



FLEET PRIMARY SCHOOL

Minutes and actions from the Full Governing Board Meeting held on Tuesday
31st March 2025 at 6pm **IN PERSON**

ATTENDANCE

Marcus Boyland (The Chair)	✓
Don McGibbon (DM) (Headteacher)	✓
Annie Balme	✓
Rebecca Coombes	✓
Abdul Al Mamun	✓
Ellie Melkuhn	✓
Kim Issroff	✓
Oonagh Pierce	✓
Sharon Adebola	✓
Fabrizio Sidoli	✓
Rehana Mishel Rahman	✓
Jason Cooke	✓
Claire Price	✓
John Showell	✓
Sinead Costelloe	✓
Bukky Epenyong	Absent

Others present

Debbie Barry (School Business Manager)	✓
Becca Wall (Deputy Headteacher)	✓
Jane Ware (Clerk)	✓



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ACTIONS LOG

Date	Item	Action	By Whom	Status
04/02/25	2.2	The Chair The Chair to pursue support staff career progression as a Camden-wide challenge.	The Chair	Completed
		FSC to consider support staff issues and report back to the FGB.	FSC	Completed
		DM to consider using School Fund to improve the staffroom.	DM	Completed
04/02/25	3.1	PM to upload 3.12.24 FGB minutes for GHub.	PM	Completed
		The Chair to sign previous minutes on GHub.	The Chair	Completed
		AB to send some small changes to the minutes to PM.	AB	Completed
		The Chair to investigate Apprenticeship funding.	The Chair	Pending
04/02/25	4.1	The Chair to sign SFVS	The Chair	Completed
04/02/25	5.2	DM to consider inviting prospective parents to FPS shows and holding more open days to attract them.	DM	Pending
		KI to scrutinise a 'pupil conferencing' session.	KI	Completed
04/02/25	7.1	DM to send the list of Governor role changes to PM for inclusion on GHub.	DM	Completed
		Governors to check and attend training (including Safer Recruitment)	All	Pending
		Governors to attend the Camden Governor conference on 10.5.25	All	Pending
31/03/25	2.14	Remove the nursery charge wording from the letter.	DM	Pending
31/03/25	2.15	2027 to be changed to 2026, in the SLA between Fleet and the governing board - DM.	DM	Pending
31/03/25	3.3	Working party to be developed to formulate a formalised site development plan with spaces such as an ARP.	The Chair	Pending



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PART 1

No.	ITEM
1.	Welcome, apologies for absence and declarations of interest
1.1	The Chair welcomed everyone and opened the meeting at 6.05pm.
1.2	There were no declarations of interest for the meeting, (noting that the Chair is a Camden Councillor and the Cabinet Member for Education).
2.	Finance and Staffing - DM
2.1	Governors confirmed they had received the papers.
2.2	Three scenarios have been prepared for the latest budget which are best case, manageable and worst case scenarios, and start from the beginning of the academic year in September.
2.3	Negative impact on budget areas are: <ul style="list-style-type: none"> • Falling pupil roll • Nursery provision deficit • Special educational needs and disabilities (SEND) funding group, because incoming funds do not cover what is required • Increasing prices
2.4	Additional lost funding includes: <ul style="list-style-type: none"> • Post St Dominic's • Covid catch up • Additional grants/funding
2.5	Staffing cost increases include: <ul style="list-style-type: none"> • National insurance (NI) increases – cost impact of £10k • Wage increases
2.6	Ways to trim costs include: <ul style="list-style-type: none"> • Consumables • Extra curricular and trips • Subscriptions, service level agreements (SLAs) and Curriculum • Physical education (PE) is being delivered by the teachers • Staffing
2.7	Further highlights were: <ul style="list-style-type: none"> • The Executive Head role saves money, using the Department for Education's (DfE's) formula based on pupil and education health care plan (EHCP) numbers to work out pay, and the temporary SLA until the end of 25-26 year when it will be reviewed. This is an approximate £64-£72k saving to Fleet due to the Executive Head being split between Rhyl and Fleet. • Historically where overspend was predicted, it was not the case or less than expected. • This year the budget depends on staffing costs.



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	<ul style="list-style-type: none"> There is a significant impact of the large number of SEND children requiring one to one support.
2.8	<p>Budget scenario options:</p> <ul style="list-style-type: none"> Best case scenario from a teaching scenario point of view is a £270k on year overspend, using the reserves, with £168.4k deficit. Middle case scenario includes less teaching capacity, with £171k in year overspend and £70k deficit. Worst case scenario removes 1.2 in teacher time from the school, with no additional teaching assistant (TA) support, £58k overspend and £43.7k left in reserves.
2.9	<p>Current unknowns:</p> <ul style="list-style-type: none"> Outstanding SEND funding due in Nursery funding Explore funding Possible SEND additions
2.10	<p>To bear in mind:</p> <ul style="list-style-type: none"> Lack of staff, absence impact, less class support. Workload / stress increase. Non negotiables need to be considered. The school has 15 missing places. Six schools in Camden started the year in deficit and this will go up to nine in year. 29 out of 35 Camden schools are spending more than their income. It is predicted that £4 million of reserves will have been spent by the end of this year since last year. The implication of swimming is £1600 per class, per term. Usually it is years 4, 5 and 6 and the budget is for one class. Improvements could be made to the website and tours offered to promote the school and get more children in.
2.11	<u>Governor Questions</u>
2.11.1	<p>QUESTION: How does the middle case scenario work in terms of how it impacts teaching roles?</p> <p>ANSWER: Some teachers will lose days.</p>
2.11.2	<p>QUESTION: Teaching staff and agency support staff are the lines that change through the three different scenarios?</p> <p>ANSWER: Yes.</p>
2.11.3	<p>QUESTION: The best case scenario is the same as the current one. Why is there such a leap in terms of percentage? E0101 is a line that varies across the three scenarios, and E2709 agency support staff shows that the bulk of the spend is on agency teaching assistants (TAs).</p> <p>ANSWER: There is an agency teacher this year that is covering maternity leave. There will be a 3% increase from September for all staff.</p>



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2.11.4	<p>QUESTION: So a 10-12% increase on salaries on last year?</p> <p>ANSWER: Yes. The budget is set on EHCPs at the start of the year, so it is hard when children join with needs because the money does not come through immediately and they are not budgeted for.</p>
2.11.5	<p>QUESTION: Are we expecting more than 14 next year?</p> <p>ANSWER: We know of one that is definitely coming and one that might be.</p>
2.11.6	<p>QUESTION: Is there a spread across the year?</p> <p>ANSWER: It varies but there has been an increase coming in over recent years.</p>
2.11.7	<p>QUESTION: Can there be sharing or savings by the partnership with Rhyl?</p> <p>ANSWER: Yes, there are some but not with staffing at present. Three of the four cluster schools are in the same position, there are missing school places.</p>
2.11.8	<p>QUESTION: What is the limit for a deficit?</p> <p>ANSWER: In past years we have declined this as an option, but it is becoming inevitable. We have set three deficit budgets in a row but at the end of the year two out of three times we ended up not in deficit.</p>
2.11.9	<p>QUESTION: Is the PE grant still available?</p> <p>ANSWER: It's £17k and we overspend on it.</p>
2.11.10	<p>QUESTION: How will cover look next year?</p> <p>ANSWER: Becca won't have any cover.</p>
2.11.11	<p>QUESTION: Is there a way of working differently in the cohort where there is a high need for one to ones?</p> <p>ANSWER: It is possible to have daily hour long targeted sessions. It was hoped to use the keeper's house to run groups.</p>
2.11.12	<p>QUESTION: Regarding being in and out of class, what are the advantages and disadvantages of the senior leadership team (SLT) being like this?</p> <p>ANSWER: The SLT are needed out of staff sometimes, to support children who are dysregulated and need to leave the class. TAs are working one to one with children and cannot leave the class to support others in this way.</p>
2.11.13	<p>QUESTION: What is the cascade of the SLT ?</p> <p>ANSWER: The early years, safeguarding and curriculum lead roles will be divided up amongst the SLT.</p>
2.11.14	<p>QUESTION: When we start down this path, won't the costs only get bigger over the next three years?</p> <p>ANSWER: The thing that reduces costs are, as examples, two upper pay scale teachers leaving and two early careers teachers (ECTs) coming in, creating a massive saving though natural wastage. The figures are based on teachers' current salaries. It is about whether we are able to support inexperienced teachers.</p>
2.11.15	<p>QUESTION: Do we need to consider a pay back plan for Camden?</p> <p>ANSWER: If required, the swimming could be removed at that point rather than now. It is likely that there will be a plan for Camden to reduce school estate and as a result the remaining schools will have their places filled because there will be less schools. Numbers are stabilising but not increasing. Some schools are reducing PAN. Some schools are not financially sustainable.</p>
2.11.16	<p>QUESTION: Does it factor into the likelihood of closure if the school goes into deficit? What are the consequences?</p>



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	ANSWER: If there are decisions to be made, it's not just about looking at empty schools, but it is about the state of the building and what is in the local area. Fleet is in a good place in all areas apart from finance, but even then it is not at the extreme end.
2.11.17	QUESTION: How many other schools don't charge for nursery? It might be better to leave it out of the letter. ANSWER: The shortfall is almost identical for schools that charge and those that don't.
2.11.18	QUESTION: Who decided the 60/40 arrangement in terms of Rhyl and Fleet? ANSWER: It was decided by them and it is felt that it is equitable.
2.12	Governors AGREED that the costs of swimming should be put back in and could be removed later on if negotiations are required.
2.13	Governors AGREED to submit the best case scenario, and review the additional spending on 12 May 2025.
2.14	Action: Remove the nursery charge wording from the letter – DM.
2.15	Action: 2027 to be changed to 2026, in the SLA between Fleet and the governing board - DM.
3.	Headteacher's report – DM & BW
3.1	Highlights were: <ul style="list-style-type: none"> • It has been a positive term, with topic conferencing last week with children talking enthusiastically about their learning. • There are no concerns other than financial. • A landscape architect is considering possibilities with the school site which is exciting, subject to funding.
3.2	<u>Governor Questions</u>
3.2.1	QUESTION: Do we need a formalised site development plan? ANSWER: This is being worked on at the moment. Planning permission might be required for a permanent construction. There will be a feasibility plan for the keeper's house. There are plans for infant toilets.
3.2.2	QUESTION: How does the deficit affect this? ANSWER: Camden are funding this.
3.2.3	QUESTION: How are year 4? ANSWER: They are making good progress. They were discussed in the Curriculum and Standards Committee. There is quite a big group who manage to get to expected by the end of the year but drop back at the start of the new year. It is the target class for interventions and support. There is some TA support including two one to ones. Year on year by the end of year 6 they have met their targets.
3.2.4	QUESTION: Do new children in early years receive phonics guidance? ANSWER: Yes, quite bespoke resources are sent home in year 1. At the start of this year there were three children who had no English, one of whom has made great progress.
3.2.5	QUESTION: Do you think attendance issue is due to parents taking a relaxed view about their children being in reception and year 1?



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	ANSWER: Possibly, they might feel more protective of their children, and they also get ill more. Their attendance gets better as they move through the school. Unfortunately this is hugely impactful on phonics.
3.2.6	QUESTION: On attendance, will the school make 96% by the end of the year? ANSWER: Probably not but there is a huge improvement on last year due to persistent absentee numbers falling this year.
3.2.7	QUESTION: University of Sussex work in the SDP, it would be good to hear more about this. ANSWER: There will be a discussion at the end of the year. Spring term actions are being worked though, including the Fleet Futures Fair, getting parents to come in and talk about following a passion and turning it into a business, in a speed dating style. This is being planned for next term.
3.2.8	QUESTION: Regarding school roll, the destinations information is interesting. Where they are going out of borough, why is that? ANSWER: Because they live out of borough.
3.2.9	QUESTION: Are we staying in touch with them? ANSWER: Yes, there are termly catch ups with year 7s where the children come back and visit.
3.2.10	QUESTION: Are there any we stay in touch with that we worry about? ANSWER: We try to find someone to hand over to in secondary school. Unfortunately some children fall through the gaps upon going on to secondary school.
3.2.11	QUESTION: Are we seeing different trends in relation to secondary transition? ANSWER: It varies year on year but Parliament Hill is always popular.
3.3	<i>Action: Working party to be developed to formulate a formalised site development plan with spaces such as an ARP – The Chair.</i>
4.	Previous Full Governing Body meeting minutes of 4 February 2025
4.1	It was noted that at point 2.1 a correction was needed due a reference to Becca (Wall), not Rebecca.
4.2	Governors agreed the accuracy of the circulated minutes from the February Full Governing Body meeting subject to the above minor amendment.
4.3	The actions log was updated as per page 2.
5.	Policies
5.1	The Equalities Policy will be kept until the new one comes in during the summer term and will be reviewed then.
6.	Governance
6.1	Sinead Costelloe was welcomed as a new governor.
7.	Any Other Business
7.1	Governors were advised of: <ul style="list-style-type: none"> • Plans to refresh the staff room • A retirement gift will be arranged for Kim Issroff. • Debbie Barry was thanked for her support.
8.	Confidential
8.1	There were no confidential matters to discuss.
9.	FGB meeting dates 2024-25



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9.1	Governors noted the dates for the remaining FGB meetings in 2024-25: <ul style="list-style-type: none">• Monday 12.5.25• Tuesday 17.6.25
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The Chair thanked everyone and closed the meeting at 7.45pm.

**TO BE AGREED AT THE 12.05.25 FGB MEETING AND SIGNED ONLINE BY
Marcus Boyland, Chair of the FGB.**