

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting of:	Full Governing Body
Date/Time:	24 th April 2019 4.30 pm
Location:	Patcham Infant School
Distribution:	Full Governing Body, Amanda Breeds
Quorum:	For decisions to be binding at least 6 governors are required.
Present:	Governors (voting) Eric Baxter (EB) Irene Evans (IE) Chair of this meeting Andy Flowerday (AF) Helen Hawkins (HH) Michelle Lankstead (ML) Margaret Maslin (MM) Chris Taylor (CT) Headteacher Claire Wickham (CW) Other (non-voting) Amanda Breeds (AB) School Business Manager (in attendance for items 1 and 3) Janet Johnson (JJ) Clerk to Governors Darren Middleton, Associate Member
Apologies:	Ron Guilford (RG) - accepted Graham Kane (GK) - accepted Thomas Rhodes (TR) - accepted Nina Taylor (NT) - accepted

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	DISCUSSION AND DECISION	ACTION
1	<p>INTRODUCTION:</p> <p>1.1 Welcome and Apologies. IE opened the meeting. JJ clarified the need to consider apologies. All those absent at this meeting continued to be very active members of the governing body and apologies were accepted.</p> <p>1.2 Declaration of Interest in agenda items. No new interests were declared when invited. The proportion of governors present who were also staff was considered, particularly with regard to item 3, and it was agreed no withdrawals were required. Discussion turned to item 3.</p>	
2	<p>LAST MEETING:</p> <p>2.1 Minutes. The minutes were agreed to be an accurate record of the meeting on 20.3.19 and signed accordingly. The process relating to the use of confidential minutes was discussed. Governors supported the continuation of transparent, robust governance with due regard for stakeholders and without breach of confidentiality.</p> <p>2.2 Matters arising not addressed elsewhere.</p> <ul style="list-style-type: none"> • Progress had been made with the data protection policy. It would be sent to the data protection officer for checking then would be circulated to governors. All areas were now secure for GDPR 	

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	<p>purposes. AB was working with the data protection officer and had done some online training, completed 2 school audits and was developing a knowledge bank.</p> <ul style="list-style-type: none"> • It was agreed ML would take the chair for ethos, learning and achievement related items. • It was agreed GK would join the headteacher's performance management panel. <p>All other items were either completed, deferred or to be discussed elsewhere.</p>	
3	<p>FINANCE Papers: Budget setting report; Outturn 2018/19 (pending local authority review) and 3.2a Chart of Accounts; Budget allocation (tabled); 3 year budget breakdown (tabled). Tabled papers would also be circulated electronically.</p> <p>3.1 Budget 2019/20 and 3.2 Outturn 2018/2019 Several governors had met with CT and AB on 28.2.19 to examine the draft budget and ask detailed questions. The draft had been submitted to the local authority whose queries and the school's responses had been included as part of the budget report paper.</p> <p>Outturn AB was requested to present the budget and she and CT responded to questions. The report had already been provided and further information was given re the outturn:</p> <ul style="list-style-type: none"> • The final outturn surplus had increased by £6 following local authority review. • The increase in surplus since the last review was due to further unexpected receipts relating to school meals. • She had undertaken training to enable her to do paperwork relating to contracts rather than Human Resources at the local authority. There had been quite an increase in the increments for teaching assistants for whom there were now just two grades. <p>Outturn queries How can schools calculate the funds they will receive back from school meals? Forecasting is very problematic. It does not depend on the numbers and if the cost of contractors across the whole of the authority is less than provision then there can be a refund. We do well as we are only an Infant school so we get universal school meals and we have no debts from parents. We pay annually per pupil to services to schools. The local authority manages the contractor and the contractor had changed. CT added that he thought the local authority may have drawn on undistributed funds from previous years. Might it need to be paid back? It is done with the knowledge of the local authority and they cannot claim it back. We cannot rely on refunds in future years. Why was there an overspend on midday supervisor? We were struggling to cover sickness with the reduced administrative staff. We need one for every class and a runner. CT added that the school had reduced the budget in the past.</p>	<p>CT</p> <p>NT</p>

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Outturn comments

The outturn was as expected and governors considered it a considerable amount to carry over. CT reminded that for the year 2018/19 expenditure had equalled income apart from the unexpected receipts from school meals. The surplus, as it was between 8 and 10%, he confirmed had been cleared with the local authority. As governors knew, it would be needed to cover staffing allotted for the coming year.

❖ **The outcome 2018/19 was approved as presented.**

Budget 2019/20

The report forecasted staffing costs increasing from 86% of budget in 2019/20 to 120% in year 2021/22. Projected outturns were 2019/20 £nil (balanced budget), 2020/21 deficit **£144k dr** with no contingency and 2021/21 **£307k dr**. This was based on pupil numbers dropping to ~90% of published admission numbers.

Budget queries

With your 3 year projection have you kept staffing as it is now? Yes.

Can you explain the treatment of the teachers' pension funds?

There is a teachers' pay and pension grant. The minimum contribution of pensions is going up again and we have just recently been informed this will now be covered by the government. It will mean an extra £20k in the budget.

The local authority had originally instructed us to calculate it at 75% but in the event it will all be covered, so having budgeted for £10k we will get £22k. These extra funds will go to a contingency budget head and we hope to continue with a contingency.

What will it be used for? Future years' unexpected costs. I would rather keep it in contingency than in the cost centres to enable us to better keep and monitor our budget. We will use the devolved formula capital for some of the maintenance work.

Governor comment

Governors expressed concern with the projected deficits in future years. Whilst this was not uncommon at this stage of the cycle they were particularly concerned with the effects of falling roll numbers and **enquired why numbers had been estimated as increasing**. CT explained they had estimated some transfers into the school would take place but there was still the possibility that a working party including governors would be needed to consider different scenarios to address the deficits if projections did not improve. [Note, see also item 5.2]

NT

Are you proposing a small group to meet? Yes, NT would co-ordinate that.

How long are you allowed to employ on temporary contracts? AB informed for fixed term you give a rough time, probably to August of the following year. You need to give a reason why it is fixed term. If you are still employing them after two years they have the rights of full-time workers and after 4 years they have the full rights. CT added that we may have to look carefully at contracts.

Does it work out cheaper to have them on a temporary basis? It is the

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	<p>same? Do staffing change costs come from the school's budget? Yes and if this was ever needed this would be factored into budget planning. CT added the school would continue its current practice of regularly reviewing staffing needs.</p> <p>Further governor comments:</p> <ul style="list-style-type: none"> • We need to have some consideration for the deficit; there is a need to show we are addressing it and it is important for staff to cover themselves so regular monitoring will assist. • Pupil numbers have a huge impact. • Leasing of equipment meant costs were known. • The allocations for furniture were small and the contingency was needed. <p>CT considered the school was in a good place for furniture and grounds, with the local authority having done a lot of the work needed on the buildings.</p> <p>There were no further questions on the outturn or the budget.</p> <p>Decisions</p> <ul style="list-style-type: none"> ❖ Governors approved the balanced budget in the sum of £1,172,053 and authorised RG to sign the form following the further local authority scrutiny without further reference to the full governing body providing only minor changes to that presented in the report, if any, were proposed. <p>CT would submit a report to the local authority regarding the surplus and contingency.</p> <p>Monitoring: It was agreed:</p> <ul style="list-style-type: none"> ❖ Outturn projection monitoring reports would be forwarded to JJ monthly for circulation to the governing body. Queries to be raised by email. A brief comment would be made for the minutes 6 times per year but unless difficulties arose scrutiny by the full governing body at meetings would be limited to three times per year. This would be compliant with the new school financial value standards. <p>17.13 AB leaves and discussion turned to item 2.</p>	<p style="text-align: center;">RG</p> <p style="text-align: center;">CT (AB) JJ #</p>
<p style="text-align: center;">5</p>	<p>HEADTEACHER REPORT (if anything else not covered elsewhere)</p> <p>CT gave a general verbal report</p> <ul style="list-style-type: none"> • The building works expected over the Easter break had been completed. Governors agreed the grounds looked very well and noted it incorporated the learning power figures and the ethos. • The daily exercise track was up and running although the formal launch and final format was awaited. • Some governors had visited and looked around the school grounds on Tuesday. • A governor suggested 'gift aid' be set up and offered to investigate. CT accepted the offer with thanks. • A governor had attended to assist with clearance of part of the site. • Works due to go ahead in the summer by the local authority were listed. 	<p style="text-align: center;">ML</p>

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	<ul style="list-style-type: none"> • There were no staffing changes to report. <p>Admissions September 2019</p> <ul style="list-style-type: none"> • Reception. The school was awaiting acceptance of places and 86 out of the 90 had been allocated. The first preferences had increased to 80. It was possible some of the places may not be taken up but there had been two phone calls today enquiring about spaces so the position was much better than had been anticipated. • Nursery. They were already full bar one slot but expected this to be filled. • Local. There remained problems throughout the city. <p>Why did numbers increase? We think it was just late applications. Do you know the geography of where they came from? Not yet.</p> <p>Governors agreed this was very good news for the school and budget but continued to have concern for local schools.</p> <p>5.1 & 5.2 These items were not taken. (Value for money and Sports premium update)</p> <p>5.3.1 Accessibility plan CT informed this had now been updated regarding dates and also to include the Brighton and Hove inclusion service (BHISS). Governors were in agreement with these amendments and a copy of the plan would be circulated.</p> <p>5.3.2 Critical incident plan. CT exhibited the grab pack to governors.</p> <p>5.4 Freedom of Information policy.</p> <ul style="list-style-type: none"> ❖ The freedom of information policy was approved subject to minor alterations relating to references to governance information suggested by JJ. 	<p>CT/DM/IE</p> <p>TR</p> <p>JJ</p>
8	<p>HEALTH AND SAFETY</p> <p>CT informed no issues had arisen following at the recent latest external check.</p>	
9	<p>GOVERNOR REPORTS</p> <p>9.1 Safeguarding. HH and AF had reviewed more of the audit. A query was discussed and governors suggested a solution that would be followed up by AB issuing an updated contract. The single central record had again been reviewed. There were a couple of minor issues relating to demarcation of checking between the Brighton University and the school relating to the checks for their students. CT confirmed they had received the appropriate confirmations from the university and it had been useful that he had met with Sarah Fitzjohn Scott to clarify the position. The written report would follow and AF would review the safeguarding audit at the next visit in June.</p> <p>How does it work for volunteers? If it is trainees they have it on record. We have had it in writing from the university that they are who they say they are and they have done the check.</p> <p>Governors reflected that it raised the question that Brighton University have done their due diligence. They were aware the University had achieved an outstanding grade in this area.</p>	

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	<p>There were no recommendations.</p> <p>9.2 Website. A governor had checked compliance and also made amendments regarding layout. Other governors were able to report it was now an improved experience for stakeholders and it could now be accessed properly by phone. CT informed another meeting with the website people was due and they had signed up for another 3 years. EB would continue with his involvement which was much appreciated.</p> <p>9.3 The report from RG on the outside environment was awaited. IE and NT visited as part of the headteacher appraisal review re the outdoor learning environment and how it was impacting on children's lives here. The outside had been really transformed. Another governor added that the children owned the changes and were very proud to show them around the school and a governor who was staff reported pupils loved the grounds development.</p> <p>9.4 Community A governor informed Louisa from 'get creative' had organised a plant bed outside a local parade of shops and the school children were filling it up ready for planting. The initiative was being carried out with other local schools that had planters near them.</p> <p>Governors enthusiastically supported this project, linking it to their future lives and the global environment.</p>	
11	<p>ANY OTHER BUSINESS</p> <p>There being no further business the meeting closed 17.46. The next meeting was 10th July 2019.</p>	

..... Signed dated

ACTION PLAN SUMMARY

Meeting date/item	NT to oversee	FRO MEETING ACTIONS	Due by
13.2.19			
2.2	NT CT JJ IE	Review papers needed for meetings and add to annual plan	Now 3.7.19
3.2	CT RG	Report back re external rigour and support	Now 10.7.19
3.7	NT RG	Meet and take forward risk analysis	Now 3.7.19
5.9	CT	Move ahead with updating DP policy	Now 3.7.19
24.4.19			
3.1	CT	Forward electronic copy of 3yr budget to JJ for circulation	4.5.19
3	NT	co-ordinate small 'budget' group – report back	3.7.19
3	CT/AB ALL??	Send monthly outturn projection reports to JJ for circulation. Consider when received, email comments to CT? cc NT	

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5	ML	Take forward Gift aid	
5.1 & 5.2	CT DM IE	Liaise when and report back on the premiums' value for money	
5.3	TR CT	Liaise re reporting on progress	
5.4	JJ	Receive word copy from CT , arrange checking then amend and circulate	
Meeting date/item	IE to oversee	ELA MEETING ACTIONS	Due by
7	EB	Take forward governor response to feedback	
10.1	EB IE	Take forward any outstanding items	EOT
15	CT JJ TR	Take action as per LA instructions/ amend H&S monitoring if required. Forward electronic copy of H&S policy to JJ	29.3.19
12,13	CT	Check these policies on website show current names/dates	2.4.19