



**Archbishop of York's CE Junior School & Bishopthorpe Infant School
Minutes of the Local Governing Body meeting held on 28th June 2023 at 6pm at
Archbishop of York's Junior School**

Present: Kerry Davies, Executive Headteacher
Fiona Phillips (Chair)
Rachel Mullen (Vice Chair) *left 19:37*
Simon Bray
Nicola Childs

Tim Andrew
Derek Angood
Emma Daker
Jane Flint
Carley Ray

In Antonio Gargiulo (Assistant Headteacher – BIS)
Attendance: Carol Pearce (School Business Manager) *left 19:38*
Caroline Rigden (Governance Support Officer - Clerk)

1.	<p><u>Welcome and Opening Prayer</u> The Chair welcomed everyone to the meeting and thanked Carol Pearce for attending.</p>	
2.	<p><u>Apologies for Absence and Declarations of Interest</u> Apologies were received, with consent, from Ian Dolben and Simon Sykes There were no declarations of interest.</p>	
4. 4.1	<p><u>School Business Manager's Budget report</u> <i>Previously distributed</i> <i>This item was taken out of order for the School Business Manager.</i></p> <p>The School Business Manager informed governors that the financial figures shared went up to April, Period 8, as this was the most recent update received from SYMAT. The documents shared included commentary and reasons for variances. The Autumn Census had a total of 350 pupils across both schools.</p> <p><u>BIS Current Year report and commentary</u> The current forecast had an in-year deficit of £8.5k. Income had been higher than expected by £26k, including income from Homes for Ukraine and the Additional Supplementary grant. There was also an addition £8.5k of funds inherited upon conversion from an agreed settlement between City of York Council and SYMAT. Expenditure was £20k higher than budgeted due to higher staffing expenditure including pay rises, inflation, and changes to how pay rises were administered. An overspend on agency supply staff had been due to not having a SENDCO and the inability to recruit TAs (Teaching Assistants) and MSAs (Midday Supervisor Assistants. Administrative staff and premises staff had also worked additional hours.</p>	

The non-staff expenditure had stayed on budget.

The premises budget was double that of AYJS when taking into account the number of pupils on each site and there was a visible difference in the upkeep of the setting. Utility costs were higher for the site and more money was spent per classroom than at AYJS.

The predicted culminative forecast was a surplus of £61k.

AYJS current year report and commentary

The current forecast showed an in-year surplus of £8k

Income was higher than projected, of which £30k was income for trips (equalling the expenditure on this). £21k was received in additional grants including Homes for Ukraine, the Mainstream School Additional Grant, an extra EHCP, and donations from the PTA.

Expenditure was £80k higher than predicted, with staffing costs on budget and non-staffing costs over budget and included £28k of expenditure for the roof project, which was not included in start budget.

An increase in TA expenditure as school moved away from supply agency TAs to in-house recruitment of TAs, which had increased loyalty but has impacted the budget.

There is a struggle to recruit MSAs, and future plans would look at spending more on the premises, including new dining furniture. Better Clean budget had been increased to provide an improved service.

The predicted revenue balance at the end of the financial year was £103k surplus.

The Chair thanked the SBM for the reports and commented that school had known about the contribution to fund the roof repairs.

A governor expressed surprise that there was a reasonable surplus to carry forward.

The SBM replied that the previous Headteacher had created a strategy to carry forward surplus funds, and that this had continued due to having a single Headteacher covering both schools, which had helped the balance of both settings.

A governor asked about the differences in spending on facilities and if it would be possible to balance these over both schools.

The SBM explained that the changes in SLT (Senior Leadership Team) and the governing body merger should help with this as there should be parity across both sites. Looking at contracts and merging them when appropriate could also provide savings. Having staff visit the other setting could also provide opportunities to share ideas and have a positive impact on the relationships between the two schools.

The Headteacher added that on the 'Trust on a Page' that premises had been marked as different for each school, with BIS receiving a two, and AYJS a four. This was not just based on the condition of the premises but also reflected the safety concerns of the swimming pool and pond at AYJS. It was important to show the Trust there was disparity between the school's buildings. It was easy to notice how BIS was well looked after, which was reflected in the expenditure, when AYJS premises had need for more repairs; small changes, including decoration, helped staff feel more positive.

The SBM commented that funding should follow the children and that, ensuring the premises and other resources were consistent across the sites, would be seen by parents as a positive change.

The SBM suggested that a question should be raised about the eventual plan for the merger of the two schools and if they were to become a single site, as money could be wasted making improvements on a site that is then no longer used. Changes would need to be communicated in a way that didn't pass on management difficulties and so staff understood why these changes were happening, with their perceptions being challenged as AYJS was very different to BIS.

A governor commented that there were perceptions from parents too, and there were positive opinions about the future of the infant site and the potential of a single site school.

A governor noted that experienced teachers were more important than beautiful classrooms.

A governor asked when discussions would start on the long-term plan of the merger of the two schools.

The Chair replied that they had contacted the Steve Lewis, SYMAT CEO, who replied that, due to the changes in Trust level management, there were no plans to look at this until January. The Chair had invited the CEO to the September LGC meeting to discuss next steps.

The Chair had felt that the merger of the Governing Body had been rushed and had expected more movement on the merger of the two schools by now.

A governor asked who would be driving the merger planning.

The Chair replied that this had to be done by SYMAT as the schools, DfE or Diocese could not lead the process.

A governor asked if it would be worth requesting a timeline for the merger plans, as it could hinder budget setting.

The Headteacher stated that the process could take 12 – 18 months, but had expected to be further on in the process by now. Governors had done as asked and merged the committee, but the process was now on hold. There were issues that would need addressing soon to ensure that parents were onboard, for example introducing one uniform across the schools. The curriculum focus had brought staff together and was helping to build the relationships between schools.

A governor asked whether some of the actions could be completed before the formal merger.

The Headteacher replied that if the schools were merging there would be a single Ofsted inspection and a single budget. Even after a formal merger the school could be run over two sites until work had been completed preparing a single site.

Paper on PAN (Published Admission Number)

The SBM told governors that a meeting had been held with CYC about pupil numbers as there was a concerning trend in dropping pupil numbers, which was currently hitting BIS's budget but would filter up to AYJS. With the long-term plan of moving to a single school and then site, there were two strategic options, to keep the PAN as is or to reduce it closer to actual pupil numbers.

The current level was BIS: 50 and AYJS: 60.

BIS had never been two-form entry, and with approximately a third of pupils from out of catchment area CYC was comfortable that these out-of-area children would not all end up at one school and lead to problems of over-subscription because data showed they came from a several under-subscribed neighbouring schools.

The Headteacher had looked at the current numbers. For September 2025/26 expected numbers were 32 but may reduce to 29. EYFS and KS1 class sizes were capped at 30 by government legislation. If pupils were to move to school in year, the student would still have to be accepted as the PAN of 50 is for the full year, not just the September intake. If pupil numbers were to go over 30 there would have to be mixed year classes to cover this. A change to PAN needed to be agreed before August 2023 for the academic year commencing in September 2025. As the schools were separate there were currently two PAN, with AYJS reflecting the larger premises, but once merged the school could have a single PAN figure. There was currently a potential challenge that if more pupils joined AYJS in-year, with the class reduction from eight to seven, there could be an impact on class size.

The Headteacher was now in negotiations about reducing the PAN from 25/26 and wanted governors to agree if this number should be set at 30. There were new housing developments in surrounding villages that could increase the number of applicants, however the likelihood of them applying to BIS/AYJS was not increased.

The process would involve governors agreeing a number, and the MAT then also needed to approve it. CYC used a formula to predict numbers for schools, but this does not include in-year movement. Reducing the PAN would mean a change in response to out of area applications.

The Headteacher reminded governors that there had been a big push to try to get the numbers in September up to 40 so there could be two classes. The predicated figures were 20 in catchment area and 12 out of area. The Headteacher explained how it was natural to try to increase the number of pupils but the priority had to be to the Bishopthorpe Community.

The SBM stated that the numbers given were projections and until 1st Sept 2023 it is unsure how many will take up their places. It would be ideal to top up local numbers with out of area up to 30, as this matches class sizes, but there were many other schools trying to do the same. By having the 30 children means a more stable budget, but if the PAN is up to 50 then there is the potential for additional pupils throughout the year, which causes strain on class sizes and then budgets.

A governor asked if you could say no to new pupils joining in-year.

The Headteacher replied that if there is space within the PAN then pupils will be accepted. The higher PAN for AYJS worked with eight classes, but with the drop in numbers coming up the school, this would be looked at on a case-by case basis.

A governor asked if reducing PAN would send a negative message to parents about the schools, as well as staff and the local community.

The Headteacher replied that the numbers were not there for this to be an issue. This drop had already affected BIS staffing levels and was now moving into AYJS.

Reducing the PAN would help to stabilise the budget, would also mean that space in AYJS could be released for the proposed merger of sites, and staff would also know what was happening.

A governor asked if there was something bad about a 1.5 form entry.

The SBM confirmed there was nothing wrong with this, as the PAN could be changed again in the future, but it was important to see if the numbers support the PAN. It could be stepped from 60 - 45 - 30, as 60 - 30 was a big drop but over three years it wouldn't feel like a big jump.

A governor asked if mixed year classes were being considered for the future and did mixed classes put parents off.

The Headteacher thought that parents preferred single year classes, but parents were more interested in the school and outcomes.

A governor asked about the forecast of figures of pupils within the catchment area.

The SBM replied that two-thirds of pupils were in catchment and one third out of area, on average. By taking control of the figures there would be less challenges of adding in-year pupils to classes in the future.

The Headteacher said that governors would need to approve the consultation of the reduction of the PAN figures for both schools. The proposal was a reduction at BIS from 50 - 30 and AYJS 60 - 30. This would improve the position as both schools would have the same figures.

Governors approved to the change in PAN to 30 for both schools, unanimously with the proviso that any child accepted onto the Bishopthorpe Infants' roll would have a place at AYJS.

The Headteacher shared the next steps would be submitting the proposal to SYMAT for approval, and the SBM would look at the next steps from there.

Start budget (for approval)

Headteacher stepped out 18:55

The SBM spoke to governors about how the established plan would be carried forward into the next financial year. The new funding formula was confirmed with Mainstream Additional Grant, on top of Pupil Premium, Free School Meals, and lump sum now rolled into GAG.

The income for BIS was based on the predicted pupil numbers of 126, dropping to 107 the next year and 90 in year three. These figures had been challenged by SYMAT about hitting the PAN.

The income for AYJS was based on 239 dropping to 224 the next year, then 173 in year three.

Headteacher returned 18:58

The largest grant would drop by £29k for BIS and £25k for AYJS despite the increases in funding, with AYJS also losing SEN funding.

It was noted at this point that one of the start budget reports was not available on Decision Time so this was quickly added for governors to view.

ACTION: Clerk to make sure Carol Pearce added as an organiser for next year to enable uploading of documents.

Headteacher stepped out 19:02

A governor asked if SYMAT had any movement on deficit budgets being set.

The SBM explained that it was for the School to determine how funding was allocated. A lot of schools were struggling due to falling pupil numbers and looking at staffing structures. There were options available for the two schools to make cost savings but it was challenging until the merger was agreed.

The SBM continued their report, stating that with the MAT top slice increasing to 5% from 3%, there was a negative value included in the income.

Headteacher returned 19:03

A governor asked what the top slice meant for the school.

The SBM replied that it covered centralised staffing costs, finance, CEO, HR, although schools still had to buy their own staffing payroll. ICT was currently contracted out in both schools, so paying twice with no additional benefit, but moving to the MAT team would have a positive impact on service and access.

The funding level increase had been announced on 1st April 2023, with the one year top up rolled up into GAG (General Annual Grant) but shown separately for transparency. PE Sports funding stays the same in years two and three.

CLERK

A governor asked if the sports funding was given per pupil or school as it looked to be a fixed sum.
The SBM replied that there was a lump sum of £16,000 and an additional £10 per pupil.
As the schools currently both received this there would be a drop after the merger due to falling pupil numbers.

A governor asked if the sports funding had to be spent on PE.

The SBM confirmed the funding had to be spent on sports activities however it could include lunch time clubs run by MSAs.

Continuing their report, the SBM highlighted that Other Income: Catering was money received from AYJS parents for School Meals, as BIS had Universal School Meal funding. This was set at £2.41 a day, but North Yorkshire County Caterers currently charged £2.88 with a further increase to £3.13 in September. School Meal Prices were currently charged at £2.70 at AYJS, and a review will be needed to increase the price for parents.

A governor raised a concern that less pupils may take up school meals with the increase in price.

The SBM informed governors that BIS received Infant Class Size funding, which helped smooth numbers over the 30 class size; however, once the schools moved to one form entry, they would no longer be eligible for this funding.

BIS PTA were very supportive with fundraising and donations. There was a hope that they will continue to cover both schools. There is a concern of the group folding due to children moving on and long-time supporters leaving.

Only BIS had Lettings Income, including £6k from Little Green Rascals who provide afterschool provision. A meeting had been held with Little Green Rascals about the potential of giving the group a dedicated space of a classroom which would move them from the School Hall, so that access was improved for pupils and staff. Little Green Rascals provided a much-needed provision for the area. There had been a brief suggestion of bringing the service in-house, however staffing costs would be higher and there would be no lettings income.

The SBM highlighted that the Capital Grants income showed a negative number, as this was money that went into the CIF (Condition Improvement Fund) pot at the MAT.

The SBM had plotted pay rise increases for teaching staff at 6.5% in year one, 3% in year two, and 2% in year three. These were unconfirmed as pay increases have not been confirmed for the next year, and assumptions have been included for further years.

There had also been a change to the split between schools for the Executive Headteacher and the SENDCO. This was now 66/33 weighted towards AYJS as there were more pupils and staff at the setting, so it made more sense than the previous 50/50 split.

There will continue to be three AHTs in the budget, as the secondment of Antonio Gargiulo had been extended for a further year.

A reduction in classes from five to four at BIS, with a further reduction to three classes for the year after had been assumed, as had the reduction from eight classes to seven at AYJS. This meant that there would be an increase of AHT's time to provide supply cover for classes.

The SBM gave a quick update on the current situation of the Unions negotiations with the government, as all three unions had rejected the proposed pay offer for 2022/23.

The figures proposed in the budget showed an increase in wages rather than an increase in staffing.

There was a planned reduction of TA hours from 220 to 160 at BIS, and an increase from 130 to 167 at

AYJS due to move of SEN pupils. New working patterns for MSAs had been introduced with cover provided using TAs as play workers, due to the lack of recruitment of MSAs. This offer would be extended to existing to existing TAs too.

The administrative team would be reducing their hours over the next year.

The SBM explained that the start budget had had increased costs budgeted in however there had been no inflation weighting in funding going forward.

For BIS, this meant a predicted in-year deficit of £17k, with a £44k surplus carried forward.

For AYJS, this meant a predicted in-year surplus of £24k, with an £80k surplus carried forward, and showed an increase for the next year before dropping into deficit. This could be affected by the change in entry numbers in 2026/27.

A governor commented that it was good news that the budget was balanced, and the schools were in a positive position.

The SBM replied that it was currently a good situation to be in with in-year carry forwards but warned governors that, until the confirmation of the merger, AYJS was at risk of losing their significant surplus from covering the majority of costs of the process.

The SBM also made the point that just because a school was smaller that it did not mean saving in utility bills.

The SBM recommended that governors approve the Start Budget, noting the following points.

- There was additional risk moving towards one school.
- Acknowledging the financial challenge in years ahead, which the merger could influence.
- Costs would go down as one school.

Governors voted to accept the Start Budget, acknowledging the points above, unanimously.

The Chair thanked the SBM and appreciated the amount of work put in to make it easier for governors to understand and reiterated the view that a surplus carry forward was positive but there would be challenges once this had gone.

Rachel Mullen left at 19:27

Carol Pearce left at 19:28

3. Minutes of the previous meeting held on 11th May 2023

Previously distributed.

Governors agreed that the minutes of the meeting held on 11th May 2023 were a true and accurate record and duly approved.

ACTION PLAN:

	Action	
1.	Headteacher to add SOAP to resources section on Decision time. Clerk to assist.	Complete.
2.	Headteacher to send suggested link roles.	On agenda, item 7
3.	Clerk to share training and useful information to help prepare for the SEND link role.	Complete.

4.	Meet to discuss Safeguarding.	Complete, report on agenda under item 7.
5.	Headteacher to add SYMAT on a page to resources on decision time	Complete.
6.	Clerk to add Training Tracker to resources and update every term.	Complete.
7.	Chair to talk to Simon Bray about the foundation governor vacancy.	Complete. No one had been identified yet.
8.	Place recent health and safety reports in resources section on decision time.	Complete.
9.	Ros Branton will arrange a meeting with Simon Sykes to discuss potential solutions to make the pond safer.	Complete. The Headteacher had met with SYMAT's new premises lead, who understood the safety concerns the Headteacher had about the swimming pool and pond and agreed that this was high priority.
10.	Chair to share the proposed Scheme of Delegation with governors.	Complete.

Matters arising not elsewhere on the agenda

None.

5. **Headteacher's Report**

Headteacher's report
Previously distributed

The Chair stated that this would be taken as read and invited questions from governors.

A governor commented on the format of the report and thought it was well done and easily understandable with all the relevant information available for governors to see.

A governor asked for more information on the Primary School improvement Lead (PSIL) and the CEO and how it would impact the school.

The Headteacher informed governors that changes had been made to the MAT management as there was a need to increase the offer to encourage new schools to join the MAT, as well as to provide more support to existing members. Caroline Hancey, Headteacher at Dunnington CE Primary, had been seconded to the role of PSIL, and there was an expectation that this would involve the sharing of good practice with the PSIL working alongside SLT to provide support. As Caroline Hancey would be working three days a week in the new role, and as executive headteacher at Dunnington two days a week, a Head of School role had been filled by Claire Thompson, from Wheldrake with Thorganby CE Primary.

The Headteacher expressed the hope that a regular session with the PSIL would take place, as happened in other MATs. This would be a good opportunity as school were awaiting an Ofsted inspection. With Antonio Gargiulo having worked with Caroline Hancey at Dunnington, there was already a strong relationship that could help bring the schools together.

	<p>The Headteacher commented that the support and challenge would be beneficial to all.</p> <p>There were no further questions on the Headteacher’s report.</p> <p><u>York Diocesan Board of Education Visit Report</u></p> <p>The Headteacher told governors that AYJS would be in the window for inspection by SIAMS from September. From the visit the Headteacher understood that it seemed to be an intense inspection but had a different approach to Ofsted. The visit, completed by Celia Wilson, included looking at pupil’s books and collective worship. Lucy Carrington, RE Subject Lead, had explained the structure and progression of the curriculum to the adviser, who recommended more work was completed on Pupil Voice. SIAMS self-evaluation had changed, and these changes had started to be mapped from the old version to the new one, ensuring plenty of evidence of Christian Values was included. It also had sections on the MAT’s contribution, so more work will be needed on this, hopefully with the new PSIL providing support.</p> <p>Reverend Simon Bray added that he was confident the school was ready and had plenty of evidence to support the progress of the school. He was concerned about the additional challenges of being part of the MAT would raise. A session had been arranged for September, to help all leaders to be able to talk about the theological underpinning of the Christian Vision, and to help give words of understanding for them to use.</p> <p>There had been a question about updating the Bible Verse that school used. This could be looked at after the September session, but would not change until the summer, after the SIAMS inspection.</p> <p>The Headteacher had recently met with the Foundation governors and they agreed to a change in collective worship. Currently this was 2.5 hours a week and held at 11:30am. This would change to be at the beginning of the day and for a shorter time of 15 minutes. There were previous issues with keeping to time, but this would be monitored and Pupil Voice would form part of this to see the impact of the change.</p>	
6.	<p><u>Policies</u> <i>previously distributed</i></p> <p><u>Trust (for information)</u> The Chair commented that these were all available to view in Resources on Decision Time and encouraged governors to read them.</p> <p><u>School (for approval)</u> The Headteacher highlighted a change to the AYJS uniform, as it had included a section on indoor and outdoor shoes. This had changed to remove the indoor shoes, as they were no longer required but carpets would be monitored for excess damage following the change. There had also been a change to the type of shoe required, which was now trainers, so both schools were the same.</p> <p><i>A governor asked about the change to a white polo shirt from the coloured House shirts.</i> The Headteacher replied that the change was partly due to the uniform supplier no longer supplying one of the coloured polo shirts, as the uniform shop no longer sold them, and to ensure that uniform met the requirements of being less costly and easier for parents to buy at other locations. The House shirts would be phased out over time, so parents did not need to buy new uniform until the old shirts were outgrown.</p>	

	<p>Governors approved the policies.</p>	
<p>7.</p>	<p><u>Governors</u></p> <p><u>Link visits</u> <i>Previously distributed</i></p> <p><u>Roles</u> The Chair suggested that the link governor roles would be looked at in September, with SEND and safeguarding remaining the same.</p> <p><u>Risk Register</u> <i>Previously distributed</i></p> <p>A governor commented that it was useful to understand where the risks were. The Headteacher suggested that some items would need reviewing closer to the SIAMS inspection, with other issues being raised. AYJS was in the Ofsted window, with BIS having a two-year grace period since converting to an academy. The inspection will need to be held before September 2025, as set out by Ofsted, so there was an expectation that this could happen in Spring Term. Staff were on board to move curriculum plans into place as soon as they could. The Chair commented that they could update some sections on the risk register and that the red risks should be looked at in detail at a future meeting.</p>	
<p>8.</p>	<p><u>Child Protection/Safeguarding</u> <i>Previously distributed</i></p> <p>The safeguarding governor, Tim Andrew, had shared two safeguarding visit reports under the link governor visits section for the current and previous term. Additionally, two Annual Safeguarding Review reports for the two schools were shared.</p> <p>Annual Safeguarding Review reports: There had been careful consideration regarding what was required in the new Annual Safeguarding Review reports. Tim Andrew had viewed Ofsted reports from other schools and reflected on issues that he felt were relevant here, around leadership and effective governance, and drawn on best practice/templates elsewhere. The report should not be a tick box exercise, although there were elements of it that were evidenced this way, and it should not be an administrative burden to complete but needed to be right and show the full picture, eg. checking on the SCR (Single Central Record) was included in the report and anonymised data on pupils from CPOMS. On reflection, changes were likely needed to better track and understand any trends in safeguarding issues for vulnerable pupils, as well as timing of production and review (for example, move to Autumn Term following)</p> <p>Summer Term link visit: Tim Andrew highlighted that all governors were responsible for safeguarding, with the link governor providing evidence to governors that it was monitored and understood, as well as providing challenge. It had been informative to hear the challenges with CYC and how the lack of funding and support impacted the response to recent referrals made by the schools, and how the schools were dealing with situations. There had been frank discussions during the safeguarding visit regarding the ongoing issues of a lack of resources and support from services that were supposed to be accessible but often weren't due to over-subscription. The report made clear that there were concerns about the</p>	

	<p>provision available and initial assessments by CYC of Early Help referrals, but did evidence the extra support for pupils being provided by the schools internally, which was commended. The Headteacher reported that, since the visit, the Early Help referral had been rereviewed and an intervention was now taking place.</p> <p>Jenny Ingram, AHT, would be taking on the role of DSL (Designated Safeguarding Lead) from September at BIS. Training for governors would be looked at and recommendations made at the September meeting.</p> <p><i>A governor, who had previously been a safeguarding lead in another setting, suggested that it was a hard subject to deal with, and highlighted how important it was to keep governors informed.</i></p> <p>The Chair thanked Tim Andrew for his report and the work completed.</p>	
9.	<p><u>Foundation Governors Report</u></p> <p>The report had been added to the meeting on Decision Time late but was now available for governors to view.</p>	
10.	<p><u>Correspondence</u></p> <p>None received.</p>	
11.	<p><u>Matters delegated from the Board of Trustees</u></p> <p>None at this time.</p>	
12.	<p><u>Matters to report to the Board of Trustees</u></p> <p>None to report.</p>	
13.	<p><u>Confidentiality</u></p>	
14.	<p><u>Dates of next meetings</u></p> <p>Draft dates received and accepted. The Headteacher invited governors to visit school on the 17th July at 1:15pm for a walk-about.</p>	
15.	<p><u>Any Other Business</u></p> <p>The Chair announced that they would be stepping down from the role in September and encouraged any governors who were interested in taking up the role could get in touch to talk about it.</p> <p>There was no other business.</p>	
	<p>Meeting closed at 20:10</p>	

Action Plan from Meeting held on 28th June 2023

	Action	Item	Person	Date
1.	Clerk to make sure Carol Pearce added as an organiser for next year to enable uploading of documents.	4	Clerk	Complete

Items for next LGC

Link governor roles

APPROVED