



Learning God's Way

**FULL GOVERNING BODY MEETING**  
**Thursday 16<sup>th</sup> May 2024, 7pm in the Staff Room**

Meeting Focus – Finance, Staffing & Premises

The meeting was opened with prayer. Debbie Ricks chaired the meeting.

	<p><b>Present:</b> Brian Baker, Jane Burke, Emma Craughan (Co-Chair), Kate Goater, Mike Jee (Head), Leila Kemp, Debbie Ricks (Co-Chair), Chris Snell, Mark Standen (Vice Chair)</p> <p><b>Apologies:</b> Al Knox, Carolynn Lorimer</p> <p><b>Clerk:</b> Jennie Ring</p> <p><b>Also present:</b></p>	<b>Action</b>
115	<p><b>Apologies for absence</b> – were received and accepted from Al Knox and Carolynn Lorimer</p>	
116	<p><b>Declaration of Interest</b> – none</p>	
117	<p><b>Urgent matters to be considered for inclusion</b></p> <p>Information about the Active8 offer on wraparound care was brought to governors by one governor. A brief discussion took place on the current provision through Ticklmetoo, the provision of some activities already made by Active8, their differing offers, attendance, space requirements and financial considerations. It was decided to make no changes.</p>	
118	<p><b>Approval of minutes and Confidential Part II minutes of meeting 25<sup>th</sup> April 2024</b> – the minutes were agreed and signed.</p>	
119	<p><b>Matters arising</b></p> <p><b>General matters arising</b> – none</p> <p><b>The action table from April's meeting</b> was reviewed:</p> <p>Item 1 (minute 100) – the date for Create exhibition of work is yet to be decided.</p> <p>Item 2 (minute 100) - following her attendance as an observer at the meeting with local authority (LA) personnel regarding the Tomlin Centre one governor commented on the value of hearing progress made and the discussions around future plans. General feedback about the Tomlin Centre so far is positive.</p>	<b>Head</b>

	<p>Item 3 (minute 101) – this item is still outstanding</p> <p>Item 6 (minute 111) – three governors have now completed the Department for Education’s Prevent Awareness course. The Clerk corrected previous advice – and said that the recommendation is that only one governor need complete this training.</p> <p>Item 7 (minute 111) – one governor has completed the National Cyber Security Centre’s training on Cyber Security for School Staff.</p> <p><b>Do all staff do cyber security training?</b> Yes, covering a variety of areas, eg GDPR, keeping children safe online. There’s a security package that flags up restricted content being accessed. The Head and Deputy Head monitor this. <b>Do you have enough capacity for this?</b> Yes, the types of content that are flagged up are predictable, even sometimes predictably odd and random.</p> <p><b>Does the school have an Acceptable Use Policy?</b> That needs checking with the School Secretary – the contents of such a policy may be covered in other policies.</p> <p><b>Has school suffered phishing attacks, and are staff using multi-factor authentication (MFA)?</b> No phishing attacks. MFA and firewalls are in use. MFA is regularly asked for, firewalls successfully keep out adult content.</p> <p><b>Has the school ever been attacked?</b> There was an attack about 5 years ago. This was before the move to using Google, and nothing since.</p> <p>All other actions were complete.</p>	<p><b>CL/DR</b></p> <p><b>Clerk</b></p>
120	<p><b>Questions arising from monitoring visits - none</b></p>	
121	<p><b>Approval of Scheme of Delegation</b></p> <p>The Head summarised the purpose of the Scheme of Delegation, last reviewed in 2021, and the markings within it, inviting governors to review it, particularly the areas for which governors are responsible.</p> <p>A detailed discussion took place about one item marked as under review (item 6) – “Authorising the disposal of unusable or obsolete equipment included on the inventory” – covering the service the school IT provider gives, current demands on the internet service, whether there was an inventory, and what school functions are underpinned by the internet service. <b>Could the school work without internet? Are there contingency plans?</b> The school would function but not well for 24 hours. After that it would get increasingly challenging, especially with teaching, but the school would not be closed.</p> <p><b>Mrs Craughan arrived at the meeting</b></p> <p><b>Does anything need to change?</b> The Head scanned the document and picked items to address - on payments over £5K, equipment hire, virements and debt write-offs, with no changes suggested.</p> <p>It was noted that for item 28 there was no party specified as having a delegatged responsibility. The Head made a note to add the Deputy Head for this item.</p>	

	<p>The reasons for items 4 and 5 being marked with the comment “X Ongoing” were outlined: the school’s IT provider, JSPC, keep an inventory of equipment; equipment is frequently moved around within the school; equipment isn’t now sent home with children although when this happened the school kept an inventory for this. There have been no thefts.</p> <p>The Head expressed confidence that all governors now know as much as he about school finances and would be confident that they’d be able to respond to questions from outside bodies.</p> <p>With reference to item 39 and the school’s credit card a brief discussion took place on its limit, use, and processes for making and recording transactions.</p> <p>With the minor amendments according to the above discussions, the document was approved.</p> <p>The Head invited governors to request to have sight of the school’s BACS statement, as part of a monitoring visit with the Bursar. The Head he reviews the BACS statement regularly, using it as a prompt for to look for possibilities of more economic purchases and for benchmarking work. <i>Is this not a big job of work, could locality Bursars co-ordinate on this?</i> They meet termly, are always looking at cutting costs and value for money.</p> <p>Several governors expressed interest in visiting the Bursar, Friday being an ideal day.</p>	<b>Govs</b>
123	<p><b>Benchmarking report</b></p> <p>A link to government benchmarking data was part of the meeting pack. A discussion took place covering some of the differences noted between St Margaret’s and other schools and the reasons behind these, including the buildings and premises data where St Margaret’s are significantly higher than other schools – due to new builds and works on toilets.</p> <p><i>Who is included in the benchmarking data?</i> These will be West Sussex 2-Form Entry schools.</p> <p>The Head explained that other companies produce benchmarking data, but the government data is most useful. It has picked up the shift in staffing costs. He went on to explain how he endeavours to benchmark with other schools in the area by asking for cost centre information. This is not always easy to compare because of the differences in how other schools have purposed their cost centres, often requiring further enquiry to draw useful comparisons. A brief discussion took place on how other schools purpose their cost centres and the possible reasons behind this.</p> <p><i>How much of your time goes into this – are you working with the Bursar?</i> Yes, the Bursar does the bulk of the work with contacts and obtaining information. Reviewing then doesn’t take a lot of time for me.</p> <p><i>Are you surprised by the data on in-year balances and revenue reserves?</i> I’m surprised that some schools revenue reserves are so high. However, there will be specific reasons behind this.</p>	

122	<p><b>Approval of budget 2024-25</b></p> <p>The number of children currently on roll is 403, up from 391 at the beginning of the year, mostly from new families moving into the area. <a href="#">What is capacity?</a> Maximum 420, but could go to 436, with Key Stage 2 classes going over 30 to 31. The standard maximum for KS2 classes is 32.</p> <p>A detailed discussion took place on the budget picture covering the content of discussions with the local authority, options before the school and what the consequences could be, how a balanced budget might be achieved, the likelihood that pupils on the roll will continue to increase because of the new homes being built and potential Tomlin Centre children’s siblings, money received per child, including children in the Tomlin Centre, and when increasing numbers are reflected in money received.</p> <p>The number of children on the roll when the school census is taken in October 2024 will determine the budget received for 2025/2026.</p> <p>A brief discussion took place on how the school might raise awareness of its activities and life amongst the wider community and the approximate percentage of children enrolling from William Older preschool.</p> <p>Following the meeting with the local authority on 2<sup>nd</sup> May 2024, which was followed up by email communication from the local authority, governors agreed that the budget for 2024-25 be a set as a balanced budget, mindful of a likely increase in the number of admissions and staff costs reducing by natural wastage.</p>	
124	<p><b>Premises update</b></p> <p>A representative from the Diocese visited recently and commented positively on the new parts of the building – the entrance and Tomlin Centre.</p> <p><a href="#">What about the drains?</a> They are not so bad at the moment for unknown reasons. Next year the school will apply for funding to do this work. Investigation into the problems is planned. Funds in the London Account will be enough to cover the governor’s 10% contribution.</p>	
125	<p><b>Staffing update</b></p> <p>One teacher has resigned and a KS2 teacher has been appointed – an Early Career Teacher who came with excellent references, demonstrated excellent teaching practice including the highest level of questioning skills, a natural ability and interaction with children, and a professional approach.</p> <p>Year group allocation decisions are still to be made. <a href="#">Half term is the deadline for resignations?</a> Yes, and I’m not anticipating any.</p>	
126	<p><b>Policies</b></p> <p><a href="#">In the Attendance Policy – who is the Angmering Family Group?</a> It’s the locality group name. The Deanery wide locality group is meeting tomorrow looking at collective worship, developing children’s spirituality and children’s involvement in collective worship.</p>	

	<p>A brief discussion took place on whether to change the name to the Locality Group in this policy and any others mentioning it, or to leave it as it is. The name has likely arisen because of the Angmering School and its connection to primary schools in the area.</p> <p>If it is noticed when policies are updated the name can be amended to the Locality Group.</p> <p>It was agreed to allow 7 days for comments and questions before taking the following policies as approved:</p> <p>Attendance Policy 2024 Appraisal Policy 2024 Discipline Policy 2024 Discipline Policy Guidance 2024</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
127	<b>Chair's Action</b> - none	
128	<p><b>Date of next meeting</b> – Thursday 13<sup>th</sup> June 2024, 7pm in the Staff Room</p> <p>The idea of a summer governor's social was mooted and the Clerk agreed to ask for availability for Fridays in July from governors via the what's app group.</p> <p>Y6 SATS are now finished. Papers were challenging, especially in maths. The Head agreed to bring samples to the next meeting. One governor commented on how hard can be a confidence-knock for children, and especially since in Y7 they are often repeated for decisions on class-streaming and to check the voracity of the results.</p> <p>Mrs Kemp gave her apologies for the June meeting, when she will be on the Y4 trip at Dalesdown.</p>	<p><b>Clerk</b></p> <p><b>Head</b></p> <p><b>Clerk</b></p>

## ACTION TABLE

D = Done

Blank = give update

	Minute:	Action from:	Action by:	Status
1	119	Head – date for Create exhibition of work	When planned	
2	119	CL/DR – write and send monitoring visit report to Clerk for GVO and next agenda	By next meeting 13 <sup>th</sup> June	
3	119	Clerk – email KG re Acceptable Use Policy	Post meeting	
4	122	Interested Govs – schedule a monitoring visit to the Bursar	Post meeting	
5	126	Clerk – make KG aware of locality group names in policies	Post meeting	
6	126	Clerk – after 7 days progress policies through admin processes if approved	24 <sup>th</sup> May	
7	128	Clerk – ask July Friday availability of governors re social on what's app/email Mark	Post meeting	
8	128	Head – bring sample SATS papers to next meeting	13 <sup>th</sup> June	

9	128	Clerk – note apologies from Mrs Kemp for June meeting		
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