

**Eggescliffe CE Primary School**  
**Meeting of the Academy Council**  
**3.30pm on Wednesday 17<sup>th</sup> May 2023**  
**Eggescliffe CE VC Primary School, Butts Lane, Eggescliffe**  
**MINUTES**

**Councillors in attendance:**

<b>Parent Councillors:</b>	Rebecca Pollard,
<b>Foundation Councillors:</b>	Brian Robinson, Revd Sylvia Wilson
<b>Co-opted Councillors:</b>	Alan Judge (Chair), Rebecca Shipley, Simon Smith
<b>Head Teacher:</b>	Emma Robertson
<b>Staff Councillor:</b>	Helen McCarthy

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**MINUTES**

1. The Chair welcomed members to the meeting. Sylvia Wilson led the opening prayer.
2. Members were informed that apologies had been received from Nigel Ibbetson and Rebecca Dargan. The Chair confirmed that the meeting was quorate.
3. There was no urgent business raised.
4. Members confirmed that there were no changes to their business, personal or pecuniary interests to declare.
5. Governance & Compliance reporting  
The Chair reminded the meeting that Berry Education were following up missing information on TrustGov and the Governors Skills audit. Members confirmed that none had been contacted by Berry Education so it is assumed that the information required for TrustGov has all been completed. The Chair reported that he had no feedback regarding TrustGov or progress with the members Skills Audit.

Chair to  
follow up  
TrustGov  
and Skills  
audit with  
Berry Educ

The Chair reported on the termly Chairs/Vice-Chairs briefing, hosted by Berry Education on Thursday 20th April 2023. AJ and BR took part. Key points were:

- John Taylor (Trust Board Chair) reported that the Board has discussed the Link Director roles, some being in favour, some not. Paul Rickeard is now full time CEO of D&NDLT, having resigned from his other Diocesan Education role.
- 3 further schools are looking to join the Trust after which there is likely to be a pause on further expansion for 2-3 few years
- The Trust has moved to new offices at the Quays (Newcastle)
- A new Chief Financial Officer has been appointed and is leading improvements to the financial systems, budget setting and monitoring of budgets. The reporting of capitalisation, that is the use of revenue on capital expenditure and the spread of capital cost over a number of years, the use of reserves and problems in the previous budget monitoring reports were mention as issues that had contributed to the move to a new budgeting system
- There is a major trust event, for all staff, at Ramside Hall on Friday 26 May (ER has circulated details, all staff are attending hence our PD day)
- The new format for the CSP Reports was introduced.

- The Trusts 'top slice' remains at be 6% for 2023/24. From this the Trust is paying for Clennel, CPOMS, Staff Safe (Single central record system), Durham Procurement and central services

Publication of statutory governance information

GIAS and the school website have both been checked and are up-to-date.

6. Meetings of the Local Academy Council – circulated to members before the meeting.
  - a) The minutes of the meeting of 21<sup>st</sup> March 2023 were approved as a correct record.
  - b) The Actions in these minutes show “The Clerk agreed to reissue the TrustGov link to all Academy Councillors”; item 5 here discusses this.
  - c) There were no matters arising that are not on the agenda for this meeting.
7. Headteacher’s presented her report which was circulated with the papers for the meeting. There was a lively and very positive discussion of various matters including:
  - Parents’ Annual Questionnaire. The results have been circulated via SchoolPing to all parents and members. All agreed that the responses were excellent with ‘strongly agree’ or ‘agree’ responses from 90-97%, with no more than 3% responding ‘disagree’ or ‘strongly disagree’ to any question and only 1% or 0% for most questions. Very few questions had more than 5% ‘don’t know’ responses with the exception of the question ‘This school deals effectively with bullying’ where these responses probably indicate that the families had no experience of bullying and therefore didn’t know how the school dealt with it should be counted as a positive response in this instance. All action points from the responses have been followed up.
  - The school has 2 student teachers from York St Johns on placement this term.
  - Two new part-time TA’s have been appointed, to replace TA who resigned at Easter, two good candidates with very different strengths being appointed for different roles in school. They have both settled in very well.
  - Staff have completed safeguarding update training
  - The school’s policy on training cost is being amended such that any course over a £1000 will require the trainee to commit to working for the school for 2 years or would be asked to repay the training cost if they leave earlier. This is not intended to be punitive, and individual circumstance would always be considered, but intended to avoid spending on training where staff planned to leave soon after such that the school had no benefit from that training.
  - HMc is now leading all aspects of curriculum development and is working on ensuring that subject are developed equally and working with our CSP to achieve this. The next CSP support day is focussed on “further development of granular assessment” in all subjects.
  - Pupil achievement data up to Easter shows very pleasing outcomes and next set of data, for the end of this summer half term, is already showing even better results
  - New in-year admissions continue with new pupils in years 2, 4 and 5 this term.
  - Possible staffing arrangements for September 2023 were discussed. The final decision on the teachers for years 3 and 6 will be made after 31<sup>st</sup> May, this being the last day of the year on which staff resignations are accepted.
  - Attendance in the spring term was 94.4% and is a little higher now, where attendance is low parents are responding well but punctuality is still an issue for a number of pupils. Clennel are going to help with this.

- Special need support is working well. There are 5 pupils with EHCP, paperwork for one pending, 20 pupils are on the Special Needs Register. There has been excellent feedback from speech and language support.
  - Tutoring programme is working well.
  - Breakfast club and after school provision are proving very popular with pupils and staff. Both are showing a profit and providing support to pupils and a positive impact on the school as well as generating extra funds.
  - Updated Nursery Fees and Nursery Admission policies were tabled at the meeting and approved after discussion of the changes. The main changes being that children only accept in the term after their 3<sup>rd</sup> birthday, rather than on their 3<sup>rd</sup> birthday, increase fees to £14 per half day, £3.50 for lunch time supervision and £2.50 per lunch meal. The school accepts all available vouchers for nursery costs and after these increases the rates are still below those of commercial nurseries but cover the costs.
  - Pupils had responded well to the KS2 SATS. As widely reported the reading paper was very challenging. The reading passages were no more difficult than previous year but questions were unexpectedly complex, out of order. had some very difficult questions at the start and other questions which did not have a clear answer. There was some concern that may not have done as well as they did on previous examples. The arithmetic paper also had oddly worded questions. The school had a SAT Monitoring Visit which asked searching questions about the conduct of the SATs and the assessment and application of special conditions for pupils who needed them.
9. Challenge and Support Partner Report – circulated with papers for this meeting  
Julie McGrane’s report from her visit on 27 April 2023 was well received. Members found the new summary reporting format useful and the report contents were noted.
10. Budget Update

After considerable work by ER, and the support of the Trust’s finance team, a number of reports were completed at 10am on the day of this meeting. The key overview reports were tabled at the meeting. Members discussed these documents and ER provided further detail. It was agreed that the Academy Council decisions would be made on the basis of the Overview forecast reports with AJ and SS, as the link councillors for budget/finance considering the detailed documents and bring any necessary further explanation to future meetings as needed.

The key document presented is titled “[Multi Year Forecast Overview 2022-25 - May 2023.pdf](#)”. This show income and expenditure in main categories for the year to date, 2022/23, the budget forecast for 2023/24 and for following year. This is a report from the new budgeting system. These overviews are supported by detailed reports which show clearly separate Revenue and Capital accounts, annual Surplus/Deficit and balance carried forward. Details such as the breakfast club and after school care incomes and costs are clearly annotated and extensive notes enable individual expenditures can be identified where necessary.

a) Arrangements for budget submission to Board.

The budget for approval by the Trust Board has to be submitted by the 17th June which is before our next meeting. The overview and detailed reported of the school’s income and expenditure will not be updated again this term so the reports we have now define our Budget for 2023/24

AJ / SS to  
review detail  
forecast  
report for  
2023/24  
budget

b) Update on 2022/23 Budget

The column headed 07: Mar 23 sets out the end of year forecast for 2022/23 as calculated at the end of the 7th month of the financial year, March 23. This shows the end of year outturn to be a deficit of £7582. This is a significant improvement on the previous figures, from the old system which forecast a deficit of £27,000. Budget. The “Funded Pupil Numbers”, reception to Year 6 excluding Nursery, show the pupil number derived income was for 181 pupils, the figure shown on the Autumn 2021 Audit.

c) The Budget 2023/24 to submit to the Board for approval is the third column.

The following points were made about the 2023/24 budget forecast

- The birth rate across the area for the year who enter reception in Sept 2023 is low and this has affected neighbouring schools some of which have seen a significant reduction in admission for Sept 2023. Our admission number shows that we will have a full intake in 2023
- The outturn for 2023/24 shows a surplus of £32,000. The improved figure is largely due to the pupil number increase to 206, from the autumn 2022 census.
- A lot of income is missing from the 24/25 and 25/26 projections, for example numbers in fee paid nursery, support costs for special needs provisions etc since these are calculated annually as they arise rather than from the audit. The expectation is that the actual incomes will rise in each of these years.

Following discussion, the meeting agreed that it was not necessary for the Academy Council to review the detailed reports and that detailed work should be done by AJ and SS as the link councillors for budget/finance.

The Academy Council, agreed the budget forecast for 2023/24, as set above, for submission to the Trust’s Board for approval.

11. Two school policies were tabled at the meeting and discussed under Head Teacher’s reports. Both policies were approved by the meeting.

1. Nursery Fees Policy 2023-24,
2. Nursery Admissions Policy 2023-24

12. The following Trust Policies are available on the Trust’s website. These are approved by the Trust and apply to Egglecliffe CE Primary. Members are asked to note these.

- a) [Finance Policy](#)
- b) [Assets and Disposals policy](#)
- c) [Reserves policy](#)
- d) [Treasury Management Policy](#)
- e) [Risk Management Policy](#)
- f) [Equality Information and Objectives](#)

13. Chair had no correspondence to report.

14. Any other URGENT business previously approved by the Chair

A councillor raised a concern regarding the lack of security of passwords for school email accounts. A long-forgotten password was needed to open their existing account on a new phone. Since no record of the original passwords existed at school, she was asked to call One-IT. One-IT asked what she wanted her new password to be and changed it within a few minutes, apparently without any verification that she was the legitimate user of that account. All agreed that they expected checks to be made. The Chair agreed to take this up with One-IT.

Chair to  
follow up with  
One-IT

15. Items for consideration at the next meeting  
Rosdene's current contract ends on the 31<sup>st</sup> Aug 2024. We are required to agree any new contract 3 months before that date. It was agreed that a small group would look at this in Autumn and Spring terms 2023/24 to bring a proposed new contract to the Academy Council.
16. Approval of documents for inspection\*\*  
All approved
17. Date and time of future meetings
  - **3:30pm, Wednesday 28th June 2023 (Trust-clerked meeting)**
  - 2023-24 meeting schedule – parents appreciate early notice of PD days which they had this year
18. The Chair thanked members for their support and their contributions to the meeting. The meeting was concluded at approx 5:00pm.  
Sylvia Wilson conducted the closing prayers.

Add to  
agenda for  
first 23/24  
meeting

#### **Explanatory notes:**

\* Minutes of the previous meeting are considered to be draft and cannot be issued until the Local Academy Council approves them at the current meeting. This gives the Local Academy Council the opportunity to correct any inaccuracies and review 'approval of documents for inspection' (see below). Detailed minutes of discussions are inappropriate and likely to inhibit the full and frank exchange of views and debate.

\*\*\*'Approval of documents for inspection' is a section within the minutes which gives the Local Academy Council an opportunity to withhold from public consumption information which has been deemed to be inappropriate for general release, e.g. personal information concerning identifiable pupils and/or teachers. Supporting documentation could, for example, include the names of pupils or teachers.

#### **Freedom of Information Act 2000**

The Local Academy Council needs to be aware that despite withholding documents under 'approval of documents for inspection', they could still be requested under the Freedom of Information Act 2000. If this is the case, the Trust needs to consider the request and the application of possible exemptions.