

MAIN SET OF MINUTES

Minutes of St Andrew's C.E. Primary Full Governing Body Meeting
 Date: Tuesday 8 May 2018
 Time: 19.05 – 20.50

Present:	Catherine Buchanan (CB)	Foundation Governor
	Coreen Sears (CS)	Foundation Governor
	Trevor Cristin (TC)	Head teacher
	Abby French (AF)	Staff Governor (maternity cover)
	Matthew Greenall (MG)	Parent Governor
	Lesley Hurst (LH)	Foundation Governor & Vice Chair
	Oliver Mudge (OM)	Foundation Governor & Chair of Governors
	Ed Lawrence (EL)	Foundation Governor
	Jill Fairbrother (JF)	Foundation Governor
	Nnamdi Udezue (NU)	Foundation Governor
	Gordana Chapman (GC)	Parent Governor
	Fran Beckett (FB)	Foundation Governor
In attendance:	Andrew Lincoln (AL)	Consultant Partnership Head, St Andrews Primary School
	Verity Perry (VP)	School Business Manager
Clerk (temporary):	David Harvey (DH)	
Apologies:	Andrew Wealls (AW)	LA Governor & Vice Chair
	Fr Dan Henderson (FrD)	Foundation Governor and ex-officio Associate Vicar

Quorum: 12 out of 14 governors present. The meeting was quorate (at least 50% attending).

Item	Discussion and Decisions
1.	<p>7.05 start</p> <p>Prayer taken by TC</p>
2.	<p>Apologies</p> <p>FrD and AW sent apologies in advance which were accepted.</p> <p>Welcome</p> <p>The Chair introduced FB as the new Foundation Governor to members of the FBG, noting that she had signed the declaration of interests and keeping children safe in education documents; also that she had been booked to attend the new governors' induction course in May.</p>

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3.	<p>Conflicts of Interest</p> <p>None</p>
4.	<p>4.1 Agree Minutes of FGB Meeting 12 March 2018/Matters Arising/Action Log</p> <p>The minutes of the FGB meeting of 12 March 2018 were agreed, with no matters arising.</p> <p>4.2 Outstanding Actions:</p> <p>TC to amend school website with DBE Foundation Governor appointment correction - TC</p> <p>Contact with SNSM Chair of Governors to arrange a Q&A session – OM reported that this action was in progress, with feedback to be provided to governors at the FBG meeting in July or September. AL agreed to assist OM with diary arrangements in this regard.</p> <p>Provision of new SIP - TC</p> <p>The Chair confirmed that all actions had been completed.</p>
5.	<p>Financial update</p> <p>5.1 End Of Year</p> <p>VP informed the FBG that the anticipated carry forward figure into 2018/2019 would be £56K, which had been confirmed by the local authority (LA) finance department. VP noted that last year's carry forward had been £41K, so this time around was an improvement, due to care being taken in accruing funds. VP stated that the completed budget for the new financial year had not yet been sent to the LA, adding that there had been an increase of funding of £198K year on year (2017/2018; 2018/2019).</p> <p>VP stated that £135K of this figure related to an increase in pupil numbers (34), making a total of 560 expected for September 2018/2019. VP added that there had been a deprivation increase of £48K, based on Free School Meals (FSMs) – a positive impact on the budget. VP pointed to increases on Attainment (£11K) and English as an Additional Language (EAL) (£9K). VP also provided details of last year's deductions (£9K) which were down to educational functions; when comparing all deductions there was a net increase of £1K.</p> <p>TC drew attention to the Funding Guarantee Adjustment received for 2016/2017 of £34K, which also went some way to explaining the surplus.</p> <p>5.2 School Budget (provisional)</p> <p>VP went on to provide information about the movement year on year; including:-</p> <ul style="list-style-type: none"> • the High Needs Funding (which had been checked with the LA, using the schools' Special Educational Needs Co-ordinator (SENCo) records); • Growth Fund allocation increase (£1K); • Pupil Premium for the last financial year (to be updated at the next census); staff analysis (although this had not yet been reviewed, VP was confident that costs would be manageable); • leadership (a £1K increase); • pension and national insurance costs increase;

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- pay award of 2% to all staff;
- cover for retirement and maternity leave vacancies (replaced at lower pay grade, ensuring further savings);
- teaching assistants (salary increases of £39K, including the 2% pay award); midday supervisors budget increase (£10K);
- administrative organisation salaries (to include the appointment of a medical welfare officer in January 2019);
- agency costs (£29K).

Governors asked how agency costs compared with last year's budget. VP confirmed that more had been allocated; TC added that the school was much more in control of supply teaching costs, however funding had to be allocated for TAs to manage the Education, Health & Care Plan (EHCP) children at the school.

VP highlighted: -

- the new cleaning contract, which was £8K up on last year and now fully outsourced. VP pointed out that the net rise amounted to £4K, given the square footage increase (offset against the departure of the cleaning staff member);
- the safeguarding training course undertaken to better secure the school leading to a decision– to install of a sound system and secure door (£5K);
- implementation of the General Data Protection Regulation (GDPR) - £3K for a consultant to carry out an audit (VP noted that the LA was providing advice on the GDPR as part of Services to Schools at a rate of £1.5K, this was another option to consider using).

The Chair considered it of value to have this type of external validation of what the school was doing, which would hasten its compliance of this regulation. VP added that the additional items needed for the school website in this regard had been identified; noting that at £97K, the bill for Services to Schools was a major outlay, but less than last year.

5.3 Funding update

Governors asked about the minimum funding guarantee, in terms of where the money went. TC stated that this was provided to schools as support to those who had not reached minimum funding levels.

VP stated that St Andrew's was drawing on the same Services to Schools as last year; also that the lettings budget had been set at £10K (although VP acknowledged that £12K had been raised last year); the budget was dependent on pupil numbers, so birth rates might impact on funding.

VP warned that Year three of the budget would be difficult, as allowance would have to be made for staff pay and inflationary rises. VP noted however that there were accumulated funds in Years one and two to cover three; also that there was an expected increase on pupil numbers for Year four. TC added that when the bulge (current year five) year pupils left, this would have an effect on funding.

VP confirmed that she would make any changes necessary to the budget for Years two and three, as a result of TC leaving the school. VP anticipated spare capacity for funding and more available for 2019/2020; for Year three, VP anticipated using £15K of the carry forward figure, which would nevertheless leave £72K in reserve.

Governors asked VP about the state of the accounts when she took over the job. VP

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	<p>commented that they had been done to a high standard, in a thorough manner. VP stated that the bulk of the accounts (staffing) was handled by payroll. Asked about the ability of other staff to adopt and understand her approach she explained that she left detailed notes on all her actions.</p> <p>The Chair asked when the budget had to be signed off and submitted to the LA. VP stated this had to be done by 7 June, once it had come back from the LA for its first review.</p> <p>Governors asked about budgeting for support to the gifted and talented pupils. TC stated that teachers would identify their needs and funding would be found.</p> <p>TC paid tribute to VP for all her hard work on the budget, an extraordinary job done with good humour; a view endorsed by the FBG.</p> <p>(Note – VP left the meeting at 19.40 hours)</p>
<p>6.</p>	<p>Leadership Succession</p> <p>(Note – this part of the discussion has been recorded in a separate confidential annex (I) to this main set of minutes)</p>
<p>7.</p>	<p>Governance</p> <p>(Note – NU left the meeting at 20.00 hours)</p> <p>The Chair informed the FBG that CS planned to stand down as governor in July; and thanked her warmly for her service. The Chair noted too that AW planned to step down as LA governor. The Chair stated that with regard to Foundation governor appointments, FrD carried out this process; the LA procedure was more straightforward in that suitable candidates would be suggested. The Chair thanked MG for his offer of assistance on this latter point.</p> <p>The Chair suggested the FBG take this opportunity to revisit the skills audit exercise. Governors thought that a new one was not needed at this stage. The Chair stated he would therefore take out the entries of those governors stepping down and evaluate what was needed by the FBG; with a view to advising FrD (at the same time sending FB a skills audit form).</p>
<p>8.</p>	<p>School Improvement Plan (SIP)</p> <p>TC made a presentation on the SIP, with the headline of 'where does the plan come from?', drawing attention to:-</p> <ul style="list-style-type: none"> • the response (of December 2017) to the OfSTED framework – going through all the criteria to have a clear idea of where to pay attention; • the monitoring process (quality of teaching evidence); • statutory testing data (responding to the key areas, e.g. progress); • the wider national agenda (focus on Pupil Premium); • the last of the OfSTED report work (tying up loose ends). <p>TC suggested that in light of changes to school leadership some elements of the SIP may need to be delayed and then went on to set out the non-negotiable parts of the plan:-</p> <ul style="list-style-type: none"> • Improve progress of maths (the teaching & learning committee was on top of this

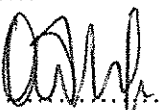
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	<p>issue, e.g. following a discussion on the mastery plan);</p> <ul style="list-style-type: none"> • disadvantaged programme (narrow attainment gap, on top of financial procedures); • completing actions as a response to the last OfSTED report (one was monitoring the SIP and evaluation); <p>TC explained his view about monitoring the plan:-</p> <ul style="list-style-type: none"> • Success indicators (what the school was aiming for); • termly markers (not all were success criteria); • evaluation questions (for discussion in March 2019). <p>Governors asked about monitoring the plan, which looked to be in a more realistic state and when to carry out this task. TC suggested that the school could say what had been done at the next SIP review on autumn 1 in September. TC commented that the interim acting headteacher would be concentrating on the day to day functioning of the school, with the new substantive post holder possibly wanting to change the process on his or her arrival.</p> <p>Governors asked about subject leadership. TC confirmed this was covered in the plan.</p>
<p>9.</p>	<p>Admissions allocation</p> <p>JF informed the FBG that 90 places had now been filled for September entry into Reception; with 45 taking community ones and 45 for foundation. JF noted that there had been 291 applications for these 90 places, with 150 expressing first preferences for St Andrew's – 43 of these had been foundation applications. JF commented that these were really good numbers for the school. The Chair paid tribute to the excellent promotion of the school by TC.</p> <p>Governors asked about the situation with regard to appeals. TC stated that he had not heard about any being lodged as yet. JF added that the appeal submission deadline was 17 May.</p> <p>Governors asked if there were statistics on children who entered as foundation candidates, who were then followed by siblings as community ones. JF described this as an interesting question and agreed to look into it.</p> <p>Action - JF to look into admissions data to check community sibling candidates following foundation ones.</p>
<p>10.</p>	<p>Outside Space update</p> <p>(Note – this part of the discussion has been recorded in a separate confidential annex (I) to this main set of minutes)</p>
<p>11.</p>	<p>Exclusions</p> <p>TC reported that there had been no exclusions.</p>
<p>12.</p>	<p>Racial Incidents</p> <p>TC reported that he was not aware of any racial incidents.</p>
<p>13.</p>	<p>Governors</p>

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	<p>13.1 Visits Made by Governors</p> <p>The Chair noted the following information:-</p> <ul style="list-style-type: none"> • A maths learning walk planned for 23 May by CB and AW. • Key Stage 2 interviews by CS and JF carried out • A Child Protection Online Management System (CPOMS) and June audit visit by EL • An end of year SENCo update • H&S governor visit. The health and safety audit had left some inconsistencies to resolve. <p>13.2 Training Feedback</p> <p>The Chair recommended governors keep an eye on forthcoming courses being run by the LA; also that the online training on safeguarding was worthwhile.</p>
<p>14.</p>	<p>AOB</p> <p>Governor Banking signatories</p> <p>(Note – this part of the discussion has been recorded in a separate confidential annex (II) to this main set of minutes)</p> <p>Clerk to the Governors</p> <p>The Chair thanked DH for his support and noted that Clare Bennett, clerk to the governors, was due to return to her post on a permanent basis at the end of May.</p> <p>Farewells</p> <p>The Chair noted that, as there were two governors stepping down from their roles in the imminent future, and in view of the departure of TC, this be marked by a celebration after the next meeting of the FBG. Governors agreed this proposal unanimously.</p>
<p>15.</p>	<p>Grace</p> <p>Taken by TC</p>
<p>16.</p>	<p>Date of next Full Governor Board meeting – 4 July 2018</p>

Date.. 8/05/18.....

Chair signature 

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Action Points log:

	Action	Responsible	Timescale
1.	JF to look into admissions data to check community sibling candidates following foundation ones.	JF	By next meeting of the FBG