



Minutes of the Governors Meeting held in person on Tuesday 25th June 2024
(17:30 – 19:30)

Present: Louise Melia (Chair), Kate Nester (Headteacher), Lucy Shakesby), Helen Clark, Sue Court (left at 19:00), Ben Amos, Neil Howiantz and Mike Sales (Business Manager).

01/11 **Welcome and Apologies** – Louise welcomed everyone to the meeting.

Apologies were received and accepted from Linda Monaghan, Michelle Heap and Martin Lukins.

Louise updated the group that there had been interest in the vacant Clerks role. This person is an existing Clerk so if successful could start for the September Meeting.

02/11 **Opportunity to declare Pecuniary Interests** – None declared.

03/11 **Minutes of the Last Meeting (May '24) to be agreed** – Louise asked if everyone had seen these and agreed with them. Which they did.

ACTION: Copies to be printed and signed by Louise

04/11 **Action points from previous meeting** - All action points have been completed

05/11 **Any other urgent business** – There was no other urgent business other than that included in this current agenda.

06/11 **Electing a deputy chair of Governors** – Further to previous discussions, Neil had offered to undertake this role and there had been no objections. Therefore, Neil is appointed as Deputy Chair.

ACTION: Somerset Governor Services and GIAS to be updated – Mike offered to organise these changes.


Signed by Chair *L. Melia*.....


Dated *23/09/24*.....

07/11

Finance update – Mike had previously updated the group and circulated a detailed update about the 2024/25 Budget Plan to Governors. Mike had also produced a further 1-page summary.

Louise, Kate, Neil and Mike met on 10th June to review the Budget Plan (01/04/24 –31/03/25) where the projected deficit of £176,299 (made up of a c/f of £49,438 + in year of £126,861) was discussed in detail.

 Update for
Governors 130524.d

 Additional update
for 250624.docx

The reduction in pupil numbers between the October '22 and '23 CENSUS was 25 children. With a potential income per children of £5k this would reflect £125k.

As we know all schools receive their income based on the number of children in the school, which has been declining significantly over the past few years.

The key points of the updated were:

- Approx. 80% of Somerset schools have an in-year deficit
- Approx. 33% of Somerset Schools have an overall deficit (meaning they have no c/f from previous years to offset their overspend)
- Infant Schools are affected by the reduction in pupil numbers first, then all through primary, then secondary.
- No other `financially viable business would be able to open with less income than expenditure.
- Funding for schools nationally has remained at 2010/11 figures (part of what different political parties are committing to in their manifestos to increase funding)
- We know that our school (like many others) are seeing an increase in children with 1:1 support, including medical and SEN need meaning that we have additional staff to support these needs.
- In the last SRMA (independent financial audit) the recommendations were to reduce TA's, as well as deliver Forest School more cheaply. We also have 2 days (from September) PFSA support. These `additional' but essential posts have been reviewed.
- Kate and Mike have a Teams Meeting with the ERM (Education Relationship Manager) and they acknowledged that finance is a massive issue for ALL schools and offered some suggestions to share resources across other settings to generate income as well as maximise hall hire, which we already do. There was nothing significant.
- As much is picked up by staff such as ICT & property (reducing the spend on the `Core Offer' – as their hours ate charged at £70 p/hr),

Signed by Chair *L. Meira*.....

Dated *23/09/24*.....

caretaking tasks and well as generating additional income through grants and fundraising etc.

There were a significant number of questions and comments about the budget position, how schools are funded etc. These have been captured as part of confidential minuted discussion which included the Recovery Plan options for 24/25 Financial Year and beyond.

08/11

Building update – Mike took the group through the latest building project and Executive Summary. He also had the drawings from the Architect as well as a schedule of work to view.

As we know Hindhayes Infant School has served the community for nearly 100 years, being built in 1928. Some areas of the school have become unfit for purpose and during the colder months suffer from issues of dampness and are hard to heat.

The school embarked on fundraising and supported by Helen Clark have been able to raise £125k of private funding for the project. Mike has been working with the Local Authority and been able to work with to secure a further £125, meaning that the project can go ahead.

Although there is a significant amount of work still to do a schedule of work has been put forward which commences on the 25th July and completes in the 2nd week of September. Kate has organised for the INSET days to be used for the first week to allow teachers to set up their rooms ready for the start of the new school year.

There were lots of questions regarding the layout and the improvements this would make and all Governors were fully supportive of the changes and appreciative of the efforts to get to this point.

09/11

Governors Ofsted Plan – There was discussion about the recent session they had received. All felt this was beneficial and changes being suggested well received. Louise took the group through the school website which now has a section where Governors have a secure section that allows them to access and view documents. Lucy showed the group the area on the website and how easy it is to navigate. It was agreed that there would be individual access per Governor.

ACTION: Scott to send Governors an individual link to the website.

10/11

Headteachers update report – Kate took the group through the latest information.

- Kate talked through Michelle's SEND Report

Signed by Chair.....*L. Melia*.....

Dated.....*23/09/24*.....



SEND Governor
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- Reviewed progress and outcome summaries
- Accessibility Plan

11/11 **Dates of future meetings** – These will be circulated to Governors.

Hindhayes - Governor Meeting dates		
Dates	Term	Status

26/09/2023	Term 1	Held
14/11/2023	Term 2	Held
18/01/2024	Term 3	Held
14/03/2024	Term 4	Held
09/05/2024	Term 5	Held
11/07/2024	Term 6	This session

Action Points

Agenda item	Action by	Agreed action	Update for next Mtg
03/11	LM	Print & sign copies of May Meeting minutes	
06/11	MS	Mike to update SGS & GIAS with NH details.	
09/11	SC	Scott to send Governors an individual link to the website.	

Signed by Chair.....*L. Melia*.....

Dated.....*23/09/24*.....