



ABBOT'S HALL SCHOOL

Minutes of the meeting of the Local Governing Body of Abbot's Hall School held at the school at 5.30pm on Monday 17th June 2024.

Present: Gary Kenworthy GK (Chair) Daniel Pettitt DP (Head)
Hannah Flory HF Claire Molloy CM

In attendance: Tom Aldred TA (Assistant Headteacher)
Andrea Hall AH (CET Head of School Improvement)
Charlotte Hart CH (CET Finance Lead)
Jackie Ridding (Governor Services Clerk)

1 Integrity	<u>WELCOME AND APOLOGIES FOR ABSENCE/CONSENT TO ABSENCE</u>	
	Apologies for absence were received from Laura Tanguay. Lucy Brunero was not present. Governors consented to these absences.	
2 Integrity	<u>PECUNIARY AND OTHER INTERESTS</u>	
2.1	Governors noted the requirement to complete an annual pecuniary interests declaration form.	
2.2	No declarations of pecuniary or other interests regarding items on the agenda were made.	
3 Integrity	<u>PRESENTATION OF THE BUDGET TO GOVERNORS</u>	
	Governors received the budget for 2024-2025 from Charlotte Hart. CH explained the budget was set using the information they currently had, but the DfE had not given any more information on funding. She said the GAG funding was based on the October 2023 census which was 370 pupils. CH noted there were 396 pupils in the October 2022 census and the falling roll had an impact on the budget. CH reported the needs of the year 6 pupils leaving were equal to those joining the new intake. She said they had not been informed about the PE Premium and had assumed the teachers' pay grant for the 2 nd and 3 rd years of the budget. CH said they had been informed the teachers' pay grant would roll into the GAG funding in future years but had been left as a separate line on the budget for clarity. CH said the clubs' income was based on the average attendance from the current academic year. She said catering was based on the current year but there was an assumption the meals would increase by 7p per meal to £2.50. CH noted the lettings were based on the current lettings. She said they were expecting an increase in pupil numbers after year 1 of the budget.	

CH explained they had tried to keep staffing as stable as possible for the 2024-2025 academic year. She said they had applied 3% pay increase for teachers and support staff which was less than in the previous 2 years. CH explained staffing would remain the same for the 1st year of the budget and as a worst-case scenario, they would need to mix some year groups in years 2 and 3.

Governors asked if they mixed the year groups, would it be possible to change it back the following year. The Head said if pupil numbers increased, they would be able to return to single year classes.

CH explained the budget needed to be realistic for year 1 and needed to reflect the falling income in years 2 and 3. She said utilities were based on expectations but could be less. The Head noted the school had done lots of work to improve energy efficiency. CH explained general repairs were stable across the 3 years and they had allowed for the PE inspection and some tree work. She said they had removed Gipping Valley from years 2 and 3 because they did not know if they would have the PE grant.

CH explained there had been a big increase for swimming due to the cost of the transport and noted lots of schools were reducing the swimming they were offering. She said the Head had identified the educational supplies required, but they had reduced the cost for years 2 and 3 due to fewer children in the school.

CH said they had reduced the Twinkl subscription for years 2 and 3 or would consider a cheaper alternative.

Governors asked why the NFER tests had been removed in year 3. CH said she assumed it would be covered in other spends and if the schools could not afford the tests, they would find a cheaper alternative.

AH asked why the figures in the administration subscriptions did not add up. CH explained they always allowed for some uplift. She noted tea and coffee would be provided for staff.

CH reported there was an in-year deficit of £202,106 and 88% of the total income was staffing.

AH asked what the surplus was as a percentage. CH said in year 1 there was a 10.1% carry forward but in year 2 it reduced to the minimum allowed.

CH explained they would not receive the recovery funding from Covid and had not heard any more information about money coming in. She said the extra money they received in year 1 would need to be saved for year 2. The Head said they expected 20 less children in the current reception class than the previous year and were expecting 20 less in the following year. He said there had been some interest and he had shown some parents around the school.

The Head said the school would carry out a check for pupil premium eligibility across the whole school.

Governors discussed the solar panels which should provide an income from British Gas but the money would go straight to Suffolk County Council. They were informed British Gas had not paid and therefore, Suffolk had not clawed the money back but the school had received £40,000. The Head said he was investigating to see if the

	<p>electricity bills were cheaper with the solar panels. He said he had asked for the electricity bills over the previous 4 years to investigate.</p> <p>Governors asked how the energy from the solar panels compared to other schools. CH said it was difficult to compare but there would be a project across the trust to install solar panels on other schools.</p> <p>CH explained the contract with Suffolk for the solar panels was for 25 years and the money they claimed was for monitoring and maintenance. She said she would add the solar panels to the budget but the money would come in and go out.</p> <p>Governors asked if Suffolk would claw back £40,000 from the budget. CH said she had been advised to leave the budget as it was and if Suffolk requested the money back, there would be discussions.</p> <p>AH asked if there was money set aside for building improvements. The Head said they had been successful with 2 CIF bids and the work would take place over the summer holiday.</p> <p>AH asked if the school had a longer-term maintenance plan for wear and tear. The Head said they often relied on volunteers.</p> <p>The local governing body agreed to adopt the budget.</p> <p>Governors were asked to note the adoption of the budget on GovernorHub.</p> <p>Governors thanked CH for her work with the budget.</p> <p>6.27pm CH left the meeting.</p>	AP1
4 Community	<u>CHAIR'S UPDATE</u>	
	The Chair did not have any updates which were not on the agenda.	
5 Inclusion	<u>LOCAL GOVERNING BODY MEMBERSHIP AND ORGANISATION</u>	
5.1	There were no changes to report.	
5.2	<p>Governors noted that there were 2 trust vacancies and 1 parent governor vacancy.</p> <p>Governors noted Lucy Brunero could become a trust governor if they could find another parent governor. The Head said there had been interest from a parent of a child due to join reception in September 2024.</p> <p>Governors noted they had discussed moving the meetings to Thursdays to enable all governors to attend.</p>	
5.3	<p>Governors confirmed they were able to access:</p> <ol style="list-style-type: none"> GovernorHub The NGA website Learning Link Training resources. 	
6 Integrity	<u>MINUTES</u>	

6.1	The minutes of the meeting held on Thursday 23rd May 2024 (copy in the Minute Book), having previously been circulated, were confirmed and signed by the Chair.												
6.2	<u>Matters arising from the minutes (not already on the agenda)</u>												
	<table border="1"> <thead> <tr> <th>Action Point</th> <th>Agenda Item</th> <th>Action</th> <th>By Whom</th> <th>By When</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>AP1</td> <td>4</td> <td>H & S Checklist</td> <td>DP</td> <td>ASAP</td> <td>Completed</td> </tr> </tbody> </table> <p>CM confirmed she was due to visit the school on Friday 21st June 2024 to carry out a health and safety visit.</p>	Action Point	Agenda Item	Action	By Whom	By When	Status	AP1	4	H & S Checklist	DP	ASAP	Completed
Action Point	Agenda Item	Action	By Whom	By When	Status								
AP1	4	H & S Checklist	DP	ASAP	Completed								
7 Integrity	<u>RISK REGISTER</u>												
	Governors noted there had not been any updates since the previous meeting.												
8 Ambition	<u>EDUCATIONAL PERFORMANCE</u>												
8.1	<u>Headteacher Report</u>												
	<p>Governors received the Headteacher's report on GovernorHub prior to the meeting.</p> <p>The Head reported the pupil numbers were stable and the whole school attendance was 95.8%. He said there had been 34 letters sent from the pupil support officer regarding attendance. The Head noted this number would significantly increase in the next academic year due to stricter guidance. He said he would also send letters earlier as a reminder. The Head said 41 fixed-penalty notices had been issued since September 2023.</p> <p>The Chair asked if the number of late arrivals was higher than usual. HF explained the start time had changed to 5 minutes earlier but the figure was probably not higher than usual. The Head said they would work to reduce the number of lates but they closed the gate at 8.50am instead of 8.55am.</p> <p>AH asked why the pupil premium attendance was lower than the whole school attendance. The Head said there was one child who was late everyday but he would investigate.</p> <p>The Head noted staff absence was high. The Chair said he was informed about suspensions when they happened.</p> <p>The Head said the incident reports on My Concern were very low and he would investigate how they could improve how they used it to record incidents.</p> <p>The staffing structure was shared in the report. The Head said they did not currently have a caretaker but had included the cost of a caretaker in the budget.</p> <p>The Head reported they had carried out a fire drill and they identified the routes being taken could be changed to make it quicker.</p> <p>AH asked if they had carried out a lockdown drill. The Head said they had not but would plan to do one. Governors discussed how the lockdown would be worded and explained to children.</p>												

	<p>The Head reported the external door in the year 2 classroom had been replaced and 3 carpets had been replaced.</p> <p>The Head shared the safeguarding report and training report. The Chair noted he needed to renew his safer recruitment training.</p> <p>The SEND and pupil premium information was shared in the report.</p> <p>AH asked how teachers used and understood the provision maps. TA explained they were used for assessing the children and to review the provision of the support plans.</p> <p>AH noted there appeared to be lots of negative progress in the data. The Head said he would investigate this.</p> <p>Governors asked how the children were selected for sporting competitions as it did not appear all children were given the opportunity. TA explained they initially selected those who had attended a club. He said they held trials for football and asked class teachers if any of the children did sports outside school. The Head agreed to investigate. AH said some schools ensured all children had the opportunity to participate and as a trust they could ensure all children had a chance.</p> <p>Governors noted in the key strengths and priorities, behaviour and learning attitudes had been judged as outstanding. They asked what that was based on. The Head said it was based on data from the previous headteacher. He said the majority of behaviour was outstanding and the judgement was reflected in the external visit reports. AH said the engagement from children was seen in lesson observations.</p> <p>Governors asked what the school was doing to address the gender gap in writing. The Head explained this was one of the trustees' lines of enquiry. He said there were some year groups where the SEND groups were boy heavy. HF said there was CPD for staff and booster sessions for the children. She said they were having some impact. AH noted it was a national trend.</p> <p>Governors asked if the Head was happy with the support he was receiving from the trust. The Head said AH's visits were very beneficial but he suggested they could reduce the number of finance meetings.</p> <p>Governors asked about the re-establishing of the wellbeing team. The Head said staff wanted someone to lead activities and to have someone to go to when they had an issue. HF noted the wellbeing of staff had been very good since the Head started and staff had appreciated how the changes had been introduced.</p>	AP2
8.2	<u>School Performance 2023-2024</u>	
	Governors noted there had not been any updates since the previous meeting. They noted the Curriculum Committee meeting was in July 2024.	
8.3	<u>Pupil Premium and Primary PE and Sports Premium</u>	
	This was discussed in the Headteacher's report in item 8.1.	
8.4	<u>School Development Plan</u>	

	The school development plan was shared on GovernorHub. The Head said it would be updated once they received the data. He said there would be a focus on data and leadership in the next academic year.	
8.5	<u>Trust-wide School Improvement</u>	
	Governors noted the Andrea Hall's and Ruth Symington's reports were shared on GovernorHub.	
8.6	<u>Standards Committee's Lines of Enquiry</u>	
	Governors were informed there was a meeting on Monday 24 th June 2024. The Chair said he would try to attend.	
9 Integrity	<u>PERFORMANCE MANAGEMENT</u>	
	Governors were informed the interim reviews had been completed and the Headteacher's performance management review would be in September or October. The Head said the teachers' performance management would be completed once the data was collected.	
10 Community	<u>SAFEGUARDING, WELLBEING AND HEALTH & SAFETY</u>	
10.1	<u>Pupil and staff wellbeing</u>	
	Governors discussed the plans in place to support mental health and wellbeing of staff and pupils in the Headteacher's report in item 8.1.	
10.2	<u>Report from the safeguarding governor</u>	
	Governors received a safeguarding report from the safeguarding governor following his meeting on 12 th June 2024. The Chair reported the Head would be tightening up recording of incidents.	
10.3	<u>Report on health and safety</u>	
	CM confirmed she would visit the school on 21 st June 2024 for a health and safety visit.	
11 Integrity	<u>COMPLIANCE</u>	
11.1	<u>Policies for review or approval</u>	
	There were no policies for review.	
11.2	<u>Trust Policies</u>	
	There were no trust policies for review.	
11.3	<u>Educational Visits</u>	
	There were no educational visits for approval.	
11.4	<u>Website Update</u>	

	The Head said he had identified some links were not working on the website which had been rectified.	
11.5	<u>Pupil Transfer Information</u>	
	The Headteacher confirmed that the attainment information had would be submitted to the Local Authority by the agreed deadline and arrangements were in place for providing information to the receiving school.	
12 Community	<u>REPORTS FROM THE TRUST BOARD</u>	
	There were no reports from the trust board.	
13 Community	<u>REPORTS FROM COMMITTEES, WORKING PARTIES AND GOVERNORS' MONITORING</u>	
13.1	<u>Reports of committee or working party meetings</u>	
	Governors noted the Curriculum Committee meeting was scheduled for 15 th July 2024 and the Pay and Personnel Committee would be postponed until November 2024.	
13.2	<u>Reports from governors</u>	
	Governors received GK's report form his safeguarding visit in item 10.2.	
14 Community	<u>GOVERNOR TRAINING AND DEVELOPMENT</u>	
14.1	Governors discussed the local governing body's requirements for training and development in line with the school development plan priorities. The Head suggested the governors would benefit from Ofsted readiness training.	
14.2	Governors had not completed any training since the previous meeting.	
14.3	Governors considered future training and National Governance Association (NGA) Learning Link courses which could increase the skills of the LGB.	
15 Community	<u>GOVERNOR HEADLINES, THE KNOWLEDGE AND NGA NEWSLETTER</u>	
	Governors noted there had not been an update since the previous meeting.	
16 Ambition	<u>REFLECTION ON THE MEETING</u>	
	Governors discussed the impact of the meeting on the Local Governing Body's strategic priorities. Governors agreed they had discussed lots of items in the budget discussion and were happy with the contents of the Headteacher's report.	
17	<u>ANY OTHER BUSINESS</u>	
	There was no other business.	

Next Meeting:

The meetings for the next academic year would be confirmed.

The meeting closed at 7.31pm.

Signed

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Date

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Action Log

Action Point	Agenda Item	Action	By Whom	By When	Status
AP1	3	Governors to note adoption of the budget on GovernorHub.	Governors	ASAP	
AP2	8.1	GK to renew his safer recruitment training.	GK	ASAP	