

PATCHAM INFANT SCHOOL
GOVERNING BODY

Meeting of:	Full Governing Body
Date/Time:	13 th February 2019 4.30 pm
Location:	Patcham Infant School
Distribution:	Full Governing Body, Amanda Breeds, website
Quorum:	For decisions to be binding at least 6 governors are required. The meeting was quorate throughout.
Present:	<p>Governors (voting) Eric Baxter Andy Flowerday Ron Guilford (Chair of Governors) Helen Hawkins Michelle Lankstead Margaret Maslin Thomas Rhodes (from 16.52) Chris Taylor (CT) Headteacher Nina Taylor (NT) Chair of this meeting Claire Wickham</p> <p>Other (non-voting) Amanda Breeds, (AB) School Business Manager, for item 3 Janet Johnson (JJ) Clerk to Governors Darren Middleton, Associate Member</p>
Apologies:	Irene Evans (IE) – accepted Graham Kane - accepted

MINUTES

	DISCUSSION AND DECISIONS	ACTIONS
1	<p>INTRODUCTION: 1.1 NT opened the meeting and apologies were considered. Thomas Rhodes (TR) was expected to arrive late. 1.2 No new declarations were made when invited and no withdrawals from discussion would be required.</p>	
2	<p>LAST MEETING: Agenda papers: Minutes 5.12.18 2.1 The minutes of the meeting 5.12.18 were agreed to be an accurate record and signed by NT accordingly.</p> <p>2.2 Matters arising (if not covered elsewhere)</p> <ul style="list-style-type: none"> • It was agreed it would be beneficial for the papers required for each meeting be added to the annual agenda plan. • The roll numbers were now available. The finance working party would now be convened and report back at the next finance based governing body meeting. • CT informed the website was being reviewed and the statutory documents would be moved to a separate folder on there. • A governor had reviewed the website and confirmed sometimes the statutory information had been difficult to find. The recommendations were made to make it clear the 'Culture for Learning' policy was the 	<p>NT CT JJ IE</p> <p>EB</p>

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	Behaviour policy and to signpost the British Values section. The report would be circulated.	
3	<p>FINANCE Agenda papers: Finance report – budget 2018/19 and 2019/20, latest outturn; chart of accounts review. The papers were signed by NT.</p> <p>3.1 Budget monitoring 2018/19 AB informed that since the finance documents had been prepared £9k had been received from the schools meal service which had increased the projected outturn. Some funds from this source had been received the previous year but it had not been certain how much, if any, would be available this year. Is there anything of concern? No. There have been no surprises. Why has expenditure on Midday supervisors increased? We were struggling at lunchtime so we got someone else. We have worked within the health and safety ratios and we have to man the whole grounds. Governors noted the governor expenses had been on books and parking for training events. The budget figures contained no surprises or significant anomalies. It was noted that if the sums the school had been given were excluded then expenditure had exceeded income this year and the reports were accepted.</p> <p>3.2 Service Level Agreements CT informed there was not much change from last year. The decision had not yet been taken whether to pull out of the standards and achievement school partnership advisor service offered by the local authority and see about going elsewhere. Is that the support we have for headteacher performance management? Yes but that is only part of it. I will look into that.</p> <p>3.3 Insurance arrangements No changes were planned to this.</p> <p>3.4 Unspent balances The carryover was now projected to exceed the 8% the local authority accepted without further enquiry and CT had contacted Andy Moore at the local authority finance team who had confirmed the projected outturn was in order as long as the school had plans for its use. With falling roll numbers the funds would be needed to ensure provision.</p> <p>3.5 Budget 2019 +on AB provided further information:</p> <ul style="list-style-type: none"> • The budget was still being worked on and this was not without difficulty as many costs were not yet known, for example, there was no indication from the local authority regarding the utility figures. • The indications were that, as expected from previous years' projections that expenditure would exceed income and following years would result in significant deficits £140k then and additional £160k. <p>TR arrives 16.52</p> <ul style="list-style-type: none"> • The Early Years budget allocation had not been received so the previous year's figures were being used. • All the staffing had been included and it nearly balances. • It did not include the increase in teachers' pension payments 	CT RG

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	<p>although there may be some funds available towards that.</p> <ul style="list-style-type: none"> • The buffer amount under the new National Funding Formula had been reduced, resulting in less funding. • An individual needs assistant had been employed in the nursery for 2.5 days a week for a child with an EHCP for a fixed term until the end of August 2019. • The administration team had reduced their hours. • Other companies were being considered. • The staffing costs in year 3 were greater than the budget income. • The DfE ‘ little extras’ income would be spent on buildings and ICT. <p>Whilst 3 year budgets had historically projected deficits AB had the opinion this was the most serious seen.</p> <p>Are solar panels an option? We are concerned that the roofs are so low they will be stolen. We have considered the mini-competition and only one firm asked to attend. They would not have enough time to get the work done before the deadline.</p> <p>Is running at a loss an option? No licensed deficits are to be agreed and our school is one of only a few with a notable underspend.</p> <p>What is happening with the published admission number at Westdene School? From September 2020 it will revert to a 2 form entry.</p> <p>Governors discussed whether there was a need to take immediate action and they were mindful the pressing need was to ensure the 2019/20 budget was achievable. Some ‘natural’ movement in staff would be normal over the next three years. It was agreed DM IE CT and NT and other available governors would meet on the 28th February to review different scenarios and approve the draft budget. The working group would take that forward but there was no great concern at present.</p> <p>3.6 Financial benchmarking comparisons CT informed that looking at the school information pack the school got good value for money and that he benchmarked against similar schools. AB offered to look into any particular area and report back. A governor knew that benchmarking took place as a matter of course.</p> <p>3.7 Risk Analysis NT and RG would arrange to meet.</p> <p>3.8 Scheme of Delegation ❖ The scheme of delegation 2018 was approved. It was signed by RG. AB was thanked and left.</p>	<p>NT RG</p> <p>NT RG</p>
4	<p>SCHOOL FINANCIAL VALUE STANDARD RG gave an explanation and ran through a number of the questions. Governors agreed RG would co-ordinate the completion of the document with contributions from other governors and send a copy to all by email. It would be an item on the next full governing body meeting.</p>	<p>RG</p>
5	<p>HEADTEACHER REPORT Agenda papers: Complaints policy, capability policy, disciplinary policy, grievance procedures, code of conduct. Charging and remissions policy.</p> <p>5.1 Complaints ❖ The complaints procedure was approved subject to the updating</p>	

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	<p>where appropriate, of the contacts at the local authority. It was to be reviewed in spring 2021.</p> <ul style="list-style-type: none"> ❖ It was agreed any governor panel required under the procedure could include one or more governors from another school. <p>5.2 Capability</p> <ul style="list-style-type: none"> ❖ It was agreed to continue to adopt this local authority approved policy for review in 3 years or before if recommended by the local authority. The governing body and headteacher will monitor the operation and effectiveness of the policies. ❖ It was agreed any governor panel required under the procedure could include one or more governors from another school. <p>5.3 Disciplinary</p> <ul style="list-style-type: none"> ❖ It was agreed to continue to adopt this local authority approved policy for review in 3 years or before if recommended by the local authority. ❖ It was agreed any governor panel required under the procedure could include one or more governors from another school. <p>5.4 Grievance Procedures</p> <ul style="list-style-type: none"> ❖ It was agreed to continue to adopt this local authority approved policy for review in 3 years or before if recommended by the local authority. ❖ It was agreed any governor panel required under the procedure could include one or more governors from another school. <p>5.5 Code of Conduct</p> <ul style="list-style-type: none"> ❖ It was agreed to adopt this updated local authority approved code for review in 3 years or before if recommended by the local authority. ❖ It was agreed any governor panel required under the procedure could include one or more governors from another school. <p>5.6 Charging and Remissions policy</p> <p>A governor confirmed the policy put forward followed the DfE guidance and suggested a change in wording at one point to read ‘some of the activities require funding’ to match with another section.</p> <ul style="list-style-type: none"> ❖ The approval of the policy was noted. It was for annual review. <p>5.6 Up-date on premises works.</p> <p>CT informed:</p> <ul style="list-style-type: none"> • A deep clean was schedule and the meeting room was being redecorated following a leak. • The track was being developed at Easter. • Work in the headteacher office to enable easily lockable storage following the GDPR audit had been scheduled. He confirmed sensitive information continued to be securely held. • Roofing works were due in the summer holidays. <p>What are we spending on this? Some funding was from the sports premium. Re the path, we only had one response out of 8 and he didn’t turn up. Based on the quotes we had before that we could go with the cheapest. So I have quotes of the same specification and others of different specification and we are going ahead with the cheapest.</p>	<p>CT</p> <p>CT</p> <p>CT</p> <p>CT</p>
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	<p>5.7 Numbers on roll. These were now 288. There would be 38 in the nursery after half-term. There were 73 in reception, with one leaving shortly and two arriving. Year 1 was full and there were 3 spaces in year 2. There was a good gender balance of 140 male 148 female.</p> <p>5.8 Attendance This was currently running at 96.93%</p> <p>5.9 GDPR What was the result of the audit? Most of the items picked up were quite minor. Is the spend on GDPR justified? It was mainly on the Data Protection Officer set up. It has since become apparent it was the same person that was doing the work for the local authority beforehand anyway. Governors expressed some concern over this. CT informed the school now had good data trails and the policy was still being worked on. The DPO had reviewed the storage of data which had been very school specific. The storage issues in the headteacher office were picked up and being dealt with. There were minor issues. Such as? CT gave examples to governors' satisfaction. You didn't need a log that showed what data we had? No.</p> <p>5.10 Counterterrorism A specialist that used to work for counterterrorism and now worked with schools to make sure they are safe had visited the school. Lock down procedures had already been covered and at this visit other risks had been considered. It was reassuring that he felt the school was taking the right sort of precautions. Locks for classes were being updated. A governor had been involved and there was some discussion about some other processes including signalling. CT would take it forward.</p> <p>Re the last health and safety visit - do you access a client of concern register? We do not have a current need for that but I can access the register. We also have 'CPOM' information and information from other schools.</p>	CT NT
6	<p>VICE CHAIR's REPORT Irene Evans had given notice that she would step down at the end of her term in July but she would offer assistance to her replacement. Governors commented that they appreciated all her work and she would be missed. They would bring forward discussions on the succession plan and governors interested in helping the governing board were requested to contact NT or RG for more information.</p>	ALL RG
7	<p>GDPR This had already been discussed at 5.9.</p>	
8	<p>HEALTH AND SAFETY <i>policy for approval</i> The health and safety link governor tabled the health and safety policy which was also on the website. It had previously been discussed and was now formally recommended for approval. JJ would circulate the policy. Also see item 5.10 ❖ The Health and Safety policy was approved. It was for annual review.</p>	
9	<p>GOVERNOR REPORTS Training and Visit Reports</p>	

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	<p>Governor visits made:</p> <ul style="list-style-type: none"> • School Council – to be reported at next meeting. • Child Mental health. The governor reported attending with Helen Erickson and confirmed she was working with the Council delivering a strategy to deal with mental health problems from an early age. • Outdoors – governors commented on the borders. CT informed the local authority had funded 50% of the improvements. • The visit to the SENCO would be reported at the next meeting. <p>Training reports</p> <ul style="list-style-type: none"> • Two governors had just attended Analyse School Performance training and scrutinised the Patcham Infant School ASP information. There had been some interesting information regarding boys and the full report would be made to the next meeting. • Another governor had attended the sports premium training and would report back at the next meeting. • The clerk had attended refresher training on Governor Panels. <p>Visits required were agreed as:</p> <ul style="list-style-type: none"> • Outdoor learning – RG • Safeguarding – this would be for April and reporting at the next finance governing body meeting. <p>AF gave his apologies for the March full governing body meeting.</p>	
10	<p>SAFEGUARDING AND ATTENDANCE Agenda paper: Child Protection Policy The safeguarding governor reported he had attended the termly safeguarding meeting with the other schools and operation Compass had been the main topic for discussion. He confirmed it would enable the school to be alerted faster in the event of domestic violence issues.</p> <p style="color: blue;">❖ The Child Protection policy was approved as presented. It was to be reviewed annually.</p>	
11	<p>ANY OTHER BUSINESS RG agreed to chair the summer finance governing body meeting as NT would be absent. There being no further business, the meeting closed 6.30</p>	

..... Signed Dated

Signature noted in minutes of full governing board meeting 20.3.19

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ACTION PLAN SUMMARY

Meeting date/item	NT to oversee	FRO MEETING ACTIONS	Due by
5.12.18			
3.2/ 3.3?	NT	Co-ordinate finance working party – liaise RG ML DM CT report back to FGB	Next Fro meeting?
13.2.19			
2.2	NT CT JJ IE	Review papers needed for meetings and add to annual plan	
2.2	EB	Circulate website report	
3.2	CT RG	Report back re external rigour and support	
3.5	NT RG	Co-ordinate draft budget review by governors and consider if Extraordinary GB meeting required	
3.7	NT RG	Meet and take forward risk analysis	
4	RG	Bring SFVS to next FGB	
5.1 - 4	CT	Amend policies as appropriate	
5.9	CT	Move ahead with updating DP policy	
6	All	Contact RG NT or IE re additional/changing role	
6	RG	Take forward discussions with governors whose terms are ending.	March meeting
Meeting date/item	IE to oversee	ELA MEETING ACTIONS	Due by
14.11.18			
2	JJ	Take action re new members	
2	CT IE	Take action re induction new members and re new roles	
3	JJ	Post minutes on website	
4	CT	Liaise AS re joint school promotion	
7	ML	SEN /Disadvantaged report	Spring meeting
10	JJ	Amend visit pro forma	5.12.18
12	CW IE	Bring SPWMC policy for approval	Spring meeting
14	ALL IE	Email IE with comments re parent questionnaire	28.11.18