

THE GOVERNING BODY OF CHISENHALE PRIMARY SCHOOL

Chisenhale Road, London, E3 5QY

Minutes of a meeting of the governing body held at the school

10 May 2023

1	Head Ex officio	Gemma	Anidi	P	10	Co-opted 15/11/2025	Thomas	Georgiou	P
2	Staff 22/09/2026	Kim	Glynn	P	11	Co-opted ^{CHAIR} 27/02/2027	Neil	Cunningham	P
3	Parent 31/10/2026	Tamara	Barklem		12	Co-opted 27/02/2027	Lucy	Hughes	A
4	Parent 20/03/2026	Hemanth	Shanthigrama	P	13	Co-opted 27/02/2027	Seth	Pimlott	P
5	Parent ^{V/CHR} 20/10/2026	Sarah	Hannett	P	14	Co-opted 27/02/2027	Tom	Sheldon	P
6	Parent 26/03/2027	Rebecca	Miles	P		Associate 16/11/2024	Giles	Ridley	A
7	LA 01/03/2024	Jennifer	Lowe	P					
8	Co-opted 16/11/2024	Paul	Kenning	P		Office Manager	Jo	Bird	P
9	Co-opted 27/02/2027	Ben	Woolner	P			Present (P) Apologies (A)		

1. Welcome, apologies for absence and register of pecuniary interests

Neil Cunningham opened the meeting at 6.30pm welcoming all present, especially Rebecca Miles, newly elected parent governor.

Giles Ridley and Lucy Hughes had sent apologies for absence.

There were no declarations of interest in this agenda. The register was being compiled electronically.

Action: Clerk

2. Governing body organisation

2.1. Membership

Noted as circulated.

2.2. Committee membership

Agreed:

- Move Resources Committee meetings to 6.30pm evening slot
- Add Rebecca Miles to Resources committee

Action: Clerk

Action: Clerk/ RM

2.3. Link governors

Agreed to review at a future meeting.

Action: Chair/ Head
(Clerk for agenda)

3. School budget

3.1. Year end 2022/23

The year end reports had been circulated in advance of the meeting (see extract over). Governors noted that the year end balance was higher than anticipated due to cautious budgeting, controlled expenditure (GA had picked up budget part way through the year) and an underspend on energy.

Income and Expenditure Summary for Financial Year 2022/23		
Revenue balance brought forward (Incl Community Balances)		-£61,234.08
Capital balance brought forward		£811.50
Revenue Income		£3,036,642.52
Capital Income		£24,413.71
Revenue Expenditure		£2,873,251.57
Capital Expenditure		£8,190.00
Revenue balance carried forward		£102,156.87
Capital balance carried forward		£17,035.21
Total balance carried forward		£119,192.08

Governors asked the following:

Governor Question	School Response
Borrowing from LA	Borrowed £50k in early Feb. This is not included in the balance.
Oven replacement mentioned in report	Included in 2023-24 new year budget.

3.2. Budget plan 2023/24

JB ran through her budget notes as circulated. She highlighted:

Income

- Roll at 309 higher than previous year
- Future years' funding estimate inflated at 2% - following borough advice
- £31k already committed (see JB budget notes)
- Staff insurance – now self-insuring
- Staffing – budgeted at 4% inflation – actual settlements not known
- Chancellor's grant announced in autumn will contribute to staffing costs

Expenditure

- Additional agency staff for Year 4 and for Year 5/6
- Counselling
- Extra holiday day for term time only staff
- Fixed term assistant head post made permanent
- Ass't HT will return from mat leave part time

Staffing

- Noted

Overall forecast position

Year 1 2023-24	Year 2	Year 3
£104k surplus	£68k surplus	-£34k deficit

For the new governors, the Chair gave some context of Chisenhale's 1.5 form entry status and the previous discussions about expansion to 2 form entry.

Governors asked:

Governor Question	School Response
When was 309 roll calculated?	October 2022. But future years uncertain. School remains popular but local birth rates are falling rapidly.

Risks	Unfunded staff pay awards
Do you have to apply for grants?	DfE grants are paid automatically. Weavers fund and Action for Bow require applications – need new projects and applications each year
Longer term PPG	Budgeted for falling numbers over time. Numbers did increase after Covid. Less incentive for parents to apply because of free school meals.
Recognise cautious planning, what did you have to leave unfunded?	Ongoing costs all met. Some curriculum development delayed. Can explain further at committees.
Has the application process for EHCP got harder?	All applications have been approved. All plans funded at level 'B'
Roll for September 2023	Nursery full. Reception currently at 41 but likely to fill to 45 including late applications. Year One is low at 40.

Following this discussion, and taking into account the longer term forecasts, the governing body **agreed** the 2023-24 budget plan.

4. Headteacher's update

4.1. Reading and maths

- See circulated data (as shared with SIC)
- Thanks to Weavers for STAR assessments
- Red and yellow children usually have SEND and individual plans
- Focus on blue
- Covid learning gaps in maths – particularly arithmetic which affects fluency and speed]

4.2. Early Years (Reception)

- Teachers have been conservative in their judgements
- Nursery provision is very high quality
- Need to develop 'stretch' in reception

4.3. Writing

- Year One writing – will share data

4.4. Staffing

- One teacher leaving in August – leaving London
- One other likely to leave – to work overseas
- One full time teacher to apply for part time working

4.5. Attendance

- Meetings arranged with 8 families – 4 attended
- Sometimes complex family issues
- Similar to national and local picture – Chisenhale was always above until Covid

4.6. Health & Safety

- H&S Adviser has checked playground equipment
- Plus regular audits by borough inspectors

4.7. Communications

- Purchasing parent comms app – WEDUC
- This follows governor discussions with parents at coffee mornings
- Some prefer text/ some email/ some paper etc

Governor Question	School Response
What if parents don't have the app?	System knows who has app/ text / email
Rolling out from September?	Yes, ready for September. June trial. 7 months free

5. Governor items

Thanks to Jenny Lowe, Safeguarding and Attendance Link, for visits and thorough report (as circulated).

Agreed to arrange the following visits:

- EYFS – Tamara Barklem
- Behaviour and Wellbeing – Thomas Georgiou

Action: Head/ TB

Action: Head/ TG

6. Policies and key documents

None

7. Committee reports

The draft minutes of the SIC Committee (25 April) and the Resources Committee (23 May) had been circulated and were **received**.

8. Chair's items

None

9. Governor training, development and briefings

Training opportunities had been circulated by email. The Director's Report including training opportunities had not been received. A new director was now in post.

10. Minutes

The minutes of the governing body meeting held on 28 February 2023 were **agreed** as an accurate record and signed by the Chair of Governors.

11. Matters arising (not covered elsewhere)

None

12. Any other business

None

13. Meeting dates

Noted.

Confidential business was minuted separately. The Chair closed the meeting at 8.00pm, thanking everyone for their contributions.

Minutes prepared by Susan Moyse Smoyse65@gmail.com
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Chair _____ Date _____

