



St. Joseph's Catholic Primary School

9th May 2023

Minutes of Full Governors Meeting

PRESENT: Julian Rakowski, Headteacher (JR), Anita Marshall, Chair of Governors (AM), Philip Stark, Chair of R&C Committee (PStark), Edyta Marciniuk (EM), Patricia Salume (PS), Claire O'Neill (CON), Sharon McHugh (SMH), Bittoy George (BG), Danita Rowlands (DR)

CLERK: Cath McNee


Item	Discussion	Action
1a	Meeting started with a prayer.	
1b	Apologies Gerard McMahon - apologies received and accepted. Hilary Turner – apologies received and accepted. Fr. Cristiano Braz - apologies received and accepted.	
1c	Chair's Action and report Chair of Governors gave an update on Governor membership: <ul style="list-style-type: none">- Patricia Salume, Parent Governor, term of office will expire on 28th May 2023. A Parent Governor election will be held in due course.- Hilary Turner, Foundation Governor, term of office has expired, re-appointment forms have been sent.- Danita Rowlands, Co-Opted Governor, term of office will expire on 18th July.- Danita Rowlands confirmed she is willing to complete another term as Co-Opted Governor.- Staff Governor vacancy will be advertised again as previous candidate has withdrawn.- Bittoy George will join the Standards and Outcomes committee. The Chair and Headteacher thanked Patricia Salume for her hard work and support given to the school during the past 4 years.	
1d	Accuracy and matters arising from the last minutes – 21st March 2023 Minutes of Meeting for 21 st March 2023 were approved by Governors and signed by the Chair.	

	<p>The Headteacher referred to the 21st March 2023 minutes, point 4b Terms and Conditions and said part time staff returning from maternity leave can return to their hours if there is available space.</p> <p>Governor asked about BACs payments, point 5b on 21st March 2023 minutes. The Headteacher said the Auditor requested two staff members sign a BACs payment.</p>	
1e	<p>Matters arising from the minutes not on the agenda</p> <p>None.</p>	
1f	<p>Governor's Action Plan</p> <p>The Headteacher said the Action Plan was finalised at the last meeting and suggested the plan is reviewed at the GB meeting in July.</p>	
1g	<p>Any urgent business pre-notified to the Chair</p> <p>None.</p>	
1k	<p>Register of Interest</p> <p>The Clerk asked Governors to update the Register of Interest.</p>	All
1l	<p>Declaration of Interest</p> <p>None.</p>	
1j	<p>AOB/Confidential items</p> <p>None.</p>	
2	<p>Governors' Purpose: vision, ethos and direction, educational performance, financial performance – Part 1</p>	
2a	<p>Staffing – Resignations and recruitment</p> <p>The Headteacher said staffing is looking relatively healthy for the next academic year.</p> <p>The Headteacher reported:</p> <ul style="list-style-type: none"> - Two resignations have been received from staff. - Two staff have asked to work part-time, both requests have been granted. - New Inclusion Manager has been appointed. - One member of staff is being observed by an external school and may be appointed. - 3 Early Career Teachers will be appointed. - Nursery teacher will be appointed. - ECT will be observed with a view to teach Spanish 1 day a week and 4 days in class. - Interviews are being held on Monday 15th May for candidates. - Advert for class teacher has generated 1 enquiry. 	

2b	<p>Academies Update</p> <p>The Headteacher informed Governors he is part of an academisation working party and is attending a meeting at Cardinal Wiseman on Tuesday 16th May.</p> <p>The Headteacher said the Ealing Deanery of schools has been left alone because of ELP (Ealing Learning Partnership), a strong group of schools that work well together.</p> <p>The Headteacher said the Diocese is concerned if a school goes into 'requires improvement' an Academy group will get to run the school. The Diocese does not want to lose any property and wants to make sure that does not happen, it's in the Diocesan interest to safeguard schools from that.</p> <p>The Headteacher said there will be a Deanery Headteacher meeting on the 6th June 2023 at 2pm and asked if any Governors were available to attend. Philip Stark agreed to attend the meeting and welcomed other Governors to join the meeting.</p> <p>Governor asked if there is a timeline for academisation. The Headteacher said an expectation is 2030, but academisation takes a long time and 2030 is unlikely.</p> <p>Governor said the Diocese would like academisation to happen by 2025. The Headteacher said an Ealing group of schools could academise quicker if it's something the schools want.</p> <p>The Chair said there is a Chair of Governors meeting coming up and academisation is usually discussed. The Chair will report back to Governors if there are any updates.</p> <p>Governor said it would be interesting to find out from the meeting:</p> <ul style="list-style-type: none"> - How are schools going to be grouped together? - Who is going to be CEO? - Are any of the schools in deficit etc? <p>Governor said as a Governing Body we will need to work out what is the best for the school. Governors and Headteacher agreed.</p>	
2c	<p>Neighbour Grievance update</p> <p>The Headteacher and Chair of the R&C Committee visited the neighbour during the Easter holiday to see the damp damage to the wall in the house.</p> <p>The Headteacher informed Governors the Diocese is not liable, we have buildings and contents insurance with the Diocese, and this insurance does not cover the boundary.</p> <p>The Headteacher informed Governors he has involved Ealing insurance and written to them, the neighbour has also approached Ealing insurance, now we must wait and see what the outcome is.</p>	

3	<p>Governors' Purpose: visions, ethos and direction, educational performance, financial performance – Part 2</p>	
3a	<p>To enquire into, and approve budget for 2023/2024 and 3-year forecast</p> <p>The Headteacher referred to the Budget Formation 2023-2024 report circulated to Governors before the meeting.</p> <p>The Headteacher reported on the 2023-24 budget:</p> <ul style="list-style-type: none"> - Rough surplus of £12,000. - Reception 2023/24 has 85 children, 77 are first choice. - Nursery 2023/24 has 34 children - Across the school we are 43 pupils down, this equates to £172k in pupil funding. - Expensive staff have been replaced with ECTs (Early Career Teachers) - Agency class teachers will be employed. - Saving £13,500 on Spanish by employing a teacher who is willing to teach Spanish one day a week. - Support staff pay increase of 5% has been budgeted for, but the increase could rise to 8%. - Teacher pay increase of 4% has been included. - Deputy Head and Headteacher will be used as first cover, we cannot afford supply staff. - ELP (Ealing Learning Partnership) buy back costs £57k - Extra money for the Educational Psychologist and Speech and Language has been included in ELP buy back. <p>The Headteacher said the 2023/24 budget predicts a deficit of £53,948.</p> <p>The Headteacher said we see increases in Gas and Electricity compared to last year. Previously the heating was on from 5am to 4pm but it's been reduced to 5am to midday. Classrooms have remained warm, but some offices have been affected. Hopefully we may save ourselves not insignificant sums.</p> <p>The Headteacher said pupil numbers and staffing are the key to the future.</p> <p>The Headteacher said support staff costs are reasonably high, there are 21 children with an EHCP. The Headteacher explained how EHCP funding and costs work with EHCPs and said there is always a net loss when comes to supporting children with EHCPs as we have to pay 'on costs', these are not covered by Ealing.</p> <p>Governor referred to the School Budget Plan and asked why Donations and or Voluntary Funding has gone from £60k to £15k. The Headteacher said he will look into this and will report back to Governors.</p> <p>Governor asked if the figures on the School Budget Plan are accurate? Headteacher said 2022/23 figures are accurate, the others are assumptions.</p>	

	<p>Governor asked about Supply insurance, is it right to say we paid £9k for the insurance, making a £1k profit. Headteacher agreed and said insurance only kicks in after 4 weeks of absence.</p> <p>Governor asked why the surplus deficit goes up from £293k to £445k. We need to understand what the rational/formula is for the figures going up so much.</p> <p>The Headteacher said he didn't know why the deficit had increased so much.</p> <p>Governor queried the energy prices going from £50k to £128k. The Headteacher said energy prices are coming down now.</p> <p>Governor said it looks like some of the figures have been put in without much consideration.</p> <p>Governor said Total Expenditure doesn't add up correctly.</p> <p>The Headteacher informed Governors the budget sheet is balanced for this academic year. Miscellaneous has been reduced by £30k.</p> <p>The Chair of the Resources and Compliance Committee said this is the first time he has seen the 3-year budget predictions.</p> <p>Governors had a discussion and agreed they did not feel comfortable agreeing the 3-year budget plan with a deficit of £445,362 and would like to be informed about the predictions for 2025/26 budget. The Headteacher agreed to speak to the Bursarial Officer and report back to Governors on why the deficit has increased so much.</p> <p>The Headteacher informed Governors the budget needs to be approved by the 19th May 2023.</p> <p>Governors agreed to re-convene on Thursday 18th May at 7.10pm for an extraordinary Budget Meeting.</p> <p>The Headteacher informed Governors they will still have to approve the budget regardless of what the deficit is.</p> <p>Governor said going back down to 2 forms of entry will cost us for 7 years.</p> <p>Governor said in 2027 we need to be informed about population, we need to work out how long it will take to downsize in terms of population.</p>	
4	<p>AOB</p> <p>None.</p>	
	The meeting finished at 8.40pm	

 6/7/2023

