

**Extra-Ordinary Meeting of the Governing Body
of
Halberton & Uplowman Federation**

Extraordinary meeting of the Full Governing Body							
Date & Time	26/04/2018 5.15pm	Location		Uplowman CofE Primary School			
Governors Present	Initials	Category of Governor		Governors Present	Initials	Category of Governor	
Mr S Badcott	SB	Executive Headteacher		Mr J White	JW	COO Chair of Governors	
Mrs P White	PW	COO		Mr C Slade	CS	LEA	
Mr D Campbell	DC	FOUN		Mr MJ Hawkins	MJH	COO	
Mrs R Hart-Prieto	RHP	COO		Miss K Northcott	KN	Staff	
Mr S Pring	SP	FOUN					
Apologies	Initials	Reason for Absence (Category of Governor)		Absent without apology	Initials		
Mrs C Thomas	CT	Familial circumstances					
Mrs S Newton	SN	Work commitments					
Mrs C McCombe	CM	Familial circumstances					

In attendance	Initials	Capacity	Reason for attendance	Minutes to:
Mrs S Hancock	SH	Clerk	Minutes	All Governors
Mrs N Ashley	NA	Business Manager	Report to FGB	N Ashley
				C Campion

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Ref	Action or Decision	Action Owner & Deadline	Date Action Raised	Decision
1	Housekeeping	SH		completed
2	Welcome and Apologies for Absence			
	JW welcomed every one to the meeting and thanked them for their attendance. Apologies were received from CT, CMc and SN. Acceptance of apologies proposed by JW, seconded by DC and agreed. JW explained the purpose of this meeting was to approve spend and financial matters before 1 May. All governors had received detailed documents prior to the meeting.			completed
3	Opening Prayer	SB		
	SB opened the meeting with a prayer.			
4	Declaration of Pecuniary interests:			
	None appertaining to this meeting.			
5	Purchase Approval:			
5.1	Laptops: NA advised that ICT for children in HPS Class 3 was in need of updating. The HPSA have successfully acquired funding of £2100 from the Bag4Life scheme at Tesco's, 75% payable in advance and 25% payable upon receipt of the original invoice. NA has been obtaining quotes for eight laptops. She advised that the money would have to be spent from capital until the Tesco was issued to us by the HSPA. Although there will be a spend from capital it will just be for the over spend that is not guaranteed by Tesco. Q: Will eight be enough? SB admitted that more would be ideal, but if we start with eight we can decide at a later date if we can afford to add. JW proposed purchase of laptops, MJH seconded and all agreed.			Decision
5.2	SP entered the meeting at 5.20pm. Smartboard: NA advised a new smartboard was also needed in Class 3 at HPS as the current one no longer works. CC has secured two separate grants totalling £2,000 towards the cost of this, and an extra cost will be incurred as a stand will be needed. NA presented FGB with two quotes and is in the process of securing one more. Q: Is there any trade-in value with the one we are discarding? SB = Unfortunately they have no value. Q: Does it still work? NA= No. Q: Does the more expensive one have more features? NA is waiting for S Welsh to visit and advise on the			

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	<p>specifications of each. JW proposed the money from capital be approved for the most expensive one (£3493) and be guided by Mr Welsh and Mrs Hart Prieto as to which one to purchase. MJH seconded proposal and all present agreed.</p>			Decision
6	Election of DPO:			
	<p>NA informed FGB of the new GDPR regulations which will come into force on 25 May this year, and the need to appoint a <u>D</u>ata <u>P</u>rotection <u>O</u>fficer. She apprised the FGB of three options available:</p> <ol style="list-style-type: none"> 1. Devon Moors Federation are upskilling their clerk and he will be contracted out to fully support other schools. If we decided to take advantage of this it will cost £1500 per school. They are local and will offer in house staff training. 2. Audit South West is a government initiative based in Bristol and will cost £1100 per school with a slight reduction after three years. 3. Babcock are offering a full service for £5,000, and approximately £3000 for a second school. <p>NA informed those present that Ofsted will be looking for evidence of compliance at their next visit. Q: What leeway do we have for the timescale? NA = we must be seen to be working towards by 25 May. She stressed the importance of being vigilant with data, should it be found to be breached then even individual staff can be fined. Some discussion ensued and the option of buying into Devon Moors Federation was favoured as it would be school specific; it is local, and a known commodity. Q: Will there be a raft of hidden costs? NA = No, but it will mean a lot more work, but NA assured the FGB that she would be working towards GDPR compliance as soon as possible within current work commitments.</p> <p>CS proposed appointing the DPO via Devon Moors Federation, seconded by JW and agreed.</p>			Decision
7	Absence Protection Renewal:			
	<p>NA advised that this applied to HPS only, as UPL is with Mutual. The annual charge for this year is £1887 to include pre-existing conditions. Q: Can we change to Mutual and have both schools under the same umbrella? NA = Cost too prohibitive to change. JW proposed the spend, seconded by MJH, and agreed.</p>			
8	Acceptance of Year End Outturn:			

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	<p>HPS document of the balance for year end included the Pre-School. All had received an electronic copy prior to the meeting. The monitors for both schools accompanied allowing greater understanding. All agreed that the figures looked very promising.</p> <p>Q: UPL cfr data staff related insurance shows £18900 can you explain? NA= it is not just insurance as there is staff salaries included. It is the way the cfr codes have been compiled for county. Q: Can we put a correction line in the monitor going forward to make up for the DCC error of £9,110? All agreed that this was a good idea and NA will action if possible.</p> <p>NA asked if the FGB was happy to accept: MJH proposed acceptance of the outturn documents and monitors for Uplowman and Halberton, CS seconded and it was agreed.</p> <p>NA gave credit to SB and staff for managing spend since October.</p>	<p>NA to add correction line in monitor to reflect the error made by DCC.</p>		
9	Final Budget Approval:			
9.1	<p>UPL: NA explained that this had not included additional hours initially, but it now includes £8,000 (usually £11,000), and a recharge to HPS for certain staff. There will be higher a employer's pension contribution for teachers to be included next year. Q: 78% on staff cost appears high, how does our teacher/pupil ratio compare? SB advised that the numbers dropped this year, and Pupil Premium is down which slightly distorts the percentages. NI and wages increasing does not help our cause, but staff is the most important. NA = We need to be creative with staff and try to keep up using HLTA's and juggle existing staff across the federation rather than outsource supply staff. SB commented on CPD and advised of using alternative providers for training which can be considerably cheaper than Babcock. Q: Will DCC pass the second year deficit of £15,000? NA = DD was confident that they would as the carry forward would remain positive, albeit rather low.</p>			
9.2	<p>HPS: NA advised that £3,500 additional hours and a greater percentage contribution to the HT salary was included. Although Pre-School looked pessimistic it is purely cautionary, as numbers can fluctuate in September. Q: Is this September better than last years when we realised £39,000 for preschool? NA was pleased to say it is and we still have time to attract more children later this term.</p> <p>Q: Are you still giving SB cost centres every month? Both SB and NA confirmed that this</p>			

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	would continue throughout the year.			
	NA asked if the FGB were happy to accept both documents. MJH proposed acceptance of the Outturns and the budgets for both schools, CS seconded and all agreed. JW extended thanks to NA and DD on behalf of the FGB.			Decision
10	Essential Building Maintenance:			
	JW advised: UPL - one or two new heaters (storage radiators) are needed for the hall. These could come out of the capital budget as they are new. Quotes are being obtained for redecoration of hallway, incoming hall; toilet block; plus other classrooms, and a replacement finger guard is needed. JW will be getting quotes for essential and non essential work. HPS – JW will be meeting decorator at HPS on Saturday, 28 April, to obtain quotes for redecoration there. Pre-School - JW reminded governors that the building needs attention, and suggested writing to County and follow up on the surveyors report. All agreed. NA offered to find relevant contacts. SP also asked for contact details.			
There being no other business the meeting closed 6.15pm Date of next meeting: Thursday, 12 July, 5.15pm Halberton				

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