



**Minutes of the meeting of the FGB
held on the 27th March 2023 at Fishergate School at 6:00pm**

Present: Ms Tina Clarke (Headteacher); Mrs Andrea Walton; Dr Alisun Pawley; Mrs Tamsin Tinker; Mrs F Moxon; Mr Graham Whitmore (Vice-Chair); Mr Bill Twist;

In Attendance: Ms D Rees (Deputy Headteacher); Miss Sahar Dibden (Early Years Lead) *[until 6:19pm]*; Ms D Waters (School Business Manager) *[until 7:07pm]*; Mrs Georgina Holman (Clerk, City of York Council)

		Action
1.	<p>WELCOME, APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST</p> <p>The Vice Chair welcomed everyone to the meeting. Apologies were received, with consent, from Mrs Jackie Hudson.</p> <p>There were no declarations of interest with respect to this meeting.</p>	
4	<p>SUBJECT LEADER UPDATE - EARLY YEARS (taken out of order)</p> <p>Miss Sahar Dibden, the Early Years Lead, was invited to outline the proposal for increasing the nursery hours at Fishergate School. Sahar explained that the school had capacity within the nursery provision for up to 12 children per morning and afternoon session. However, the intake for 2022/23 into nursery had been exceptionally low with only a maximum of two children in the afternoon session and up to six in the morning one. Sahar advised that she had discussed this with other Early Years leads and managers across the city and identified that there appeared to be a city-wide issue. However, the numbers in Fishergate were particularly low and the school felt that the current offer of either morning or afternoon sessions, together with the relatively short timings of the sessions, was potentially restrictive for working families. Additionally, the school had never offered more than 15 hours to families.</p>	

Sahar explained that currently families of children aged three or above could have up to 15 hours of childcare per week from the term after the child's third birthday. If parents worked 16 hours or more, they were entitled to up to 30 hours. This was funded by the government and the school currently received £2650 per child for 15 hours of childcare.

Sahar advised governors that the staff and the school felt that it was important to have more children taking up the places available and would like to be able to offer up to 30 hours childcare to families. This could be fully funded hours or a combination of funded and topped up hours. Sahar said she had discussed this with the School Business Manager (SBM) to look at costs and pricing and consulted with the Local Authority prior to bringing this to the Full Governing Body.

Additionally, Sahar pointed out that there were significant advantages to increasing the intake to the school at nursery stage because of the additional support available for speech and language development and wider developmental needs. She advised that the school data indicated that children who began school in nursery tended to make better progress from a higher baseline.

Mrs Debbie Waters, the School Business Manager (SBM), informed governors that income from the nursery children that year was approximately £18K. Had the nursery been at capacity the income would have been £31,800. For the school to offer increased hours in nursery there would be additional staffing hours to cover the lunchtime period, but this would enable to the school to offer up to 30 hours a week to families and give a potential income of £63K. The SBM added that the only additional cost would be staffing the lunchtime period. Taking this into account, the proposal would still be a significant means of increasing the school income.

Sahar advised that staff were currently raising the proposal informally with school families but would need to make the offer known more widely ahead of implementing in September 2023. She advised that Funfishers were at capacity and the school would need to discuss their plans with the provision. Sahar added that the school would probably price themselves at a slightly higher rate than Funfishers, in line with other school-based nurseries. She felt that it would nonetheless be good value for money.

Governors asked how the timings of sessions would change to incorporate the lunch session. Sahar advised that a timetable would be developed to incorporate the lunchtime slot. She said that it would be offered on a first come first served basis but would prioritise children accessing the 30 hours funding. Sahar added that there were some details to finalise ahead of September.

A governor noted that it had been disappointing to have had only the option of morning or afternoon sessions and no mixing. Sahar agreed and said that parental feedback had indicated that the offer of even one full day would be more practical for those who worked.

	<p>Governors questioned whether the school had the staffing capacity to manage an increased intake, particularly if there were children with additional needs. Sahar advised that the nursery was already staffed to take up to 12 children and meeting additional needs would be considered on a case-by-case basis according to the needs, whether there was an EHCP, and if one to one support was required for example. She added that the nursery provision had historically had higher numbers of children attending and had always successfully met the needs of those children.</p> <p>Governors asked how the school would promote the provision and whether advertising should be targeted. Sahar advised that the school would use a variety of media including social media and flyers. Debbie added that they had spoken to a Local Authority advisor who had shared information on flyers. Sahar pointed out that the school were contacted regularly by people asking about the nursery provision so being able to share the change in hours offered as soon as possible would have an impact.</p> <p>Governors questioned how the school would set the criteria for admission, for example, prioritising siblings. Sahar advised that priority criteria would be agreed.</p> <p>The Vice Chair thanked Sahar for her time and the information shared.</p> <p><i>Sahar Dibden left the meeting at 6:19</i></p> <p>Governors unanimously agreed to support the motion for increased and more flexible hours offered in the Fishergate Nursery provision.</p>	
2.	<p>MINUTES OF THE MEETING HELD ON 31st JANUARY 2023 (previously distributed)</p> <p>The minutes were agreed to be a true and accurate record of the meeting.</p>	
3.	<p>ACTION PLAN AND MATTERS ARISING NOT INCLUDED ON THE AGENDA</p> <ol style="list-style-type: none"> 1. <i>Headteacher to update David regarding the outcome of the Cluster Schools' Head's meeting. Closed - HT could not attend the meeting</i> 2. <i>Clerk to amend minutes to reflect Link Governor Francesca Moxon's responsibility for Priority 4. Completed</i> 3. <i>Headteacher to communicate details of instrument lessons to parents and to share information about the Zones of Regulation with school families in the next school newsletter. Completed</i> 4. <i>Termly newsletters to recommence for Key Stage 1 and Years 3 and 4. Carried forward: the Deputy Head advised that phase leaders had been asked to produce these and would be copied into the next Year 5/6 newsletter as a reminder.</i> 5. <i>Headteacher and clerk to circulate alternative e safety policy for governors to approve via email and upload to website. Completed.</i> 6. <i>Clerk to send out details of NSPCC safer recruitment training to governors. Completed</i> 	DR

	<p>7. <i>Headteacher to incorporate all agreed amendments into the Looked After Children Policy, Intimate Care Policy, Staff Code of Conduct and Health and Safety Policies. Completed.</i></p> <p>8. <i>Link Governors to use the same template format for future visits.</i> Action: Clerk to share blank template for governors</p> <p>9. <i>Clerk to send skills audit to governors Francesca Moxon, Tamsin Tinkler and Andrea Walton to complete. Completed.</i></p>	Clerk
5.	<p>START BUDGET APPROVAL</p> <p>*Budget Year End Report The School Business Manager, Mrs Debbie Waters, advised that she would be discussing the current year’s budget and approval of the Start Budget would be covered at the next FGB on the 2nd May, ahead of the 9th May submission date.</p> <p>Debbie advised that the school was looking at a deficit of £57,800 for the current year but the figures had already changed somewhat, and this was now closer to £60K. She explained that updates to expenditure and income were so frequent that it was difficult to be confident in the figures at any one time.</p> <p>Debbie pointed out to governors that there had been £30K surplus carried over from the previous year. She also highlighted that the current deficit included the spend for the MUGGA, for which the funding had been carried forward each year. She explained that the main reasons for the school’s deficit were the additional staffing costs resulting from the above expected increases to teaching and support staff pay, combined with increased energy costs. Debbie advised that the school was managing its budget as well as was reasonable but wasn’t receiving sufficient funding.</p> <p>Referring to the year ahead, Debbie advised that the school would have a £14K overspend and, in the following year, Debbie forecast that the school would have a small surplus of £2.5K. However, she pointed out that there would be further salary increases and funding was not increased in line with other rising costs.</p> <p>Debbie informed governors that the Finance and Staffing Working Party had discussed the funding for SEND children. She explained that SEND funding was significantly below the level of expenditure that was required to support those children. The following year would see a £100K disparity which the school would be expected to fund. Debbie said that the school currently received £6K for each child and had incurred a £40K overspend in the current year. Governors asked for clarification on how many hours support a SEND child received funding for. Debbie explained that each child was ‘banded’ according to need so this varied. A governor pointed out that the gap in funding was in order that SEND children spent time in mainstream lessons. Debbie acknowledged this but explained that the funding was insufficient to pay a TA for the 27.5 hours required for example, or for the lunchtime cover. She added that this had always been the case.</p>	

Regarding the deficit, Debbie reiterated that the increases to salaries and energy costs were the key factors, but the Local Authority were unable to offer any guidance on how to budget for future costs because these two aspects were now unpredictable. Debbie was hopeful that there might be further advice before the Start Budget was submitted. She pointed out that staffing was 80% of the school budget.

With reference to income, Debbie explained that there were various grants for the year ahead and, in particular, the Mainstream Schools Additional Grant which was not in fact additional but replaced the Schools Supplementary Grant.

Referring to capital works, Debbie advised that the school had the funds to pay for the MUGGA when it was installed over the Summer and drainage costs would come out of the capital budget so wouldn't impact the figures for 2022-2023.

Debbie went on to explain to governors that the Department for Education had advised that the school should increase the leasing charge for the Funfishers provision. She explained that it was currently £3 per square foot and it was suggested this increase to £8 per square foot. Because of the significant difference the school had agreed to phase this in over the next four or five years.

In summary, Debbie outlined the points she would be making to the council regarding the budget deficit, specifically:

- The school had benchmarked above average against other schools for the number of Teaching Assistants, believed to be due to the numbers of SEND children
- The school did not assume any income until information was received from the Local Authority to confirm this.
- The school continually assessed staffing, particularly PPA staffing and how PPA was managed. This would be discussed at length with the Senior Leadership Team before making any changes. Debbie clarified that staff contracts would not be impacted.
- The school was reducing energy spend with reduced timings for the boiler.
- Charging for use of the car park at weekends was being considered.
- Increasing the Funfishers' lease would be a phased increase to income.
- The school had excellent friends support which enabled them to buy a lot of resources that would not otherwise be possible.
- The school would be accessing 30 hours funding for nursery places.

Referring to the 2023-2024 budget, Debbie advised that there was a £14K deficit forecast, which together with the cumulative negative balance of -£25K from the current year meant a £39K deficit to begin with. Debbie said that she had based this on all the information she had available but had never known figures to vary as much as they had over the past year.

Referring to the following year's income, Debbie advised that there would be a 1.39% increase in funding and an additional £64K from the Mainstream Schools Additional Grant which would cover the increased staffing costs. She explained that not receiving that this year was the principal reason for the deficit. Debbie added that there would be more detailed information regarding the following year's budget at the next meeting in May.

Debbie lastly summarised the outcome of her meeting with one of the Local Authority accountants, Jean Lewis, which was to review key items, namely: Pupil numbers and fall in roll, PPA cover, and TA comparison and staff to pupil ratios to ensure these were all correct. Debbie advised that she would be looking at lunchtime cover to see if anything could be changed. She went on to say that she felt the school had already carried out a good analysis of where savings could be made but needed to review whether any further tweaks were feasible.

Governors thanked Debbie for the excellent summary of the finances. **A governor asked whether the Maintained Schools Additional Grant carried any conditions.** Debbie confirmed that there were no restrictions on how this was spent.

Governors asked whether the school was in line with other schools in terms of SEND provision. Debbie explained that SEND support was not itemised within benchmarking data, the only indication was the number of TAs employed so it was not possible to accurately benchmark this against other schools.

It was confirmed that the Budget Year End Report would be submitted to the Local Authority. Debbie explained that she felt it was critical to present an accurate assessment of the school's finances and all the options that had been explored.

***Solar for Schools**

Debbie advised that the presentation had initially included incorrect figures which was why a revised document had been provided. She explained that Solar for Schools was a Community Benefit Society which would undertake all the installation and servicing of solar panels and the option that Fishergate was considering required no investment from the school. However, this carried risks should the business fail.

Governors discussed the business model and the risks relating to the uncertainty that solar energy rates would remain low. It was noted that Solar for Schools had been recommended by City of York Council and there were increasing numbers of schools signing up. However, the energy rates had already changed and were now less favourable for new schools joining the scheme. Debbie pointed out that the Condition Report carried out across the school premises had identified that solar panels would be the only option in terms of improving energy efficiency. Governors agreed that there were a number of questions that required answering before they felt able to make an informed decision on signing up to the Solar for Schools scheme.

Action – Governors to submit questions for Solar for Schools to Debbie Waters, in particular regarding the details of the terms and conditions of the offer.

	<p>Governors thanked Debbie for all the research and time spent progressing this option. It was noted that there were wider benefits to the use of solar panels in engaging the children with alternative energy sources.</p> <p><i>Debbie Waters left the meeting at 7:07pm</i></p>	
<p>6.</p>	<p>HEADTEACHER'S REPORT <i>(previously distributed)</i></p> <ul style="list-style-type: none"> *Headteachers Report *Attendance Report *Confidential report on behaviour <p>The Headteacher summarised her report, explaining that it was condensed due to the recent Ofsted visit. There had been an additional 36 children join the school since September 2022, of whom 24 had English as an additional language (EAL). All had settled in well and their language was developing rapidly.</p> <p>A governor asked for clarification of the English Hub Audit. The Deputy Headteacher explained that this was a model of regional hubs offering support to improve the teaching of phonics, early language and reading. The Year 2 teacher, Mr Pennington, had the opportunity to work with the local hub last year which had been very helpful and had resulted in match funding for further resources.</p> <p>Governors praised the KS1 book and a biscuit event and asked whether the school were at Step 3 for Early Talk for York. The Headteacher confirmed that this was the case and was run alongside Family Learning.</p> <p>Referring to the SEND data, the Headteacher directed governors to the information regarding how children with additional needs were identified at the school. She pointed out that children do not stay on the SEND register indefinitely and would be taken off the register as they made progress.</p> <p>Regarding the Attendance Report, the Headteacher advised that this was a snapshot of the current position, which was in line with national data. She explained that the difference between Year 1 FSM attendance data compared to national FSM data was a result of having two children on part time timetables and two families with significant social care involvement. There had also been outbreaks of contagious illnesses during the term.</p> <p>A governor asked what proportion of absences were persistent absences. The Headteacher clarified that 17% of absences were persistent and these were rigorously followed up with letters and meetings. She advised that this concerned approximately eight families at the school. The Deputy Headteacher pointed out that some children had improved attendance since the Autumn term but were still below 90% and it was anticipated that it would take another term for that to increase further but it was important to be aware of the successes within the data.</p>	

	<p>Governors discussed attendance and the challenges for families and whether there were socio-economic or cultural challenges. It was recognised that disadvantaged families were more likely to struggle with attendance but that there were no cultural correlations. Governors confirmed that the national target for attendance was 96% and that while the school figures were still below this, the national data was also below this target. Governors summarised that the school data was comparable to national figures and work was underway to support families where there were concerns.</p> <p>The Headteacher went on to summarise the confidential information regarding exclusions and the context for the small number of children this concerned. She outlined the support that was in place or planned in each case and where progress had been made. Governors noted the disproportionate amount of time and resources that were required. The Headteacher acknowledged that there was an impact on capacity, such as to attend external meetings for example. She explained that the pattern of challenging behaviour was the primary reason for the decision to introduce CCTV which could be moved once incidents ceased.</p> <p>Referring to the Progress and Attainment data in the report, the Headteacher explained that this was just for information and the March data capture had not been finished due to the Ofsted visit. She directed governors to her summary of the KIT meetings with the inspector and the very positive comments that were made, in particular that the curriculum was ambitious for all children. A key priority was to continue to focus on closing the gap between disadvantaged and non-disadvantaged pupils</p> <p>Governors asked how staff felt about the Ofsted visit. The staff governor advised that there was a sense of relief and exhaustion, having been in a heightened state of expectation for some considerable time. She added that the timing had been good, and everyone had been prepared.</p> <p>Governors requested that their thanks be passed on to all the staff for all their brilliant work. The Headteacher thanked the governors for their support through the process, particularly those who were present during the Ofsted visit.</p>	
<p>7.</p>	<p>SAFEGUARDING</p> <p>The Headteacher advised that the only area of concern in the data was the number of incidents of racist language and bullying since January. She explained that these all involved the same small number of children, and the school were addressing this with the families concerned.</p> <p>The Headteacher said that the school had a partnership with North Yorkshire police and a PCSO visited the school each week to do some 1-1 work. More children had been included in the Stepping Up programme, where it was felt they would benefit from more positive influences. Further activities would take place during the summer holidays.</p>	

	<p>Governors questioned why some of the recent incidents of challenging behaviour hadn't been included as bullying incidents. The Headteacher advised that she had collected information on these separately but would include this data in the safeguarding report. She advised that the safeguarding document would be updated for each FGB for governors to review.</p> <p>Action – Headteacher to incorporate additional bullying data into Safeguarding report.</p>	Head
8.	<p>POLICY REVIEW (previously distributed)</p> <p>*Surveillance and CCTV Policy The Headteacher explained that CCTV would be installed for a temporary period to try to halt the pattern of negative behaviour that had been occurring and provide information and evidence to support staff in addressing that behaviour.</p> <p>Governors asked for further clarification regarding whether parents had to be informed and whether the use of CCTV would be clearly signed in the areas where it would be used. Governors discussed the use of CCTV in school and specifically where the camera(s) would be positioned and how the footage would be accessed and shared. The Headteacher explained that families would be informed, signs would be installed, the CCTV would be positioned solely in communal areas, and the footage would be accessed by the School Business Manager and Headteacher and would not be shared with children or parents. The Headteacher clarified that the purpose of the CCTV was to give staff greater certainty regarding the children involved and to provide information to support interventions with those children.</p> <p>Governors questioned further elements of the policy and the lack of explanation of the different acronyms. A governor queried how the school would define whether or not the CCTV fulfilled its purpose, how to assess the need and what criteria and time frame would be used.</p> <p>Governors agreed with the use of CCTV in principle but requested further information and more detail be provided within the policy.</p> <p>Action – Surveillance and CCTV policy to be revised to provide a clearer explanation of the different roles and more specific information on its use within the school.</p> <p>*Photography and Images Policy The Headteacher advised that this policy had been introduced due to being referenced in the Surveillance and CCTV policy. Governors queried how the school could verify whether children's photos could remain up on display boards etc. once they had left the school. It was pointed out that a glossary was also required to explain the different roles and that the details in the policy raised further questions. It was agreed that this policy would not be required if reference to it was removed from the Surveillance and CCTV policy.</p>	Head

	Action – Headteacher to remove the reference to Photography and Images Policy in the revised Surveillance and CCTV Policy.	Head
9.	STAFFING REVIEW Staffing was discussed under Item 5	
10.	WORKING PARTY UPDATES	
10.1	Finance and Staffing Working Party The update from the meeting on the 23 rd March was covered under Item 5. It was noted that the Finance and Staffing Party would need to nominate a new Chair at their next meeting. Action – Finance and Staffing Working Party to nominate a chair at their next meeting.	F&S WP
10.2	Health and Safety Working Party There were no updates.	
10.3	Progress and Standards Working Party The meeting scheduled for the 30 th March had been postponed and there was no update for governors. The Deputy Headteacher advised that the school had not had time to analyse data from the most recent capture due to the Ofsted visit. However, there was no obligation to have three data captures and the school had what they needed from the last one. She added that there would be another one in the Summer to update governors on instead.	
11.	GOVERNOR MATTERS	
	Governor vacancies There were currently four governor vacancies: 1 x Local Authority, 1 x Parent appointed, and 2 x Co-opted. The Headteacher advised that she would begin the parent nomination process. Governors discussed the need to recruit volunteers and ideally someone with accountancy experience. The Clerk advised that the school could co-opt governors, from both the parent community and school staff but it was prudent to try to maintain a diverse board. Governors discussed local networks and how to engage volunteers from the wider community.	
11.1	Visits and Activities Update The Ofsted visit was acknowledged, and a Coronation Party was planned for May.	
12.	CORRESPONDENCE There were no updates to report.	
13.	ANY OTHER BUSINESS	

	<p>Governors had been invited to assist with invigilating some of the SATs and the logistics of this were discussed. It was agreed that Parent Governors of Year 5 children could invigilate the Year 6 SATs.</p> <p>Governors asked to review the parent feedback from the Ofsted survey. It was agreed that this be added to the agenda for the next meeting in May. A governor agreed to summarise the feedback outlined in the WhatsApp group as a document to share with the FGB.</p> <p>Action – Parent feedback and Ofsted reflections and review to be added to the agenda for the FGB in May.</p>	Head & Clerk
14.	DATE AND TIME OF NEXT MEETINGS	
	<p>Tuesday 2nd May 2023 at 18:00 Monday 17th July 2023 at 18:00</p>	

The meeting closed at 8:09pm

These minutes were approved by the Fishergate School Full Governing Body at their meeting on the 2nd May 2023.

Action Points from the meeting of the Full Governing Body held on 27th March 2023				
	Action	Item	Who	When
1	<i>Termly newsletters to recommence for Key Stage 1 and Years 3 and 4.</i>	3	Deputy Head Dani Rees	02/05/2023
2	<i>Link Governors to use Tamsin's template format for future visits. Clerk to share blank template for governors</i>	3	Clerk	02/05/2023
3	<i>Governors to submit questions for Solar for Schools to Debbie Waters, in particular regarding the details of the terms and conditions of the offer.</i>	5	All governors	02/05/2023
4	<i>Headteacher to incorporate additional bullying data into Safeguarding report.</i>	7	Tina Clarke	02/05/2023
5	<i>Surveillance and CCTV policy to be revised to provide a clearer explanation of the different roles, more specific information on its use within the school, and to remove the reference to Photography and Images Policy.</i>	8	Tina Clarke	21/04/2023
6	<i>Finance and Staffing Working Party to nominate a chair at their next meeting.</i>	10.1	Finance & Staffing Working Party	28/04/2023
7	<i>Parent feedback and Ofsted reflections and review to be added to the agenda for the FGB in May.</i>	13	Tina Clarke and Clerk	02/05/2023

ITEMS FOR FUTURE AGENDAS:

As Action Point 7