

Arno Vale Junior School Governing Board

Minutes of the finance meeting held on Tuesday 17th June at 6.00pm in school.

Membership		A Payne, Chair
(A denoted absence)	(Apols)	K Gray, Vice Chair
		A Griffiths
	(A)	R Haque
		L Oates
		A Richards
		C Tinkler
		A Rossington, Co-Headteacher
In Attendance		R Harvey, Clerk to the governing board
		C Baker, associate member and Deputy Headteacher/Co-Headteacher
		P Heery, CEO, White Hills Park Trust (part of the meeting)
		J Gibbs, CFO, White Hills Park Trust (part of the meeting)
		S Angood, Director, HR, White Hills Park Trust (part of the meeting)
		K Sims, HR Officer, White Hills Park Trust (part of the meeting)
		J Hume, Finance Officer, White Hills Park Trust (part of the meeting)

PRELIMINARIES

LGB5/24-25/01 APOLOGIES FOR ABSENCE

ACTION

The Chair welcomed everyone to the meeting. Apologies for absence received from the Vice Chair were approved.

Paul Heery, CEO, White Hills Park Trust, introduced staff from the Trust's central team.

LGB5/24-25/02 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

LGB5/24-25/03 MEMBERSHIP

Current membership

Evidence of the current membership of the governing board was available to view on GovernorHub.

The membership details were noted.

Attendance requirements

It was noted that a governor who, without the consent of the governing board, has failed to attend their meetings for a continuous period of six months beginning with the date of the first such meeting the governor fails to attend, is, on the expiry of that period, disqualified from continuing to hold office as a governor of that school. (The School Governance (Constitution) (England) Regulations 2012).

There were no absences to consider.

Vacancy update

The Clerk reported two vacancies and explained as a local governing board in a multi academy trust, there is not a requirement to have a local authority governor and suggested to increase the number of co-opted governors on the board for the total number to remain as nine.

Paul Heery said **Susanna Atassi Wagner, Governance Lead for the Trust, would update the Instrument of Government and constitution of the governing board in line with the Articles of Association and Scheme of Delegation.** **SAW**

Governors co-opted Caroline Tinkler to the governing board with immediate effect. Governors noted, Caroline Tinkler also sat on the local governing board of Foxwood Academy.

The Clerk said, following the updating of the constitution, the governing board would have one co-opted governor vacancy.

End of terms of office

The Clerk reported, the term of office for Rob Hague would cease on 7th November 2025

Get information about schools (GIAS) check

The Clerk said 'Get information about schools' (GIAS) website would require updating following the co-option of Caroline Tinkler. The Head would update GIAS **Head**

LGB5/24-25/04 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 1st April 2025, had not been circulated to governors. **The Clerk would ensure the minutes were uploaded to GovernorHub, for review and approval.** **Clerk/ Govs**

LGB5/24-25/05 HEADTEACHER RECRUITMENT UPDATE

Sue Angood, HR Director, White Hills Park Trust, explained, the trust supports in a similar way to the Local Authority. This is a governor decision which is ratified by trustees. The new CEO would also support with recruitment, and the main outcome from the presentation is to appoint an interview panel.

Governors were guided through the appointment process, which highlighted:

- The important of safer recruitment.
- The process of appointing a Headteacher:
 - There will be a panel of five with two reserves.
 - At least one panel member must have completed safer recruitment training, this is available on the National College training portal.
 - There will be two panel meetings prior to interview.
 - The interview process, depending on the number of interviewees, will be two days.
 - Day 1 will be an assessment. At the end of day one, the number of interviewees will be reduced to 3 or 4.
 - Day 2 will be interviews. This will be followed by a ratification meeting at which the panel will make a recommendation to the local governing board to ratify the decision.

The Head said, we have five eligible governors and asked if there is any flexibility should governors not be available. Sue Angood confirmed this. Paul Heery added, we can, if required, co-opt someone to the governing board to sit on the panel.

Sue Angood continued:

- The timeline:
 - Select a panel who will be provided with examples of recruitment documents.
 - Decide when and where the advert will appear.
 - Arrange dates for candidates to visit the school. Closing date followed by a shortlisting meeting.
 - References requested and received.
 - Interviews (one or two days depending on the number of interviewees).
 - An offer to the successful candidate.
 - Ratification of the decision.

Governors noted, the recruitment documents would inform of a January 2026 start date.

- The application process using the online 'My New Team' system.
- The job advert.
- Short listing.
- References requested an online self-declaration.
- The interview process.
- Carrying out pre appointment cheques.
- Support provided from White Hills Park Trust.

The Chair reported, she and Alison Richards had done research on job descriptions and had a statement about the school which would be included in the recruitment pack.

Governors asked, when does the process start. Paul Heery explained, this will be early in the autumn term, we can use two meetings to look at agree an advert and job description this term and early next term.

The head said, if another Head applied and appointed, they would need to resign their current post by the end of September. We need to be mindful if no one is appointable, this may be carried through to Easter.

The Head asked, could the current arrangements with acting up roles be extended if needed. Sue Angood explained, a current Headteacher would need to resign by the end of September, a Deputy Headteacher by the end of October. If a Headteacher was successfully appointed and missed the resignation deadline, unless an agreement can be agreed, it may be extended to Easter, in which case the current acting up roles could remain in place. Paul Heery added, it is difficult to know the field, we are looking at a part time, two day per week post. You will not need a long time from the closing date to interview, we can agree dates and fit meetings around governors' availability.

The panel members were agreed as:

- Amanda Payne, Chair.
- Andrew Griffith.
- Alison Richards.
- Caroline Tinkler.
- Rob Hague (absent from the meeting, to be confirmed).

The Chair confirmed she had received the support packages and costs, these would be discussed and agreed at the next meeting. **The Chair would set up a recruitment documents folder on**

Chair

GovernorHub.

Governors **agreed** to hold the first panel meeting on Monday 7th July at 6:00pm.

Governors thanked Sue Angood for her presentation.

Sue Angood and Karen Sims left the meeting at 6.40pm.

LGB5/24-25/06 CHAIR AND VICE CHAIR EMERGENCY ACTION

There were no emergency actions to consider.

LGB5/24-25/07 CORRESPONDENCE ITEMS

From the Chair

None to consider

From the Headteacher

None to consider

From the Clerk

None to consider

FINANCE UPDATE

LGB5/24-25/08 UPDATE FROM WHITE HILLS PARK TRUST

Julia Gibbs, CFO, White Hills Park Trust, summarised the support available from the finance team.

The Head asked, does a member of the finance team attend every finance meeting. Julia Gibbs confirmed this and provided context. Governors agreed it would be valuable to have a finance professional attend the meetings.

The Head explained, Club Vale and Cafe Vale data had not been transferred to the new system therefore, updates at this meeting were not available. Julia Gibbs added, we can bring updates to the next local governing board meeting. The income will come through slightly differently and the budget will read slightly different, but you will identify the costs that have been front loaded.

Governors asked whether there had been negotiations on some of the costs to avoid paying for April. Julia Gibbs explained, some of the services, for example HR costs were closed, we are currently negotiating with FMS, you will possibly be tied in for one year but only for FMS, not SIMS. A governor said the purchase of FMS was done directly not through the Local Authority.

The Head said, we also need to consider Nottinghamshire County Council's Cleaning and Catering Services, as they have been outsourced. Julia Gibbs suggested reviewing all opportunities and contracts, there are discussions we can have with the Local Authority. You may decide to look at other providers or employ staff directly which would involve a TUPE process. We must comply with procurement from a buying point of view. The Head suggested reviewing the cleaning, caretaking and catering provision. **Governors agreed.**

LGB5/24-25/09 UPDATE FROM LATEST OUTTURN REPORT

Julia Gibbs guided governors through the budget v actual report and invited questions. Governors noted, the budget would be in line with the academic year, therefore this would be a 4/12ths budget.

Governors queried the £9,000 cost for school meals. Julia Gibbs explained, there is a delay in transferring of data from systems. At each finance committee meeting we will present the closest end of month outturn report.

Governors asked about the support staff costs being under budget. Julia Gibbs said, the salary costs include the predicted pay rise which had not yet been confirmed. Catering and midday supervisors staff costs show as one amount, the equated weeks are built in. The two posts could be recoded, which would provide an accurate picture of both costs. The cost of breakfast and after school club staff, also showing as one amount, can also be recoded. **Governors agreed** that to have a more accurate picture to recode all support staff posts including play workers. **Julia Gibbs would recode the posts and tag an analysis code for September.**

Governors asked, does the school have apprentices. The Head said, this would be something he would like to revisit, the school pay the monthly apprenticeship levy. Governors recognised there is a considerable cost linked to apprentices, including recruitment. Julia Gibbs provided examples of how other schools utilised the apprenticeship levy. Governors discussed the use of funding to take qualifications. The Head said the school are recruiting for teaching assistants, one of who has a degree and asked if they could be an apprentice teacher. He said Paul Heery would meet with the Head to discuss. Julia Gibbs said the Trust pool the levy funding.

Governors asked, if the school were to appoint a young apprentice would the funding come to the school or Trust. Julia Gibbs confirmed the funding would come to the school.

Julia Gibbs said the budgetary information shared is based of a starting position of 4/12, with the purpose of ensure the information presented is accurate for the school. The Head alerted governors to the rise in IT licensing costs. Julia Gibbs said the Trust run a contracts tracker and working on a horizon plan for the best deals at the time. She explained that some companies do not provide group deals. The Trust is working on a deal for filtering and monitoring.

Governors asked, is non-agency supply covered within teaching costs. Jill Gibbs said we do not have an estimate for supply hours and the supply contracted costs show on a stand-alone code.

Governors asked, are contacted staff and rates of pay decided by the school. The Head provided context and added, payroll services is a bought in provision from Nottinghamshire County Council.

Julia Gibbs said governors have autonomy regarding the budget, there will be a need to review of the budget periodically and the budget be approved for the next academic year. Governors noted, a final statement had not yet been received from Nottinghamshire County Council. Julia Gibbs said the Governor Statement usually comes out in May 2025, however, had been delayed.

Julia Gibbs said the budget information presented is based on an estimated carry forward and there will be uncertainty on carry forward from 1st May. A Governor Statement should be ready for July 2025.

Governors asked, when does the budget need to be approved by. Julia Gibbs said the budgets are presented to the Trust Board on 24th July, she explained the only information that will differ within the report is the brought forward figure.

The Forecast

Julia Gibbs provided an overview of the report, the revenue budget is at the top of the document, followed by capital income, capital expenditure and then the balance carried forward from 2024-2025. The school has a projected end of year surplus of £5,490.

Julia Gibbs said the Trust have forecast a 2% funding growth and 3.2% increase for the teachers pay award. The Head reported, the staffing team is made up of long-standing members. Julia Gibbs said the staff cost is 75% of total expenditure which is within acceptable KPIs.

Paul Heery explained, the red figures highlight the worst case scenarios, the ongoing decisions that happen during the year will affect the figures, so expect to see change, Jill Gibbs added, the finance team re-forecast every term. Estimations based on pupil numbers is a good starting point, at this time there is no reason to assume the levels of pupils will change and the expected income growth is 2%.

Paul Heery said, that capital work will be covered differently. In the five-year plan, money is protected and the school will not have to support capital work from the revenue budget. SEND funding is likely to be delegated to schools, meaning there are a lot of unknowns linked to the five-year forecast.

Jill Gibbs assured governors the Trust will look at indicators termly, the PE grant is continuing and a PPA and teaching assistant vacancy is included within the budget. The Trust encourage building a sustainable budget.

Governors with reference to the teaching assistants, asked about the risk of equal pay liability.

Jill Gibbs said teaching assistants were on the pay grade relevant to their post but were on different working weeks (equated pay). Paul Heery added, the Trust would not recommend restructure. The Head said, the supply cover teaching assistants are a bought in service (reference IR35), they work 37 hours per week.

Governors noted the current teaching assistant post for recruitment is for 32.5 hours per week.

Julia Gibbs recommended approving the budget, knowing an accurate balance forward would not be verified until August, however, it is unlikely to be significantly different.

The governing board approved the 2025-2026 budget.

LGB5/24-25/10 STAFFING UPDATE

The Head informed governors of an advert for a three days per week permanent contracted teaching assistant, with funding available for a further two days.

The Chair asked, is the funding likely to continue. The SBM explained, the funding will continue for the length of time the pupil connected to the funding remains in school.

The Head informed governors, one staff member is taking early retirement, and another staff member is leaving at the end of term. The school will lose six days at Grade 5 and five days at Grade 4. The Head added, there is a possibility of other staff are wanting to reduce their working hours.

Confidential item – see confidential appendix.

LGB5/24-25/11 BUDGET UPDATE INCLUDING PROPOSALS FOR TEACHER LAPTOPS, CHROMEBOOKS FOR CHILDREN AND OTHER IT UPDATES

The Head reported, Windows 10 would not be supported after October 2025, and proposed:

- To replace 12 teacher laptops with Windows 11 compatibility ones. The older laptops would be distributed to teaching assistants, supply teachers, the catering manager and pupils. The cost to replace the 12 laptops is £4,318.00
- To purchase a bank of 30 Chromebooks, at a cost of £6,460.00, which would be sourced through the devolved capital.
- To purchase a new charging trolley and upgraded wi-fi (£1,700). This cost would also be covered through the devolved capital.

The Head added, an oven has a fault, and parts can no longer be sourced. The purchase of a new oven could impact the canopy, further information is being sought. The current estimated cost is £6,000.00

Governors approved the purchase of 12 new laptops, 30 Chromebooks, a new charging trolley and upgraded the wi-fi.

LGB5/24-25/12 POLICIES FOR REVIEW/APPROVAL

Jill Gibbs circulated the Trust business interest forms for signing.

Govs

The Headteacher said the updated Emergency Plan has been uploaded to GovernorHub, the document reflects the move to the Trust. **Governors approved the updated Emergency Plan.**

Paul Heery and Julia Gibbs left the meeting at 8.00pm.

LGB5/24-25/13 BUILDING AND SITES UPDATE

The Head said, discussions are ongoing about replacing some windows and doors on the school site.

The Chair asked, has there been any movement on the hall roof. The Head reported, there had no movement yet, however it is on the priority list.

GOVERNOR REPORTS

LGB5/24-25/14 REPORTS FROM WORKING PARTY

Governors noted a summary report has been uploaded to GovernorHub. **The Chair asked governors to record any interactions during visits.**

Govs

The Chair reported that she attended a Trust safeguarding meeting and met with Susanna Atassi Wagner and other Head and shared information presented on the correlation of children missing one day in the first two weeks of autumn term, then becoming PA's.

The Chair would upload the report to GovernorHub.

Chair

CONCLUDING ITEMS

LGB5/24-25/15 SAFEGUARDING AND CHILD PROTECTION INCLUDING FEEDBACK FROM THE SAFEGUARDING AUDIT AND RECOMMENDATIONS

The Head informed governors, the Trust safeguard lead had completed an audit of safeguarding and CPOMs, they were pleased with the information and recommendations had been

implemented.

LGB5/24-25/16 HEALTH AND SAFETY UPDATE, INCLUDING RISK ASSESSMENT UPDATES AND RECOMMENDATIONS

The Deputy Head had uploaded the health and safety report to GovernorHub.

Governors noted, a few minor actions would be completed by the end of term. The report had also been shared with staff.

LGB5/24-25/17 ARRANGEMENTS FOR CHAIR TO INSPECT SCHOOL RECORDS

The Chair would meet with the Head to review the single central record (SCR).

LGB5/24-25/18 CONFIRM DATES AND TIMES OF FUTURE MEETINGS.

The following meeting dates were agreed:

Summer term 2025.

Standards Meeting: Tuesday 22nd July at 6.00pm

LGB5/24-25/19 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that one item be deemed confidential for the purpose of the minutes.

The governing board retained the right to redact the minutes and documents considered should a request for access be received.

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 8:18pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING

Reference	Action	Responsible	Outcome
03	Update the Instrument of Government and constitution of the governing board in line with the Articles of Association and Scheme of Delegation. Update GIAS.	Susanna Atassi Wagner Head	
04	Upload minutes from 1 st April meeting to G'Hub, for review and approval	Clerk/Govs	
05	Set up a recruitment documents folder on G'Hub.		
12	Complete the Trust Business Interest Forms.	Governors	
14	Record monitoring visits and circulate on GovernorHub. Share report from the Trust safeguard meeting.	Governors Chair	

Attendance at meetings for the 2024-2025 Academic Year							
Governor Name	Autumn 2024			Spring 2025		Summer 2025	
	FGB	EFGB	FGB	FGB	FGB	FGB	FGB
	26.9	18.10	21.11	11.3	1.4	17.6	22.7
D Buxton, Chair	Y	Y	Y	Resigned 21 st November			
B Cameron	Apols	Resigned 26 th September					
K Gray	Apols	Apols	Y	Y	Y	Apols	
A Griffiths	Y	Y	Apols	Y	Y	Y	
R Haque	Y	Apols	Y	Y	Y	Abs	
E Oates	Y	-	Y	Y	Y	Y	
A Payne	Y	Y	Apols	Y	Y	Y	
A Richards	Y	Y	Y	Y	Y	Y	
A Rossington	Y	Y	Y	Y	Y	Y	
C Baker	Y	-	Y	Y	Y	Y	
C Tinkler	Y	-	Apols	Y	Y	Y	