

APPROVED MINUTES



ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 14 MARCH 2019 AT 17.30

OPENING PRAYER

PRESENT

Miss J Young (Chair), Mrs T Hobbs (Executive Headteacher), Mrs K Buckhurst, Mrs C Burton, Rev P Down, Mrs S Gunn, Mr G Horsington, Mrs K Huggins, Mrs P King (Head of School), Mr T Pople and Mr A Bradshaw (Clerk). In attendance for Items 4 & 5 - Mrs W Montacute (Finance Officer)

1. INTRODUCTION

Welcome - The Chair welcomed Mrs Burton and Mrs Katie Huggins to their first meeting

Apologies for Absence – Apologies were received and accepted from Mrs J Wallace.

Pecuniary Interests – None

Notice of AOB – None

2. MINUTES OF LAST MEETING (previously circulated)

It was agreed that the minutes of the meeting held on 7 February 2019 were a true and accurate record and were signed by the Chair. Matters arising were discussed as follows;

- 4, Election of Vice-Chair and appointment of Governors deferred to next meeting – Later agenda item.
- 4 Parent Governor election to be carried out – Action completed
8. SFVS deferred to next meeting – Later agenda item

3. GOVERNANCE MATTERS

- (a) **Elected Parent Governor** – The Chair confirmed that at the recent parent ballot, Mrs Katie Huggins received the majority vote and was duly elected as Parent Governor with effect from 4 March 2019
- (b) **Local Authority Governor** – The Chair reported that the Local Authority had nominated Mrs Caroline Burton as LA Governor. The appointment had to be approved by the Governing Body. Mrs Burton was asked to leave the room whilst Governors voted on her appointment. Mrs Burton was duly elected and re-joined the meeting.
- (c) **New Foundation Governor** - The Chair reported that the Diocesan Board of Education had confirmed the appointment of Guy Horsington as a Foundation Governor with effect from 11 March 2019.
- (d) **Election of Vice-Chair** – Rev Peter Down was nominated as Vice-Chair. He was asked to leave the meeting. A vote was taken and Rev Down was duly elected, and he re-joined the meeting.

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(e) **Committee/Governors Roles** – The Chair reported that there were vacant committee and Governor roles that needed to be filled. The following were agreed:

- **Pay Committee** – Caroline Burton and Guy Horsington
- **Headteacher Performance Management Committee** - Caroline Burton and Guy Horsington
- **Co-Health & Safety Governor** - Caroline Burton
- **Pupil Premium Governor** – Katie Huggins
- **Early Years/FSU Governor** – Janet Young

4. BUDGET 2019/2020 (Previously Circulated)

The Headteacher went through the Budget for 2019/2020. The main points of discussions were as follows:

- Out-goings for next financial year was more than the projected income despite a number of prudent decisions put in place to reduce costs. In order to balance the 2019/20 budget, we had to use the carried forward balance from this year's budget, estimated to be in the region of £55K. By doing so, this resulted in a very small surplus at the end of 2019/20. With such a small surplus to carry forward into the following financial year (2020/21), the surplus for the end of that financial year would become an estimated deficit of almost £85K.
- Salaries were the biggest expenditure for the School and these areas of in the budget had been scrutinised. There is a planned increase in salaries of 3%, although not yet confirmed, and there is also a large increase in employer Teachers' Pension contributions. Support Staff salary scales have also been merged from 1 April 2019 resulting in an increase for some staff.
- All other budget headings had been examined against current expenditure and against the previous year's expenditure, including areas where there may have had adverse expenditure due to one-off situations or where agreed increases had taken place. These were also scrutinised and amended accordingly.
- Pupil numbers over the three years were showing a decrease, from 109 in 2018/19 to 101 in 2019/20 and 100 in 2020/21. Whilst the reduction in numbers may seem insignificant, as a small school, this does have a big impact on our income.

Governors discussed with the Headteacher and Finance Officer a number of areas where possible savings could be made. The Finance Officer explained that the budget was based on the current salary level of a teacher who was retiring at the end of the academic year and savings could be made by advertising for a replacement on a lower point on the Main Scale. This was felt to be a sensible solution given the circumstances. Other areas in the budget were also discussed where savings could be made but these were minimal. A discussion was also held about promoting an "Open Morning" for prospective children and for opportunities when parents and younger children could visit during special activities all of which would help to promote the school in the community.

Governors agreed the 2019/2020 Budget although some additional savings may be made.

5. SFVS FINAL REPORT (Previously Circulated)

A Foundation Governor confirmed that he had recently met with the School Finance Officer to finalize the annual review of SFVS and to draw up a summary of any actions that were required. Governors discussed, reviewed and agreed the SFVS document. It was felt that rather than discussing general financial matters at FGB meetings, the Finance Committee should be reconvened to enable more time to be spent on financial matters and associated documentation. This was agreed by the Governing Body

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and that the Finance Committee would comprise of Rev Peter Down, Katie Buckhurst, Guy Horsington and Headteacher (either Executive Headteacher or Head of School during the interim period). It was hoped that the first meeting would take place after the Easter holidays and the Clerk would provide members of the committee with a draft Terms of Reference to be agreed at the first meeting. **Action: Clerk**

There were two action points discussed arising out of the SFVS submission:

- (i) **Finance Training** – Due to a number of new Governor appointments, the reinstatement of the Finance Committee and the appointment of a new Headteacher (from September 2019), specific finance training should be undertaken during 2019/20 for those Governors and for any other Governor who may be interested
- (ii) **Benchmarking** – Whilst the Governing Body carry out this exercise on an annual basis, it was felt that descriptors used to select comparative schools needed to be refined to ensure the schools are as similar as possible to our school in order that we can obtain meaningful data for comparison purposes.

6. CFR FINAL REPORT, SCHOOL BALANCES & UNOFFICIAL SCHOOL ACCOUNT

- (i) **Finance Report and Balances** - The Finance Officer requested Governor approval for 2017/18 CFR final report and carried forward balances which had been circulated to Governors, prior to the meeting. Due to an oversight, she had recently discovered that they had not been submitted to the Governing Body last year for review and approval. Approval was given.
- (ii) **Unofficial School Account** – The Clerk reported that this had been discussed and minuted at the November 2018 meeting. However, whilst Governors were given the current balance of the account at that time, what should have been mentioned at the November meeting, was that the balance of the unofficial school account at 31 August stood at £4,402.06 and that the account had been audited by Mrs J Lawson. The Finance Officer requested that this information be brought to Governors attention in order to rectify the omission. This also was approved.

7. BENCHMARKING

Benchmarking was discussed under Item 5 above. It was agreed to look at the comparative data for 2017/2018 (the latest results) at the next Meeting. **Action: Clerk**

8. THERAPY ROOM & NEW OFFICES

The Headteacher reported that in half-term she had met with a representative from the Diocese to discuss the proposed building project. The project was to provide new office accommodation and a therapy room to support a disabled child in school. The cost of the project was in the region of £115,000, of which 10% of this cost (£11,500) must be met by Governors. The Headteacher circulated a copy of the proposed plan. If Governors agreed to the proposal, then planning permission would be submitted and it was anticipated that work would begin in May with completion around September. Governors agreed to proposed building project and instructed the Headteacher to confirm their decision to the Diocese. **Action: Headteacher**

9. INCREASE IN PURCHASING MONETARY LIMIT

In accordance with the School Financial Policy, the Headteacher has authorization to spend up to £1,000 on a single item without seeking permission from the Governing Body. The Headteacher

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requested that the sum of £1,000 be increased to £2,000. Governors agreed to this request; The figure in Financial policy would require updating. **Action: Headteacher**

10, HEADTEACHER'S VERBAL REPORT

The salient points from the Headteacher's report were as follows:

- **Number on Roll** – remains the same at 101.
- **SEND**
 - 11 children on SEND register – 9 supported, 1 higher support and 1 EHCP. 2 EAL children.
 - TA in Little Pippins has attended a Sensory Processing course.
 - SENCO has attended a Dyscalculia course.
 - SEN support Annual Review completed for one pupil.
 - SENCO met with Physical Impairment Medical Support team regarding one pupil.
 - Vision Support have been into school to assess one child and Care Plan completed.
 - Two funding applications have been made for High needs funding.
 - Our ELSAs have a new revised timetable and are supporting individual children as well as target groups. A TA has begun to work with two groups of children during morning break to enhance their social skills and cooperative playing.
- **Pupil Premium**
31 Pupil Premium children and 13 children on free school meals (excluding KS1 UFM)
- **Attendance**
 - No exclusions this term.
 - Attendance has improved this term it is currently 96%.
 - Authorised absence is 3% and unauthorised absence is 1%.
 - Attendance letters have been sent to all parents whose child's absence is less than 92%.
- **Safeguarding**
 - Numbers remain the same
 - Head of School met with a social worker to upgrade a CCP
 - A member of the nursery staff and one teacher attended safeguarding training at level 1.
- **Leadership and Management**
 - The literacy lead will shortly meet with SLT to discuss data and development plans.
 - Ian Durant our SIP will be in school on 3rd April to work with SLT on the SDP.
 - All staff would be looking at Fisher Family Trust data during a staff meeting and setting targets across the school.
 - The school has been part of a SWAP audit on PE and Sports Premium Funding. The report identified three actions for completion which we have already begun to address.
- **Staffing:**
 - A teacher has confirmed that she will be retiring at the end of this academic year. She will be sorely missed.
 - A teacher will be taking maternity leave at the end of the summer term. A replacement has already found for maternity leave cover.
 - All staff responded very professionally to the Headship interview process.

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- Induction for all recently appointed members of staff has taken place
- **Teaching & Learning**
 - Books have been made available for Governors to look at before/after the meeting.
 - Pupil Progress meetings take place next week.
 - A range of agencies have worked with us to support children in school: Children's Social Care, Education Welfare Officer, Occupational Health, Speech therapist, Early years SENCO, Behaviour Support team.
 - Mrs. King observed the Teaching Assistants, each working with a group of children on mathematical reasoning and problem solving. Good support for the children was in evidence and appropriate questioning to encourage independent thinking. Outcomes were discussed during a shared meeting. Similarly, all teachers were observed teaching Mathematics, again with a focus on problem solving. It was pleasing to see a range of strategies being used by children of all ages. Points for development were identified and discussed during a staff meeting.
 - 100% of lessons observed were rated as 'Good' or better.
- **Gifted and Talented**

Two of our Year 6 pupils were selected to take part in a 'Gifted and Talented' after school course at three of the secondary schools, along with other Year 6 'G and T' pupils from Yeovil schools. Mrs. King and Mrs. Hobbs were invited to the end of course presentation at Westfield School and were very proud of the way the two girls represented the school. One of the girls won a book token for outstanding work in ICT.
- **Health and Safety**
 - Four members of staff have had updated first aid training and one of these is the identified first aider each week in school.
 - A tree came down in the wind and has had to be cut up.
 - Quotes are being obtained for replacing the hall flooring. It is difficult to keep clean as lunches are eaten in there every day
- **Personal development, behaviour and welfare**

The children are responding well to the changes being made in school.
- **PTA**
 - The Head of School met with the PTA. to discuss upcoming events
 - There will be Easter Bingo for all at school on the evening of March 29th.
 - The PTA are planning to purchase a mud kitchen, placed near the FSU but accessible to all.
 - We will be supporting 'Comic Relief' with various fundraising activities in school. The PTA. have kindly offered to make cakes with a red topping to sell with red juice at lunchtime. There will be a raffle for 'Red Nose' themed prizes.

11. ADMISSIONS ARRANGEMENT POLICY

The Headteacher reported that at the November 2018 meeting, Governors agreed the admissions arrangements for September 2020, as detailed in the Admissions Arrangement Policy 2020/21. Governors now need to confirm their admission arrangements for 2020/21 as detailed in the ranked list as the Local Authority need the information to rank children against the school's criteria. This was

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Agreed and the Headteacher confirmed that the Admissions policy now had to be put on the School website.

12. LA CATEGORISATION LETTER

The Headteacher reported that she had recently received a letter from the Local Authority who, had carried out a review of pupil outcomes in the primary setting and had categorised the School as 'amber', the reason being was that pupil performance was not meeting the expected standards of comparable schools.

The Headteacher and Head of School had recently met to discuss the letter and the LA Monitoring, Challenge, Support and Intervention Policy.

The LA had based their assessment of the school on nationally published information covering the following data sets:

- Attainment at KS2
- Attainment at KS1
- Progress from KS1 to KS2
- Phonics in Y1
- Attainment at EYFS

The Headteacher and Head of School have arranged to meet with Ian Durant, the SIP to look at the data the LA used to the review of pupil outcomes and to draw up an action plan to address the areas requiring development. This would then be linked into the School Development Plan for 2019/20

13. SPORTS APPRENTICE

The Headteacher reported that interviews had been held for the position of Sports Apprentice. There were three strong candidates and one was appointed, he would start after the Easter break. The post would be shaped to suit our school to allow for support during PE lessons and to support/develop clubs before and after school. The apprentice would be required to attend Yeovil College one morning a week. His salary will be paid out of the sports premium grant and the 'set-up' costs would be met from the apprenticeship levy fund which Yeovil College are to manage for us.

14. SEN UPDATE / EXCLUSIONS

This formed part of the Headteacher's report (Item 10).

15. SAFEGUARDING

This formed part of the Headteacher's report (Item 10).

16. HEALTH & SAFETY UPDATE / ACCIDENTS

This formed part of the Headteacher's report (Item 10).

17. REVIEW OF POLICIES

- **Business Continuity Policy** – this was reviewed and agreed
- **Maternity and Paternity Leave** - a LA policy and new to the school. This was agreed.
- **New & Expectant Mothers at Work** – a LA policy and new to the school. This was agreed.

18. GOVERNOR OF THE MONTH FEEDBACK

Governors received a detailed copy of a report from SEN Governor (who was not present at the meeting) which outlined her recent visit to the school. She had met with the new SENDCO and they
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discussed the Autumn Term 2018 report submitted by the previous incumbent and the priorities for the remainder of the academic year.

Governor visits for May and June were confirmed:

May – Miss Young, with Mrs K Huggins - Pupil Premium

June – Mrs K Buckhurst with Mr G Horsington – topic tbc

19. GOVERNOR TRAINING FEEDBACK

The Clerk reported that all 3 new Governors had been offered new governor induction training by the Local Authority during April or May 2019. The new Foundation Governor will also have to attend “Church School Distinctiveness” training run by the diocese during his first year as a Governor.

20. CHAIR’S BRIEFING

The Chair reported that Ofsted have published a consultation document on new proposals for inspecting schools. Ofsted are proposing to spread “short” inspections of ‘good’-rated schools over two days instead of one and introduce new on-site preparation sessions that could see inspectors arrive in schools just two-and-a-half-hours after Headteachers are first informed of a planned Ofsted visits, thus overall, making a 2.5 day process.

21. STAFF/GOVERNORS TEA PARTY

The Chair reminded Governors of the proposed Staff/Governors tea party that has been scheduled for Wednesday 26 June 2019. A short planning meeting would be held in May (date to be confirmed) to discuss the arrangements for this event.

22. AOB

There were no items:

23. RATIFICATION OF NEW HEADTEACHER APPOINTMENT

This item is confidential

24. DATE OF NEXT MEETING

Date of Next Meeting – Thursday 9 May 2019 at 5.30 pm

The meeting closed at 8.00 pm