

**CARDEN PRIMARY SCHOOL  
GOVERNING BODY  
MINUTES**

<b>Meeting of:</b>	<b>Development and Resources Committee</b>
<b>Date/Time:</b>	4.00 pm 15 <sup>th</sup> November 2016
<b>Location:</b>	Carden School
<b>Distribution:</b>	Website The Governing Body
<b>Quorum:</b>	3
<b>Chair of Committee</b>	Jeff Nixon
<b>Present</b>	Governors (voting) Jeff Nixon (JN) Jayne Bravery (JB) Chair of Governors Paul Smith (PS) Pete Sandeman (PDS) Helen Longton-Howorth (HLH) Other: Nicki Buttress (NB) School Business Manager Janet Johnson (JJ) Clerk
<b>Apologies:</b>	Daniel Holmes (DH) governor - accepted

	<b>DISCUSSION AND DECISIONS</b>	<b>ACTIONS</b>
1	<b>Welcome</b> JN opened the meeting. It was noted there was a quorum.	
2	<b>Declaration of Interest</b> in items on the agenda No declarations were made when invited and it was agreed all could remain and contribute throughout.	
3	<b>Name of Committee</b> It was agreed the name of the committee would stay the same	
4	<b>What work is to be completed this year and what information is needed</b> Governors had received the school improvement plan and the Ofsted descriptor for leadership and management which would form the basis of their work for the year. There had been no recommendation to change the terms of reference and these were renewed.	
5	<b>Who will do what and when?</b> PS and PSD arrive 16.03 Governors would monitor in accordance with the improvement plan. Forthcoming training opportunities were circulated.	All
6	<b>Review Governor Interests</b> Governors had reviewed the register of interests. There were no identified conflicts; however, the question would continue to be raised at each meeting. The register would be posted on the website.	
7	<b>Minutes from last Meeting</b> These were agreed as an accurate copy and signed accordingly.	

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8	<p><b>Matters Arising if not covered elsewhere</b> The cost of the Sickly app had been advised. All other matters had either been completed or no further discussion was felt to be warranted.</p>	
9	<p><b>Ensuring financing is effective in improving learning and achieving value for money</b> <b>9.1 Is budget spending 16/17 going to plan?</b> Governors had already scrutinised the projected outturn along with notes on anomalies and were pleased spending was on track and there was a surplus of £1k. NB gave further information:</p> <ul style="list-style-type: none"> <li>• The figures included the latest staffing changes.</li> <li>• Progress had been made towards contribution to utilities from another occupier of the building</li> </ul> <p>Governors:</p> <ul style="list-style-type: none"> <li>• Supported amalgamating classes where workable rather than having an unknown supply teacher for a short time. A governor had good feedback on that issue.</li> <li>• Were appreciative of the efforts involved in keeping the strict budget</li> <li>• Suggested including a percentage fee towards administration costs for the occupier.</li> </ul> <p><b>Have we noticed any reductions in costs since having the new boiler?</b> Unfortunately the energy team had changed and the requested information had not been provided. NB was continuing to work on this.</p> <p><b>Is there anything else you want to draw our attention to?</b> No NB was thanked for her attention on the budget, creative use of funds and of increasing income.</p> <p><b>Do we need a contingency if there is a difficulty with the planning/advert permission?</b> Possibly. NB then gave further information about the position with the advertisements and the procedure and legal advice received.</p> <p><b>Will there be fines?</b> The Council has said they need not be taken down. Governors recommended getting confirmation in writing and an up-dating report at the next meeting.</p> <p><b>9.2 Budget 17/18 on what basis should this be planned?</b> Governors had been keeping abreast of current developments. A governor had attended a meeting with representatives of the local authority (LA) as there had been concerns about the impact of actions of the admissions group. The number of spare places was currently 123, equating to more than £300k lost income. A further pressure on roll numbers was acknowledged to be the drop in birth-rate. Governors were of the opinion that the school should receive some compensation from the LA for maintaining places for them and that in terms of cost of living Brighton was comparable to a London borough. Although it was not clear whether the National formula funding review would result in benefits for the LA this had been put on hold by the government and it was noted there had not been an increase in the amount received per pupil since 2007; however budgets had had to absorb all the increases in pay, pensions, National Insurance amongst others. NB was also aware of the new apprenticeship levy.</p>	<p>NB</p> <p>JN</p>

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	<p>9.3 Benchmarking. The reports had not been received and the item was not discussed.</p> <p>9.4 Up-date on SFVS actions. JN and NB would review the Schools Financial Value Statement for progress on the 2016/17 plan and to set the 2017/18 in early January. Benchmarking was part of SFVS.</p> <p>9.5 Asset management plan for premises and equipment. This had not been received and was not discussed</p> <p>9.6 Job Share and Flexible working HLH gave a verbal report and governors supported flexible working in accordance with the legislation and gave advice that if it could be shown there would be an impact on the service provided applications could be refused. Applications would continue to be considered on their business merits. <b>How is recruitment at the moment?</b> It is fine, a different position now than two years ago and we now have one full time cover teacher but the on-costs for two part timers would be more than one.</p> <p>9.7 Scheme of Delegation Governors had considered this and it was approved subject to amending if necessary section A14 so it mirrored the LA 2016 model.</p> <p>9.8 School Fund audit. Governors had considered the audited account which was now accepted. In discussion it was noted there was not a recommended level for maintaining a minimum balance and this year on year balance has not changed much over recent years. Governors suggested they would be prepared to consider requests for release of funds.</p> <p>9.9 Lettings Income. In discussion governors agreed the lettings rates and agreed the school should decide on the timings and method of collecting the car boot payments.</p>	<p>JN NB</p> <p>JN</p> <p>NB JJ</p>
10	<b>Pupil Premium</b> The pupil premium report had been considered earlier in 2016 and would be reviewed during 2017.	PS
11	<p><b>Ensuring teachers and others are paid in accordance with performance and equalities.</b></p> <p>11.1 Pay 2015/16 JN reported the pay committee had sat in July and the headteacher's performance management group had met in September. Pay awards had been approved and new objectives set. The school partnership adviser had been in attendance.</p> <p>11.2 Pay and appraisal 2016/17 Governors had already received the notes of changes to the pay and appraisal policy. These had been through consultation with the Union via the LA and were now approved by governors.</p> <p>11.3 Pay, appraisal and training, is it fair, is it effective? In discussion it was agreed that the comprehensive report received the previous year need not be repeated until next year.</p>	
12	<b>School Meals contract</b>	

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	<p>This had already been agreed and it was confirmed pupils had been canvassed.</p> <p><b>Did you give any feedback about the short timescale required?</b> There had not been an opportunity.</p> <p>It was noted the Parentpay contract was due for review.</p>	
13	<p><b>ICAN unit</b></p> <p>Some governors had already been aware of recent difficulties within the nursery as a result of the unit and all Carden governors had discussed by email issues raised by HLH.</p> <ul style="list-style-type: none"> <li>• Carden managed the ICAN unit but the LA retained the right to place children.</li> <li>• Funds received per pupil were less than £4 per hour – very different from the Speech and Language Centre pupils</li> <li>• Carden was required to hold open 20 places in the nursery for this unit whether they were filled or not and two very good practitioners gave speech and language support.</li> <li>• Problems commenced two years ago when funding was cut for transport. These meant children were unable to get to the unit and numbers dropped.</li> <li>• The LA then started placing children with behavioural needs at the nursery. Not only did the school consider the unit was not suitable for these children but the other children from the ICAN unit were not able to have the extra help that was expected and other nursery children were being harmed.</li> <li>• HLH now sought governor support for proposed action.</li> <li>• The ICAN accreditation had lapsed</li> <li>• The budget at the LA for the unit was not known, there was no agreed method of financing the management of the unit and a service level agreement was not in place.</li> </ul> <p><b>Who employs the two members of staff?</b> The LA.</p> <p><b>What about commitments to children coming here?</b> We would honour existing, just not start with a new cohort next year.</p> <p>In discussion governors agreed that there were sound financial, educational and behavioural reasons and they supported the school in giving notice to the LA that they no longer wished to host the unit.</p>	
14	<p><b>Items for discussion next meeting:</b></p> <p>It was agreed this would include Governor induction, Local Financial Procedures, Write-offs, Staffing Structure, SFVS, Budget development, School Dignity and Respect at Work and Whistleblowing</p>	

..... Signed ..... Dated

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	<b>OWNER</b>	<b>ACTIONS</b>	<b>DUE BY</b>
5	ALL	Liaise and ensure all areas of improvement plan applicable to this committee are monitored and report back	Next meeting
9.2	JN	Continue to liaise re formulation of 17/18 and beyond budget	Ongoing
9.3 9.4	JN	Liaise NB re SFVS 16/17 and 17/18. Meet in January	30.1.17
9.5	JN	Take forward asset management plan item as appropriate	
9.7	NB JJ	Take Scheme of Del to FGB for ratification following confirmation re any change to write off section.	30.11.16
9.1	NB	Take action as required and provide up-date for next meeting re adverts	
10	PS	Pupil Premium report for next meeting	
14	JN	Take action re any information or reports required	