



**MINUTES of the meeting of the Governors of the John Hampden and Tetsworth Schools' Federation
on 27 March 2023 at 7.30pm held at John Hampden School**

PRESENT: Mrs A Bowden (Head of School at Tetsworth) Mr L Hanratty
Mrs R Bowling Mr D Hayes
Mrs S Bradford
Mrs B Fulton (Chair)
Mr P Hankey (Executive Headteacher)

IN ATTENDANCE: Mrs K Richardson Clerk to Governors

APOLOGIES: Mrs R Caseby Apologies received and accepted
Mrs L Craig Apologies received and accepted
Mrs N Henderson Apologies received and accepted
Mrs S Stratton Apologies received and accepted

	ACTION
<p>1 WELCOME AND CONFIRMATION OF GOVERNOR QUORUM The Vice-Chair chaired this meeting due to the absence of the Chair. The Chair welcomed everyone to the meeting. The meeting was confirmed as quorate.</p>	
<p>2 APOLOGIES Apologies for absence were noted and accepted.</p>	
<p>3 NOTIFICATION OF ANY OTHER BUSINESS There were no items tabled under any other business:</p>	
<p>4 DECLARATIONS OF INTEREST There were no declarations of interest in items covered at this meeting. Governors were reminded to update their business and pecuniary interests if there were any changes.</p>	
<p>5 MINUTES AND MATTERS ARISING</p>	

		ACTION
5.1	MINUTES	
	<ul style="list-style-type: none"> The Minutes of the meeting held on 20 February 2023, having been circulated, were agreed as an accurate record. The Minutes would be signed by the Chair and marked as signed on GovernorHub. A signed copy of the Minutes would be made available in school. 	<p>Chair</p> <p>Headteacher</p>
6	MATTERS ARISING	
6.1	ACTION LOG	
	<ul style="list-style-type: none"> JH Communication audit – It was confirmed that the JHS staffing team would carry out a communication audit internally. Governor communication with parents – The communication to parents had been drafted from RC and had been shared with AB and PH. The communication outlines the role of the Governors and the leadership team and introduces the Chair. Condition Survey and asset valuation – The building condition surveys had both been completed at both schools. The school was waiting to be issued with the report. SB to chase. This information would help inform the budget. TPS parents to meet the interim DHT – Parents had been given the opportunity to meet the interim DHT and parental feedback had been very positive. <p>Governors asked if this had been well attended.</p> <p>It had been predominately attended by Year 2 parents. It had been arranged for the Parent Council to meet after Easter.</p> <p>Governors asked whether the HoS had shared the staffing information with TPS parents.</p> <p>Yes, a leaflet with the information on had been shared with parents.</p> <ul style="list-style-type: none"> Website, safeguarding boards and school safeguarding policies updated with the new Safeguarding Lead Governor name – This was to still be updated. 	<p>SB</p> <p>SB</p> <p>Clerk: Agenda</p> <p>Clerk: Agenda PH/AB</p>
7	SCHOOL IMPROVEMENT	
7.1	UPDATED TPS SEF FOR AGREEMENT BY THE BOARD	
	<ul style="list-style-type: none"> TPS had received a 1 day ungraded Ofsted inspection. See confidential minutes. 	
7.2	UPDATE IN SIP FOR JHS	
	<ul style="list-style-type: none"> There was no update due to the TPS inspection. 	

8 FINANCE AND PREMISES WORKS – UPDATE TO BE PROVIDED BY HEADTEACHER AND SBM

8.1 BUDGET 22/23 P11

- The budget monitoring report for **period 11** for the budget 2022/23 had been circulated.
- The Finance Working Group had met on 24 March 2023 and had reviewed the period 11 monitoring report for JHS and TPS. **The Finance Working Group had not identified any significant risks.**
- Within the budget the cost of maintaining the current 4 class structure at TPS had been included. This would help provide consistency for teaching and learning. It is an expensive model and would continue to be reviewed.
- The carry forward budget surplus figure included some expenditure relating to this year which had not yet been taken out of the budget.

**SBM
Clerk:
Agenda**

8.2 BUDGET 2023/24

- The budget for JHS includes the cost of additional staffing to support TPS for the summer term and the equivalent cost for academic year for the budget 2023/24.
- The budget includes the cost of an additional teacher for TPS 2023/24.
- The predicted carry forward for JHS at the end of 2023/24 is £29,000 and £39,200 for TPS.
- The level of staffing included in the budget had been circulated via GovernorHub.
- Staff pay awards had not been funded by the Government and other costs had increased which all impacted on the budget.
- The school was looking at staffing for September 2023. There were options to reduce the number of TAs and the number of PPA hours to save costs in future years.
- For JH £57,700 was left in unallocated funding after the cost of the trim trail (£9,000), staff room refurbishment costs at TPS (£5,000) and ICT replacement costs (£6,000) had been allocated.
- The EYFS at TPS needed refurbishing.
- The school may be able to apply for some funding from OCC, for improvement works, following the condition surveys.

Governors asked is there a risk that capital funding could be clawed back if not spent.

Technically yes, however the capital funding can be carried forward for 3 years.

Governors asked as the schools are federated could the budgets be used to support both schools?

Yes.

- Nursery numbers were falling at JHS. Opening hours were currently 8.30am-3.00pm.
- The Nursery was currently not open during the holidays and was currently not full.
- The model for Nursery needed to be reviewed as it was losing £60,000 a year. The school could look at offering 30 hours to some children.
- At TPS the cost of staffing in year 3 goes up to 98% of the overall budget. This is a risk and would therefore continue to be reviewed.
- The school had received quotes for the EYFS outdoor area of £45,000. 2 new smart boards were needed which would cost £4,500. No changes to the TPS classrooms had been included in the budget.

**Clerk:
Agenda**

Governors approved the capital funding spend of £45,000 for improvements to be made to the EYFS outdoor area for TPS.

Governors noted that they would consider the final budgets for JHS and TPS for 2023/24 at the meeting on 27.04.2023.

8.3 HEALTH AND SAFETY UPDATE

- The school was waiting for the building condition survey reports for both schools.

9 SAFEGUARDING UPDATE FROM EACH SCHOOL

Governors asked is there any safeguarding challenges?

There are no new updates.

Governors asked are there any safeguarding risks?

All safeguarding procedures and processes are effective.

- All members of staff and Governors had completed safeguarding training and were up to date.
- The Safeguarding Lead would organise a pupil voice.
- A Governor safeguarding visit takes place every term.

**Safeguarding
Lead**

10 HEADTEACHER'S UPDATE

- There had been 3 suspensions (2 pupils) at JHS and there had been no suspensions at TPS. A reintegration meeting had been held with the parents and a meeting had been held with the Exclusions Officer at the LA.
- 1 pupil was on a reintegration timetable.
- Mid year reviews for staff had been scheduled for next half term for JHT and TPS in line with the appraisal policy.

- The interim review of the Executive Headteacher had taken place as part of the headteacher appraisal process.
- Governors were able to look at and discuss the responses of parents to the Ofsted Parent View survey. There had been 21 responses to the survey.

11 GOVERNOR UPDATES SINCE LAST MEETING

- TPS Ofsted inspection – see confidential minutes.
- The vision of TPS and action plan – see confidential minutes.

Governors asked what the plans were for communicating with parents before the Ofsted report is released to the public?

At the beginning of the summer term communication would be sent out to parents.

11.1 GOVERNOR MONITORING UPDATES

- Governor monitoring – The Finance Working Party had met to go through the budgets. The report would be circulated via GovernorHub.
- The Health and Safety Governor had made a visit to TPS last week and the monitoring plan was on GovernorHub. The window in the library had been replaced today.

LH/BF

11.2 WRAP AROUND CARE AT TPS – UPDATE

- Breakfast Club at TPS had been running for 2 weeks and was going well with a good uptake. The providers registration for after school club was still not in place due to a delay with the processing by Ofsted of the DBS. Parents were only able to use childcare vouchers to pay for the provision if the provider was Ofsted registered. The provider was already Ofsted registered at other schools. The school would run a DBS.

SB

11.3 GOVERNOR APPOINTMENTS

- 21.38pm RB left the meeting.
- Governors agreed to reappoint RB and RC as Co-opted Governors. GIAS to be updated.
- 21.39pm RB re-joined the meeting.

SB

12 POLICIES FOR REVIEW OR APPROVAL

No policies were due for review and agreement.

13 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings had previously been agreed:

- 24 April 2023 at 7.30pm – TPS

- 5 June 2023 at 7.30pm – JHS
- 17 July 2023 at 7.30pm – JHS

ACTION
All
Governors to
note

14 ANY OTHER BUSINESS

There was no other business.

15 ITEMS FOR NEXT AGENDA

- TPS Self-evaluation form and School Improvement Plan and 6 week action plans.
- Building condition reports for TPS and JH
- Governor monitoring plans
- Feedback from OCC school improvement advisor
- Policies - Behaviour Policy
- GIAS – update
- Safeguarding Lead – Pupil Voice
- Nursery model review

Clerk:
Agenda

The Chair thanked all Governors and staff for attending.

16 CONDUCT OF MEETING

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes **(with the exception of any Restricted Confidential Minutes).**

SignedBeverley Fulton (Vice Chair)..... Date March 27 2023