

## **THE GOVERNING BODY OF DENBY DALE FIRST AND NURSERY SCHOOL**

Minutes of the meeting of the Governing body held at 7.00 pm at Denby Dale First and Nursery School on Wednesday, 5 July 2017.

### **PRESENT**

Mr M Eaton, Mr P J Belsey, Mrs J Cody, Mrs S Fairbrother, Ms G Hood, Ms K Howgill, Mrs R Liu, Mr A Severn, Mrs L Taylor, Miss J Wood, Mrs A Elliott

### **In Attendance**

Mrs S Morley (Minute Clerk)  
Mrs Kimmings (School Business Manager)

### **608. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Dr N Denby (consent).

There were no declarations of interest.

### **609. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS**

The following items were notified to be brought up under any other business.

- Budget
- Summer Fair arrangements
- Denby Dale Email addresses

### **610. REPRESENTATION**

The Chair asked governors to think again about either filling the vacancies or amending the constitution. He spoke of concerns around succession planning for governors and ensuring the body was made up of people with useful skills, relevant knowledge, and free time. A governor was aware of someone from the local community who may be interested in becoming a governor. The head teacher suggested that associate governors may be invited to attend if this would benefit the school. It was also agreed that a letter could be sent asking for interest from parents.

**GCS – Please add to September’s agenda.**

### **611. MINUTES OF THE MEETING HELD ON 24 MAY 2017**

RESOLVED: That the minutes of the meeting held on 24 May 2017 be approved and signed by the chair as a correct record, subject to the following amendment:

#### **Minute 605 (a)**

Should read “texts” instead of “tests”.

612. MATTERS ARISING(a) Minute 605 (a)

Texts and emails had not yet been sent.

(b) Minute 605 (b)

The holiday club would run at Christmas.

613. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS

The Headteacher circulated her report which focussed on the school budget. She explained that David Geering visited the school on Monday to look at the current budget situation. He was concerned about the reduction in staffing. She noted that this support would not be offered if the school had been an academy.

He had looked at several areas and key changes to the budget, highlighted in the report were:

- Saving of £4849 after the departure of a member of staff.
- Savings of £8832 on employers NI as several staff do not meet the threshold.
- Additional costs of £2243 for agency PPA cover in reception for Jan-Mar 2018
- An additional £20,000 nursery transition funding.
- An additional £13,707 Pupil Growth Fund
- An adjustment of £5443 to cover additional costs from the delay in resolving the administrative staff restructure.

**Q: Can a supply teacher be given a fixed term contract?**

**A:** It is possible but is not always cheaper. HLTAs will provide some cover.

The Business Manager confirmed that prior to these amendments the budget for this year was a deficit of £43,774. After these amendments, the school would have a surplus of approximately £6,000 for this year. This would reduce the existing deficit to £63,790.

David would look at the nursery provision to see how staffing balanced with the income, and would consider the value of the catering contract, and if any changes could be made, especially to breakfast and tea meal provision. The contract was fixed until March 2018 which would allow time for all options to be considered. Phil Cameron would also provide support to the school.

**Q: What is the role for reception next year?**

**A:** 26 currently, with 1 enquiry received today.

**Q: Is parent pay being used?**

**A:** Yes, it can be used, but parents now have the option to pay in cash to the office as long as named envelopes are used.

**Q: Is there a long-term plan for reducing the deficit?**

**A:** David will consider how these changes will affect the budget over a full year.

**Q: If the nursery was not included, would the budget balance?**

**A:** Possibly not, and the nursery is an attraction.

The chair asked for views on the following potential risks:

- 30 hours free childcare – the head teacher did not agree that this was a risk, as the funding was more than parents were charged, and parents paid for meals.
- Teachers pay review – this could be a risk
- Changes to nursery numbers leading to a reduction in funding – the numbers were now more stable as they had been capped.

The business manager reported that a budget file was available for all governors to view and would be updated on a monthly basis.

A governor had researched what the LA were able to do with a school running at deficit and found they could allow a school to continue in deficit for 3 years provided there was a plan in place to reduce the deficit. The LA could then issue a notice of concern or withdraw the schools financial delegation.

**Q: Is there a way of generating more income?**

**A:** Ideas have included a stationery starter pack for sale to parents in September in a school “shop”. Other ideas also included advertising for clubs and other associations to use the schools’ indoor and outdoor facilities. A number of ideas were generated by the governors on where to advertise, including approaching some organisations directly, through parents and in local publications.

**Q: Why did the slimming world group stop using the facilities?**

**A:** This was due to parking conflicts with parents.

**Q: Could schools work together to buy services or equipment in bulk benefitting from economies of scale?**

**A:** This is a possibility that could be considered.

Governors discussed the need to inform families about the situation, and the need for sensitivity. This would allow parents to understand the issues that the staff were facing and could generate support from them in terms of fundraising. Parents could also be asked to volunteer their time to help with work in the school, including displays and reading with children. It was agreed that the Parent Forum Committee meet to write the letter, and include a list of “volunteer vacancies”.

**Q: Were parents informed how funds raised by the PTA were spent?**

**A:** Yes, in a newsletter, but they could be reminded.

**Q: Is there a cost associated with having volunteers come in?**

**A:** No, this is completely free.

Governors agreed that they would like to see a spreadsheet with a projected budget and plan of deficit reduction for the next three years. Governors would like to invite David to attend the September meeting.

#### 614. SCHOOL SELF EVALUATION – SCHOOL IMPROVEMENT PLAN

The minutes of the Curriculum Committee had been circulated.

The head teacher reported that Year 1 had achieved 100% pass in the phonics test, and 100% pass in the Year 2 retake. Year 2 results generally were really good, considering that 4 pupils were not at the school for the full academic year. She acknowledged the hard work that staff had done.

**Q: How are we progressing with the School Improvement Plan?**

**A:** Targets have been met in spellings; literacy and grammar are being looked at in line with marking criteria. Children are correcting their own work more frequently which reflects a growth mindset.

The school had participated in the Shelley Sports Partnership, attending more events than any other school.

615. FINANCIAL MANAGEMENT AND MONITORING

A meeting would take place next week.

616. APPROVE THE BUDGET

RESOLVED: That the Full Governing Body approved the amended budget and this was signed by the chair.

617. SAFEGUARDING

No current issues for discussion.

618. GOVERNOR TRAINING AND GOVERNOR VISITS**Q: Are all governors enjoying the role of class governor?**

**A:** Yes, this is encouraging governors to spend more time in school and some are attending school trips.

619. ANY OTHER BUSINESS(a) Plans for the Summer Fair

Arrangements of who would be available to run the refreshments stall were finalised, along with discussions about cake donations.

(b) Email addresses

There were concerns that emails using the Denby Dale accounts were not being received by some governors.

(c) Budget

As discussed in the head teachers report (Minute 613 refers).

620. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Governing Body be held at 7.00 pm at the School on Wednesday, 20 September 2017.

621. AGENDA, MINUTES AND RELATED PAPERS - SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.