

Head Teacher Governor (1) Jo Sassienie (HT) (JS)	Community Governors (8) Paul Dossett (PD) Steve Miller (Chair) (SM) Brian Lerner (BL)	Co-opted Governors (3) Shpetim Cama (TC) Simone G Newton (SN) Gabriel Rozenberg (GR)
Staff Governor (1) +Moses Kiro Singh (MK)		Others Helen Graff (DHT) (HG) Stephen Frosh (Assoc) (SF) Emma Cravitz (Assoc) (EC)
Parent Governors (2) Amelia Lasserson (AL) Celia Newman (CN)		Clerk Chris Lambert (HEP) (CL)
<i>+denotes absence</i>		

Part 1 – Public matters
1. Welcome, Apologies for Absence and Declarations

- 1.1 The Chair welcomed all to the meeting, on site, which was quorate.
- 1.2 Staff Governor MK continues his long-term leave of absence.
- 1.3 Governors welcomed Associate Governors Stephen Frosh and Emma Cravitz to the meeting and acknowledged that for both this would be their last meeting.
 - a) SM gave a warm expression of thanks to SF for his calm authority and resilience in his years as Chair of Governors, in what had been a sometimes challenging and turbulent period. His focus and support to the school was particularly marked through the Covid lockdown period from March 2020.
 - b) SM thanked EC as a Founder of the school for her foresight, enterprise, audacity and vision plus her on-going support to the school as a governor with a specific focus on the children with special educational needs. As Vice Chair EC gave significant support to the Chair and Headteacher and shared responsibility for the wellbeing of the school through the Covid lockdown period. SF and EC expressed their sincere thanks for the expressions of thanks. They left the meeting at 7.30pm.
- 1.4 Governors were reminded of the need to complete their Declarations about:
 - a) Governor Code of Conduct
 - b) Keeping Children Safe in Education 2022
 - c) Register of Business Interests
 and to confirm having read and approved the documents on Governorhub

Action: Governors to confirm their acceptance of the Code, KCSiE 2022 and Register of Business Interests on Governorhub

2. Declarations on Interest, Pecuniary or otherwise in respect of items on the Agenda

- 2.1 None were made.

3. Minutes of the Meeting of 4 July 2022

The Minutes were accepted as being an accurate record of the meeting and were **Approved** and signed by the Chair, to be retained by the school for filing.

3.1 Matters Arising from the Meeting of 4 July 2022

3.1 (6.1) SM prepared a discussion paper for the fundraising campaign: **on the agenda**

5.10 An accountant has been hired to complete the management accounts for 2021/22. PD to report on progress: **on the agenda**

5.11 (a) SM to draft a letter to parents on costs of clubs for 2022/23: **actioned**

6.2 Chair received the letter to be issued to parents about staffing arrangements: **noted**

4. Election of Chair and Vice Chair

4.1 Nominations were sought for the role of Chair for 2022/23. BL nominated SM; CN seconded the nomination and with unanimous approval **SM was elected Chair for 2022/23**

4.2 SM nominated PD as Vice Chair; CN seconded the nomination and with unanimous approval **PD was elected Vice Chair for 2022/23.**

5. Chair's Items

5.1 SM reported on his meetings with other LBH Chairs of Governors to discuss the Government's plan towards Academisation. It was noted that the school is already an Academy, and so its options could include joining a MAT or a Federation. It was agreed that further consideration of the options and issues was required by the working party comprising of SM, JS, AL.

Action: Academisation on the FGB Agenda for December meeting

6. Finance (PD report)

6.1 It was noted that the school had submitted a 2022/23 budget to DfE in July but a further iteration will be produced once the year-end financial reports for 2021/22 have been completed. Governors then considered a financial report produced by the school based on the best available information to year-end, 31 August 2022. This report showed :

- Income: £1,490k
- Expenditure £1,752k
- Loss £262k

Cashflow: at Bank £460k but sums owing to LBH of £442 which if paid at once would leave £17k

Impact on Funds: Unrestricted funds at 1.09.2021 - £312k less expected Loss for 2021/22 of £262k leaves an opening balance for 2022/23 of £49k with a current projected loss of £120k for 2022/23.

6.2 Governors recognised the significant immediate financial challenge facing the school and raised a range of questions about the circulated report, about the competency of the team producing the information and the accuracy of the results produced. It was accepted that the school's online financial system could produce the reports quickly but there was concern about the team's focus in terms of data input and of the collaborative effort required to complete the year end results and the September monthly reports.

6.3 It was noted that the interim external audit had been pushed back but the final audit was due in December 2022 by which time the auditors would expect to receive the financial reports on which to base their annual review and assessment. Governors acknowledged that unless these reports were tabled the audit report would inevitably be qualified.

6.4 Governors expressed a collective concern at the lack of drive by the team in producing the required information and the impact this has had in being able to produce a closing account for 2021/22 and in revising the budget for 2022/23. A range of options to address the situation were discussed.

- a) The interim SBM to focus entirely on finance management (delegate other aspects of SBM role to ANO)
- b) Ask SBM (DO) to come into school whilst on maternity leave to support the finance process
- c) The external consultant to be tasked to oversee the closing of the 2021/22 accounts within October
- d) PD to contact JS with a list of actions required to be completed by the interim SBM and the administrative assistant and (hopefully) supported by DO, the substantive SBM. PD will instruct external consultant on her role in managing the preparation of the year end accounts
- e) Finance Committee must meet in November to discuss the present situation, at that date, and be able to report to FGB in December.

Action: Finance Committee to meet on 3rd November to receive the 2021/22 draft accounts and revised forecast for 2022/23 based on Month 1 (2022/23 actuals)

- 6.5 Fundraising: Governors had received an initial written proposal from the Chair and were asked to provide feedback to him by email. It was proposed that a small team be convened (of Governors, parents, and staff) to coordinate and drive the Fundraising programme using all resources and contacts available to help achieve a successful campaign. It was suggested that as the 10th Anniversary of the school has now passed the focus of Fundraising should move to the school's 13th Anniversary which would also give more time for planning and preparation.

Action: Governors to feedback to the Chair on the initial proposals for Fundraising

7. School Development Plan 2022/23

- 7.1 The SDP had been circulated for discussion and approval. Governors noted how the Plan described the school focus for the coming academic year and was set out in line with the Ofsted Framework. Governors will receive updates on progress through the HT's written reports; a more detailed analysis and review of performance against targets would be made at the Achievement Committee with a report back to the FGB.
- 7.2 Governors agreed that the SDP was a comprehensive document but questioned the lack of content on the school's finances and financial management. In the present circumstances they asked that the section on Governance be amended to include reference to financial management and scrutiny. SM confirmed that he would undertake the drafting of the section on Governance.

Action: The SDP 2022/23 was Approved, subject to the additional of a revised Governance section

8. Headteacher's Oral Report

- 8.1 JS confirmed that the Reception was full (30 pupils). Covid was still having an impact on daily staffing (four staff away at present) and the budget limitations were keenly felt with a reduced Teaching Assistant staff cohort. The new Inclusion lead was settling in but the biggest challenge was maintaining the high standards of the school with such a limited staff team. HG was now in the classroom fulltime and JS was herself in the classroom for several lessons.
- 8.2 The Safeguarding agenda was being maintained with JS (DSL) HG (DDSL) and the new Inclusion lead being trained to be a DDSL. The Single Central Record was being maintained by the office. Safeguarding training for staff was given at the September INSET and all governors were reminded of their responsibility to complete Safeguarding training.
- 8.3 Governors were asked to file their Visit Reports on Governorhub in the Visit folder.

9. Policies

- 9.1 JS confirmed:
 - Risk Assessment – upto date; no changes required
 - Allegations against staff
 - Code of Conduct for staff and volunteers
 - Whistleblowing
 - Child Protection and Safety

These four policies have to be updated to reflect the changes in KCSiE 2022

Action: JS to update the policies in October.

Admissions: no planned changes but date changes required to reflect the new academic year.

10. Governance

10.1 The Chair proposed membership of the two Committees for 2022/23 confirming that other governors were invited to attend should they wish:

- Finance: PD (Chair) BL, GR, SM, JS
- Achievement: AL (Chair) CN, SM, JS, HG
- HT's Appraisal Committee: SM, PD, and an external adviser

10.2 Link Roles

It was agreed that all governors would consider roles they might wish to take on – and these could be cross referenced to the SDP. SM to speak to governors about their preferences and choices as Link Governors. Agreed roles were:

Literacy / English	CN
Premises/ HS and Science	BL
Finance	PD

Roles to be allocated: SEND, Safeguarding, Numeracy /Maths, EYFS

11. Any Other Business

11.1 The initial response from parents from the parent survey would be shared at the Achievement Committee. It was noted that the response was overall positive, but several points were raised which would be discussed at Committee and then at FGB.

11.2 There was no further business under Pt 1 of the agenda and the meeting closed at 21.45pm

12. Date of Next meeting

The next meeting of the FGB will be on Monday 5 December at 7pm, in school

There were no matters to be considered under Part 2 – Confidential matters

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Signed:
Steve Miller,
Chair of Governors

Date: 03.10. 2022

Actions - from the meeting of 3 October 2022

1.4 Governors to confirm their acceptance of the Code, KCSiE 2022 and Register of Business Interests on Governorhub

5.1 Academisation on the FGB Agenda for December meeting

- 6.4 Finance Committee to meet on 3rd November to receive the 2021/22 draft accounts and revised forecast for 2022/23 based on Month 1 (2022/23 actuals)
- 6.5 Governors to feedback to the Chair on the initial proposals for Fundraising
- 9.1 JS to update the four policies in October

Agenda items for the December FGB

- Financial Report
- Academisation
- The results from the Parent Survey