

**CARDEN PRIMARY SCHOOL
GOVERNING BODY
MINUTES**

Meeting of:	DEVELOPMENT AND RESOURCES COMMITTEE
Date/Time:	4.00 pm 9 th February 2017
Location:	Carden Primary School
For:	Development and Resources Committee
Distribution:	Website The Governing Body Nicky Buttress
Quorum:	3
Present:	Governors (voting) Pete Sandeman (PSD) Chair of Committee Jeff Nixon (JN) Paul Smith (PS) Helen Longton-Howorth (HLH) Other (non-voting) Nicky Buttress (NB) School Business Manager Janet Johnson (JJ) Clerk

	DISCUSSION AND DECISION	ACTIONS
1	Introduction PSD welcomed everyone and it was noted HLH was expected shortly.	
2	Declaration of Interest in items on the agenda No new declarations were made when invited. All could contribute fully throughout the meeting.	
3	Minutes from last Meeting and Matters Arising The minutes of the last meeting were agreed to be an accurate record and signed accordingly. The school meal debt policy had been rewritten as directed and a governor signed it in support. Has there been any update re the ICAN unit? No. This is not helpful for the employees. Jo Lyons had acknowledged receipt and they are aware of it. Other matters had either been completed or were discussed elsewhere on this agenda.	
4	Chairing this Committee The general workload of the committee was discussed. JJ advised GBs were more transparent where the Chair of Governors was not also Chair of the Finance Committee. HLH arrived 16.08 It was agreed that PSD would chair the meetings and JN would be able to meet with SB and provide financial advice on the governing body. He had completed the financial matrix. Finance reports would continue to receive scrutiny at this committee.	

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5	<p>Ensuring financing is effective in improving learning and achieving value for money</p> <p>5.1 Is spending on track 2016/17?</p> <p>Governors had already received and considered the current projected outturn along with notes on anomalies. The CFR report had not been received. JN had already reviewed the position with NB.</p> <p>The outturn was currently showing a £3k surplus and was expected to reduce to a very slim surplus by the end of the year.</p> <p>Have resources been sorted out for the after school club that would be running each evening? Yes. Two employees had been recruited (minimal cost).</p> <p>How much will it cost? £10 to £12 per session including a snack. It is in line with the price locally.</p> <p>Can you use the funds elsewhere? Any small surplus would be used to improve the environment and provision.</p> <p>How many do you need to break even? About 10 to 16. We have all the equipment and the children should be very happy but the space could do with improvement.</p> <p>How did you get on with planning consent? It is still under review and there was a reduced risk that fund needed to be repaid.</p> <p>NB was following up further income generation possibilities.</p> <p>Governors appreciated the feat involved in keeping the budget on track and in the black and welcomed the extra after hours' provision that from their knowledge would be warmly received by the community.</p> <p>5.2 Budget development 2017/19</p> <p>NB and JN had reviewed the 2017/18 finances which had now been adjusted to a £25k deficit at the end of the year. Governors had already considered the budget and budget adjusted to show local knowledge along with the current staffing structure.</p> <p>NB informed the cost of utilities may reduce as financial arrangements with the other occupiers of the premises are negotiated. The budget had a little leeway within it too for non-staff costs.</p> <p>Governors noted the extraordinary position that staffing was forecast to be 113% of the budget. The position was due to a relatively high number of teachers given UPS grades some years previous. There were 9 part-time staff, which though could provide a week's supply teaching cover, had its own costs and did not always provide the best fit.</p> <p>Are you legally constrained for not giving a part-time contract? It has to be a very good business case.</p> <p>Teachers had until last day of February to resign at Easter and May for end of year. Some natural wastage in teaching and teaching assistants (some of whom were at the top of scales) was likely but as the teaching budget could not</p>	JN/NB
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yet be firm governors considered it expedient to attend a training session with an HR adviser regarding restructuring in the next few weeks. A governor gave advice on notice periods

Do most classes have a Teaching Assistant? Yes.

They noted that for this financial year all that could be done to reduce the projected £25k deficit would be to reduce it in a small way for the 3 months. Options for delivery of provision would continue to be considered and a training session had been arranged for governors to understand the issues and mechanics involved in restructuring should this be needed.

A governor had attended the Governor Strategy and Partnership session with the Local Authority (LA) and the National funding formula had been discussed. He confirmed this would be coming in from 1.4.18 and in the first year the LA would have the authority to allocate money. From 19/20 the schools would once again be given an allocation from Central Government and Carden is in the middle of the schools in Brighton and Hove and no change was expected.

All acknowledged the major problem was still the numbers on roll, if full there would be £500k more. Local demographics showed the birth rate was dropping but numbers moving into the area were not known. Indicative figures for those applying this year were 43 first choices, up from high 30s and 2nd choices of 37. Governors were pleased to note this validation of the improving in standing of Carden. The group set up to increase roll numbers was still needed and it was felt the after school club/care would add to the attractiveness of the school.

All agreed that local working parents wanted wraparound provision with clear sessions and that with few providers locally, Carden was ideal to give high quality provision. HLH confirmed that the school had obtained views from the community and would offer the 30hours free care and ensure that two sessions would be offered to enable children to attend after school clubs first.

What about in the holidays? There is more work to do on this and we will review the admissions code.

How do parents have to commit to it? It will be contracted and flexible if there is space.

The nursery admissions policy would be reviewed.

Governors were satisfied the budget was being developed well and the final version would be presented at the next meeting of the committee.

5.3 Pupil Premium 2015/16

Governors requested Lisa Perrin be invited to the next meeting of the committee, with questions to be submitted by email beforehand.

HLH/ALL

5.4 Local Financial Procedures – These had been reviewed as part of the School Financial Value Service review. No action was required.

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	<p>5.5 Write offs and virements NB informed no capital assets had been written off and there were no virements.</p>	
6	<p>Whistleblowing annual report HLH informed there had been no cases to report and the policy had been updated to reflect current staff/Chair of governors.</p>	
7	<p>Dignity and Respect at Work Policy This policy was due for review. HLH informed it was now called the staff wellbeing policy. Do we carry out any exit interviews? In discussion and from knowledge of the staffing body, where for example, there had been no grievances raised, it was felt no further action was required. They wished to retain it as a policy they reviewed and this would be in 2 years' time. NB was thanked for her continued good work and left 16.58.</p>	
8	<p>Progress on Single Plan The theme reviewed by this committee was leadership and management and this had been graded by the recent Ofsted inspection as Good. The improvement plan was now about</p> <ul style="list-style-type: none"> • Moving away from the Edison project and sustaining ourselves with the middle leadership team. • Validation by governors. • Improving parental engagement. <p>Governors had been active in monitoring progress</p> <ul style="list-style-type: none"> • A governor had attended a book scrutiny session for years 1-3 and evidenced problem solving • A visit by a governor with the school improvement partner was planned for 10th March. This was to attend a phonics session which was a key area for improvement. • A governor had attended the Edison review and confirmed the school was on track. <p>Governors were in agreement that the school now knew where it was heading and further expenditure would be better directed elsewhere.</p> <p>How will CPD continue? Will you set a formal structure? We will build on mentoring and coaching. A governor could confirm that a teacher was still recording all the CPD.</p> <p>Can we earn any income by running some ad hoc sessions for Edison? This was being pursued.</p> <p>Governors were satisfied and had no further questions.</p>	
9	<p>Governor Induction JJ had provided her current induction checklist. In discussion it was agreed the objectives were useful and it could now be reviewed.</p>	PSD
10	<p>Data Protection related policies A governor submitted a revised scheme for the strategic review of all policies which was agreed in principle. HLH would revert with further comments and</p>	HLH

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	produce a calendar. PS would monitor the data protection policy reviews and provide advice regarding the latest data protection legislation.	
11	<p>Next meeting The next meeting would be on the 4th May at 4pm. The main themes would be</p> <ul style="list-style-type: none"> • Budget 2017/20 • Input to next year's school improvement plan • Self-evaluation 1. Of school L&M and 2. This committee • Is any stakeholder input required 	

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ACTION SUMMARY

Agenda Item	Owner	Action	Due by
5	JN NB	Provide CFR report for next meeting	27.4.17
5.3	HLH/ ALL	Book Lisa Perrin for next meeting, arrange provision of pupil premium report if not on website Submit pupil premium queries in advance	6.4.17
9	PSD	Revise induction checklist	27.4.17
10	HLH	Comment on and take forward new policy review scheme and produce calendar	FGB then ongoing
10	PS	Oversee DP policy reviews and report back	ongoing
11	PSD	Set agenda, liaise NB HLH JJ as appropriate	