

# Beaford Community Primary and Nursery School

## Minutes of Full Governors Meeting

Wednesday 27<sup>th</sup> April 2016

### Summary of Outcomes & Decisions

- Attendance has increase since the last meeting and attendance of PP and SEND pupils continues to be above other pupils.
- Feedback from the SIT and Finance committees was provided.
- The 2016/2017 school budget was reviewed and agreed.
- Training requirements were identified. All finance governors will complete GEL online training at the next finance committee meeting.

**Present:** Annette Yates (AY), Alison Bennett (AB) Liesa Down (LD), Jeffers Mayo (JM), Sam Doidge (SD), Alex Heal (AH), Rev Katie Cross (KC)

Minutes taken by Helen Wright (HW)

### **1 Apologies Accepted**

#### 1.1 Mark Bowen - working

*Any governor who, without the consent of the governing body, fails to attend full governing body meetings for a period of six months after their first absence is disqualified from continuing as a governor. The governing body may decline to accept apologies for absence from a governor, but if apologies are accepted then the governing body has consented to the absence and the six-month disqualification rule does not apply.*

### **2 Declaration of Interest**

2.1 JM is partner to a teacher in the school.

### **3 Minutes of Last Meeting**

3.1 These were agreed and signed by AB.

### **4 Review of Actions**

Action 57 – Completed - governors to register at <http://www.elc-gel.org/register/> and identify any training needs to HW by Friday 12<sup>th</sup> February.

### **5 Multi Academy Trust**

5.1 The government has announced that all schools must become an academy by 2020 and be part of a Multi Academy Trust by 2022. The Governors agreed to go to part 2 minutes to discuss this in further detail.

### **6 Attendance Report**

6.1 JM provided feedback from the attendance report. Whole school attendance is currently 96.4%, with a target of 96.8%. This is a slight rise from 95.7% since the last report in February. The number of persistent absence pupils has decreased, as these were caused by chicken pox. Governors went to part 2 minutes to discuss a holiday request.

6.2 All pupils in KS2 who have low attendance have improved their attendance since the last report. Children in KS1 and reception have lower attendance due to additional illness.

6.3 Attendance of Pupil Premium and SEND pupils continues to be above all other pupils.

## **7 Feedback From SIT Meeting**

7.1 End of term 2 data was discussed in detail. Due to changes in the tests there is some uncertainty over the KS2 writing target and KS1 targets will be met. Governors were concerned that the school will not be meeting the coasting schools' expectation of a combined % of 85 for reading, writing and maths. Governors will be kept up to date on information around KS1 and KS2 tests and expectations and the impact this might have on previously agreed targets.

7.2 Governors spoke to the Maths subject leader about the mastery in mixed aged classes project that staff took part in with Babcock.

## **8 Feedback from Finance Meeting**

8.1 Services to schools were agreed. These were Babcock, HR One, Scomis and Insurances.

8.2 The school budget was reviewed and agreed. The impact of the current large nursery numbers and large reception class from Sept 2017 were discussed.

8.3 Staff changed from September 2017 were discussed and agreed.

## **8.4 Approve 2016/2017 School Budget**

8.5 Since the budget information was provided to governors in advance of this meeting the carry forward has increased to £33202. This is due to office costs being £1000 less than budgeted, PE expenditure being £1050 less than budget as the school has not received an invoice for Exeter city football club yet, catering income was £1198 higher than budget and catering costs £805 less than budget. An additional £3910 was received for support to other schools as £3500 was received from Babcock for the headteacher providing support and £400 additional from senior leaders providing support. Governors agreed that this figure should be included in the budget provided to DCC. This will increase the budgeted carry forward for 2016/2017 to £15344.

8.6 **Governors queried why the carry forward figures were different on the detailed income and expenditure report and the summary report.** The SBM was unsure why the figures differed but would investigate this and let governors know which figure was correct. This has since been investigated and the correct figure is £6342. There was a discrepancy with the support staff costs which was showing a different figure on each sheet. As these reports were both printed at the same time it is not known why this was but after checking the budget it is confirmed that the detailed report was correct.

8.7 The before and after school club has a predicted carry forward of £400. Income and expenditure for this has not been included in the main school budget as it is on a separate fund code. Governors are provided with a forecast at each finance committee meeting, and income and expenditure is monitored to ensure that the club breaks even over the year.

8.8 The carry forward for capital is £4876. Capital income for 2016/2017 will be £4875. Expenditure for capital has not yet been set by governors as this will form part of the SIP in September.

8.9 All Governors present approved the budget.

## **9 Training Requirements**

9.1 SD requested a place on the effective governance in a MAT training on 9<sup>th</sup> June. HW will book.

9.2 It was agreed that Gel Online would be used by the finance committee for training at the next meeting. The module that will be completed will be 'Understanding Finance in School' and this will take about 1 hour.

**10 Matters Brought Forward by the Chair**

10.1 There were no matters brought forward.

**11 Date for Future Meetings**

**11.1 Full governing body meetings (3.45pm)**

Wed 6<sup>th</sup> July 16

**11.2 Finance Committee (9.00am)**

Thursday 26<sup>th</sup> May (to include GEL Online training)

**12 Summary of Actions**

No Actions

**Authorised By:**

**Date:**