last year which is about 3% which equates to £67,735. They said at the meeting today that they have reduced cost per child but put more into deprivation payments so it all should balance out. That was the reasoning.</p>	
4065	<p>Academy Status</p> <p>No update</p>	MP
4066	<p>Working Parties</p> <p>Curriculum and Policy coming up.</p>	PS
4067	<p>Governor Training</p> <p>Please take advantage of training sent to you as we are paying into them.</p> <p>Patricia to ring Ron Fowler to offer training.</p> <p>Maybe Hot Topics section.</p> <p>Hillingdon Learning Partnership are looking to expand for the second year and doing some governor training as well which will be paid for as part of our membership.</p> <p>We could have training on complaints procedures, appeals and exclusions.</p>	Chair
4068	<p>Sub committees</p> <p>Patricia and John, in role as Personnel Governors, met today with Mel for the ½ yearly Head Teacher appraisal and are pleased to report that we are well on line with requirements.</p>	Chair
4069	<p>Link governors</p> <p>Patricia did two World Book day assemblies. Was an absolute delight. Maybe the Governors could have an award for the parents who contributed the most to World Book day? Some of the costumes were amazing.</p> <p>Did all the Governors send in a video on their favourite book?</p> <p>Yes</p>	
4070	<p>Adopted Governors</p> <p>Patricia -Year 4 Verulamium Museum St Albans visit - children were sitting in the museum to watch the video and were really quiet. – Very good.</p>	Chair

	<p>Sabrina – Year 5 Science trip, made bath bombs and lip balms for mums on Mother’s day. Good fun.</p> <p>Jenny will be going on a trip on Monday.</p> <p>Governors went to the FOG Quiz night, good fun and very successful.</p>	
4071	<p>Any other Business</p> <p>Date for Diary – 4th September 2023 – Safeguarding and Keeping Children Safe in Education training from 1.30pm.</p> <p>Is that the day you go back to school?</p> <p>Yes, and then the children are back on Wednesday.</p> <p>Patricia’s term comes to an end in June. She is willing to carry on.</p> <p>All agreed and Patricia will carry on as Vice Chair.</p>	Chair
4072	<p>Dates for Future Meetings</p> <p><i>Full Governor Body Meeting</i></p> <p>Thursday 11th May 2023 6:30pm</p> <p>Thursday 6th July 2023 6:30pm</p> <p><i>Finance Meeting</i></p> <p>Monday 15th May 2023 6:30pm</p> <p>Monday 3rd July 2023 6:30pm</p> <p><i>Curriculum and Policy Meeting</i></p> <p>Tuesday 23rd May 2023 1:30pm</p> <p>Tuesday 11th July 2023 1:30pm</p>	
	Meeting closed at 19:40	

I agree that this is a true and accurate record of the meeting dated above:

Signature:

(Chair of Governors)



Date:

11th May 2023