



Date 23 rd November 2023	Time 18:00	Location WHJS
--	---------------	------------------

Member Present	Apologies
Fiona Ashworth Gemma Duff Paul Davies Chris McGowan (Chair) Jonathan Strefford Jonathan Walters Nicola Weeks In Attendance: Danny Millington Kathryn Knapp Sarah Liriano (clerk)	Karen Callow Absent: Abbie Dando Christine Dale Quorate: yes

TOPIC	NOTES
1. Welcome & Apologies	<ul style="list-style-type: none"> The chair welcomed everyone to the meeting. Danny Millington was introduced and welcomed.
2. Pecuniary interests	<ul style="list-style-type: none"> None declared
3. Minutes from previous meeting	<ul style="list-style-type: none"> Governors approved the minutes of the previous meeting on 14/09/23. Matters arising - FA continues to pursue additional Foundation Governors.
4. Chairman's comments	<p>CM thanked everyone for the support he has received since becoming chair. A number of training courses had been attended, both the training and the networking opportunities had been beneficial, some observations to share as a result of these:</p> <p>i. most FGBs are struggling to recruit Governor's, particularly Parent Governors</p>

	<p>ii. most schools have a falling NOR (number on roll), unless a new housing development is within catchment</p> <p>iii. The increasing levels of SEND and challenges in obtaining support and limitations of the SEND budget.</p> <p>Governors proposed to be available at the next parent's evenings (dates tbc but late Feb/Mar) to engage with parents.</p> <p>A Governor's skills matrix will be developed to see if there are key skills the FGB needs to target for vacancies. Action CM</p> <p>Q. How big is the drop in NOR?</p> <p>The PAN (published admissions number) is 45, the figures from HCC for the following years are:</p> <table border="1" data-bbox="579 913 1394 1037"> <thead> <tr> <th></th> <th>2024/25</th> <th>2025/26</th> <th>2026/27</th> <th>2027/28</th> </tr> </thead> <tbody> <tr> <td>Predicted NOR</td> <td>31</td> <td>27</td> <td>25</td> <td>28</td> </tr> </tbody> </table> <p>These are Hampshire figures so do not account for any children that may live in West Berkshire (outside school catchment), they have not been an accurate prediction of the numbers applying in the past.</p>		2024/25	2025/26	2026/27	2027/28	Predicted NOR	31	27	25	28
	2024/25	2025/26	2026/27	2027/28							
Predicted NOR	31	27	25	28							
<p>5. Headteachers report (verbal)</p>	<p>PD gave a verbal report, supporting papers had been circulated prior to the meeting.</p> <p>The key area for development this term is writing. The teaching trio's observation and feedback is now underway and will finish the first week of January, a learning walk is planned in January to observe the teaching of writing across the Federation.</p> <p>The improvement focus then becomes Maths. Due to on-going staff absence two members of staff (one in each school) have recently been identified to cover the Maths manager role, the staff members will be meeting with Alison Rhodes (LLP) and attending the Maths Subject Leader meeting to gain the necessary knowledge and take ownership of the Maths development plan.</p> <p>The chair of the Teaching and Learning committee and the EHT have met to update the Governor Monitoring plan and this will be shared with Governors. Action GD</p> <p>Whole cohort targets for reading, writing and maths had been shared prior to the meeting. The EHT explained that</p>										

these are targets not predictions and include ambitious but realistic targets based on current assessment (including yr6 mocks conducted at the end of September), they do require significant effort from the children to achieve these levels and this includes Booster sessions in school and attendance at afterschool SATs club. The school would compare favourably to national level results if these results are achieved.

Q. Please clarify the % predicted to achieve GD (greater depth), is the % of the whole or % of those achieving ARE (age related expected)?

It is 36% of those achieving ARE.

Q. Is the national level the best comparison?

The Fischer Family trust data should be available for the next meeting and will be shared. This enables us to compare against similar schools. **Action PD**

Q. Year 5 are currently below the national average for writing, is there a plan to address this?

As soon as the current Yr6 cohort take their SATs exams work, booster groups will switch to year 5. Individual interventions are also in place now.

Pupil progress data is now due from teachers and will be shared at the next T&L committee. **Action PD**

Q. Have year 6 SATS mock results been shared with parents?

Yes, these were shared at recent parent's evenings, the next mock tests for year 6 will be in January.

Regarding phonics at St Thomas' the results have been low for the last 2 years and measures are in place to address this. The year 1 children were screened in September, earlier than in previous years, and this has identified those that need additional support. Staff have received refresher training on the delivery of Phonics and we have a Phonics lead in place at St Thomas' this year. Phonics groups are running before school four mornings per week (from 8.45am) for those that have been identified as needing additional support and these groups are running well. Children appear engaged and motivated, the activities are



	<p>practical and quick, learning styles have been considered although as the intervention is only for 15 minutes it is hard to adapt for all learning styles (particularly kinaesthetic learners). Children will be re-screened in January. 50% of parents invited to the phonics parents meeting attended and packs were sent home to those unable to attend.</p> <p>Governors were pleased to see a robust action plan in place for phonics.</p> <p><u>Behaviour analysis</u> Circulated prior to meeting.</p> <p>Overall less incidents of unacceptable behaviour at WHJS and less persistent offenders. There have been 2 exclusions from WHJS this term, both for the same child.</p> <p>Q. Does this child want to be in school or are they deliberately acting in a way that will lead to exclusion?</p> <p>It is possible that they are deliberately trying to be excluded and we would prefer not to exclude however this option is needed to keep staff safe.</p> <p>There has been an increase in negative behaviour at St Thomas', the majority of which is low level but still disruptive to learning.</p> <p>Q. What has been the impact on other children at St Thomas'?</p> <p>Other children have been victims and therefore upset, one child causes disruption to the class. Additional staff have been employed to minimise disruption and safe spaces have been created and are being used to enable the class to continue to learn. For two children there has been an escalation in their behaviour since last year, the other child causing behaviour incidences is in year R.</p> <p>Q. Is there any provision from PBS for the KSI child causing most disruption?</p> <p>We have referred but been told their needs are too extreme, discussions are on-going regarding provision for the child. Inaccurate handover from previous provision and the fact that the previous provision have not sought help for the high</p>
--	---

	<p>level of needs has made getting support for this child harder.</p> <p>Q. How are you looking after the welfare of the team dealing with this?</p> <p>Increased staffing levels (1 extra full-time TA and 1 extra part-time TA) has helped. Also moving staff between classes to ensure the most skilled staff are available where needed has had a positive impact. The creation of safe spaces in the shared area near the classroom, the ELSA room and using the hall/outdoor space has helped.</p> <p>We are also aware that there is increased reporting at St Thomas' as staff are now more familiar with the Arbor reporting tool, this may have accounted for some of the increase in events recorded.</p> <p>Q. Impact of FSW?</p> <p>The family support workers are now being pro-active in tackling attendance issues and supporting parents and this is having a positive impact on the DHT/EHT workload.</p> <p>Information regarding the further development of the outdoor area had been circulated for information. More detail will follow.</p>
<p>6. Committee Update</p> <ul style="list-style-type: none"> a. Confirmation of committee memberships b. Safeguarding c. Resourcing and Compliance d. Teaching & Learning 	<p><u>Committee membership update</u></p> <p>The following was confirmed:</p> <p>Teaching and Learning: GD (chair), FA (SEN), NW (safeguarding), PD, SL (clerk) and KK (advisor)</p> <p>Resources and Compliance: JW (chair), CM (compliance lead), JS, DM, PD, SL (clerk) and HM advisor</p> <p>Pay: JW (chair), FA, PD, SL (clerk)</p> <p>HTPM: JW, FA</p> <p>Comms (non-committee): JW, AD</p> <p>KC: training and development governor</p> <p><u>Safeguarding</u> - nothing to report. NW meeting with Steve Waite for training and then meeting DWest and HM for monitoring review</p>

Resourcing and Compliance

Updated TOR had been circulated with meeting papers, changes highlighted that there is now a single Resourcing and Compliance committee to cover both schools.

TOR for the Resources and Compliance Committee were approved

A written paper outlining the current budget and 3 year plan for both schools had been circulated with the meeting papers along with the full budgets from HM.

a. Mid-year budget review and approval

The budget revisions for St Thomas CE Infants and WHJS had been circulated prior to the meeting.

St Thomas' CE Infant School

	Original budget 23/24	Revised budget 23/24	Variance Favourable/ (Adverse)
Current Year Surplus/(Deficit)	19,177	18,378	(799)
Surplus/(Deficit) Brought Forward	14,572	14,572	0
Cumulative Surplus/(Deficit) C/Fwd	33,749	32,950	(799)

Woolton Hill Junior School

	Original budget 23/24	Revised budget 23/24	Variance Favourable/ (Adverse)
In Year Surplus/(Deficit)	(13,882)	(15,170)	(1,288)
Surplus/(Deficit) Brought Forward	77,050	77,050	0
Cumulative Surplus/(Deficit) C/Fwd	63,168	61,880	(1,288)



Overall the outturn is very similar to the predicted spend however there is variance. Increased staffing costs as a result of employing more experienced staff are masked by increased one-off incomes from lettings to the pre-school and ballet school following the flooding at the village hall, these have now ended. Also one-off income for refugee children.

Overall the situation is similar at both schools however WHJS currently has a larger surplus.

The Governors approved the revised budgets for St Thomas' CE Infant School and Woolton Hill Junior School

b. 3 Year Plan

St Thomas' CE Infant School 3 year plan

	2023/2024	2024/2025	2025/2026
Current Year Surplus/(Deficit)	18,378	(42,576)	(43,462)
Surplus/(Deficit) Brought Forward	14,572	32,950	(9,626)
Cumulative Surplus/(Deficit) C/Fwd	32,950	(9,626)	(53,088)

Woolton Hill Junior School 3 year plan

	2023/2024	2024/2025	2025/2026
Current Year Surplus/(Deficit)	(15,170)	(44,108)	(74,359)
Surplus/(Deficit) Brought Forward	77,050	61,880	17,772
Cumulative Surplus/(Deficit) C/Fwd	61,880	17,772	(56,587)

Increased marketing to increase pupil numbers has been undertaken but in terms of the budget a class size of 30 pupils per teacher is the expectation. Infant Class size regulations prevent St Thomas' having classes of over 30

children, these do not apply to WHJS. In the short-term we can't change the class structure at St Thomas' but there is the possibility of changing to 4 classes at WHJS. However, with a PAN of 45 WHJS remains vulnerable to large classes because we would have to admit any children that apply for a place. Further exploration and discussion is required for this and will be re-visited in future resources committee and FGB meetings.

Q. Why is 26/27 the first year we could apply for a reduced PAN?

The current admission round is for 24/25 intake, consultation has already been published for 25/26 admission round, therefore 26/27 is the first year we could apply, the deadline for this is September 2024.

Q. What would be the impact on staffing?

We would hope any reduction could be achieved through natural wastage and not renewing fixed-term contracts.

Q. What is the consequence of having a deficit?

We are not permitted to have an in-year deficit.

Governors noted the benefits of a PAN of 30 in terms of single year group classes which appeals to parents and may also make it easier to recruit teachers, also less admin re-grouping the children each year which is time consuming.

Q. Would it be possible to compare the predicted and actual numbers of year R children for the last 5 years?

Yes, resources committee will prepare a report. Action JW

Q. Are there any non-staff cost savings we can make?

We have minimal discretionary resources, some items are directly matched to funding received e.g. Sports premium directed to the Park House School Sports Package. PTA donations directed to specific projects. Further work will be done by the resources committee on staffing and SEND funding. **Action JW**

Q. Are there budget implications regarding future leadership development?

Yes, but this is still one of aims in the FIP (Federation Improvement Plan) that we wish to pursue.

	<p>Q. Income from trainee teachers?</p> <p>Yes, PD to obtain figures. Action PD</p> <p>We have links with Winchester University and this can be very positive in terms of staff development and income generating although it depends on the quality of the students.</p> <p>Capital budgets</p> <p>The budget shows that this continues to be used well.</p> <p>The FGB thanked JW for his comprehensive report on the budgets.</p> <p>The Governors approved the 3-year plans for St Thomas CE Infants school and Woolton Hill Junior school.</p> <p>The governing body is aware of the future year deficit as shown on the plans for St Thomas Infants Schools and Woolton Hill Junior School, and will take action to address it.</p> <p><u>Compliance</u> - nothing to discuss</p> <p><u>Teaching and learning</u></p> <p>Maths moderation plan to be circulated after the meeting.</p> <p>Action GD</p> <p>Plan to invite parents to a Stormbreak session in school soon.</p> <p>The assessment manager has delivered a staff meeting and moderated writing with the yr3/4 and the yr1/2 teams and phases have met and found this positive for assessing writing.</p> <p>EYFS data will be available for the next T&L meeting. PD has commissioned the Hampshire Early Years Team to moderate the assessment of Early Years and they will be visiting at the end of November and again in June.</p> <p>SEND levels are higher than previously and reflects the national picture. In particular an increase in Speech, Language and Communication needs.</p> <ul style="list-style-type: none"> • PD had attended the HCC Transforming SEND conference, the main headline being the lack of resources. Governors noted that the schools are
--	--

	<p>fortunate to still have class TA's although this will become increasingly difficult with budget constraints and also the high level of staffing that has been put into year R to manage the level of need.</p>
<p>7. Governor monitoring visits a. writing b. SEN</p>	<p>FA had circulated a report regarding SEN monitoring and had also attended a Transforming SEND Governors briefing. The importance of supporting children in Early Years was highlighted with encouraging results from a Portage trial in the Havant area.</p> <p>The variability of pre-school experience for children entering Year R was discussed.</p> <p>The thoughtful responses from the children were noted including pets and therapy animals in school and more after school clubs. Whilst additional after school clubs are requested by the children this increases staff workload and also impacts numbers attending the Quackers ASC and it is vital that the Quackers Breakfast and ASC remain viable.</p> <ul style="list-style-type: none"> • FA was thanked for the informative and helpful report.
<p>8. Whole Governing Body Training</p>	<ul style="list-style-type: none"> • A range of options were discussed, Governors agreed to book • GT624 Monitoring and Evaluation Action KC
<p>9. AOB</p>	<ul style="list-style-type: none"> • It was agreed to arrange a social event in January <p>Action CM</p>
<p>10. Next meeting date(s)</p>	<ul style="list-style-type: none"> • Thursday 1st February – 18:00 to 20:00 – St. Thomas' Infant School. Meeting closed at 8pm