



CALDECOTE PRIMARY SCHOOL

Minutes of the Meeting of the Full Governing Body

Thursday 5th May 2022 at 6.15pm

Due to the Covid-19 pandemic the meeting was held virtually using Zoom.

Governors Present:

- Pippa Smith (Co-Chair) (PS)
- Kate Duncombe (Co-Chair) (KD)
- Karen Stanton (Co-Head) (KS)
- Rebecca Snelling (Co-Head) (RS)
- Janet Taylor (JT)
- Emma Hall (EH)
- Vicky Miles (VM)
- Jay Surti (JS)
- Natalie Martin (NM)
- Shweta Tripathi (ST)
- Mary-Ann Claridge (MAC)
- Joanna Skiba-Szymanska (JS-S)

Clerk: Katie Tween (KT)

Item	Notes	Action
1	Welcome and Apologies KD as Co-Chair welcomed all to the meeting. All governors were in attendance.	
2	Declaration of Interests No declarations of interest were made to any items on the agenda.	
3	Action Points, Minutes of last FGB meeting (23.02.22) and Matters Arising. The Chair listed the open actions: <i>KD to chase Governor Services for the e-learning video. It was noted that this action should have been allocated to PS. PS reported that she had not yet had any response. The Clerk agreed to contact Governor Services on the governing body's behalf.</i> <i>All governors yet to complete website review should review based on the DfE list and report back to PS. PS reported that this had</i>	

	<p>been partially completed and that at the moment, the website was compliant.</p> <p><i>All governors to book in their RAP monitoring visits.</i> The majority of these had now happened. There was now a new subject lead for RE in place.</p> <p>Action: RS to email JS to set up that subject link.</p> <p><i>HT reports to include bullying review information.</i> To be included in the report for the next FGB.</p> <p><i>Co-Heads to look into options for site management and to report back at the next meeting.</i></p> <p>The draft minutes had been circulated in advance. The minutes were approved as a true record.</p> <p>Action: Chair to sign minutes and return a copy to school.</p>	<p>RS/JS</p> <p>KS/RS</p> <p>KS/RS</p> <p>KD</p>
4	<p>Budget 2022/23</p> <p>PS presented the budget, that had been reviewed in detail at the earlier PPF meeting. She commented that the budget had been managed really well this year despite lots of issues and challenges, noting that it was remarkable to have a reasonably healthy carry forward. She outlined the key points:</p> <ul style="list-style-type: none"> • LA funding per child had increased slightly but that was offset by some services, e.g. broadband, no longer being included. • SEN funding was down partly because a pupil had moved to another setting. • Pupil premium funding was down but eligible pupil numbers were up because the funding and actual numbers did not match. • Care Clubs was thriving and beginning to settle down. Income to the school has increased. • The covid funding was negligible so had not had much of an impact. • Savings had been made on staff costs, predominantly because of the co-headship. Next year the Teaching Assistant costs would return to normal after the extra hours many were working due to covid. • Admin staff costs had increased mainly due to staff progression. • A new boiler and new guttering had been budgeted for. • The gas and electricity cost had been budgeted for a 70% increase. 	

	<p>PS explained that the PPF committee had discussed the carry forward amount and had agreed that it was a sensible amount to have as contingency without being excessive. Overall the budget had the income higher than the expenditure and this was deliberate because there was so much financial uncertainty with rising costs. KS had talked the PPF governors through the budget in detail and all questions had been answered to their satisfaction. The PPF committee was therefore happy that it was a sensible, prudent budget that will effectively support the school and had unanimously agreed it should be recommended for approval.</p> <p>The governors then agreed to approve the budget for 2022/23.</p>	
17	<p>Other Matters Appropriate to the School and Governing Body</p> <p>There was no further business and the meeting closed at 6.32pm. The next meeting will be held on 6th July.</p>	

Item	Action	Responsible
3	Clerk to contact Governor Services for the e-learning video.	KT
3	Chair to sign previous minutes and return a copy to school.	KD
3	RS to email JS to set up the RE subject link.	RS/JS
Carried forward	HT reports to include bullying review information.	KS/RS
Carried forward	Co-Heads to look into options for site management and to report back at the next meeting.	KS/RS