

APPROVED MINUTES



ST MARGARET'S CEVA PRIMARY SCHOOL, TINTINHULL MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 9 MAY 2019 AT 5.30pm

OPENING PRAYER

PRESENT

Miss J Young (Chair), Mrs T Hobbs (Exec. HT) Mrs K Buckhurst, Mrs C Burton, Rev P Down, Mrs S Gunn, Mr G Horsington, Mrs K Huggins, Mrs P King (Head of School), Mrs J Wallace and Mr A Bradshaw (Clerk).

1. INTRODUCTION

Apologies for Absence – Apologies were received and accepted from Mr T Pople.

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 8 November 2018, were a true and accurate record and were signed by the Chair. The matters arising were discussed as follows;

- 5 Clerk to send Finance Committee a suggested TOR – Action completed
- 7 Benchmarking deferred to next meeting – Later Agenda Item
- 8 Headteacher to confirm to Diocese to proceed with proposed therapy room and office alterations– Later Agenda Item
- 9 Increase in money purchasing limit to be updated in the Finance Policy – Action completed

3. FSU UPDATE

This item was deferred to the next meeting. **(Action)**

4. HEADTEACHER'S REPORT (previously circulated) & RECRUITMENT UPDATE

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

- **Number on Roll** – has increased by one pupil to 102.
- **SEND & Pupil Premium**
 - The SENCO had produced a comprehensive report which was sent to Governors prior to the meeting.
- **Attendance**
 - No exclusions this term.
 - Attendance remains at 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%.

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- **Safeguarding**
 - Numbers remain the same
 - FSU Manager has recently undergone Early Years SENCO training.

- **Leadership and Management**
 - Headteacher met with Literacy Co-ordinator to review the literacy action plan for this year. They completed a book scrutiny and discussed the next steps for all staff. The staff are trialling the use of stickers to identify work completed elsewhere, absence and literacy in other forms
 - Ian Durant our SIP came into school on 3rd April to work with SLT on the SDP. A copy of his report has been sent to Governors.

- **Staffing:**
 - The teacher covering maternity leave has been in school and has volunteered to come into school for one afternoon a week to get to know the children and the school This will make transition much easier when she takes over from the current teacher
 - A good response was received for the teacher vacancy for September 2019. Interviews were held the previous day and the Headteacher designate was part of the interview panel. Five candidates were short-listed, two of whom had accepted job offers prior to the interview. The remaining 3 candidates all performed really well in both the tasks they were given and at interview. An appointment has been made and accepted and parents will be told shortly. We have yet to decide where the new teacher will be placed

- **PTA**
 - The PTA have kindly agreed to fund redecoration of the girls' toilets.

5. THERAPY ROOM / OFFICE UPDATE

The Headteacher reported that a planning application has been submitted for the new therapy room and office alterations. If the application is passed then work will begin at the start of the summer holidays with an expected completion date in September, but in reality, not until October., Hookway, the Diocese preferred contractor will project manage the work. There then followed a discussion regarding the 10% Governor contribution (£12K) required for this project. The balance in the Governor's Account currently stood at £1,820 which was well below the £12K needed. There were two funding options open to Governors (a) borrow the sum from school budget and re-pay the amount back in stages – this was probably not feasible given the predicted budget deficit for 2020/21 or, (b) borrow the sum from the Diocese and repay the loan back (plus interest) over a set period of time. It was agreed that these options would be discussed by the newly formed Finance Committee who were due to meet shortly. Governors unanimously agreed to proceed with the building works and the Chair and Headteacher signed the necessary forms for both the Diocese and Hookway.

6. SPORTS PREMIUM FUNDING

The Headteacher reported that the new Sports Apprentice has made a positive start, his role will change and evolve as he settles into his job. His presence was already having an impact on children's sport and games.

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7. APPROVAL OF 2019/20 BUDGET & CFR REPORT SIGN-OFF (previously circulated)

A Governor reported that the budget for 2019/2020 and predicted budget for 2020/21 were due for submission to the LA and therefore required approval at this meeting, He confirmed that for the 2019/20 budget, the anticipated income was £513.4K with expenditure of £540.3K. An uncommitted balance of £55.75K would be carried over from the last financial year in order to wipe out the budgeted deficit, leaving an uncommitted balance of approximately £28.8K at the end of 2019/20 to be carried forward into 2020/21. However, the proposed budget for 2020/21 was not looking good and despite a predicted carried forward of £28.8K there was a predicted deficit of £42.34K. This meant that savings had got to be found in the 2020/21 budget in order to reduce the £42.34 deficit in order to obtain a balanced budget that year. The Governor confirmed that this was going to be looked at by the Finance Committee at their forthcoming meeting.

The Governor also reported that the CFR report, which give details of the uncommitted balance of £55.75K to be carried forward into 2019/20 budget had to be signed off at this meeting. It was unanimously agreed to approve the budget (with Finance Committee looking at ways to reduce the predicted 2020/21 deficit) and CFR report. Both documents were signed by the Chair and Headteacher.

8. PRO-FORMA FOR BOOK SAMPLING

The Chair reported that at the last meeting, Governors discussed the recent LA categorisation letter in which the school had been categorised as amber. It was the Governing Body's responsibility to ensure that high standards were being maintained and as such, Governors, could be held to account if they were not seen to be monitoring standards in the school. After discussions with the Headteacher, one area where Governors could monitor standards would be by scrutinising a random selection of pupil's books. She explained that in the front of children's books there would be a list of 'non-negotiables' i.e what one would expect to see in every child's book (the date, underlining with a ruler etc). Governors had recently been sent two examples of monitoring sheets that would be used when looking at books. It was agreed that a random sample of books would be available for monitoring before every FGB. The form would also be used to random sample books when undertaking "Governor of the Month" visits. It was really important that we had such evidence in place as Ofsted could ask for proof that we had been monitoring standards and the forms should provide the evidence they required.

9. BENCHMARKING (previously circulated)

Governors analysed the latest DfE benchmarking report for the School. The report highlighted the school's spending compared with a small number of schools that shared similar characteristics. Governors felt that this exercise was both relevant and helpful. The highest expenditure cost was teaching staff. However, of the five schools we were compared with, we were ranked 4th lowest in this category. The report highlighted two areas for investigation where the school might be able to improve the use of available resources. These were supply staff and catering expenses where current expenditure was above average by 1.1% and 0.7% respectively. Governors were satisfied that the School was acting diligently in all areas of expenditure.

10. HEALTH AND SAFETY UPDATE

The Headteacher confirmed that there had been no issues since the last meeting. She and a Health & Safety Governor would shortly be undertaking a H & S walk around the school and would report back to Governors. The Headteacher reported that after a recent staff learning walk, areas of the school which were badly in need of redecoration were identified and a priority list was being drawn up. It had also been agreed to hire a skip and clear the central area of all unwanted clutter. The Headteacher also reported that a fire evacuation practice had taken place in April and as a result, an individual evacuation plan has been put in place. A further fire evacuation practice is due to take place before half-term holiday.

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11. SEN UPDATE/EXCLUSIONS

The SENCO had produced a comprehensive report which formed part of the Headteacher's report. It also included information relating to Pupil Premium children. For the purpose of new Governors, the Headteacher explained the basics of Pupil Premium, how it was used and monitored

A Governor asked how do we know that money from Pupil Premium was being effectively used to benefit the children? The Headteacher replied that this could be demonstrated using pupil data and Governors would, in due course, receive a Pupil Data Report for discussion at the next FGB meeting.

12. SAFEGUARDING

This formed part of the Headteacher's report

13. GOVERNOR FUNDRAISING PROJECTS

A Governor put forward a suggested fundraising project for consideration. She explained that a college in Switzerland have an arrangement with local schools whereby they send young adults who have undertaken basic teaching practice (and have DBS clearance) to their schools for a two-week placement. The School receives £200 per person. Local accommodation is also required and again the host family receives payment for this. The placement dates were 23 June to 4 July 2019. It was agreed that the Headteacher and Head of School would talk to teaching staff to see if this would be suitable for the school. The Governor confirmed that she would bring details of the scheme to the Headteacher the following day. The Headteacher would confer with the Chair as to whether this was feasible once all information had been received. **(Action)**

14. GOVERNOR OF THE MONTH – FEEDBACK

The Chair reminded Governors that usual practice was that after a "Governor of the Month" visit a short written report should be prepared for the next FGB meeting. In the majority of cases Governors tended just to give a verbal report at the meeting. Again, it would be useful to have written evidence of these visits and the Chair proposed that from September 2019, Governors undertaking a "Governor of the Month" visit would complete pro-forma rather than a verbal/written report. The Chair handed round two examples of forms that could be used and suggested that a small group of Governors meet to devise a form suitable for use for School visits. **(Action)**

15. GOVERNOR TRAINING

A newly appointed Governor confirmed that she had recently attended new Governor induction training. Another newly appointed Governor confirmed that he would be undertaking the same training next month and would also be undertaking a Headteacher Performance Training course. A Health and Safety Governor confirmed that she would be attending H & S training for Governors in July and the Safeguarding Governor confirmed that she would undertake Safer Recruitment training.

16. STAFF/GOVERNOR SOCIAL

The Chair finalised the plans for the Staff/Governor social which would take place at the end of school on 26 June 2019.

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17. POLICY REVIEWS (previously circulated)

The following Policies were reviewed.

- Safer Recruitment Policy
- Drugs, Alcohol & Tobacco Policy

These were agreed, subject to minor changes

18. CLERK'S Briefing (previously circulated)

The Clerk updated Governors on salient points from the Clerks Briefing Meeting he had attended earlier in the week. This included updated information on:

- **Relationships & Sex Education and Health Education Regulations 2019:** still in draft form, will be made compulsory from September 2020. Schools will have to produce a new SRE policy based on the 2019 regulations and consult with parents prior to the governing body adopting the policy.
- **School Complaints Procedures:** updated guidance from DfE has now been published "*Best practice guidance for School procedures 2019*",
- **School Food in England:** produced specifically for governors in all settings. sets out how legislation applies to food provided within a school or academy and outlines the boards role https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788884/School-food-in-England-April2019-FINAL.pdf
- **DfE Governance Handbook:** this had been updated in March 2019.
- **Reducing Teacher Workload:** a practical toolkit to help school leaders and governors review and reduce workload. Toolkit can be used to provide a workshop for the whole board to undertake or by a small group of governors who report back to the governing body
- **Admissions Appeals for School Places:** a set of guides that will help those schools and governors who are involved in school admission appeals to understand their roles and responsibilities.
- **School Teachers' Pay and Conditions Guidance:** the current 2018 version has now been replaced with a new 2019 version.
- **SFVS:** here is now a link to the 2019-2020 SFVS self-assessment tool updated for use next year. Additional questions have been added. The LA have reported that there are still areas in SFVS that are not being fully addressed by governors and all governors should read the article on SFVS in the latest edition of the LA governance bulletin which is due out shortly.
- **Safer Recruitment:** there are issues that Governors must be mindful of with regard to safer recruitment and again, the LA has requested that all governors read the article in the latest governance bulletin on safer recruitment.

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19. ANY OTHER BUSINESS

There were no items to discuss

20. DATE OF NEXT MEETING

Date of Next Meeting – Thursday 4 July 2019 at 5.30 pm

The meeting closed at 7.50 pm

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