



**HARTFORD Governance Partnership  
Local Governing Body Meeting  
Minutes – on Teams  
Thursday 20<sup>th</sup> June 2024 at 6pm**

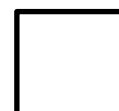
<b>Governors Present</b>	Naomi Jeffery (Parent governor – NJ – Chair); Rae Lee (Head of school – RL); Joanna Eagle (Staff governor –JE); Lizzie Rogers (Trust governor – LR); Ellie Shaw (Staff governor HJS –ES – appeared virtually) and Abigail Shearing (Parent governor – AS).
<b>In attendance</b>	Terri Bonnett (Clerk – TB) and Mark Norman (MN).
<b>Apologies</b>	Laura Chamberlain (Trust Governor), Laura Edwards (LE), Gavin Macartney (Staff governor HJS – GM), Sian Fortt (Parent governor- SF) and Sue Orledge (Staff governor – SO) send their apologies.

Action points from this meeting			
<b>3</b>	TB	Clerk to contact CJ in supporting AS with contacting outside agencies in supporting the GB.	<b>Next meeting</b>
<b>6</b>	TB	Clerk to send further vice-chair information to SF.	<b>Next meeting</b>
<b>Item Number</b>	<b>Lead</b>	<b>Action from 14<sup>th</sup> of May 2024</b>	<b>Deadline</b>
4	RL	Send SVFS to all governors	Next meeting
8	TB	Send information around being a vice-chair	Next meeting
8	TB	Send link governor information	Next meeting

Item	Minutes	Action
<b>1</b>	<b>Welcome from the Chair and apologies for absence</b>	
	<p>The Chair welcomed everyone to the meeting.</p> <p><b>Apologies of absence</b> LC, LE, GM, SF and SO send their apologies. The apologies are agreed.</p> <p><b>Declaration of interests relating to items on the agenda</b> There were no declaration of interests relating to items on the agenda.</p>	
<b>2</b>	<b>Finance and Budget update</b>	

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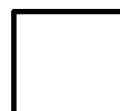


Chair initial

Item	Minutes	Action
	<p>MN shared the infant and junior budget update documents with the GB. The main points from the infant budget were:</p> <ul style="list-style-type: none"> <li>• The lagged funding from October 2023 census was 173 pupils. Total GAG is £931,550. The MSAG (Mainstream additional grant) is included in the GAG for 24/25.</li> <li>• Future years based on projection of pupil numbers and a 2% inflation factor. Recovery premium has ceased.</li> <li>• Budget assumption of a 0.5% TPAG increase and Teacher's pension grant TPAG has been included April 24.</li> <li>• Teachers pay has increased Main Scale M1 to £30,900 September 24. All others have increased 3.0% for September 24.</li> <li>• If increased further have assumed difference will be funded (Election and GK's Comments)- but this is unpredictable at this point. Future years have increased projection and inflation factor of 3% (Compound)</li> <li>• Budget has given room for support staff to have progression through school. A pay award of £1,950 per pay point is possible for staff (Apr 24) but is currently assumed unfunded from the LA.</li> <li>• For support staff, for future years a 2.75% increase in pay has been assumed- April 25 onwards. This is dependent on what level pay support staff have.</li> <li>• MN shared that they have lowered personnel costs, personal this year was 86% of budget but is now 82%.</li> <li>• Where possible the school have tried to keep expenditure suppressed. The budget has tried to be careful in the utilization of buying power.</li> <li>• Utilities – have kept similar although deals are emerging. Trust costs remain at 4% + 0.25% for IT infrastructure.</li> <li>• MN shared the concerns around low pupil number coming into reception. It is predicted in the next 3 years pupil numbers will continue to be low, this is an issue as every pupil provides income for the school.</li> <li>• RL shared that pupil numbers in primary school are down due to low birth rate around Covid-19 and poor placement development planning from the LA. For schools in Huntingdon, the new school in Alconbury Weald has affected pupil numbers.</li> <li>• The school has reduced the number of Support Staff in the Junior School due to a reduction in pupils. MN shared that personnel costs are very high and the biggest expenditure.</li> <li>• MN shared the 3-year plan, the school is £4,000 in deficit next academic year- MN is happy with this and balancing the budget has been challenging.</li> <li>• SEN funding and EHCPs have also been huge in sorting the budget.</li> <li>• <b>Governor asked if the Pre-school for September is at its maximum intake?</b></li> </ul>	

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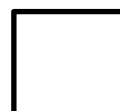


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	<p>RL said the policy states that the pre-school only takes 20, but the room can take the capacity of 24, so the school is going to change the policy (Sep 24) and allow 24 children.</p> <ul style="list-style-type: none"> <li>RL said the school is looking at catchment area, a lot of SEN children come to the school who are not in catchment but come for the good SEN provision.</li> <li><b>Governor asked why the PP expenditure for next 3 years has stayed static?</b> MN said it has not been changed because they are unable to predict the change in eligibility and how many pupils will need to be supported. The whole expenditure will be affected if changed now. But MN said he would be happy to investigate it further and change it. <b>Governors agreed to leave the budget but keep PP in mind.</b></li> <li><b>Governor asked if the budget is worst case scenario with including staff moving up the pay- scale and progressing, or is this predicted?</b> RL said in the infant school, there are more experienced staff members and therefore more expensive, not all teachers choose to move up the pay scale, but many of the teachers do. The school wants to provide opportunities for leadership where necessary.</li> <li><b>Governor asked about reserves and when we should use them?</b> RL said there is £100,000 that could be used but this would only be a buffer of support and not a long-term solution to the issue. <b>Governor added that this money can not be used on capital.</b> RL said the money could be used on additional resources.</li> <li>RL said the new CEO wants to help with marketing management- provide expertise to promote pupils to the school.</li> </ul> <p>The main points from Junior budget:</p> <ul style="list-style-type: none"> <li>Budget assumptions on person and expenditure are the same as the infant school.</li> <li>The lagged funding from the census in October 2023 – Funded 220 pupils.</li> <li>Total GAG income £1,145,721.</li> <li>In the 3-year plan, there is a slight increase of pupils, but numbers will be affected in 2027 due to low pupils' numbers this year.</li> <li>RL said that the two schools could come together with the budgets, but the school would lose money.</li> <li>MN said the junior school has a lot of TAs that could be affecting the budget- a few members of staff are leaving so this could reduce expenditure. Cost of TAs are high but school is aware they are needed due to EHCPs/SEN pupils.</li> </ul>	

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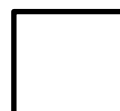


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	<ul style="list-style-type: none"> <li>MN said that this year the school is in deficit but next year the budget is predicted to balance out.</li> <li>Governor asked if utilities have increased and if so, are they making an impact? MN said that the school is on fixed deals now, he is unsure of when the date of when the contract ends. MN said the increase of utilities is dependent on inflation and government changes.</li> <li>Governor asks if RL (headteacher) gets paid for one headteacher job or two because she has taken on the responsibility of the junior school? DfE provided the school a lump sum of £130,000 when the school decided to run under 1 headteacher and plan. Before both the HTs were paid similarly, RL (Headteacher) has had a slight increase of salary but not the same amount as two headteachers. The school has been unable to see the positive effects of this saving as it has been spent on TAs to support the children.</li> <li>Governor asks if TAs are leaving? To balance out the budgets there has had to be a change in some TAs contracts, this is challenging due to the amount of EHCPs in the school. There is predicted to be 11.2% of EHCPs in the Junior school. There is notional funding for SEN funding and top up funding as the school is not receiving additional funding for some EHCPs. The last child with an EHCP only received an extra £1,000 for funding which is not enough for the whole year. TAs have been happy to be more flexible and lose working hours and 2 TAs have resigned which RL had agreed with. The TAs resigning have helped the budget. RL is planning on talking to infant staff next year to see what other changes could be done.</li> <li>RL said after speaking to Trust SENco, there are incoming health plans coming to school but this could be a risk to the budget- the school used to receive £16,000 in funding for EHCPs but now usually receive £10,000.</li> <li>RL it is necessary to have TAs to support the children. One child in the juniors has broken tables and been anxious- this must be supported. RL the school needs full funding.</li> <li>RL said the school has a vacancy in Year 5, the children's needs and budget will be considered with their employment.</li> </ul> <p>Budget was approved by all Governing Body.</p>	
3	Matters arising from previous meeting	

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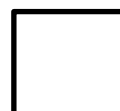


Chair initial

Item	Minutes	Action
	<ul style="list-style-type: none"> <li><b>Action: Clerk to contact CJ in supporting AS with contacting outside agencies in supporting the GB.</b></li> <li>Minutes from previous meeting agreed.</li> </ul>	
<b>4</b>	<b>Resources Update</b>	
	<p>Personnel-</p> <ul style="list-style-type: none"> <li>all updates have been shared in the budget.</li> </ul> <p>School maintenance-</p> <ul style="list-style-type: none"> <li>Toilets need to be updated- more information will be shared in next meeting.</li> <li>Carpet tiles have been re-done and put correctly in place.</li> <li>RL has queries about the bannisters in the school, she must decide whether to raise the barriers slightly or have them up to the ceiling. This decision must be made due to a safety issue. RL said the stairwell needs to be changed but this is going to be a long process.</li> <li>RL shared that the new CEOs priorities include having a safe and positive environment to learn alongside reading and inclusion.</li> <li><b>Governor asked if there is an end in sight for the stairwell update?</b> RL said there has been lots of discussions about it but there are no finances to support it. RL also said that it is also important to teach the children the correct behaviour to use the stairwell- RL has spoken to the staff about consistent expectations of behaviour.</li> <li><b>Governor shared that if the CEO has a vision of having a good learning environment, then the school should get support and finances to help with this.</b> RL said she agreed and is going to continue to ask for help, the CEO has walked around the school and is hoping that she school will be identified as one that needs help.</li> </ul> <p>There has been an update of wood panels outside as a Year 1 child tripped over it.</p>	
<b>5</b>	<b>Safeguarding and Wellbeing Update</b>	
	<ul style="list-style-type: none"> <li>Sue Wright has come in and looked at the SCR (single central record) for the junior school and all is correct except for a duplicate.</li> <li>My Concern is continuing to be used in school.</li> <li>The family support workers are continuing to be supporting parents in both infant and juniors.</li> <li>Attendance is a priority for Ofsted and the Trust; it is part of the schools SDP. There is a bigger focus on the infant school due to the younger children having more time off due to illnesses, having weaker immune systems.</li> </ul>	

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	<ul style="list-style-type: none"> <li>The school's attendance officer is working to align the schools and support the whole family. Parents do not always engage or respond, the school start with a letter then follow with a meeting if not dealt with.</li> </ul>	
<b>6</b>	<b>Governor Business</b>	
	<ul style="list-style-type: none"> <li>SF has shown interest in being a vice-chair. If SF agrees, a vote will be taken in the next governor meeting.</li> </ul> <p><b>Action: Clerk to send further vice-chair information to SF.</b></p> <ul style="list-style-type: none"> <li>One governor has resigned, and one staff governor is off due to sickness- this will be long term.</li> <li>RL invited governors to the Year 6 production- there are two performances.</li> <li>RL thanked the Governing Body for the help this year.</li> </ul>	
<b>7</b>	<b>Policies</b>	
	The mental health policy has been looked at and has been updated and aligned with new training.	
<b>8</b>	<b>Date of next meetings to start at 6pm.</b>	
	Tuesday 5 <sup>th</sup> of September (safeguarding meeting)	

Meeting finished 7.45pm. Red = Governing body decision or question; Yellow – action point.

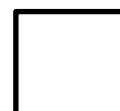
Minutes approved as a true record by the Local Governing Board and signed by the chair:

Chair.....

Date.....

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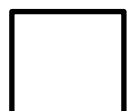


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Hartford Infant and Preschool and Hartford Junior School Acronyms used in LGB and School					
LGB	Local Governing Body	PAN	Published Admission Number	TA	Teaching Assistant
SENCo	Special Educational Needs Coordinator	SEN	Special Educational Needs	EHCP	Educational Health Care Plan
R W M	Reading, Writing, Maths	FSM	Free School Meals	ASP	Assessing School Progress
EAL	English as Additional Language	UIFSM	Universal Infant Free School Meal	LW	Learning Walks
PP	Pupil Premium	Ever6	Post FSM eligibility but entitled to PP support for next 6 years	EXS+	Expected Standard or Greater Depth
GDS	Greater Depth	CIN	Child in Need [Child Protection]	LAC	Looked After Child
SLT	Senior Leadership Team	SDP	School Development Plan	HLTA	Higher Level Teaching Assistant
SMSC	Spiritual, Moral, Social and Cultural development	PEL	Primary Education Lead	CPD	Continuous Professional Development
EYFS	Early Years Foundation Stage	PLM	Professional Learning Meeting	SEF	School Evaluation Form
SALT	Speech and Language Therapy	SCR	Single Central Record	PPA	Planning, Preparation and Assessment
EHA	Early Health Assessment	PEL	Primary Education Lead	ARE	Age Related Expectations
TT	Target Tracker	EYFS	Early Years Foundation Stage	GLD	Good Level of Development [EYFS]
QTS	Qualified Teaching Status	KIT	Keeping in Touch	TT	Target Tracker
LA	Local Authority	QTS	Qualified Teacher Status	EY	Early Years
TAF	Teacher assessment Frameworks	LW	Learning Walk	NOV	Note of Visit
DSL	Designated Safeguarding Lead	KCSIE	Keeping Children Safe in Education	EHA	Early Help Assessments
AHT	Assistant Head Teacher	TOP	Termly Operation Plan	SWOT	Strength, Weakness, Opportunities and Threats
IDSR	Primary Inspection Data Summary Report	LGB	Local Governing Body	HAPP	Huntingdon Area Primary Partnership
MTP	Medium Term Plan	DSL	Designated Safeguarding Lead	IWB	Interactive White Boards
TAF	Team around the Family or Teacher Assessment Framework	LTP	Long Term Plan	KW/VC	Key Worker and Vulnerable Children
SCR	Single Central Record	NOV	Notes of Visit	NELI	Nuffield Early Language Intervention
DM	Development Matters	RBA	Reception Baseline Assessment	EWO	Education Welfare Officer
IDVA	Independent Domestic Violence Advisor	LADO	Local Authority Designated Officer		

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