



**Minutes of the Local Governing Body of  
Coppice Valley Primary School  
held on Tuesday 4<sup>th</sup> July 2023, commencing 16:00**

Present: Emma Meadus (EM), Richard Selfridge (RS) Interim Chair, Dan Cawte (DC), Beth Hope (BH), Hayden Gilmore (HG), Jane Sidwell (JS)		
Also present: Sarah Eley – Clerk (SE), Patrick Boreham (Finance) (PB), Hannah McNamara (HM)		
Minute No.		Action
LGB 1	<p><b>Apologies</b></p> <p>There were no apologies.</p>	
LGB 2	<p><b>Declarations of Interest</b></p> <p>There were no declarations of interest.</p>	
LGB 3	<p><b>Any other business notified to the Chair/Clerk in advance of the meeting</b></p> <p>There was no other business.</p>	
LGB 4	<p><b>Minutes of the last meeting and any actions or matters arising from previous meetings</b></p> <p>The minutes were approved as a true and accurate record of the last meeting.</p>	
LGB 5	<p><b>Finance Update &amp; Review of 3-year Forecast</b></p> <p>The dashboard shows a projection of at the end of 2025/6.</p> <p>There is no change in the expected deficit of £15k. Reserves are healthy. As of May, there was a surplus of £1,500. The school spent £11k on new outdoor area. £21k was costed, there were grants of £10k. Some slight overspend is to be expected. After-school club income has contributed to the position.</p> <p>The forecast shows a £700 change. School is still expecting a small deficit. Looking at the 3-year budget – the school will finish the year with £104k of reserves. That represents around 12%. Going into the next 3 years, there will be a cumulative deficit in the first year of £9.5k, £3k in year 2, and £11k in year 3. The school has £2.48 on universal free school meals Catering costs were going to be £2.53 but these are now funded like for like.</p>	
LGB 5	<p>The budget of 4% teacher pay rise was forecasted. Finance is assuming anything over 4% would be funded. There would need to be discussions regarding school finance were that not to be the case. Support staff pay is budgeted at £1,925 for every pay point. There is still no news of pay rises. Finance does not expect any talks until October. School is in a healthy position.</p>	

<b>LGB 5</b>	<p>The HT said that beyond 8% of reserves, the school would want to spend money on the children, rather than continuing to save.</p> <p><b>Q How does the school decide what to spend money on?</b>  <b>A It comes out of need, usually.</b></p> <p><b>Q Is there a needs list?</b>  <b>A No. It is decided by the SLT and the site and buildings audit done by the Trust</b></p>	
<b>LGB 6</b>	<p><b>Headteacher's report</b></p> <ul style="list-style-type: none"> <li>• SIP</li> <li>• Y6 SATS and Y4 Multiplication check</li> </ul> <p>Student numbers are looking positive. There are five spaces left.  Curriculum – last meeting, the Board heard from English Lead. The department is moving forward with the English Hub and working on Phonics, which is at a research stage.  The assessment is on Teams. All statutory tests were above national average across the board (Y6 not known yet). 97% passed phonics at the end of Year 2.  The moderation was positive with 1 child being re-moderated successfully.  Two new staff have settled in well.  The school have to take an extra child into reception in September 2023 who has additional needs. Support is being discussed with the County Council.  The Early Careers Teachers are continuing with their probationary period.</p> <p>The Edurio surveys yielded positive results.</p> <p>Year 6 SATs will come out on 11<sup>th</sup> July.</p>	
<b>LGB 7</b>	<p><b>Chair of Governors' Report</b></p> <p>The Chair welcomed the new Governors. There is lots of opportunity for the Board to support the new HT and the school.</p>	
<b>LGB 8</b>	<p><b>Policies for approval</b></p> <p>There were no policies for approval.</p>	
<b>LGB 9</b>	<p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>a) Feedback from Trust</li> <li>b) Feedback from Education Board</li> </ul> <p>The Chair was unable to attend the Education Board meeting. The minutes are due out soon.</p>	
<b>LGB 10</b>	<p><b>Safeguarding/Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Annual Safeguarding report</li> <li>• Business Contingency Plan</li> </ul>	
<b>LGB 11</b>	<p><b>Risk Register (standing item)</b></p> <ul style="list-style-type: none"> <li>• Updated School Risk Register</li> </ul> <p>The annual Safeguarding Report has been shared.</p> <p>There is no change to the BCP.</p> <p>Nothing has changed on the Risk Register.</p>	
<b>LGB 12</b>	<p><b>Governor Training</b></p> <p>Governors will receive training and, where new, induction.</p>	

Hannah thanked Emma for her hard work during the handover process.

The Governors gave a vote of thanks to Emma for her fantastic work during her long career at Coppice Valley Primary School.

**AOB**

The meeting ended at 4.35. The next meeting will be held at 4pm on 26<sup>th</sup> September.

**ACTION POINTS**

<b>ITEM NO</b>	<b>ACTION</b>	<b>WHO</b>	<b>BY WHEN</b>

**Signed:** .....

**Date:** .....