



St Paul's Church of England Primary School

MINUTES OF THE EXTRAORDINARY FULL GOVERNING BODY MEETING held via video conferencing at 6.30pm on Tuesday 27th April 2021

(Governors having previously agreed unanimously by email that Standing Orders should be temporarily waived to allow 100% governor attendance by remote access for the duration of the COVID 19 situation)

Governors Present: Beverly Jones – Chair, Sarah Abrey, Hilary Aldred, Andrew Blake (Associate Member), Suranga Chandratillake, Helen Darrell (Headteacher), Simon Jarvis, Liam Kelly (Associate Member), Sharon Geva, Nick Giesler (Associate Member), Russell Re Manning, Kate Sharkie and Virginia Weston.

Also in Attendance: Jacquie Watts (Clerk)

(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)

1. Apologies for Absence

NOTED: apologies for absence were received from Tom Auld and Hilary Aldred because of work commitments. Both would join late if the meeting was still ongoing when they became free. Alex Smith, Katie Barron and Michael Beckett were also absent.

AGREED: to accept apologies tendered.

2. Declarations of Interest

NOTED: there were no declarations of interest in relation to the meeting.

3. Identification of AOB

NOTED: no issues of AOB were raised.

4. Appointment of Foundation Governor (CSoC) – Russell Re Manning

NOTED: Russell Re Manning was coming to the end of his term as a parent governor. He had applied to CSoC and was being recommended by CSoC as a Foundation Governor following the end of term of office of Eleanor Carne.

AGREED: Russell Re Manning did not have to leave the meeting while his appointment was being discussed.

AGREED: Russell Re Manning be appointed as a Foundation Governor (CSoC) for a period of four years commencing on 27/4/21. The school would refresh his DBS and Section 128 clearance, but as this was a renewal of an existing certificate, his appointment would not be pending during the process.

Hilary Aldred joined the meeting at this point



St Paul's Church of England Primary School

NOTED: the school would begin the process of a parent governor election within the next two weeks.

Action: H. Darrell

5. Minutes of Previous Meeting – 23rd March 2021

NOTED: the minutes as circulated with the agenda.

AGREED: the minutes of the previous meeting held on 23rd March 2021 as a true and correct record. The minutes would be physically signed by the Chair and passed to the school for safekeeping when circumstances permitted.

NOTED: the following matters arising:

- **Church Schools (Min. 3 refers)** – Virginia Weston had spoken to the Diocese. There would be no SIAMS visit before Autumn Term 2021.
- **Minutes of Previous Meeting (Min. 7)** – Governors were aware of the buddy system, but no one had accessed it.
- **Review of Standing Orders and Committee Terms of Reference (Min. 7 refers)** – Hilary Aldred had still to redraft the section of the Standing Orders on video-link participation permitting it post COVID 19, provided governors attended the majority of meetings in person. The changes to be brought to the FGB for approval in due course.
- **Single Central Record (Min. 7 refers)** – Hilary Aldred had double-checked the SCR virtually.

Action: H. Aldred

AGREED: the Chair would undertake a physical review of the SCR at the school.

Action: B. Jones

- **Minutes of F&P Committee Meetings: 15th October and 17th November 2020 (Min. 7 refers)** – in the absence of Alex Smith it was not clear how many governors had responded with marketing proposals, but matters were progressing.
- **Headteacher's Report (Min. 10 refers)** – the Headteacher would show a figure for disadvantaged pupil attendance, as well as whole school pupil attendance, in her next report.
- **Headteacher's Report (Min. 10 refers)** – Nick Giesler, as the relevant Link Governor, would consider disadvantaged pupil attendance in due course. Nick Giesler, Simon Jarvis and the Chair would be meeting on the following day to discuss disadvantaged pupils.
- **School Budget 2021-2022 (Min. 11 refers)** – Tom Auld had circulated the current marketing document to all governors.
- **Policies (min. 12 refers)** – the Publication of Equality Information document had been amended to show Hilary Aldred's name as the Equality Link Governor and Helen Darrell's name as the lead member of staff.

Action: H. Darrell

Action: N. Giesler

6. Minutes of F&P Committee Meeting: 20th April 2021

NOTED: the provisional minutes circulated by email.

NOTED: The Chair of the F&P Committee highlighted that the meeting had focused on budget setting. Other actions from the previous minutes had been deferred to the next scheduled meeting. The following agreed actions were of particular relevance:



St Paul's Church of England Primary School

6.1 Researching Small School Structures – The Headteacher was reaching out to other small schools to see how they managed their budgets and what class structures they used.

6.2 Communication with the Local Authority – The Chair would be writing to the LA regarding their funding and admissions timetables. In the meantime, she had invited John Lewis to this meeting, but he had not been available to attend. He hoped to come to a future meeting.

6.3 Communication with OFSTED – The Chair had written to the school's Lead HMI regarding the triggering of a full OFSTED inspection. The HMI had advised that she did not have the power to trigger one, but she would refer the matter to the Regional Team. **The Chair felt there was little more the school could do in relation to this matter.**

6.4 Strategic Options – a small team of governors (Tom Auld and Russell Re Manning), reporting to the F&P Committee, was investigating strategic options available to the school if it continued to struggle financially. **One of the governors involved stressed the team would only be surveying options available.**

AGREED: to accept and ratify the provisional minutes and actions of the F&P Committee meeting held on 20th April 2021.

7. School Budget 2021-2022

NOTED: the budget documents and budget summary circulated to governors by email. **The Chair of the F&P Committee shared the budget summary on screen and talked through key issues that included:** LA forecasts for 22/23 and 23/24 assumed the school roll remained low, which might not be the case; LA budget forecasts were therefore based on a year on year decline in school income and did not factor in any resurgence in pupil numbers or an increase in funding levels; **in the opinion of the Committee Chair, the reliability of forecasts diminished year by year;** the school currently had a positive cash balance that could support it in 21/22; the school was considering the possibility of fewer classes in future years, but would continue with seven classes in 21/22; the cause of the decline in pupil numbers was being experienced by a number of schools in Cambridge and across the country – governors would have to reach their own conclusions as to whether it was caused by a combination of the pandemic/ BREXIT/ the school's historically weak and out of date OFSTED grading and might be reversible, or whether it was a long term City of Cambridge situation; The F&P Committee was recommending an annual budget that allowed for restorative growth in subsequent years if the situation was only temporary; the school's financial position would need to be re-assessed in October 21 after the October census point, when the situation for 21/22 and therefore 22/23 would be clearer.

NOTED: the LA had commented positively on the extent of the financial modeling undertaken by the school. It supported the proposed budget and the approach adopted by the school. The LA was reviewing the demographics in Cambridge and hoped to know more about future growth or decline in the City's school age population by the end of the year.



St Paul's Church of England Primary School

NOTED: The Chair of the F&P Committee invited committee members to contribute their own views and other governors to ask questions. A detailed discussion ensued during which the following points were made by governors or information was provided in response to their questions: **without wishing to be complacent, governors felt that a better OFSTED outcome could be expected when an inspection finally took place; in response to the pandemic and home-working, people were moving out of London and into areas like Cambridge; the forecast for 22/23 currently assumed five classes, but this would need to be part of the October review – the outcome could be five, six or even seven classes dependent on enrolment and the financial position at the time; historically, the school experienced increased admissions in-year after formal admissions offers were made in the spring; the school did not wish to adjust its PAN as a reduced PAN would prevent it from re-growing if pupil numbers picked up; the LA was supportive of the school's current PAN; twelve children had been offered Reception places in 21/22 (eight of which were first choice) – the school was waiting on a response to the offers; the budget showed a loss for the After School Club in 21/22 because of the ongoing COVID 19 situation that required a bubble structure, and predicted pupil numbers, but the budget was knowingly conservative; The After School Club would be reviewed in September when the pandemic situation and pupil numbers were clearer; the school felt it could make savings to the running of the After School Club more quickly than other areas of its operation; historically the After School Club broke even and made a contribution to the environment of the school and was an attraction for parents seeking places for their children that the school could not afford to lose; staff leaving the school were not automatically being replaced, thus reducing staff costs in-year; the school was managing its expenditure frugally; contributions to the Private Fund came from donations from the PTFA and other sources; the school had applied to CSoC for a grant – the bid had been positively received and would be considered later in the week; CSoC monies were also available to support marketing and publicity.**

AGREED: the Governing Body's thanks to all who had made donations to the school should be minuted.

AGREED: the Governing Body unanimously agreed the school budget for 2021/22 to the level of £958k expenditure and £886.5k revenue income.

NOTED: the Chair thanked Suranga Chandratillake, as the Chair of the F&P Committee, for leading on the budget setting process and Virginia Westion for liaising with CSoC. The Chair of the F&P Committee praised the School Business Manager for her many and extensive efforts modeling possible budgets as previously commented on.

8. AOB

NOTED: no one raised any items of other business.

9. Date and Time of Next Meeting

AGREED: the next scheduled meeting of the FGB was Tuesday, 6th July 2021 at 6.30pm.

NOTED: the meeting was likely to be via Zoom as the DfE was still urging caution



St Paul's Church of England Primary School

regarding social interaction and visits to the school. **The Chair felt that Zoom meeting arrangements should not change until the LA issued clear guidance on the matter.**

The Meeting concluded at approximately 6.30pm

Drafted by: Jacquie Watts
Clerk To The Governors
28th April 2021

Approved by The Governing Body on:

Date: 6th July 2021.....

Signature (Chair):