

Balfour Primary School
Minutes of Full Governing Board Meeting
03.07.2024, 5:30pm

Present:	Kirstin Baker (KB), Alan Gunn (AG) - Head, Ray Leeke (RL), Thomas Holman (TH), Shelley Baker (SB),
Apologies:	Alun Price (AP), Katie Wood (KW), Marcus Odair (MO), Carolyn Bristow (CK),
In Attendance:	Jessica Sullivan-Wrenn (JSW) – Clerk to Governors and Sandra Mulholland (SM)
Quorum:	5 out of 9 governors were present so the meeting was quorate (at least 50% of governors present)
Acronyms:	PDM = professional development meeting. SIP = School Improvement Plan. AOB = any other business

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

3. Welcome, Apologies

KB welcomed all governors and staff to the meeting. Apologies are noted above.

1. Presentation on Belonging – Sandra Mulholland.

Accompanying document: Culture and Belonging action plan

- Staff attended a Head Teacher, pupil premium meeting covering belonging and additional training.
- School is passionate about action planning a long-term plan for belonging. Collecting Pupil /staff/parent voice.
- Parent survey had lots of positive feedback.
- Pupil voice community MPs had great suggestions
- 'Stop start continue' was suggest by Dave Cole and carried out during INSET. The results showed the school is embodying belonging well.
- This Monday INSET will re-cover 'stop start continue', this project is being constantly reviewed.
- SM attended a seminar at Sussex University, on the sense of belonging in school. All 430 key stage 2 pupils were asked various questions on belonging at Balfour. Ian and Matthew will be visiting the school on 25.07, to meet with SLT and work on the data results from feedback. This work will continue over the academic year, tracking the differences.
- Changes will be made to the action plan once we have the data results.

Q: This all feeds brilliantly into SIP

Q: It is great to create links with the University, our local community.

Q: are we paying these experts? No, this is a free service.

Q: The developments are really interesting. The action plan is well devised. The link with Governors and the school vision is going to be crucial – is there a shared understanding? All stakeholders need to understand what they are signing up to. What does belonging mean specifically to Balfour – it would be good to devise actions and establish criteria, to measure the 'feeling' of belonging.

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Governors made suggestions of what could be included in surveys and monitor SIP.

This relates to the Dave Cole session – what do we want for our school and how do we achieve it.

Q: who hasn't been heard from? We have discussed that, there are some parents who don't get involved. We have suggested in-person parent surveys and discussions at parents' evenings. It is vital we facilitate EAL parents.

That is understandable but how to you guard against the same people feeding back each time.

17:46 Shelley Baker arrives.

Q: Is stop/start/continue parent facing? No but we could involve them. Parents interaction and engagement has really improved.

Q: Biggest challenge is; what is specific and manageable to achieve change. Focus needs to be on the vision of the school. Yes.

Q: Balfour needs to consider, what is the relationship between the stakeholders and how is this monitored. A key component is friendship. Training hasn't been covering peer to peer relationships.

Governors asked; What are the milestones of the belonging journey? For example, moving on moments - Key stage 1 assembly. Photo books, hoodies.

Governors suggested it is important to set a high expectation early on and bringing individuals into the community.

Next steps:

- Stop, Start, Continue at September INSET. Governors are invited to attend
- PDM on Balfour experience, what we have now, what we would like to offer.
- Continue to build Belonging into all areas of SIP

18:00 SM left

2. Governors discuss LA federation proposal

Accompanying documents: federation proposal folder on SharePoint

Many meetings have been attended by Head Teacher and chairs.

Governors discussed what the reasons are for going ahead with federation, what the options for Balfour are (soft federation, stay as we are and keep affiliated with like-minded schools, MAT options) and the general understanding of what is being asked of Governors and schools. Current information provided is not clear.

Governors need to fully consider the options and consider how it affects pupils, stakeholders and the governing body. Alliance and pill group can be a solution without federation. It is important to look through budget and changes to SBM role.

Q: who has power? Who choses the executive head? We are unsure at this point.

Governors who haven't been involved in meetings have limited understanding and no clear rational around federating. We are unsure of alternatives or positive outcomes.

Q: Who makes final decisions? Governors, schools, LA? Governors have to decide whether they will continue the conversation in the new academic year.

Q: What would at Balfour gain from being a federation school under current proposal? Who is leading this? Who pays for all the restructure? The current proposal Doesn't explain any outcomes for children and explicit costings.

Governors are concerned that Parents, children and clerks have not been consulted.

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In summary;

Balfour is prepared to continue conversation with LA. A statement will be devised to request further and specific information about the federating plans. Governors **AGREED** they are not in a position to fill in the questionnaire at this time. We want to engage with LA but need clearer information. LA Deadline for responses is 23 July 2024.

ACTION	PERSON	TIMEFRAME
1:1 share documents about belonging with all governors	RL	Before end of term
Write a letter of thanks to CB and a letter of congratulations to award-winning teacher Max.	KB	Before end of term
2:1 Devise response from Balfour governors to LA	KB	22.07.24

3. Declaration of business interests

SB is Head Teacher at Varndean. No decisions were made in this meeting regarding federations

4. Approval of last minutes

The minutes from May 2024 were circulated prior to the meeting. **APPROVED**
Matters arising - None

5. Actions still to be done listed in BOLD

ACTION	PERSON	TIMEFRAME
Continue to update CRIB sheets.	ALL	ongoing
Assign remaining link Governor roles; Looked after children and Personal Development /Behaviour & Attitudes /Equalities and Diversity /Training & Development /OCOW / OPAL. Subjects: Science Humanities / PE.	New governors to take up positions	Awaiting new Governors
5:1 Continue to explore suggestions for increasing income / lettings. 5:2 review impact of staffing restructure on the leadership team. To be included in summer term monitoring.	ALL	ongoing
1.1 Review and commence recruitment adverts, elections.	KB/LC.	Summer term
Actions from May FGB		
7.1 start to action Governor vision next steps and collect voice and ideas for branding development, engage community stakeholders.	KB / ALL.	In New academic year
10.1 Inform SBM of Budget approval	JSW	<i>completed</i>
11.1 send out dates for monitoring AG.	AG	summer term
11.2 decide a time to create whole year date planner	AG	New academic year
11.3 Add all confirmed dates to outlook calendar	JSW	

6. Head Teacher report

Accompanying document: AG summer term report

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Pupil numbers:

- Reception is due to be full 87/90 places, plus 2 more offers.
- Current year 1 into year 2, is full (30 places)
- Prospective parents are being shown around
- 20 places accepted for September, across the school. This year has 691 pupils, increase of 14.
- Lots of positive feedback from 'stay and play' sessions with parents.

Q: who shows parents around? Head Teacher does and there has been great feedback on this. **Could the tours include pupils too?** leadership team and few select pupils can show around next year.

Q: what is the outflow statistics? We tend to gain children due to the local secondaries close by. Is mostly in year intake. GOOD OFSTED result has increased interest.

Attendance:

- Whole school in the top percentile for national statistics. Currently 96% (1% off target)
- SEND below national but higher than SEND national
- Attendance defining will be stricter next academic year. Changes have been made to mid-term non-attendance requests.
- Lots of work on nature school has helped attendance figures

Teaching and learning:

- Phonics data is on track at 90%
- Izzy has done brilliantly as head of EYFS and will continue on next year.
- Phonics data 92%, (LA is 82%, national 86%) Balfour ranked 4th in city. No.1 result is 92.9%
- Year 6 writing data is slightly lower than last year. Year 6 teachers have completed moderation and were pleased with comparisons of other schools.
- Combined figure still above national.
- 6% of year group have EHCPs. 10 % of cohort not able to access SATS, no progress data for that cohort (due to COVID) though data is consistent with predictions.
- Budget cuts and staff reduction are impacting on pupil outcomes
- 38% of pupils got 100% pass rate
- Great results from times-tables

Finance:

- Includes figures of pupils due to attend. 3-year plan isn't realistic and includes mass staff reductions.
- Year 2 may have no in-year deficit. More positive data to be included.
- 0 budget set this year and £60,000 as a result. Forecasting £193,000, could be £185,000. Therefore, will not be adding to the deficit.
- Budget targets will have to be balanced by 25-26.
- School fund has a balance of £105,000 money that can be used once ToR is approved and in place.
- Need to change ToR, LC will create this document. Will need to specifically lay out what the money will be used for.
- Data monitoring is being postponed due to issues with applications and data not being shown.

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Q: How do you balance the books? income generating vs reducing bottom line.

Staffing:

- Fully staffed for next year
- Temp staff have been re-organised. 10 down to 5.
- No recruiting needed.

Q: is send data increasing? Nothing significant. Need is increasing and inclusion lead has limited time. Pupils on pathways. 7 EHCP are leaving in year 6.

Q: what is happening with school streets? Initially had 3 volunteers supporting, now is one. Not much parent uptake. **Can FAB help?** The difficulty is the Balfour end of the street is working well but other areas are not. We have spoken to LA about barriers – we were informed there are no resources for cameras and or fix penalty notices. No support for schools and more responsibilities on staff.

ACTION	PERSON	TIMEFRAME
6:1 include school fund in finance item on agenda at next FGB	JSW	September agenda

7. Governor activities

Activity	ACTION	Attendance	Date	Comments
FGB MEMBERSHIP	Carolyn Bristow		Ends 03.07.24	A letter of thanks will be sent to her.
VACANCY	2 co-opted, 1 staff, 1 parent, 1 LA			SB suggested could become the LA governor. KB will run parent election. Vacancies can be included in newsletter. La governor, enquire with LA.
MONITORING				
MONITORING FEEDBACK	No feedback was shared			
SKILLS AUDIT	Additional meeting may be required.			See item 9
TRAINING	RL will be attending training for Head Teacher appraisal panel.		Friday 20 th July	
GOVERNOR VISITS				

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POLICIES reviewed on SchoolBus	Charge and remissions Finance and procedure Letting policy Anti bullying /Bullying incident flow chart Behaviour principles – discuss and approve	Governors are quorate, 55%	12.06.24 14.06.24 03.07.24	APPROVED APPROVED APPROVED APPROVED Pending
Discussion of policies: Key things identified was bullying flow chart document was very formal. Could have an informal resolution but this isn't represented in flow chart. Resolution wasn't specifically laid out for SEND. Don't see engagement with informal practices, like discussions. Policy needs to reflect the practice.				
Accompanying document for approval	Balfour instrument of governance		03.07.24	APPROVED

ACTION	PERSON	TIMEFRAME
8.2 contact LA about LA Governors	JSW	This week
Ask KW to take on SEND link Governor's role	KB /KW	Before September
Roles to be agreed in September	ALL	September FGB

8. Governor effectiveness review - NGA Governor group Audit

This was postponed due to lack of time.

9. AOB

Head Teacher thanked Governors for all their hard-work over the year, their challenge and questions have made a huge outcome to the school.

Date of next meeting:	FGB 12.09.2024 5:30pm
To include:	Chair election, updating declarations of interest, confirming read new KCSiE, reviewing the collaborations agreement and more.
Time closed:	19:15pm

Agreed as a true record and approved for circulation:

Signed: _____ (Chair of Governors)
Date: _____ 02.09.24 _____