

Flushing Church of England Primary School Governing Body Meeting

Tuesday 9th May 2024, at 4pm at Flushing School

MINUTES

Attendees: Bob Hurrell (Chair), Tamsin Lamberton, Lisa Beverley-Jones, Alison Eva, Leslie Hygate, Stacey Mullins, Polly Tregaskes, Sue Treneer
Natasha Bigos attended the first part of the meeting to explain the Report for the Financial Year 2023/24 and answer any questions.

- 1) Prayer - given by Leslie Hygate
- 2) Apologies - Andrew Stevenson
- 3) Pecuniary Interest and Registration - No New
- 4) Minutes from the Previous Meeting - These had been previously circulated. All agreed true and accurate record and were signed by Bob Hurrell.
- 5) Matters Arising -
 - a) Finance for children who cannot afford outings.
 - b) A confidential matter.
 - c) School Hours Consultation: 8.45 am - 3.15pm
The children will arrive and go into their classrooms.
This will start after half term.
- 6) The New Headteacher - Carolyn Power has accepted the position. Tamsin and Bob will send a letter to the parents.
- 7) Finance Report for 2023/24 - The Report and Budget had been previously circulated.
Natasha Bigos went through the Finances and the Budget answering any questions.
Staff absence produces a high cost but has been unavoidable.
Sports premium needs to be spent where it is appropriate to help the children.
Pupil premium gives opportunities for supporting pupils with identified needs as well as special lessons, small group tutoring and school trips.
Some ipads are no longer usable. It may be preferable to have them on loan in the future, then they will be replaced if they have problems.
Apple is no longer providing the servicing they have previously.
Swimming is costly, particularly the transport. Helston Pool are unable to offer the weekly blocks of swimming the children have enjoyed this year so it will be reverting to a weekly lesson. The children made good and fast progress this summer with only a day before they were practising again.

TUC - It may be sensible to make a small increase in cost each year to avoid a large increase when it becomes necessary.

Another Room is very necessary. To have a wooden Garden Room put into the rear of the small playground under the high wall would be a good site. A quote of £17,000 had been given and it is probable a grant of £11,000 may be available. Tamsin will ask for the quote to be updated and acquire comparisons.

Bob will contact suppliers he has experience of.

The Accounts looked alright, producing a small surplus at a time when costs are rising exponentially.

Natasha encouraged anyone to email her if they have further questions.

She will finalise the budget.

Natasha was thanked for her work and explanations of the Report and Budget.

It would be good if she could attend the Finance part of this Governors' Meeting every year. Natasha left the meeting.

8) Items of AOB - There were none

9) School Structure 2024/25

Classes and Staffing:

The arrangement of classes is not easy. A discussion was held and it was felt the best way would be to have Years 5 and 6 together, Years 3 and 4 together, Year 2 taught separately for the whole day to avoid disruption of other classes, and Early Years and Year 1 together.

This would require a full time teacher for Year 2.

Full time staff give continuity. All were in agreement that this would be best for the school. Tamsin will ask if a present member of staff will take this on.

If this is possible the school may be able to accept children who are on the waiting list which would boost the finances and help with the cost.

When the staffing arrangement is agreed Tamsin will send a letter out to parents explaining the class arrangement for the next academic year.

SENCO:

Tamsin stepped in to take on the position of SENCO this year for which she will be reimbursed. Grateful thanks were extended to her for helping in this way.

The school needs someone to take over the SENCO work. If none of the staff are able to complete the training over time, it may be possible to share with another school. Flushing School would probably only need half a day a week.

Tamsin will speak with Alison about SENCO training. The Postgraduate Degree usually takes a year.

Headteacher:

A DBS check will need to be carried out for Carolyn nearer the time she will start her work at the school. She is looking forward to coming to school this term to learn how some of the processes work and meet the people involved.

School Secretary:

Hayley will be leaving the school at the end of this term so a replacement needs to be appointed.

Hayley is working a 32.5 hours a week + Clerking Meetings + TUC

She also organises Educational Visits and writes the Risk Assessments.

We could offer a range of 1-6, Hayley is at present on point 4.

It would be best if the successful applicant could start on July 1st, or at least have a reasonable time to learn the diversity of the job from Hayley.

To enable this to happen Tamsin will place an advertisement as soon as possible.

This will allow shortlisting to be carried out in the week after half term and interviewing towards the end of the following week.

Ideally Carolyn may be able to interview along with Tamsin.

Lisa will make a shortened copy of the advert to advertise the position locally.

Clerk to the Governors:

These are in short supply and a previous advertisement received no replies.

Tamsin will re-advertise the position for a fixed salary comprising up to 6 meetings a year which probably amounts to 6 day's work. We may be able to share a Clerk with another school?

Other Vacancies which require filling include a Lunchtime Supervisor and an Assistant in TUC. These will be advertised locally.

The various roles of Teaching Assistants may require a degree of reallocation dependant upon the needs in the various classrooms from September and the individual requirements of some pupils.

10) Confidential:

The confidential minutes from the last meeting were distributed, discussed, recommendations made and the papers were collected.

11) Headteacher's Report: The Report had been previously circulated

The necessary work to the floors will be carried out over half-term.

Maintenance work and upgrading will then follow, especially during the summer holiday.

12) Maths Report: Copies were given to everyone for which Sonia was thanked.

13) Safeguarding/Health and Safety:

The Council offers training for Governors.

Governors are encouraged to come to school at an arranged time to look at various aspects of the school to ensure best practice. They should keep a log of their findings to check all is running smoothly and progress is maintained.

There is a visible closeness of the team involved in the running of the school which helps to share things and ensure all is well.

The children have had guidance to keep them safe on line.

The perimeter fence was discussed.

14) Friends of Flushing School:

Friends of Flushing will do something for Sports Day.

New committee members are required to bring in fresh ideas and suggestions as well as a social aspect to support the school.

15) The next Meeting of the Full Governing Body will be at 4pm on Thursday 4th July 2024 at School. Tamsin will ask Carolyn and hopefully she will be able to attend.

The Meeting closed at 6.45pm