

Balfour Primary School
Minutes of Full Governing Board Meeting
21st March 2024, 6pm

Present:	Kirstin Baker (KB), Alan Gunn (AG) - Head, Erin Moore (EM), Shelley Baker (SB), Katie Wood (KW), Carolyn Bristow (CB), Alun Price (AP), Thoman Holman (TH)
Apologies:	Stuart Bayliss (SDB), Marcus Odair (MO), Ray Leeke (RL)
In Attendance:	Jessica Sullivan-Wrenn (JSW) – Clerk to Governors. Virtual attendance Lisa Collington (LC) - school business manager.
Quorum:	7 out of 10 governors were present so the meeting was quorate (at least 50% of governors present)
Acronyms:	SIP = School Improvement Plan. LA local authority. AOB = any other business

Governor **Questions** and comment to the SEL are highlighted **bold**.
Decisions and approvals, in bold **CAPITALS**

1. Welcome, Apologies

KB welcomed all governors and LC to the meeting. Apologies are noted above. 3 resignations announced SDB / EM / CB

2. Declaration of business interests

No additional business interests on the meeting agenda were raised.

4. Presenter: Lisa Collington. Budget update

Accompanying document: Primary budget planning spreadsheet 2024-2025

LC gave headlines to Governors.

- The budget will be submitted in deficit, this is a first for the school.
- Staffing restructure and reduction required. Head Teacher met with RC to review staffing structure and amended budget. A challenge is there is already not enough essential support staff.
- Currently 69 first picks for Balfour this year. It is important that each year group reaches capacity. The budget can be balance at capacity, but its tight.
- The school is making lots of little changes to reduce costs.

Q: What is the consequence of a deficit budget? Last year LA suggested school needed to source 5% of deficit. Head Teacher meeting highlighted that many other schools are in a similar position.

Q: In worst case scenario, what changes would be made? It is difficult because the changes cost money. Staff change of pay scales, job shares, could be considered?

Q: What makes up the costs for services to schools, as it seems high? Computers/IT, HR, Payroll. **Governors suggested reviewing what other schools are paying for and assess which rates are being paid.**

5. Presenter: Lisa Collington. Lettings

Accompanying document: Governors re price increase (includes draft letter to hirers)

Proposed increase fees for hirers, and our own Breakfast Club (BC) and After School Club (ASC) **Governors APPROVED pay increase for lettings and letter to hirers.**

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Q: Is the school looking at diversity of income / maximising the site potential?

Exploring profit sharing, encouraging lettings and classes here after school. Balfour is in top 5 of income generating Primary schools and after school clubs are full. Providers don't want to run classes later than 6pm. Adult classes haven't been well attended.

Governors suggested a calendar of availability on Balfour website, so people know when to hire and letting on weekends. Calendar is a good idea to be considered. We let on weekends, but only on the field. In summer there will be over 200 children on site during school holidays.

Q: Governors highlighted the website doesn't clearly list clubs and events out of school hours. This should be addressed.

Governors discussed options to increase income, but nothing seemed financially viable. Impact of budget will be seen in pupil's outcomes. Needs of pupils are increasing and availability of support in decreasing. Senior leadership team are already covering lunch duties and classes in addition to their leadership role.

Q: What is the school doing to attract new pupils? Local advertising. More social media. Utilising our GOOD OFSTED result. There has been big success with stay and play open days. Reception classes are easier to fill than other year groups as kids come through the nursery. We expect to have many second picks from primary selection.

Q: Are there many in year admissions? There is a small number of pupils from other schools and cities throughout the year. Pupils tend not to leave to attend other schools. AG is showing prospective parents around every week.

Q: How do you involve nursery, forest school? Nature school is included in stay and play / community days. Christmas fair and show.

Governors suggested could involve childminders for afternoons.

Q: Have any previous suggestions of lettings been considered? (car charging points, camping on fields during Brighton events) It is a lot to organise, liability issues, disruption to field. Too logistically difficult to do inhouse. Staff and maintenance costs too.

Governors DECIDED to monitor the impact of staff restructure / reduction and additional workload for the leadership team.

Q: Parental contribution - Once a year to suggest voluntary donations? Balfour already has an option for voluntary donations, but Senior leadership team could enquire with FAB. Most of our additional funding already comes from FAB. Plan to include FAB in induction of new pupils, suggesting 1 hour minimum of volunteering, join in with fundraising for specific year groups. Giving us their time is a great help.

Governors were un-decided whether to take this forward.

Q: Do you receive grant funding? Yes, Forestry school, off campus trips, Pantry.

Governors stated it is important to be transparent with the school figures, so LA can see finances are unsustainable and consider Balfour for funding.

Governors thanked LC for all her continued hard work.

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ACTION	PERSON	TIMEFRAME
5:1 Continue to explore suggestions for increasing income / lettings	LC /AG/KB	Autumn term
5:2 review impact of staffing restructure on the leadership team	To be included in monitoring	Termly

6. Matters arising from previous minutes. Still to be done listed in **BOLD**

ACTION	PERSON	TIMEFRAME
Return approved and signed SVFS and SOD to SBM	AG	Completed 20 th Jan
Update phonics, writing on a page, lines for SEN & disadvantage.	AG / SG	Completed 21 march
arrange for presentations on reading / writing	JSW	Completed
Confirm dates for NGA learning link, group audit (1 hour required)	KB	Summer term
Premises update	AG /AP	see section 10
Share recruitment video links with Governors	JSW	Completed
Circulate full budget to Governors	LC / JSW	Completed
Compile document of Governors statutory policies	LC	Completed
Arrange date for clerk appraisal	JSW/CB	completed
Document of Governors roles + updates from Jan FGB decisions	JSW	completed, available on SharePoint.
Assign remaining link Governor roles; remaining = Looked after children and Personal Development /Behaviour & Attitudes /Training & Development. Subjects: Science Humanities / PE	KB	New governors to take up positions.
Feedback on guidance for SharePoint	JSW	completed
Arrange a 'what's next meeting' with senior leadership team – Vision meeting	KB / AG	Completed
Update governor impact statement	KB / KW	To be reviewed in September
Continue to update CRIB sheets	ALL	ongoing
Run a survey, for changes in FGB times. Ask staff for any suggested families for parent governor.	AG	See AOB

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7. Head Teacher report.

Accompanying documents: Spring 2024 Head Teacher report / SEF 23-24 Autumn

- Already marketing and considering next year's pupil intake.
 - Attendance is above National for Primary's. Early support for families is having a good impact. Continuing to work on belonging.
 - Year 6, 65% combined outcomes. 10% above national (maths, reading)
 - High social anxiety in year 6 families and pupils around SATS and secondary school picks.
 - Year 4/5/6 negative impact from COVID
 - SEL monitoring carried out this term.
 - Staff confidence and moral is high since OFSTED result.
 - Head Teacher met with Dave Cole and SEL to discuss Belonging. Good outcomes
 - Thrive together school alliance: Partnership with 5 local schools, to support leadership, budget, support staff, pupil and staff opportunities and share policies.
- SB, Head Teacher at Varndean is leading the initiative. Improving outcomes for primaries.

8. Governors SIP priorities 2024

Accompanying document: SIP March 2024

Governors looked at the document, but no decisions were made.

9. Safeguarding

Nothing shared, awaiting monitoring, due next week.

10. Health and Safety update

Accompanying documents: H&S Governors briefing 21.03.24, Balfour Matrix, Maintenance service schedule (HS-G-50), risk assessment guide (HS-G-40), termly premises inspection sheet (HS-G-52), H&S monitoring report 15.03.24, H&S meeting agenda 15.03.24, H&S minutes 28.11.23.

Health and Safety Governor met this term with BM and AG

- Premises is in good order, paperwork's up to date.
- BM, site manager is happy with LA advice and support.
- More staff due to be invited to committee meetings.
- Formation of crisis team and new alarm system – in place and working. Training for staff and pupil's next term.
- Governor will take a premises tour prior to each H&S meeting.
- AP observed 2 fire drills at school and was impressed with staff conduct.
- External audit to be reviewed by governors once completed.

Q: Is Asbestos being routinely checked? We don't have much on site and it is monitored and stable. Head Teacher will provide certificate for asbestos training.

ACTION	PERSON	TIMEFRAME
7:1 Share parent voice on belonging with Governors	AG	May 2024
7.2 Attendance Data update to Governors	AG	May 2024
7:3 Include learning walk in next FGB, governors to see changes to school play areas.	JSW	May 2024

EM left the meeting 7:19pm returned 7:23pm

11. Governor activities

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Activity	ACTION	Attendance	Date	Comments
FGB MEMBERSHIP	n/a			
VACANCY	3 Governor resignations. Recruitment of new Governors required.	1 co-opted, 1 parent, 1 staff Governor, 1 LA needed	SBD immediate step down. EM stepping down after half term. CB remaining until end of summer term.	No co-opted applications yet. LC to run a staff / parent election. LA suggested a replacement LA Governor could be found soon.
MONITORING	Governors have been in school to meet with link staff and review subjects this term. Some Governors yet to attend monitoring but have planned with staff.	All Governors have completed monitoring	March 2024	JSW uploading received reports to SharePoint, monitoring folder.
MONITORING FEEDBACK	Governors confirmed they had carried out monitoring.			
SKILLS AUDIT	5 audits outstanding	5 submitted to JSW.	Re-done in summer term	Group review NGA, date tbc
TRAINING		n/a		None attended this term
GOVERNORS VISITS	Vision meeting at Balfour with staff, Dave Cole to attend. next steps for 5-year plan.	Tbc	24 April Wednesday 3:30-4:30	Governors to confirm attendance via email
POLICIES reviewed on SchoolBus	ECT induction policy Grievance policy H&S policy	Governors are quorate.	Approval MARCH 2024	APPROVED APPROVED APPROVED

12. AOB

Governors DECIDED the new time of FGB meetings will be 17:30pm – 19:00pm, commencing 02.05.2024.

Governors DECIDED the new length of FGB meetings will be 90mins.

Changes were made to better suit the governing boards availability.

ACTION	PERSON	TIMEFRAME
11.1 Review and commence recruitment adverts, elections	KB / LC	Summer term
12.1 Send Governors dates for, vision meeting, FGB meetings and add dates to SharePoint and outlook calendar	JSW	21-27.03
12.2 Governors to confirm attendance of vision meeting	ALL	March – April

3. Approval of last minutes

The minutes from 18th January 2024 were circulated prior to the meeting. **APPROVED**

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Date of next meeting:	FGB – Thurs MAY 2nd 2024 6pm
Time closed:	19:26 pm

Agreed as a true record and approved for circulation:



Signed: _____ (Chair of Governors)

Date: _____ 28.03.24 _____

DRAFT