



**BROAD OAK PRIMARY SCHOOL  
Full Governing Body Meeting**

**Date of meeting:** Tuesday 28th March 2023

**Quorum:** 7 (met at this meeting)

**Chair:**

**Clerk:** Jenny Adie

**Pages:** 6

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**1. Welcome, Present and Apologies**

Present Governor	category	end of term	present(P)/apols(Ap)/absent(o)					
			20/9	7/12	2/2	28/3	11/5	13/7
Beatrice Kastrati	Parent Governor	6/12/26		P	P		Ap	
Shabnam Mughal-Mohammed	Parent Governor	20/10/24	P	Ap	P		Ap	
Carly Povey	Parent Governor	6/12/26		P	P		Ap	
Sheila Patel Webster	Parent Governor	20/10/24	P	P	P		P	
Kevin Corteen	Headteacher	ex officio	Ap	P	P		P	
Lisa Walker	Staff Governor	14/1/26	P	P	P		P	
James Wilson	LA Governor	7/9/24	P	P		Ap	P	
Frank Atkinson	Co-opted Governor	25/2/24	P	P		P	P	
Ann Johnson	Co-opted Governor	4/5/26	P	P		P	P	
Richard Osler	Co-opted Governor	4/5/23	P	P		P	P	
Karen Page	Co-opted Governor	6/12/26	P	Ap		Ap	P	
Chris Pyle	Co-opted Governor	25/11/23	P	P		Ap	P	
Tanya Wade	Co-opted Governor	6/12/26		P		P	P	
Jan Sorohan	Associate Governor	6/12/26		Ap		P	P	

**Apologies**

Beatrice Kastrati, Shabnam Mughal-Mohammed, Carly Page; Karen Page to be late.

**Apologies formally accepted.**

In Attendance	
Katie Walker	School Business Manager
Jenny Adie	Clerk

## **2. Declaration of any Pecuniary Interests in the items on this agenda**

No Pecuniary Interests declared.

## **3. Minutes of the previous FGB Meeting, on 2nd February**

Minutes agreed as a correct record.

### **3.1 Matters arising from the minutes**

None.

## **4. Headteacher's Report**

Sent out with papers

Governors had read the Report, no queries raised.

## **5. Governors Committee Reports**

### **5.1 School Improvement Committee 9th March**

Minutes sent out with papers

### **5.2 Resources Committee 16th March**

Minutes sent out with papers. Confidential sections of the minutes sent to Committee members only.

Confidential items to be covered under Items 6 and 7 on this agenda.

## **6. Deficit Recovery Plan**

Passworded document sent out with papers

The Chair and Headteacher had attended a Support and Challenge meeting with the LA. The School had drawn up a Deficit Recovery Plan some time ago but the LA has not accepted it. They have now given the School until the end of term to produce a version that they would accept. Jane Langley from the LA has been working with the School for the last month to finalise the Plan.

The draft Plan was brought to the Resources meeting. Subsequently KC and KW met with LA Finance, they had to look at staffing numbers; pupil numbers now make it likely that the School will become one-form entry, all savings made so far have not reduced the deficit because falling numbers have decreased income.

***Q. Were the LA listening to the issues about the falling roll? Do they appreciate the challenge to the School?***

They have knowledge of how the School has ended up in this situation, but cannot write off the deficit. They have giving support to write a Plan. Without a Plan, in 3 years there will be a £1.5 million deficit.

***Q. There has in the past been talk of a 4-year Plan?***

The Plan put in is 4 years; in 3 years there will be a surplus of about £28,000 but this does not take

account of any redundancy payments made to fulfil the Plan. By the end of 2026/27 the School will be in a position to meet these additional costs.

The LA keeps asking KC to assure them the School will not have another RI Ofsted judgement, but the Plan requires Staff changes which will include some experienced members of Staff currently involved in curriculum change, and changes of duties for the SLT again, and the impact on progress of these cuts cannot be known.

**Q. This Plan has been to the LA?**

It has been sent in. Feedback is that this is an acceptable Plan, it has to be accepted by Governors, then the School can make a loan application to support cash flow.

**Q. Do the figures on this document fit with the Staff Restructuring information in the papers?**

Yes. (Karen Page arrived at 17.23)

**Q. Given the need to keep up standards, is there a need to cut MLT? There is no saving over 3 years?**

They are on protected pay for 3 years. KC hopes the work they are doing will continue in that time, then there will be a saving. The staffing will still be high for a one-form entry school.

**Q. About wraparound care income?**

This is a small amount relative to the deficit.

The LA has not been able to give pupil numbers for September, if there are fewer than 30 children the Plan can stand but if there are 34/35 there will have to be 2 classes and the Plan will have to redrafted.

The difficult position the School is in cannot be overemphasised, they are trying to maintain standards while reducing Staff, and losing experienced Staff. There could also be a problem if Ofsted grading improves and more children come.

**Q. Are other local schools at capacity or oversubscribed?**

The School does not get this information from the LA. KC knows that some other local schools are looking at restructuring due to falling numbers.

**Q. Does KC think the Plan is achievable?**

It is, though there are massive changes throughout the staffing structure.

The problem was started when the LA asked Broad Oak to increase in size, and also increased local capacity, but there has been no support for the situation this has put the School in, with falling rolls, uncertain numbers and an old building with high maintenance costs.

They have a building with high capacity, they hope to use this, KC would welcome a local Nursery taking some of the space. Many schools are being inspected, grades are changing.

The School asked for an increase in Acorns numbers, but was told by the LA that there was no need.

<b>Action</b>	<b>Kevin Corteen</b>	<b>To ask Amanda Corcoran if the LA will ask the DfE to change Broad Oak's PAN from 90 to a realistic number, to help planning.</b>
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**Governors voted on acceptance of the Deficit Recovery Plan.**

**Governors voted unanimously in favour of accepting the Deficit Recovery Plan.**

**7. Restructure Business Case**

Passworded document sent out with papers

The Chair asked for volunteers for the Significant Change Committee.

**Chris Pyle, Jan Soroan, Ann Johnson, Sheila Patel Webster, Frank Atkinson.**

**Governors agreed the membership of the Significant Change Committee.**

The timescale is tight but achievable. 15 May is the latest date for consideration of Teacher posts, but Support Staff posts can be decided later.

On redundancy, the arrangements have been left as last time, with enhancement of salary, to be consistent, despite the budget. HR reminded Governors to be mindful of the Deficit Recovery Plan. KC wants to be able to inform people of what their payment would be, to support decision making. Staff have not been told about the situation yet but may be aware.

***Q. When will they be told, and voluntary redundancies asked-for?***

They will be told tomorrow. Just before a holiday may not be a good time, but it gives Teachers maximum time to consider their position.

***Q. Is there likely to be any push-back from Unions?***

Probably. The Consultation period is for Unions to propose alternatives, but the Deficit Recovery Plan makes it clear why action is needed.

**Governors voted on acceptance of the Restructure Business Case.**

**Staff Governors abstained from the vote.**

**Governors (excepting Staff members) voted unanimously in favour of accepting the Restructure Business Case.**

**8. SFVS**

Sent out with papers

Katie Walker

Very little is different from last year, it has been updated in areas that will be impacted by the restructure.

<b>Action</b>	<b>Clerk</b>	<b>To send a Skills Audit to Governor for completion and return.</b>
<b>Action</b>	<b>All Governors</b>	<b>To complete a Skills Audit and return it to the Clerk.</b>

**9. Academisation update**

The Trust wants Broad Oak to join, Broad Oak wants to join, the financial position is the barrier at present. KC will update Kevin Simpson and Steve Wheeldon after this meeting, on Thursday. When the Deficit Recovery Plan has been accepted and a loan is in place they can talk about repayment of the loan. SW has had conversations with a DfE link about writing-off the deficit and will take this further after the loan changes the financial situation. There would be savings on joining the Trust but not enough to address the size of the debt.

***Q. Would Aspire be prepared to take on the deficit?***

This could have been manageable at an earlier stage, but is too much now.

***Q. The initial decision was made, 4 or 5 years ago, on the situation then. The delay has made the financial situation worse. Is joining Aspire still the right fit, the right thing to do?***

The School cannot carry on alone as a one-form entry school working its way out of deficit. The Trust are supportive and work with their schools, they give valued support to the Headteacher and already treat Broad Oak as part of the family of schools. There has been Staff collaboration already, the Trust has stayed with Broad Oak. The Chair of the Trustees, who taught at Broad Oak many years ago, visited the School and was very positive about Broad Oak joining the Trust as soon as it could be done.

If things are to progress, Aspire probably need to have their introductory meetings again and reintroduce themselves to Staff and Governors.

**10. Buildings update**

KW and KC met with the Roofing Contractors and now have a start date. The scaffolding will go up over the second week of the holiday then work will start on 24th April for 10 weeks to 7 July. Every Health and Safety and precautionary measure will be in place; the Contractors will not work over the Hall when the children are in there. By about week 3 the Hall roof will be sealed and the Hall will be useable again, and they have said they can repair the damaged parquet. They will also replace the lighting.

There are 2 phases of roof work, the Halls and then the EYFS. Nursery and Reception may have to move into the Year 1 building in September for re-roofing work to be done.

A company called Maintain My School came today to look at work in the water-damaged Year 1 building, painting, decorating, replacing flooring. Damaged stock has already been taken away; there is still argument with the Insurers about how much of this they will replace. The building is not used so can be accessed for work in termtime.

**11. Policies for approval**

Policies sent out with papers

**11.1 Behaviour Policy**

This now includes the Zones of Regulation and new procedures.

**11.2 Positive Handling Policy**

Rewritten with the new Behaviour Policy

***Q. Will all Teachers eventually get Team Teach training?***

A core group across the School will be trained, other Staff will then be trained by them; Staff will be trained but not all accredited.

**11.3 Exclusions Policy**

Rewritten with the new Behaviour Policy.

<b>Governors agreed to ratify the above Policies.</b>
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**12. Governors****12.1 Training**

None.

**Next meeting:**

**Thursday 11th May**

Thursday 13th July

**Confidential item on p6**