

SHELDWICH PRIMARY SCHOOL

Board of Trustees' Meeting

Term 3 – Wednesday 5th January 2025 at 4.30pm

Present: Mr D Milham (Chair), Mrs C Lay, Mr M Lee, Mr A Brookes, Mr S Greathead, Mrs L Dale, Mrs R Fairs, Mr A Woods, Mrs S Paice and Mrs A du Plessis

Clerk: Mrs J Linter

1. Apologies

Apologies received from Ms K Leigh.

2. Declaration of Business Interests

The Declaration of Business forms were confirmed as correct.

3. Membership

ML's term of office ended on 25th January 2025. DM proposed that ML is appointed for a further four year term of office. Seconded by SGr and agreed unanimously.

AdP's term of office ended at the end of last term. A letter has been sent to parents regarding the vacancy.

4. Minutes of Previous Meeting

Minutes of the Board of Trustees meeting held on 11th December 2024 had been circulated to trustees. They were accepted as a true recording signed by the Chair.

5. Matters Arising

None.

6. Headteacher's Meeting

SG presented the Headteacher's report. Part of this item was considered confidential.

SG and JL attended a meeting with Deborah Norton (KCC Attendance Officer). She suggested that the school adopts penalty notices. Data shows that there are more children in Class R taking holidays than any other class. SG will be speaking to parents at the beginning of their time in Year R in September to stress the importance of not missing school days. Trustees discussed the advantages and disadvantages of the school adopted penalty notices and agreed unanimously not to adopt penalty notices at this time.

SG reported that a two year plan will be cascaded out for History and Geography.

AW asked about the plans to upgrade computers in school. SG said that there had been a meeting with Cantium attended by SG, JL, Patrick Burns, our IT technician and his manager. Many options were discussed and Cantium will be reporting to us soon.

7. Finance and Resources

Clean audit from Burgess Hodgson and no issues in the preparation of accounts.

Excess of Expenditure over Income of £72k (Aug 23 (£32k)), of which £60k was depreciation.

Total income was £1.8m (including grants), of costs staff represent 80%.

Balance sheet shows total funds of £2.2m (£1.9m) increase relates primarily to CIF project.

There is a balance of unrestricted funds of £106k and cash of £196k.

CIF project related to the perimeter fence and security gates/cameras etc. Total cost of £350k, of which Sheldwich contributed £35k, so 90% grant funded. School is now safer and aesthetically fine.

Contribution from Little Hedgehogs and our Extended Schools is vital, both financially and academically. It enables Sheldwich to have a LSA in each class all day and for many of our children to have a firm learning foundation when they arrive in Reception. During last five years there has been a cumulative surplus here of £300k.

Our forecast for this year as we approach halfway stage is an excess of expenditure over income of £24k before depreciation.

Work on the budget for next year i.e Sept 25-Aug 26 will begin over the next few months. Key factors will be our GAG (announced in March) and staff costs.

Next capital investment project is the new Little Hedgehogs building. Heads of Terms lease agreed with KCC. We are currently establishing the cost of the project at around £400-500k and how we might fund it. We expect to be working closely with Carre Consultants, who have provided valuable assistance for our recent CIF bids.

Finally, a thank you to Jackie Linter for all her work on the financials of the school and her assistance to Trustees in this regard.

8. Education Committee

A formal visit had taken place today to look at EYFS with AB and SP. SP was impressed with the staff's enthusiasm and passion.

9. Policies

The Pay and Reward Policy and Appraisal Policy had been reviewed with minor changes. Amendments discussed and agreed with trustees.

The Asthma Policy had been amended to include information of a new form that will be sent to parents when asthma medicine is administered. Approved by trustees.

10. Trustee Training and Development

DM suggested that trustees complete online training before they come in to school to conduct a formal visit. All courses and training to be reported to CL.

11. Dates of Meetings and School Events

Forthcoming meeting dates are shown below.

It was agreed that the Finance meeting will be moved from Term 4 to Term 5 so that the draft budget is ready for discussion.

Term 4

Tuesday 18 th March 2025	AM	Formal visit (Diversity) – trustees tbc
Tuesday 1 st April 2025	4.00pm	Education Committee Meeting

Term 5

Wednesday 21 st May 2025	PM	Formal visit (Sport) – trustees tbc
Wednesday 21 st May 2025	3.30pm	Finance and Resources Committee Meeting
Wednesday 21 st May 2025	4.00pm	Board of Trustees' Meeting

Term 6

Thursday 12 th June 2025	2.30pm	Trustees' Development meeting
Thursday 19 th June 2025	AM	Formal visit (History/Geog) – trustees tbc
Wednesday 16 th July 2025	3.45pm	Education Committee Meeting
Wednesday 16 th July 2025	4.30pm	Board of Trustees' Meeting (short agenda)

12. Any Other Business

A Trustees' Development afternoon led by JF will take place Thursday 12th June 2025 at 2.30pm.

AB suggested that a further meeting to discuss MATs should take place before the development meeting.

SG reported that on Wednesday 5th March 2025 at 9.15am, a meeting will take place at The Stour Trust to discuss their MAT. Trustees to let JL know if they wish to attend.

13. Confidentiality and Publication of Minutes

14.1 Confidentiality

Part of item 6, the Headteacher's Report had been considered confidential.

14.2 Publication of Minutes

The minutes are to be made available for inspection under Regulation 13 of the School Governance (Procedures) (England) Regulations 2003, except for those items considered confidential.

Meeting closed at 5.35pm