

## CARDEN PRIMARY SCHOOL GOVERNING BODY MINUTES

<b>Committee</b>	<b>Development and Resources</b>
<b>Date/Time:</b>	5 <sup>th</sup> May 2016 4.00 pm
<b>Location:</b>	Carden Primary School
<b>For:</b>	Development and Resources Committee
<b>Distribution:</b>	Website following approval at the next meeting The Governing Body
<b>Quorum:</b>	3 Excluding the Headteacher
<b>Chair of Committee</b>	Jeff Nixon
<b>Attendees:</b>	Governors: Pete Sandeman (PSD) Paul Smith (PS) Karen Wicker (KW) Chair of Governors Jeff Nixon (JN) Chair of D & R Committee Helen Longton-Howorth (HLH) Headteacher Other: Nicki Buttress (NB) School Business Manager Janet Johnson (JJ) Clerk to Governors

	<b>DISCUSSION and DECISIONS</b>	<b>ACTION</b>
1	<b>Welcome</b> and apologies for absence PS opened the meeting as it was noted JN was late. Daniel Holmes (work) and Margaret Garrard (ill) had given their apologies which were accepted.	
2	<b>Declaration</b> of Interest in items on the agenda No new declarations were made when invited. No withdrawals from the discussion were required.	
3	<b>Minutes from last Meeting</b> Subject to an amendment noting play therapies were free on item 6.1.4 these were agreed to be an accurate record and PS signed them accordingly. Later, JN reported that prior to the meeting he had authorised disposals of IT equipment.	
4	<b>Matters Arising if not covered elsewhere</b> <ul style="list-style-type: none"> <li>• A governor reported they had supported the school regarding the new lettings policy. There had been changes in the users of the school and with the new tighter procedures it was considered there were benefits to health and safety as well as in creating extra space.</li> <li>• NB would advise the cost of Sickly.</li> </ul> All other matters had been completed.	NB
5	<b>Review of effectiveness of committee</b> PS had reviewed the work of the committee and assessed each responsibility against success criteria. This had been drawn up into a document which also	

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	<p>noted the evidence of the work and the overarching aims of the committee. Governors considered it was a good tool and then rated the committees success with each responsibility. It was easy to see if any areas required further attention or amalgamation to ease monitoring and could be up-dated after each meeting. Thanks were passed to PS for his work and analysis and it was recommended other committees carried out the exercise.</p> <p>JN arrives 16.31</p> <p>The committee could see they had carried out its tasks and governors had taken several important actions that had resulted in improvements in outcomes for all children. They could evidence the step change for the better in the committee's effectiveness in the last year.</p> <p>The terms of reference would be reviewed in conjunction with the new document. The delegation planner would be reviewed at the next meeting and in the light of this discussion JN would consider input to the leadership and management section of the Single Plan and School self-evaluation.</p>	<p>JN/PS</p> <p>JN</p>
6	<p><b>Ensuring financing is effective in improving learning and achieving value for money</b></p> <p><b>6.1 Evaluation of sports premium.</b></p> <p>Governors had already received and considered a governor's report into the evaluation and impact of the sports premium. He confirmed</p> <ul style="list-style-type: none"> <li>• the systems for evaluation were thorough and robust and the school provided real value for money.</li> <li>• the breadth and inclusivity of the school's activities was impressive and it was noted the school has some national awards.</li> <li>• some of the sports premium had been allotted to pupil premium children</li> <li>• There were spin offs to other curriculum areas, for example the trip to the Amex stadium for interviews.</li> </ul> <p><b>Do they have to reapply for the awards each year?</b> Every two or three. The reason why there is a charge is that it is fully inclusive.</p> <p>HLH added they had also applied for additional sports funding for one.</p> <p><b>Does sports premium cover salary?</b> No but some is used to support TAs so the children can attend.</p> <p>Governors agreed it was a good example of the school exemplifying British Values, the sports leaders are good role models and there is a good gender balance and age. It was a real strength of the school. Rachel Sheppard and Lisa Nobbs were thanked for their significant involvement.</p> <p><b>6.2 Was funding 15/16 spent to plan?</b></p> <p>Governors had already considered the outturn accounts for 2015/16 showing an outturn of £970dr. NB informed:</p> <ul style="list-style-type: none"> <li>• further movements had resulted in a final figure of £3058 cr.</li> <li>• The budget was now very much under control</li> <li>• 90% was spent on staffing largely because pupil numbers low but not enough for it to be a one form intake</li> </ul> <p><b>How did you keep costs on staffing lower than original projection?</b> We kept a really close watch on supply. We cut down on agency working, started in-house supply and followed up anyone owing money.</p>	

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	<p>Governors knew that expenditure had been carefully monitored during the year and were pleased the outturn was largely as they had expected.</p> <p><b>6.3 How will funds 16/17 be spent?</b></p> <p>6.3.1 Governors had already received and considered the budget for 2016/17. It had been designed to deliver the school development plan. JN and KW had also met twice with HLH and NB to add their strategic advice to the drawing up of the budget. They had considered each budget head and several options including with the staffing structure. From a projected income of £1,555,409 including the £3058 surplus from 2015/16 a surplus of £35,000 was projected.</p> <p>6.3.2 HLH reminded governors there was a difficulty with the number of expected pupils, hence income, as pupil numbers in the LA were down; however, in year one there was now only one vacancy, in the last week a further 2 had signed up for reception and very few children had left in the last year. HLH had invited the LA demographer and schools admission officer to meet with governors in the next few weeks as it was expected there would be no increase in this age population over the next few years.</p> <p>6.3.3 HLH informed that since governors had received the budget there had been some resignations and it was likely following recruitment there would be a net reduction in forecast expenditure.</p> <p>6.3.4 Governors were advised there was no funding left to top up trips. NB confirmed it was a struggle to get payment from parents.  <b>What sort of figure do you need to subsidize trips at current level?</b> £4k.  A governor advised parents did not know the extent of the difficulty and gave suggestions. HLH would liaise with parents and PTA.</p> <p>6.3.5 The £35k surplus next year would be sufficient for the school improvement plan and would cover all the staffing costs including increments, pension and national insurance. Governors were aware that to get to this position from the £108k deficit indicated in February represented a fantastic achievement. They were agreed that for best outcomes the priority was to provide quality first teaching and where appropriate, TA's may not be able to be replaced.</p> <p>6.3.6 Budget 2017/19  Current estimates were for a £135 deficit at the end of the third year. HLH had already been discussing various scenarios with HR and the LA to plan ahead. In discussion governors suggested they received budgets based on 10 more pupils and other variables including changes in delivery of teaching. There was a tool to assist with this and a strategic planning session would be undertaken.</p> <p style="padding-left: 40px;">❖ The budget would be recommended to FGB to accept.</p>	
	<p>6.4 Are any amendments to Scheme of Delegation required?  NB had already circulated the suggested amendments. These were agreed subject to a suitable limit being placed on the debit card which would be discussed at the next meeting.</p>	<p>JN</p> <p>NB JN</p>

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	<p>6.5 Has the school fund been audited? The audited school fund accounts had been considered. <b>How did you get a deficit? Does it cover breakfast club?</b> No. It is where we buy uniform and then funds come back in during the year. It is also paying for some workshops and not receiving reimbursement from voluntary contributions. Governors suggested parents be advised.</p> <p>6.6 Is our charging policy fit for purpose? NB gave a verbal report. Governors had considered the current policy and the Department for Education’s guidelines. They were interested to learn whether the reduction in costs for pupil premium had been successful in finding more eligible pupils. It had not; however, it had been useful to help the parents see that they get something and they had been a bit more forthcoming. <b>Is there any evidence it has encouraged people to apply?</b> No. The new registration forms has the NI number of parents and the LA then look it up but they are cutting down the benefits that enable you to qualify. There were no suggested amendments and the policy would be reviewed next year. NB leaves 17.34</p>	HLH
7	<p><b>Ensuring teachers and others are paid in accordance with performance and equalities</b></p> <p>7.1 Headteacher Performance management.</p> <p>Two of the three meetings had taken place and the School Partnership Advisor had been booked for the autumn final review. No issues were raised.</p> <p>7.2 Outcome of the interim report /up-date on appraisal cycle for whole school A governor had followed up on agreed actions from a previous meeting, including interviews with a cross-section of staff and the report had already been circulated. Governors were very pleased to note the levels of performance and that all knew the pay and appraisal process and felt most were very happy it.</p> <p>Are there consequences of a bad review? Yes, competency procedures.</p> <p>In discussion governors were of the opinion there had been a significant improvement in this area. Performance management was now well established and working well. The continuing professional development policy had recently been introduced. HLH added a section on the drive would be devoted to this. Governors were very pleased to see the amount of CPD in house and the culture of sharing.</p> <p>7.3 Performance management non-teaching staff. The recommendation that there should be an interim review with support staff in March as with teachers was readily adopted by HLH.</p> <p>The report was noted for its thoroughness and accepted with thanks. Further interviews as well as monitoring CPD support particularly in-house would continue.</p>	

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8	<p><b>Data Security and Management</b></p> <p>8.1 Up-dating report (if any). No report was required at present.</p> <p>8.2 Suggested File Structure. It was agreed to include a training session at the next meeting of the full governing body.</p>	KW PS
9	<p><b>Agenda for next time: What information is needed and from whom. Is input required from stakeholders?</b></p> <p>The outline was agreed and JN and JJ would meet in the next two weeks to finalise the reports required and from whom.</p> <p>There being no further questions the meeting closed at 17.53</p>	

..... signed ..... Dated

	OWNER	ACTIONS	DUE BY
4	NB	Advise by email the cost of Sickly	26.5.16
5		Review delegation planner	Next mtg
5	PS JN	Review TOR in the light of the review document and agree with committee	Sept FGB
	JN	Review discussion and put forward amendment to L&M section of SEF for confirmation by committee by email	FGB
6.3.6	JN HLH	Invite committee members to a strategic planning session to consider effects of variables on budget	15.6.16
6.4	JN NB	Sof Del Debit card – recommend limit – email discussion prior to FGB approval	26.5.16
6.5	HLH	Advise parents re school fund and charging policy issues	EOT and ongoing
8.2	KW PS	Arrange FGB training session 'sharepoint'	FGB