

## THE GOVERNING BODY OF DIAMOND WOOD COMMUNITY ACADEMY

Minutes of a meeting of the Governing Body held at 5.00 pm at the school on Wednesday 6<sup>th</sup> March 2019.

### PRESENT

Mrs L Whittaker, Mrs A Farrar, Mrs Claxton, Mrs Lyons, Mr Jones (Chair).

### In Attendance

Mrs K Brunier – Minute Clerk, Mrs L Stead.

### 2405. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Mr A Marban, Miss Alderson, Mrs Marriott-Mills, Mr Forrest

### 2406. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS.

None.

### 2407. REPRESENTATION

### 2408. MINUTES OF THE MEETING HELD ON 6<sup>th</sup> February 2019

#### **RESOLVED:**

That the minutes of the meeting held on the 6<sup>th</sup> February 2019 be approved and signed by the Chair as a correct record.

### 2409. MATTERS ARISING

2392 – Mr Jones is happy to be Chair until another suitable candidate is found.

2403 – Mr Forrest has completed the on-line Safe-guarding training for governors and has recommended its value for all governors. – This will be investigated.

### 2410. DECLARATIONS OF INTEREST

Nothing to declare.

### 2411. RESOURCES

Mrs Stead provided a detailed pack.

2018/19 Budget – at P5

- The information provided is to the end of January as it has been a static period and there are many changes coming in shortly.
- The predicted carried forward figure is £76,112 which is in line with the budget of £79,211
  - The difference from the last meeting are the increase in Nursery numbers and a reduction in teachers' costs.

The detailed actuals of each code were delivered in a report with the anomalies highlighted for ease.

Yellow: -

- Codes where the full years bill has already been received.
- SEN funding for lunch time supervisors has not yet been finalised.
- Higher Early Years funding.
- LA Pupil Premium funding is higher and Mrs Farrar works hard in identifying children and completing the paperwork for extra funding.

Green: -

- The 'extra' monies promised by the Government has just been received and is juts over £15k.
- Other Grant income has been generated and will be spent in year supporting children in need and by holding extra events.
- Donations generated by classes – encouraged to be spent.
- SF income generated by Christmas and Summer Fairs.
- Expecting increased income to be generated by student placements

Expenditure:

- Overspent on occupational Health – higher level of illness – access to counselling via Carefirst.
- Water bill higher than budgeted.
- Gas – KMC are going to court to reclaim money owed to school.
- Electric – LED lights are saving money.
- General supplies – extra spending probably will be reallocated to correct income codes following changes expected in the next two months.
- Greggs grant supports the costs for the breakfast club.
- Hospitalities expenditure contra with income.
- Enhance costs have risen but incorporates more – HCSS licence/ Insurance / Payroll.

A more detailed document was also provided for governors to analyse and any questions were answered by Mrs Stead.

There will be a lot of changes to the forecast over the next few weeks and these will be presented at the next meeting.

Mr Jones commented that the budget is almost on track if the spending keeps at the current levels. Mr Jones informed the governors that the school has requested an Ofsted visit – this may have a cost implication which may be passed onto the Trust.

### 2018/19 and onwards budget

- 5 Year budget will be provided at the next budget
- The Annual Letter of Funding shows next year's grant is £1,518,884.03, which is £22,000 more than last year – funded for 1 more child but numbers are still rising. The extra numbers are not funded and the new year intake for reception are encouraging so potentially 19 children extra to the funding – The Trust may be able to help with applications to support extra funding.

Mr Jones expressed the need to investigate the fact that the minimum funding guarantee has not been allocated to the new allocation.

### Staff Changes/Variations

- An additional hour is being paid to staff member to support 2 children and will continue until summer.
- 1 staff member is leaving at Easter but internal movement of staff will ensure support is being provided.
- Mrs Titherington has been appointed as permanent Head of School with support from an Executive Head for the first 2 years.
- Nursery is full for the next term and will require an additional Nursery Nurse from Easter – September.
- Year 1 will also need a teacher from April – Summer.

2019-20 staffing still been discussed and plans are underway:

- SEN staffing is dependent on the new pupils entering in September but predicting 3 members of staff required.
- 1 replacement staff member and 2 maternity covers will be required.

Miss Lyons asked about the plans for the new Deputy Head – Discussions and plans are currently been explored. Adverts will be required asap. The Trust's reputation has improved so we should find it easier to recruit.

All decisions will be reported at the next Resources meeting.

### Responsible Officer checks

Visit made 24<sup>th</sup> January. No recommendations. Governors induction is a work in progress, but no other issues were raised. If Governors feel they would like any support or training, please let Mrs Stead know.

### Premises Update

- The Premises Manager has painted the outside wooden play equipment in Reception.
- The results of the CIF bid will be made available in March.
- Projects completed at half term include a wet pour surface and some trees to be chopped back.

### Health and Safety

- 1 incident reported for a fall which resulted in a cut head – lead to a 2-day absence.
- A report of the checks regularly under taken was provided and Mrs Stead asked if Governors would like to see the Premises Health and Safety check when they happen – Yes Thank you.
- Following the report from the last meeting the reception area has now had wetpour in the play areas, bumpers have been put up, and all the spikes been removed. Children are now been encouraged to use the area.

### Staff Absence

- One teacher on medium term absence. – referred to Occupational Health. Procedures are been followed and support is been offered.

### Disposals

- None

## 2412. POLICIES

The following policies were agreed:

- Medical and Dental Appointment Policy - adopted
- Volunteers Policy – Approved. This policy is designed to regulate monitoring, GDPR, time keeping. The policy has forms to sign to say volunteers understand the expectations and the confidentiality of the role. Mrs Whittaker emphasised that volunteers are not used for confidential work more for teaching and learning.

## 2413. BENCH MARKING

All data is now available from across the Trust and ready to be analysed. Mr Jones said the key areas to look at is Teaching and Support Staff and the % against spend. Areas to focus on will be highlighted by large % differences. This data will be ready for the next meeting.

## 2414. AGREED DATES FOR THE NEXT MEETING

All dates were agreed. The next meeting will be on Wednesday 22<sup>nd</sup> May 2019 at 5.00pm.

## 2415. AOB

Mr Jones felt that the following should be reviewed at the next meeting:

- consents for absence for Governor attendance to meetings.
- Mr Njoku not to be considered as a Governor – Trust to agree.

Thank you for your attendance.

## 2416. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.