

## Barley Lane School Full Governing Board Meeting 8 (Part 1 Minutes)

<b>Date / Time:</b>	21 <sup>st</sup> June 2022 at 17.30	<b>Location:</b>	Teams
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Attendees:	Initials:	Governor Type:	Arrival time
Raz Miah	RM	Staff	
Liz Shinn	LS	Local Authority	
James Martin	JMa	Co-Opted	
Jenni Palmer	JP	Parent (Vice-Chair of Governors)	

Attendees:	Initials:	Governor Type:	Arrival time
Dave Jones	DJ	EX-Officio Headteacher	
Damian Furniss	DF	Foundation (Chair of Governors)	
Helen Crossfield	HC	Co-opted	

Sanctioned Apologies:	Initials:	Governor Type:
Katrina Campbell-Crocker	KC	Foundation
Pippa Ansell	PA	Parent

Unsanctioned Apologies:	Initials:	Governor Type:

In Attendance:	Initials:	Role
Helen Rimmer	HR	Clerk to Governors
Vicki Sessions	VS	Invited-BL Deputy Headteacher
Judith Ford	JF	Invited – BL Bursar

Minutes To:
Full Governing Board

BL= Barley Lane

DCC=Devon County Council

LA=Local Authority

TA=Teaching Assistant

LSA=Learning Support Assistant

HLTA=Higher Level Teaching Assistant

EHCP=Education Health Care Plan

FGB=Full Governing Board

This single agenda item meeting, additional meeting had been called during the previous FGB meeting on 26<sup>th</sup> May 2022, as the Governing Board requested to see evidence of how the budget would be affected if additional HLTAs were added to the staffing structure as proposed by DJ. Minute 7/5.3

This meeting was a virtual meeting using the Microsoft Teams platform.

All reports had been distributed to the Governing Board via the GovernorHub (secure online portal) prior to the meeting. The Finance Lead Governor, JMa had shared his recommendations prior to the meeting via the noticeboard on the GovernorHub (see copy of [text here](#)).

**Meeting started:** 17:30

8/1.1	Apologies were received from PA and KC, these were sanctioned by the Governing Board		
8/2.1	<p><b>Pupil numbers &amp; Ratify the staffing structure for the next academic year</b>  <u>Minute 7/5.3</u>            DF said that since this item was last discussed, an updated budget (using the latest budget monitor) and an updated staffing structure has been supplied to governors.  <a href="#">Staff Structure 2021-22 - Jan 22</a>  <a href="#">Income &amp; Expenditure Report 2 TA</a>  <a href="#">G150 report 150622 budget monitor</a>            DF said [at the previous meeting] governors felt they could not included extra LSAs in the staffing structure, without looking at the impact on the budget. Since then, JMa (Finance Lead Governor) has been discussing the impact on the budget with JF and DJ, with the assistance of Susette Barrett (Education Finance Consultant, Babcock). JMa began by thanking to JF for putting the [different budget scenarios] together and making it easy to understand. (JF provided JMa with different budget scenarios with various numbers of additional LSAs added.)            JMa said the initial budget (with no additional LSAs) had a £200k carry forward into year 3. But with 4 [additional] Teaching Assistants the budget shows a deficit in year 3. JMa said they therefore modelled the budget plan with 2 additional TAs , this gives a carry forward of £100k in year 3 <a href="#">Income &amp; Expenditure Report 2 TA</a>. JMa said this is the scenario he is recommending. As the £100k carry forward is enough of a buffer, which is required as BL needs to be about to respond to unknowns. School needs to apply caution due to [the current increases] in cost of living, fuel, food and future pay awards.            JMa suggested that the Governing Board reviews the situation in the future. With a possible review at the end of the financial year to see if further new TAs can be approved.</p> <p>DJ told the governors that he had concerns that without staff capacity they would not have the resilience to maintain good order, which is required for learning.</p> <p>DJ screen shared on the wall screen, the 2<sup>nd</sup> page “September 22 – essential” of <a href="#">Staff Structure Model - Current and Aspirational 21-23 - Draft V1</a>            He said there are currently 2 vacancies - Angela Butler (BL- Exam Officer), who works 3 days per week part-time could fill one gap (DJ indicated the role he was referring to on the screen).            He concluded that BL ‘could survive’ if the Governing Board agreed the 2 [additional Tas] for the time being.</p> <p>DJ mentioned that at a recent LA (Local Authority) Headteachers’ meeting, he was told a 2.75% uplift would be coming to BL. JF said Warren Smart (Schools Finance Team – DCC) will be sending an official document of the exact new figures, she will adjust budget once this is received.</p>		

	<p>DJ said the school need to consider the statutory process to increase BLs PAN (Published Admission Number) to 80.</p> <p>HC ask question about structure “September 22 – essential”, she said that the [structure] charts already shared with governors refer to LSAs and TAs but the costings based on HLTAs. As there is a difference in cost between LSAs/TAs and HLTAs., could DJ clarify whether he is talking about HLTAs. DJ said yes, the conversation is about HLTAs. HC asked that the staff structure chart reflect this accurately.</p> <p>HC asked why DJ was requesting HLTAs, why not TAs. DJ said BL won’t be able to recruit using the LSA route. Staff absences in a small organisation, like BL, means that they do ask LSAs to take on small groups of children. HC asked whether all LSAs have received the training and are qualified to take on small classes. HC said the Governing Board must assure that the people who are taken on are at HLTA level and the staff have the training and qualifications. LS said there are other routes (besides an HLTA qualification) to [take small groups of children]. She said Level 3 LSAs can take on small groups of children. However, pupils at BL are high risk. LS asked if all staff are job evaluated when recruited. DJ said he and JF ensure this happens. LS said if these staff worked elsewhere, they would not have the qualification to be an HLTA. HC said it is important to ensure staff are trained to an appropriate level and have skills that they need.</p> <p>DJ stated that every HTLA recruited has an element of school improvement to focus on. He said the roles are robust. For example, he had just recruited an HLTA who will take on EHCPs and Careers. At BL they task HLTAs with Speech Link and in-house ELSA (Emotional Literacy Support Assistant). LS clarified that any LSA [at any setting] will be doing similar interventions.</p> <p>LS suggested BL look carefully at the name of roles being advertised, when recruiting. Some potential candidates are looking for ‘mentor’ jobs, so if a role is advertised as ‘mentoring’ [it may attract a new pool of candidates] whilst essentially fulfilling the same role. DJ said he may be looking for a play therapist. Because more of the consults BL is receiving are trauma based. He estimated 8/10 consults with trauma.</p> <p>LS said the job titles must fit the job the staff are doing. DF said school uses one [core] job description, but each role has different additional responsibilities. Therefore BL can market each job based on the individual responsibilities as a focus.</p> <p><b>All governors agreed to follow JMa’s recommendations to fund an additional 2 HLTAs in the staffing structure based on the budgetary impact provided in the budget plan.</b></p>		
	<p><b>Budget monitor</b>  <a href="#">G150 report 150622 budget monitor</a>  Governor stated that they looked at the latest budget monitor in the context of the item on the agenda and agreed they had received and approved the monitor. JMa confirmed he had looked at the budget monitor in detail.</p>		
	<p>DF added an item of <b>AOB</b>  He informed the Governing Board that school had had a <b>permanent exclusion (PEX)</b> incident on 10<sup>th</sup> June 2022, with the parents informed in writing on 11<sup>th</sup> June 2022. DF said the Governing Board must meet within 15 days, HR clarified that the requirement was 15 school days, but noted that the parent was informed that the meeting would be within 15 days.</p> <p>There was a discussion about the governors duties when a pupil has been excluded. HR referred to the statutory guidance set out by the Department of Education.</p> <p>Between those governors in the pool to form a disciplinary panel there was only 1 day within the prescribed timescale when 3 governors were available.</p>		

	<p>It was agreed that <b>HC, LS and JMa</b> would sit on a disciplinary panel on <b>Thursday 30<sup>th</sup> June and 5pm to be held in school.</b></p> <p>HR questioned whether a LA representative would be available to attend in the evening. DF said that the local authority will be expected to find someone to be available, as the Governing Board cannot meet at any other time.</p> <p>HR said she has used all 300 hours from her annual paid allocation for this year and this additional meeting was already taking her over this. She stated she could not fit in working more additional hours to deal with the PEX.</p> <p>HC suggested a clerk from another school, maybe another school in Trust can take the minutes.</p> <p>ACTION - HR and DJ will work together to contact the parent and the LA</p> <p>ACTION – DJ to oversee finding another clerk to take the minutes</p> <p>HC and HR said to DJ to ask if he requires assistance. HC sits on appeals committee for LA so has knowledge of the system</p>	<p><b>HR &amp; DJ</b></p> <p><b>DJ</b></p>	<p>9 June 22</p> <p>ASAP</p>
<p><b>Meeting ended 18:18</b></p>			

<p><b>Next Meeting:</b></p>			
<p>Date / Time:</p>	<p>14<sup>th</sup> July 2022</p>	<p>Location:</p>	<p>Barley Lane School</p>

<p><b>Agreed as a true record</b></p>	<p><b>Date</b></p>
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**KEY**

**Challenges and queries from Governors**

**Decisions made**

**Recommendations**

*(name of documents referred to)*