



THE CHALLENGE ACADEMY TRUST



# GREAT SANKEY PRIMARY SCHOOL

Minutes of the meeting of the Local Governing Board meeting held on the 10<sup>th</sup> of July 2023

Time: 17:05 - 18:28

Venue: School

Chair: Phil McEwan

Clerk: Katie Whitmore [katie.whitmore@entrust-ed.co.uk](mailto:katie.whitmore@entrust-ed.co.uk)

## Membership and Attendance

Name	Category	Term Ends	Attendance
Peter Astley (PA)	Co-opted Governor, Vice Chair	15.03.2024	Present
John Barlow (JB)	Co-opted Governor	04.12.2026	Present
Will Chapman (WC)	Co-opted Governor	12.12.2025	Present
Mark Davies (MD)	Parent Governor	23.06.2023	Present
James Gartland (JG)	Parent Governor	21.03.2026	Present
Jane Hardman (JH)	Co-opted Governor	27.09.2025	Apologies Accepted
Leanne Keavey (LK)	Co-opted Governor	10.03.2027	Present
Stuart Johnson (SJ)	Staff Governor	22.05.2027	Present
Phil McEwan (PM)	<b>Chair</b> , Co-opted Governor	31.08.2023	Present
Toby Tyas (TT)	Co-opted Governor	15.03.2024	Present
Lisa Wilding (LW)	<b>Headteacher</b> , Ex-officio Governor	N/A	Present

## Also in Attendance

Katie Whitmore (KW)	Entrust Clerk
Karen Threadgold (KT)	Finance Manager, TCAT

## Documents Shared Ahead of the Meeting

FINAL Agenda 10.07.2023 Great Sankey Primary LGB
FINAL Minutes GSP LGB 15.05.2023
Agenda Item 6 Great Sankey Primary School Site Health and Safety Report Summer 2
Agenda Item 6 HAS report for Great Sankey Primary School 14-06-23
Agenda Item 6 Lockdown Drill 13.06.2023
Agenda Item 6 PART ONE Summer Headteacher Report 23
Agenda Item 6 Section 175 Great Sankey Primary School Safeguarding Audit 2023
Agenda Item 6 Staffing Structure 2023
Agenda Item 7 GSP Draft Budget Teachers 5% 23-24 for Governors Meeting 10.7.23
Agenda Item 7 GSP Monthly Management Accounts 22-23

The meeting was quorate, with more than half of Governors present.

The meeting opened at 17:05

1	Welcome / Items for AOB (Any Other Business)/ Items for Confidential Part Two
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Signed.....

Date.....

	<p>The Chair welcomed attendees to the final meeting of the school year.</p> <p>The Chair welcomed SJ as new Staff Governor and was introduced to Governors.</p> <p>There were items that would be discussed within AOB:</p> <ul style="list-style-type: none"> <li>• Training needs analysis</li> <li>• Update on expansion</li> </ul> <p>There were confidential items that would be discussed within a Confidential Appendix.</p>
<p>2</p>	<p><b>Attendance / Apologies for Absence</b></p> <p><b>Resolved:</b> Apologies for absence were accepted from JH.</p>
<p>7</p>	<p><b>Finance</b></p> <p><b>a) Monthly Management Accounts</b></p> <p>The Finance Manager was attending the meeting on behalf of school's dedicated Finance Manager, LF, and referred to the documents shared with Governors on GovernorHub advising that:</p> <ul style="list-style-type: none"> <li>• Surplus in P9 was as expected and was expected to end the year on target.</li> <li>• Expenditure included a £1,000 one-off payment for teachers, which had been rejected by Unions however TCAT had made the decision to keep this amount in budgets Trust-wide pending clarification of agreed pay increases for teachers. This amounted to £23,000 for school.</li> <li>• Pay increases for support staff were being accrued on the same basis as last year. Unions had rejected this, however, was being accrued nonetheless to budget for a worse-case scenario.</li> <li>• LF had advised there were no major areas for concern.</li> <li>• Link Club was doing well and was bringing in a surplus over costs.</li> </ul> <p><i>17:16: PA left the meeting temporarily at this point.</i></p> <ul style="list-style-type: none"> <li>• It was anticipated that costs of electricity will be over budget, however a £5,000 contingency had been agreed.</li> <li>• School had paid for maintenance on a reactive basis. The MO (Maintenance Officer) was in the process of creating a five-year plan to manage the maintenance budget.</li> </ul> <p><i>17:18: PA returned to the meeting at this point.</i></p> <p><b>Governors queried what the reason was for the difference between the catering surplus of £7,500 at P7 and the deficit of £1,500 at P9.</b></p> <p>The Finance Manager advised that this was due to late receipt of bills from the catering company. LF had re-set the budget for 2023-24 using figures based on school funding for FSM (Free School Meals), rather than uptake figures from this year, which showed that catering will break-even. Prior to the re-set there was indication of a deficit, which had</p>

triggered concern about a potential reduction in the quality of the food at school consequently. This re-set had been reviewed with the Director of Finance at TCAT.

**Governors asked if the fee of £2.40 for a school meal was fixed across TCAT.**

The Finance Manager confirmed that was the case in line with guidance across the LA (Local Authority). Funding for FSM had increased. It was anticipated that school would make £100 on catering at the end of next year considering staffing and inflation. The aim across TCAT was for schools to break-even with catering.

**Governors questioned if an increase in the cost of energy had been accounted for next year.**

The Finance Manager advised that figures next year will remain the same as revisions for this year, further to advice from industry groups that the cost of energy will be coming down. This resulted in no contingency for increases in energy costs.

**b) Approve Budget for 2023-24**

The Finance Manager referred to the revised budget which had been shared with Governors on GovernorHub and highlighted the following:

- The Director of Finance had created two budget scenarios; one with a 5% pay increase for teachers, which resulted in a £20,000 surplus for school, and one with a 6.5% pay increase for teachers, which resulted in a £7,000 surplus for school. This had been discussed with the CEO and Trustees, who had agreed to go with the budgets with a 5% pay increase Trust-wide with the assumption that anything over 5% would be funded by the Government.
- GAG (General Annual Grant) funding had been confirmed and no changes would occur to this.
- PP (Pupil Premium) numbers were not yet confirmed for 2023-24, however it was expected that the number would be higher than this year.
- Funding for educational visits had been taken out of the budget; this would be recorded within school funds for 2023-24.
- The budget accrued one-off pay increases of £1,925 for support staff across bands up to March 2024, with further accrual for 3% pay increases from April 2024, both pending confirmation.
- Costs of premises and staffing had both been increased.
- Central charge of 3.75% was included and **Governors acknowledged** that this charge was one of lowest in Trusts across North-West.
- The Headteacher advised Learning Resources comes from the school's budget, but school had reduced this pot of money for next year to support a healthy budget and have also reduced the budget for staff training as a lot of the CPD school offers is provided in-house or utilises colleagues from TCAT.
- The Headteacher advised that rent had been increased for clubs which rented space at school from £11 per hour to £20 per hour. This was based on a benchmark of costs to hirers in the local area and is considered a reasonable rate.

**Governors asked if the income from Link Club was included in the budget for 2023-24.**

The Finance Manager advised it was included and was a vital source on income for school.

	<p><b>Governors shared concerns with making a profit from Link Club rather than cost-recovery, considering the cost-of-living crisis and families taking on more hours at work needing childcare.</b></p> <p>The Headteacher assured Governors that there had been no increase to Link Club charges since it had opened. Link Club charges had been benchmarked against local providers and child minders and it was found that it offered a reasonable option for childcare for families. Link Club charged £10 for an after-school session and £4 for a before-school session and both included food.</p> <p><b>Governors thanked</b> the Finance Team for their many revisions of school's budget for 2023-24, because of the uncertainties over the year.</p> <p><b>Resolved:</b> Governors approved the budget for 2023-24.</p> <p><i>17:36: KT left the meeting at this point.</i></p>
<p><b>3</b></p>	<p><b>Local Governing Board Matters</b></p> <p><b>a) Membership</b></p> <p>SJ was welcomed to his first meeting as Staff Governor. The Staff Governor election process had been followed and completed on 22.05.2023; SJ was the sole nominee so there was no requirement to go to ballot and SJ would be appointed by Governors.</p> <p>The Parent Governor election process has commenced 26.06.2023, with two nominations received by the closing date of 07.07.2023. This will go to ballot 11.07.2023, with a closing date of midday 26.07.2023.</p> <p>MD was attending his final meeting as Parent Governor. <b>Governors thanked</b> MD for his commitment of the Governing Board over the last four years, and his support around SEND (Special Educational Needs and Disabilities) as Link Governor.</p> <p>PMs term of office as Co-opted Governor was due to end 31.08.2023.</p> <p><b>Resolved:</b> SJ was appointed as Staff Governor for a four-year term from 22.05.2023.</p> <p><b>b) Reminder of confidentiality</b></p> <p>Governors were reminded that items discussed within the meeting would remain confidential. Further, items discussed within a Confidential Appendix would not be made public.</p> <p><b>c) Reminder of code of conduct</b></p> <p>Governors were reminded of the Code of Conduct.</p> <p><b>d) Declaration of pecuniary interests in relation to the agenda</b></p> <p>There were no declarations of conflicts of interest in relation to items on the agenda.</p> <p>SJ had updated his declarations of interest on GovernorHub.</p>

<b>4</b>	<p><b>Adoption of the LGB Minutes of the 15<sup>th</sup> of May 2023.</b></p> <p><b>a) To confirm accuracy of the minutes</b>  <b>Resolved:</b> The minutes of the meeting 15.05.2023 were agreed as a true and accurate record and would be duly signed and made available on request.</p> <p><b>b) To advise any matters arising</b>            There were no matters arising from the minutes of the meeting 15.05.2023.</p> <p><b>c) To review any actions (below):</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Minute Reference</th> <th style="text-align: center;">Action to be taken</th> <th style="text-align: center;">By Whom</th> <th style="text-align: center;">Completion Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4c</td> <td>Hays safeguarding online to be completed by JG.</td> <td style="text-align: center;">JG</td> <td style="text-align: center;">Ongoing</td> </tr> <tr> <td style="text-align: center;">4c</td> <td>Skills Audit results review in September, add to September's agenda.</td> <td style="text-align: center;">KW</td> <td style="text-align: center;">09.2023</td> </tr> <tr> <td style="text-align: center;">4c</td> <td>Arrange training around teaching and learning for EAL (English as an Additional Language) ahead of Summer LGB 10.07.2023.</td> <td style="text-align: center;">LW</td> <td style="text-align: center;">COMPLETE</td> </tr> <tr> <td style="text-align: center;">4c</td> <td>           Provide update on the Trust's approach to a review of governance. Feedback further to the Trustee meeting 14.06.2023 to discuss the Scheme of Delegation, and this was an action on the Trust Board which will meet 13.07.2023.   <b>Update 10.07.2023:</b> PM had attended the meeting where an updated Scheme of Delegation had been drafted. The group, which consisted of central TCAT team and Chairs of Governors, had looked at various elements of Governance and considered responsibilities across Trustees, CEO, Governors and Headteacher in relation to these elements. This resulted in clear documentation around who was responsible for certain aspects of Governance. The document was currently at draft stage pending consultation with LGBs (Local Governing Boards).   <b>Action:</b> PM will circulate the document once finalised.         </td> <td style="text-align: center;">PM</td> <td style="text-align: center;">COMPLETE</td> </tr> </tbody> </table>			Minute Reference	Action to be taken	By Whom	Completion Date	4c	Hays safeguarding online to be completed by JG.	JG	Ongoing	4c	Skills Audit results review in September, add to September's agenda.	KW	09.2023	4c	Arrange training around teaching and learning for EAL (English as an Additional Language) ahead of Summer LGB 10.07.2023.	LW	COMPLETE	4c	Provide update on the Trust's approach to a review of governance. Feedback further to the Trustee meeting 14.06.2023 to discuss the Scheme of Delegation, and this was an action on the Trust Board which will meet 13.07.2023.  <b>Update 10.07.2023:</b> PM had attended the meeting where an updated Scheme of Delegation had been drafted. The group, which consisted of central TCAT team and Chairs of Governors, had looked at various elements of Governance and considered responsibilities across Trustees, CEO, Governors and Headteacher in relation to these elements. This resulted in clear documentation around who was responsible for certain aspects of Governance. The document was currently at draft stage pending consultation with LGBs (Local Governing Boards).  <b>Action:</b> PM will circulate the document once finalised.	PM	COMPLETE
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		<b>Action:</b> Governors will advise if there were any specific items of Governance they would like training on in addition to the TCAT Governance Sway.		
	<b>4c</b>	<p>Governors will email the Headteacher to confirm attendance at events over the Summer term.</p> <p><b>Update 10.07.2023:</b> The Headteacher had circulated dates. PM had attended the Section 175 Safeguarding Audit. TT had attended the Health and Safety Audit. Parent Governors had attended parent events. The Headteacher advised that Governors were welcome to attend the following events:</p> <ul style="list-style-type: none"> <li>• Year Six performance 12.07.2023 18:00.</li> <li>• Year Six leavers' assembly 26.07.2023, which would also include a farewell to the Year Two class teacher.</li> <li>• Year Six festival of fun 25.07.2023.</li> </ul>	Governors	COMPLETE
	<b>5</b>	<p>Governors will use 'gsp.tcat' Outlook email accounts going forward and contact the School Business Manager should there be any issues accessing the account.</p> <p><b>Update 10.07.2023:</b> Governors will use outlook emails from September. Any problems, Governors will email <a href="mailto:l.bolan@greatsankeyprimary.tcat.co.uk">l.bolan@greatsankeyprimary.tcat.co.uk</a> or <a href="mailto:support@abtec.net">support@abtec.net</a></p>	Governors	Ongoing
	<b>9</b>	The Headteacher will reshare the strategic overview with Governors to assist with the planning of visits into school.	LW / Governors	COMPLETE
<b>5</b>	<p><b>Governor Reports</b></p> <p><b>a) Chair's / Vice Chair's Actions</b> There had been no Chair's or Vice Chair's actions.</p> <p><b>b) Link Governor Reports</b></p>			

	<p>Governors were reminded of the template report for Governor visits which was located on GovernorHub.</p> <p>TT had been into school during the Health and Safety Audit and reported the following:</p> <ul style="list-style-type: none"> <li>• There had been robust discussion around Health and Safety, which had found school to have good processes which were well executed.</li> <li>• There was an issue raised regarding individual RAs (Risk Assessments) for each planned activity, which school had pushed back on and instead had chosen to include an item within the activity planning document asking if the planned activity needed to refer to a particular RA.</li> <li>• The complimentary report, which had been shared with Governors on GovernorHub, reflected the difference that the new MO had made since joining.</li> <li>• The few actions related to catering, which already had an action plan further to a review last year, RAs, which would be actioned as above, lockdown policy, which had just been tested through a lockdown drill, and accident reporting.</li> </ul>
<p>6</p>	<p><b>Headteacher’s Report</b></p> <p>The Headteacher referred to the reports that had been shared in advance of the meeting, and noted the following highlights:</p> <ul style="list-style-type: none"> <li>• Full outcome data will be shared with Governors by 14.07.2023, awaiting Key Stage Two data which was delayed due to the King’s Coronation.</li> <li>• The teaching staff vacancy from September in Nursery had been filled, an internal appointment had been made for a full-time Key Stage One TA (Teaching Assistant) from September, and a member of staff will go full-time from September as TA supporting two children with SEND (Special Educational Needs and Disabilities) and working across the two classes in Year One.</li> <li>• The MO had written his first Health and Safety report, which had been positive. Governors were asked to review the report on GovernorHub and advise if any other details were required within the report.</li> <li>• The Section 175 audit had been positive, with findings and action relating to two links of the website which did not work.</li> <li>• A monthly SCR (Single Central Record) check of a rotating 10% of supply staff, which is completed by the Office Manager and checked by the Headteacher, has been in practice since Autumn 2022 and will continue.</li> <li>• A lockdown drill had been completed in June, which was positive. This was pre-planned with children spoken to beforehand using sensitive and age-appropriate language.</li> </ul> <p><b>Governors asked if the EYFS (Early Years Foundation Stage) parent welcome evening 19.06.2023 was well attended.</b></p> <p>The Headteacher advised this was well attended, and the new families were enthusiastic and keen; one family had brought their child into school to look around after the presentation.</p> <p><b>Governors sought clarification of numbers on roll from September.</b></p> <p>The Headteacher confirmed that school was full, other than losing a child in Year One at the end of the year meaning there was a space in Year Two next year. Governors were assured that this space will fill quickly.</p>

	<p><b>Governors questioned if there was any celebration planned for the Year Two class teacher who was leaving at the end of the year.</b></p> <p>The Headteacher advised that there will be a special choir performance during the Year Six leavers' assembly. Gifts and afternoon tea will take place after school either 25.07.2023 or 26.07.2023, which Governors were welcome to attend. Staff will be celebrating at a local restaurant on the evening of 26.07.2023. <b>Governors thanked</b> the Year Two class teacher for her commitment to school.</p> <p><b>Governors queried the feedback from children around the lockdown drill.</b></p> <p>The Headteacher confirmed that schools were obliged to practice the lockdown drill, which was managed in a sensitive way. There had been one parent who had heard misconstrued information.</p>
<p><b>8</b></p>	<p><b>Reflection</b></p> <p><b>Governors reflected</b> on discussion during the meeting:</p> <ul style="list-style-type: none"> <li>• The half-hour training session on EAL directly before the meeting had been positive and had allowed Governors to see how EAL children were progressing.</li> <li>• There had been discussion around the budget which Governors had approved.</li> <li>• There had been confirmation of Governor, Headteacher, Trustees and CEO responsibilities.</li> </ul>
<p><b>9</b></p>	<p><b>AOB</b></p> <p><b>a) Training Needs Analysis</b></p> <p>The Chair will circulate skills analysis to Governors, which will be addressed in the first meeting of 2023-24.</p> <p><b>Action:</b> The Chair will circulate the skills analysis document to Governors.</p> <p><b>b) Expansion</b></p> <p>The Headteacher updated Governors on the plans for expansion of school. The Warrington Guardian had published news of school's expansion online, despite school and the Trust not having received confirmation from the LA beforehand. The CEO had subsequently spoken to the LA and found that the LA had issued a public communication without advising school or the Trust in advance. The LA had agreed to take on all communications regarding any potential backlash by the community. The Headteacher had issued a letter to parents in line with the publication by the LA, which had also been shared with Governors. Plans for expansion will go to consultation in September.</p> <p><b>Governors asked what the focus of the consultation would be.</b></p> <p>The Headteacher suggested consultation could possibly be residential, however school was built with planning permission for expansion. The plans had already gone through Parliament and funding had been agreed.</p>
<p><b>10</b></p>	<p><b>Date and Time of Future Meetings</b></p>



	<p><b>Governors confirmed</b> they were happy continue to meet a 17:00 on a Monday afternoon. The Headteacher and Chair will try to arrange meetings after TCAT meetings so that information can subsequently be shared with Governors.</p> <p><b>Action:</b> The Headteacher and Chair will circulate meeting dates for 2023-24 with Governors.</p> <p>The Chair thanked Governors for their support and commitment over the year and wished all a good Summer.</p>
11	<p><b>Confidential Items</b></p> <p>There was discussion captured within a Confidential Appendix.</p>

**The meeting closed at 18:28**

**Action Log**

Minute Reference	Action to be taken	By Whom	Completion Date
4c	PM will circulate revised TCAT Scheme of Delegation document once finalised.	PM	ASAP
4c	Governors will advise if there were any specific items of Governance they would like training on in addition to the TCAT Governance Sway.	Governors	ASAP
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9a	The Chair will circulate the skills analysis document to Governors.	PM	09.2023
10	The Headteacher and Chair will circulate meeting dates for 2023-24 with Governors.	LW & PM	ASAP

Signed.....

Date.....