



Forest Edge Federation
Minutes of the Full Governors' Meeting
Monday 22nd May 2023 5.00pm
held at Tutshill CofE Primary School



Present:

Governors: Nataline Bennett-Coleman (NBC)
 Amanda Cooper (AC)
 Marion Evans (ME) Co-Chair

Richard Heys (RH) Co-Chair
 Jenny Lane (JL)
 Becky Stackhouse (RS)

Clerk: Chrissie Hugill

Robin Riordan co-opted as Foundation Governor

As agreed, Co-Chairs to alternate leading FGBs – RH to Chair this meeting.

22-23/85

Welcome & Apologies

Chair welcomed new Foundation Governor Robin Riordan to the board and each governor present introduced themselves.

Apologies:

- James Bradbury – Childcare commitment
- Jo Kibble – work commitment
- Hannah Rowlands – work commitment
- Natalie Fryer – personal commitment
- Hazel Beeton – not present
- Emma Gomersall – not present
- Helen Grimes – not present

Action

22-23/86

Declarations of Interest

There were none

22-23/87

Minutes of the meeting 28 March 2023

Minutes had been circulated prior to the meeting.

Any actions will be covered at this meeting.

Matters arising:

Governor Visits – submit reports asap.

School opening hours - no negative feedback from staff or governors

Acceptance of Minutes:

Proposed JL Seconded by ME

Approved unanimously.

22-23/88

Curriculum & Outcomes update

Verbal update given by RH – Chair of committee. A very positive meeting with two presentations

- **SEND** (led by **SM and HW**) and joint action plan development plan covering SDP targets and preparation for Ofsted. Working on a reference scheme based on colour:
 WPS - red
 TCoE - blue
 Both schools and Federation - green
 Feedback reports to FGB will be scheduled as:
 Autumn term – TCoE
 Spring term – WPS
 Summer – Federation-wide overview
- **Teaching and Learning**
 NF talked through the teaching and learning proposal. Thought being given around the middle leadership and how to deepen and develop ties between schools.
 Aim to creating a federation branding. TCoE full whereas WPS has spaces.
 Always intended to align teaching and learning across both schools, including stakeholder management etc.

	<p>It is hoped to make WPS a choice of school for Lydney parents. Costs involved were discussed but more importantly about re-deploying the talents at both schools rather than doubling up at each school.</p> <p>NF tasked to write up a timeline to submit to FGB.</p> <p>Possibilities to consider:</p> <p>Advertise WPS on the main road.</p> <p>Consider transport to WPS from Tutshill. Economic viability - consideration might be via grant funding, however access for coaches can be difficult in the village.</p> <p><i>Gov question:</i></p> <p>RR: Has there been any feedback from prospective parents?</p> <p>JL: Yes, but general comment is parents can't get all their children to different schools on time.</p> <p>This item to be delegated to F & P committee to look into this.</p> <p>Governor visits discussed – reminder to submit written reports.</p> <p>Attendance – no issues at either school.</p>	<p>NF</p> <p>JB/ F & P</p>
<p>22-23/89</p>	<p>People & Development update</p> <p>No meeting since January, nothing to report.</p> <p>RR to be allocated to this committee</p>	
<p>22-23/90</p>	<p>Finance & Premises update</p> <p>Committee meeting held 10th May for Budget approval. Copies of Finance packages handed out.</p> <p>Huge thanks to Sam Cross and the leadership team for pulling together realistic budgets in record time.</p> <ul style="list-style-type: none"> <p>TCoE</p> <p>C/F £148K on revenue side £26K on capital side. The pack includes the 3-year plan.</p> <p>Commitments are identified for which money is ring-fenced. Revenue chart included as well as the historic trend included. Lots of noticeable commitment are shown as ongoing year 2 and year 3 deficits. The LA asked this method is used to produce the budget. There could be a potential revenue of £15K of hirers and lettings. Which will help reduce the deficit.</p> <p>GB need to look at energy consumption, this could be £20K/annum. There is grant funding to see how to save money. One possible route is solar panels.</p> <p>Teachers' pay increases are covered in the budget but if it is higher than expected further investigation will be needed.</p> <p>High needs top up funding is shown, but as SEND pupils move on, the school will no longer need extra TAs to cover 1:1 support. JL stated TAs will not be replaced where they have resigned.</p> <p>Some funding has been saved on Traded Services</p> <p>Some funding has been set aside to cover playground refurbishment.</p> <p>Cost of insurance (supply cover) has been reduced.</p> <p>Should teaching staff leave there is the option to reduce cost of replacement staff as most current employees are on higher or highest pay scales.</p> <p>The F & P committee feel this is a prudent budget but will need constant attention.</p> <p><i>Gov comments:</i></p> <p>ME: The carry forward bails us out.</p> <p>RR: Is there any unforeseen happening with parents, some may want to get involved in fund raising?</p> 	

	<p>JL: There is an active PTA and they are prepared to help out with items on our wish list. Across the Federation there are parents involved in grant funding and we are looking at ways to future proof the schools by going as green as possible. Acceptance of the budget was proposed by ME. Seconded by NBC Unanimously approved.</p>	
	<ul style="list-style-type: none"> <p>WPS Budget is hugely affected by a NOR of 134 pupils. Balances imply a C/F of £68K but £34K is already committed. The proposal is a C/F of £6K. Support staff (TA) costs are high: £18K mainly due to 1:1 support for EHCPs. (Comparison with TCoE is £13K) Revenue from hire and lettings not included in the budget (cannot be shown) but is expected to be £13K and will help to close the gap. Previously invested heavily in CPD of staff but should not be needed in future as much but it has paid off. Supply insurance cover reduced considerably. Previous costs £12K but only received £1k back. This was to cover regular long-term sickness. No longer the case so reduction on annual premium cost. Contingency of £10K is allocated should it be needed. Absence over the last 18 months has been very low, Culture of absence has changed dramatically. Roles EHT and FM are covered jointly and cost is covered from both schools. TCoE pay salaries then WPS pay their share. Based on forecast trends on NOR, classes will drop most likely from 6 to 5 in 2024-25. F & P do not recommend this yet. Gov question: RR: How will you do this? JL: Mixed year classes Proposal for Sept 2024-25 will be 5 classes, most likely merging Y3 and Y4 and Y5 and Y6. 150 is cut-off NOR for 6 classes. Gov questions: ME: How many pupils coming in in September? JL: 22 pupils intake for September Acceptance of the budget was proposed by ME. Seconded by AC Unanimously approved.</p> <p>Premises in general: TCoE toilets: It appears there is now an acceptable plan to improve the toilets – hope to get this work done by Sept 2023. Gov question AC: are the other toilets going to be improved? JL: Yes, they will be refreshed. New Photocopier contract is now in place</p> 	
22-23/91	<p>Headteacher's Report Ofsted Report CONFIDENTIAL ITEM</p>	
22-23/92	<p>Policies (Including individual school and Federation Policies) Administering Prescribed Medication EYFS at WPS LAC Finance Data Protection FOI</p>	

	Proposed all are accepted: NBC Seconded: ME Approved unanimously	
22-23/93	Safeguarding <ul style="list-style-type: none"> • WPS 2 MARF referrals made. JL and 2 DDSLs will meet with LA rep to complain about the system. Timescales are not being met • TCofE Nothing to report 	
22-23/94	SEND <ul style="list-style-type: none"> • WPS 2 statutory assessments have been submitted • TCofE Nothing to report JL and HW will be attending a SEND conference shortly. ME reported a new Director of Childrens Services has been appointed at GCC.	
22-23/95	Wellbeing Good at WPS TCoE has had some staffing changes	
22-23/96	3-year strategy plan Virtual meeting held on 15 th May Agreed consolidation is good but need to push on. Notes taken to be circulated	Clerk
22-23/82	Governor visits Covered earlier. All reports are now on SharePoint.	
22-23/83	Any other business None	
22-23/84	Meeting Closed at 18.44 Date of next meeting: 18th July Time: 5pm Venue WPS	

Signed



Date

18/7/23

Colour coding:

Governor comment/questions

Comments/answers