

Coastal Together



David Hopkins

Lucy
Daisley-Cramp

Robbie Houghton
Rosie Maunder

Abi Howett

Executive Head - Simon Wakeman - exehead@coastaltogether.co.uk
Co-Chairs of Governors - Mike Blake & Steve Lunniss chairfovs@coastaltogether.co.uk

'together aspire, together achieve, together we are stronger...'

Meeting of Full Governing Body Meeting

Tuesday 25th April 2023 at 5.30pm – Via Zoom

Minutes

Present:

Simon Wakeman (Executive Head)

Mike Blake (Chair)

Steve Lunniss

Trish Webster

Lyn Thrower

Jenny Wood

Jamie Nickerson

David Hopkins (Associate Governor)

Laura Gatward

Sam Wilkinson – Clerk

		Action
1	Welcome and Apologies	
1.1	SW welcomed everyone to the meeting. Apologies were received from EC and RH.	
2	Minutes of previous meeting and Matters Arising	
2.1	Minutes and confidential from 28th March 2023 were agreed as an accurate record.	
2.2	Matter arising from the above meeting not covered elsewhere on the agenda	
	<p>MB asked if it would be good to complete an FGB self review. Possibly contact governor services to explore further and get more information. - still to be completed.</p> <p>SWil to share the website audits. - completed sent to SL.</p> <p>HoS's to email their SEG and book the visits. HPS is booked, CPS is chasing MB and MB is chasing FPS for a date. BPS has not long had one, but needs one for summer term two.</p> <p>SW needs to book on Finance update training. - still to be completed</p> <p>A SEG photo board, to include Safeguarding and LAC governors to be created for display in each school. - still to be completed, SWil will email governors for photos.</p> <p>MB to monitor LAC/SEND with assistance from BD/RM and JN to monitor Safeguarding. SW to book the meetings. - Safeguarding is underway and RM will assist JN and liaise with HoSs to gather the information. SW advises that SEND/LAC will be included in the governor profile.</p> <p>Pupil premium, Sports premium and Covid Catchup to be monitored and discussed at a Co-Chairs meeting. SWil to agenda for June.</p> <p>SATs admin to be overseen by governors to ensure security systems are in place and maintained, and appropriate proforma completed. HoS's to confirm dates, put it in the calendar and send an invite to the relevant governor. - completed.</p>	<p>MB</p> <p>MB/SL</p> <p>SW</p> <p>SWil</p> <p>SW</p> <p>SWil</p>
2.3	Notification of any other urgent business and consideration of whether it should be discussed in item AOB	
	Update on SWCPA and have it as an agenda item going forward.	
3	Governing Board	
3.1	<p>Governor Monitoring, Development and Training</p> <p>To include:</p> <ul style="list-style-type: none"> ● Report from any link Governor regarding any monitoring completed ● Governors' Report for SEND/LAC ● To agree to any upcoming Governor Monitoring - Dates to be booked here and 	

	<p>now.</p> <ul style="list-style-type: none"> Receive feedback from Governors who have attended/completed training 	
	Nothing to report as the last meeting was 28.3.2023 and then two weeks of Easter break.	
4	Oversee the Financial Performance of the Organisation	
4.1	Report from Finance Governors	
	<p>JN met with JW/LT and the budgets are not quite finished, JW and Chris Jefferson to meet tomorrow.</p> <p>SW explains there are a number of issues in the budgets etc increased fuel costs but income not allocated. SW and JW had overhauled the budgets and looked at allocating over 7 schools, as its the fairest way. They looked at 3 scenarios; split by budget, looking at the school sizes, with and without nursery children.</p> <p>A key observation is the headings and subjective codes are still not correct due to the NCC/HR issues previously reported. Nurse charges have increased by 15% and have been charged incorrectly. There are a number of staff on maternity leave and some resignations.</p> <p>A costed structure including SAPCS had been created and considered.</p> <p>JW has budgeted for a worse case scenario for staffing, and after a lot of work, the budgets are looking better than anticipated.</p> <p>JW explains that County would previously only allow a deficit in year 3, but have changed this because most schools will have a deficit in year 2 now, and their RAG ratings will be affected,</p> <p>County are happy if we share the costs across schools to make the budgets work.</p> <p>JW runs through the budgets and Analysis of Balances for Coastal, Together and Freethorpe.</p> <p>Freethorpe and Coastal's budgets are ok. Together's looked better when based on pupil numbers. Freethorpe previously had no surplus due to historic overstaffing, but staff levels are about right for pupil numbers.</p> <p>JW advises that County finance have confirmed that they are now in a position to merge Together and Freethorpe budgets.</p> <p>JW/LT will be creating and updating a spreadsheet alongside the budgets due to ongoing issues with staff coding, overpayments etc. Some changes that have been put in the budget are then disappearing making it very difficult to manage.</p> <p>SL asks should governors be writing to County regarding the level of service received? JW states, it would be good to write now and state we are expecting improvements or action will be taken.</p> <p>SL will write the letter and JW will help with bullet points of issues for an audit trail.</p> <p>JW advises that SEN funding has changed, we now have to reapply each time for all SEN funding, which has caused a lot of work and we are unaware of what we'll get.</p> <p>Budgets are to be approved and submitted by Friday, MB and SL to approve.</p> <p>Governors agreed the Analysis of Balances and ratified all three budgets.</p>	
4.2	Ratification of budget plan	

	Governors discussed and approved the budgets so far for final approval on Friday by SL/MB.	
4.3	Themed Audit Payments to Individuals and Staff - Schools	
	JW explains the themed audit for consideration and confirmed that this doesn't happen at Coastal Together. Finance governors concurred with JW statement.	
4.4	Premises Development Plan (update)	
	<p>The premises plan is not fully completed but LT updates governors on planned improvements:- Playground at MIS Site Team has worked hard on the forest school area at HPS, moving an outdoor classroom, adding fencing, a composting toilet etc. CPS outdoor forest area is being developed, additional trim trail is going in, and outdoor classroom has been removed and additional seating provided. FPS early years outdoor area is to be improved, a trim trail has been added and quotes for timber structures are being sought. BPS has a new shed and a beach hut. With the assistance of a £2,000 donation from the Gas terminal, the ride-on fleet is being updated. A new front door has been installed and a window replaced. MIJS has a new pathway being installed and the costs covered by NPS and County due to a trip hassard. The fencing is also being replaced, and slabs to the entrance area are being refreshed by the site team.</p> <p>SW states the HCP Forest Schools website is almost complete, and the Forest School accreditation should be achieved by September. SW suggests a walk around at the next FGB and he will also send some photos. Wroxham Lions donated £500 to purchase resources for the forest school. There will be a grand opening in September with lots of publicity.</p>	
5	Ensuring Clarity of Vision, Ethos and Strategic Direction	
	<p>SL/MB had met with the Chair from SA and things are starting to progress. The inspection outcome from MIS has been issued to parents.</p> <p>SW/DH/EC and SWil visited SA to meet with staff and governors, they spoke through the process of the consultation, also the curriculum and CPD support available. Feedback has been good, and a potential solution to their staffing situation was discussed. SW/EC have 5 meetings planned with staff, starting with Google Drive to assist staff. Curriculum planning will include SA and be used to get to know staff. The working party will continue with due diligence and so will County. SW/EC are visiting 2nd May to complete an audit of resources, learning walk and observation.</p>	
6	Report from Whistleblowing Governor	
	Nothing to report.	
7	What has this meeting done to improve outcomes for children?	
	<p>Financial due diligence Planned review of PP and SP Planned format for reviewing SEND/LAC Proposed federation with SA will improve outcomes for all children and improve governance.</p>	

8	AOB	
8.1	Discussion of items agreed by Chair in item 3.3	
9	Date and time of next meeting 6th June 2023 @ 5.30pm at Horning Primary School	

Action Log:

Action	By whom?	By when?	Open/Closed
MB asked if it would be good to complete an FGB self review. Possibly contact governor services to explore further and get more information.	MB	Ongoing	Open
SW needs to book on Finance update training.	SW	asap	Open
A SEG photo board, to include Safeguarding and LAC governors to be created for display in each school. - still to be completed, SWil will email governors for photos.	SWil	asap	Open
Pupil premium, Sports premium and Covid Catchup to be monitored and discussed at a Co-Chairs meeting. SWil to agenda for June	SWil	June	Open
SL will write the letter and JW will help with bullet points of issues for an audit trail.	SL/JW	asap	Open

Glossary

HoTL - Head of Teaching, Learning and CPD

HOS - Head of School

PAN - Pupil Admission Numbers

SEG - School Effectiveness Governor

FGB - Full Governing Body

BPS - Bacton Primary School

CPS - Cantley Primary School

FPS - Freethorpe Primary School

HPS - Horning Primary School

MIJS - Mundesley Infant and Junior Schools