Federation of Stoke Hill Schools

FGB Meeting

Thursday 27th November at 5pm at SHJS

Agenda item number	Agenda Item	Discussion / Key questions
1.	**Welcome, apologies** Present Jade Earle, Katrina McGuigan, Emily Hearle, Caitlin Searle, Jo Cook, Andy Pheasant, (via Teams), Yvonne Hammerton Jackson (via Teams), John Harvey, Tracy Adams, Nicky West, Jonathan Kirby Apologies received from Lucy Walsh Advice given by governors at this school is incidental to their professional expertise and is not being given in their professional capacity. No interests declared JE welcomed new governors to the Governing Body	
2	**Minutes of last meeting** Actions DG to contact new Governors - completed	
3	**Governor roles for 25 - 26** DG asked for confirmation of all the Link Governor roles. Safeguarding = JS and CS SEND, Inclusion, EDI– KM and JE Premises and H & S – JC and JK Finance – TA and NW GDPR – JC Curriculum – JC, KM and CS Wellbeing – AP and JH DG to circulate Terms of Reference (ACTION)	DG
5	**Resources Update - Report** • Monitor budget, and any additional funding streams, report to FGB, comparing expenditure to date with forecast figures • Review pupil numbers and implications • SFVS – delegation YHJ and LE have met to discuss the Budget and current financial position Currently 629 pupils on roll. This does not include pupils in Nursery but this is the figure that will be used for calculating funding for 26-27. The number is less than previous years before it was known thar this would be the case. Projected figures for the next few years show a continuing decline in numbers and this will need to be taken into account when planning for the future. Do we get many children from out of the catchment area? Yes, numbers of children with parents working at R,D & E and also University have started to increase again. Some leavers, mainly to Home Education which is a trend also reflected nationally. Average income for each child is about £4000 depending on deprivation indices and other factors. Devon is one of the poorest funded authorities in the country and only receives about £3500 per child however a lot of this is swallowed up by SEND budgets. This is a growing problem because of increasing demands for SEND funding.	

	2024 - 25 budget was set before appointment of FBM and FSM. Budget set and agreed in June 2025 (deferred due to Bromcom issues) showed a predicted carry forward, deficit in March 2026 of £57013. At the time of setting the budget we said that we hoped to find savings on sites and buildings and by introducing new processes and procedures. We are now predicting a carry forward of £21000 Savings in this budget (2025-26) have been made on: • Grounds – all work is now done by SH staff All work reported in 'Site projects and general maintenance' has been carried out by our Site Manager and Caretaker with the help of the probation team for more general duties such as painting e.g. nursery. No contractors have been involved which has kept costs down. • Robust ordering procedures has meant better monitoring of the budget Review of contracts has made savings, e.g. moving to the same contractor for both schools. e.g. federation purchasing • Improvement in the managing of staff absence procedures • Appointment of a Cover Supervisor for PPA cover • Rigorous monitoring of utilities expenditure. Actual reads submitted • Additional Income West Hill for Leadership support Predicted carry forward of £21 Surplus (pessimistic view) We are working with software not fit for purpose - I believe income is higher! No files now for almost 4 weeks Potential increase to carry forward due to: Potential increase in take up of lunches in the spring term. Increase in meal take up. e.g. SHJS last week last year 690 child's meals, last week this year 799 child's meals Budgeted for 20K recharge from G121 (Extended Schools) could be higher Assumptions to 'spend up' are based on 2024-25 figures but not convinced we will actually spend this much Looking forward to 26-27 Budget 2026-27 Possible savings / additional income: • Savings on staffing (retirements / resignations) if not replaced. Estimate unknown at present. Staffing costs are biggest area of expenditure. • savings on Office ICT software. We are hoping to move all communication to Bromcom in the next financial year, but we are not committing to this until we are confident it is reliable software. Possible savings of about £5000 • Possible savings in LA services e.g. Devon Library services . library service SHINS £6,939 SHJS £8,461 Total = £15,400 • Increase in price for school meals. Currently £2.40 to £2.60 would bring in an additional £8K. Most comparable schools charge £2.60 - £2.70. Very positive feedback received on new menus and wastage has reduced considerably • Catering income to balance with expenditure £20K deficit. re training / upskilling of staff in all areas from ordering / managing waste. April to Aug big learning curve. (over ordering / adapting to new recipes • Lettings – none at present. Need to improve lighting and H & S in order to allow Lettings to take place Recent poor weather has identified issues with some areas of roofing. Repairs could cost in region of £500000 but these will be funded by DCC. NPS have carried	

	out a site visit and have said the repair is not urgent but if left too long could deteriorate. Need to look at ways of growing the Federation Meeting moved to Part 2 Staffing Number of staff changes taking place at end of term Safeguarding Following the incident earlier this term it has been agreed that the gate on the top field will not be opened at the end of the school day. It is acknowledged that this means parents/carers will have to walk further but the safety of the children is paramount. Both schools are working with local PCSOs to try and resolve parking issues. A new site revamp is planned for the summer holidays and will include a fence at the front of the school, better lighting for Treetops pathway and ensure deliveries to the kitchen can happen during the school day. Health and Safety H&S summary including near misses: No near misses to report. Fire drills completed on: SHINS 14th October SHJS 21st October Lockdown due: By the end of this term SFVS – needs to be submitted to LA by 31st March 2026. Return for 25-26 not yet on DfE website but should be available soon. NW and TA to meet with LC to discuss completion of form. Uniform – letter to go to parents to clarify uniform expectations for PE	
6	**POLICIES:** Staff Leave and Absence – caried forward to next meeting Mobile phone policy – although a number of children have now got mobile phones not many actually bring them to school, although this is gradually increasing. Main concerns relate to usage outside of school and also use of smart watches. Following discussions by FLT new policy which includes statements from DfE regarding searching of phones. Who will be responsible for searching phones – needs clarification. What happens if suspect content is found? Must be shared with PCSO. Policy was agreed subject to inclusion of details of who would be responsible for searching phone	
7	**Pay Committee** Part 2	
8	**Dates of next meeting** 22nd January 2026 – T & L - SHINS	
	Actions DG to circulate Terms of Reference to Link Governors	