

NEW OSCOTT PRIMARY SCHOOL

MINUTES OF GOVERNING BOARD MEETING HELD ON THURSDAY 9TH MARCH 2017

The meeting commenced at 4pm.

1.0	PRESENT – GOVERNORS		ACTION
	1.01	XXX, Parent – Premises Governor and CHAIR XXX - Vice Chair XXX, Head Teacher XXX - Deputy Head Teacher XXX – Staff Governor XXX – Parent, SEN Governor XXX, Parent, Safeguarding Governor XXX - Associate Member XXX – Associate Member XXX – Co-Opted Governor - Early Years XXX –Co-Opted Finance Governor XXX – Associate Member – Data Governor	
2.0	ABSENT WITH APOLOGIES		
	2.01	XXX	
3.0	ABSENT WITHOUT APOLOGIES		
	3.01	None	
4.0	IN ATTENDANCE – NON GOVERNORS		
	4.01	None	
5.0	INTRODUCTION		
	5.01	CHAIR – Welcomed everyone to the meeting and thanked them for attending. Introducing XX as new Clerk to the Governing Body.	
6.0	MATTERS ARISING FROM MEETING HELD ON 19th JANUARY 2017		
	6.01	None	
7.0	MINUTES OF LAST MEETING HELD ON THE 19TH JANUARY 2016		
	7.01	The minutes were accepted as a true record and proposed by XXX and seconded by XXX. The Chair signed the minutes on each page and handed to the Clerk.	
8.0	PECUNIARY INTERESTS		
	8.01 Challenge	XXX: Informed Board that we have not filled in the right Pecuniary Interest Forms. As an example, we have to use Not Applicable (N/A) and not just a line through the question. New forms to be issued at next meeting.	XX
9.0	SCHOOL AUDIT ACTION PLAN		
	9.01	7 areas were looked at:	
	9.02	Effective governance. One low level recommendation. 1 governor did not know what PREVENT was. XXX will give us a reminder at next meeting.	XX
	9.03	Safeguarding policy. Terms of reference – medium action. We do not have a finance committee. Legal duties we have around finance. Make sure terms of reference are really clear. Membership: framework for reporting back. Roles and responsibilities match Head Teachers’ delegation and structure of financial management. Agreement with governors. Missing European Tender Statement needs to be put on there. XXX was looking at this. Has to be on Head Teachers’ delegation statement. Making sure all is watertight.	
	9.04 Challenge	Tightening up on Finance. Remember associate governor no voting right. Financial challenge – high. Minutes did not reflect those on finance. More challenge and detail in the minutes.	

9.05 Challenge	Letting policy – reviewed in 2015 not stated in minutes. Every detail checked. XXX ratify at next meeting.	XX
9.06	Whistle Blowing – Medium – all staff to sign and signatures missing.	
9.07	Complaints – Low – one governor was not familiar. Need to look at this as a new Dfe one out.	
9.08	School financial value standard – medium. Minutes did not reflect these were signed.	
9.09	Statement of internal control – low – did not have the same date as on minutes.	
9.10	Governing body pecuniary – low. Staff to sign.	
9.11	Risk matrix/register. Audit on how to do this – training. £3k!	
9.12	Budget planning – 16 tests. Only 2 medium recommendations. Not allowed to use carry forward. Deficit budget. Carry forward for capital expenditure. Carry forward analysis sheet – medium. More breakdown of carry forward.	
9.13	Purchases – 5 tests 1 low and medium. Date of invoice after order. Receipts had now been signed for.	
9.14	Compliance with financial delegation – 2 high. 4k orders not reported. Tighten up. Cumulative orders over 10k; 2 toilet refurbishments. Taken on 10k this was brought to governors.	
9.15 Challenge	Attendance – 1 high – need spotlight or escalation process in place. Below 90%. One slipped below 90%. B code issued to group of children attending Young Voices. Auditor felt this code should have been V.	
9.16	Safeguarding – low – discussion was not minuted. Need to minute discussion about those who use/hire the Hall/premises.	
9.17	Internet monitoring. 2 people now doing this. One monitors staff usage and one children. Complete report within 14 working days. Draft action plan at next meeting. Cannot make positive comments on report. Doing really well but accurate meeting minutes required. XX thanks to XX and XX bore brunt of safeguarding and attendance and Chair who had interview together.	
10.0	HEAD TEACHERS REPORT	
10.01	Plan is for a pupil to start NOPS. The child is coming in to school on Friday 10 th March 2017 and will be full time as from Monday 13 th March 2017. The parents could have gone to appeal so NOPS have accepted the decision.	
10.02	There has been 1 fixed term exclusion. SLT follow up with parents. Year 6 places allocated last week. Lots of issues for families particularly those immediately near NOPS. XXX spoke with parents who will appeal. XXX School have expanded their catchment for this year. XXX School seems to shrink their catchment.	
10.03	Staff Performance Management Reviews are currently half way through. Unfortunately reviewing through ever tightening budgets. Further scrutiny at next meeting when setting the budget. Audit took over last week. XXnot here today. Appoint NQT ongoing programme reduce teacher costs overall. XX reduced role. Senior leaders thin on ground towards end of week. Intention to look at XX who is doing Assistant SENCO to be part time AHT. XXto discuss at next meeting. XX will start maternity. Look at internal cover 1 day.	XX

	10.04	School improvement: XX, Head teacher will be coming into school on 10 th March 2017. She will have a tour of the school, looking at data and ensuring we are Ofsted ready.	
	10.05	Data Governor met with XX. Target from previous meeting. Average progress and procedures in school. Monitoring and assessment. Impact. Moderation programme. Cycle of assessment. TS to issue detailed report for next meeting.	XX to forward report.
11.0	HEAD TEACHER'S APPRAISAL		
	11.01	REDACTED	
			XX
12.0	MAT UPDATE		
	12.01	Vote at last meeting to show expression of interest. Point for discussion. Some Head teachers to meet at XX School. XX to plan next steps, process with staff and template letters. XX to look at law firm looking at gaps. Schools interested; to take 18-36 months some would prefer sooner rather than later. Discussions around timescale. XX look to do presentation with staff at NOPs. Based on previous meetings and XX meeting. Three schools said they were not ready for academisation.	
			XX
13.0	NSPCC – SPEAK OUT, STAY SAFE		
	13.01	Roll out to Y1/2 and Y3/4 assembly. Workshops are only for Y5/6 but could governors talk to Head Teacher; should we do this? XX. XX to arrange meeting	XX
	13.02	Discussion about need to review complaints procedure. If parents are not happy raise this to governing body? Followed process? Go through panel. Ofsted were happy with the policy at the school - XX. Extra tier to what we have had before. Updating XX to put on list.	XX
	13.03	Finance Update and Budget – A lot of paperwork sent out around this. Look to have another meeting as quickly as possible to agree budget. XX had sent out cumulative spending over 10k. Reporting of supply teachers, electricity etc. at each meeting. Chair signed the paperwork.	
	13.04	Carry forward surplus £82,250. XX sent out projected costs. Development of Y4/5 area and lockers. £6,263. Quotes came out to governors. XX would like to look at this at next meeting. All happy with this quote so work can go ahead. XX proposed and XX seconded this.	
	13.05 Challenge	Skills Matrix – XX will have to talk us through. Governor involvement questionnaire. To do annually. Out of hours costing: Look at after next meeting and discuss. Cost Centre report: XX look at in detail next meeting. Financial summary: Before 31 st March 2017.	XX
14.0	TEACHERS APPRAISAL POLICY AND POLICIES		
	14.1	Teacher Policy Pay; Supposed to do this annually. XX agreed XX second.	

15.0	GOVERNING BOARD QUESTION CARDS		
	15.1 Challenge	Governing Board Question cards: XX will prepare for next meeting.	XX
16.0	ANY OTHER BUSINESS		
	16.1	Staff and Finance – Dolce Update	
	Challenge	Dolce update which XX would give. Historically always paid spring term meals out of next financial year. Changing to Dolce and giving notice now paying 4 terms worth in this year. It will affect the carry forward. XX can talk through details at next meeting. Hoping for after Easter. XX will check on where we are.	XX
	16.2	Curriculum and Pastoral	
		No items to discuss at this meeting.	
	16.3	Out of Hours and Premises – Year 5 Development Work to go ahead	
	16.4.1	3 day audit: attendance, finance and governance We will receive a grade for audit 1-4. Auditor felt this could be a grade 2. We will have to see. This is about improvement; there is no pass or fail.	
	16.4.2	Signed for up for Walk to School Programme. Funding available.	
	16.4.3	Taking part in Big Sleuth. This is a baby bear cub which pupils will decorate. To be displayed in Boldmere high street.	
	16.4.4	XX: Learning Review at XX. Involve other Senior Leaders. This week we had Twilight session. Whole school book monitoring. Uplifting XX. Valuable for all staff to see good practice.	
	16.4.5	Thank you to XX who looked at Phase 1 data and developments. XX has kindly offered to come in on Monday. ECERS Audit to look at further development with view to improving data on exit from nursery to reception.	
	16.4.6	Visit to XX School. XX and XX to look at reading. Look at how reading is taught in different schools. Based on evidence.	
	16.4.7	XX and XX – safeguarding supervisor training. Look after safeguard leads. Cases they are dealing with are difficult. Training yesterday.	
	16.4.8	XX working on safeguarding audit. E-safety course. Year 5 internet safety workshops booked. Free funding.	
	16.4.9	Police liaison officer talk to Y6 on using mobile phones.	
	16.4.10	Premises – Heating; new system throughout infants. Dual funding.	
	16.4.11	Lockers reconfiguration Y4/5. More behaviour issues around that area. Major priority. Slope under Y5 canopy also an issue.	
	16.4.12	SEN – XX, Acting Director. Concerns with budget around SEN. High number in this school. Successful visit with tour of school. Inclusive practice.	
	16.4.13	XX attending governor training on ASC. Sensory rooms.	
	16.4.14	Speech and language therapy; negotiated contract independent company. Better quote cost saving. Currently £312 per day with NHS. New provider £180 per day for first year	
	16.4.15	Head teachers are sending out to parents the current financial situation. XX showed letter. Reduction by 2020 to give parents current situation. Share with parents and governors so parents can escalate concerns.	XX

16.4.16	As governors can we voice our concerns? Escalate those to appropriate people. Consortium also sent long letter to local MPs etc. around funding and response. XX will send out letters.	XX
16.4.17	Finance flagged up via the Audit; pay for tea/coffee for staff. This is a no unfortunately. No choice looking through Gift and Hospitality. Can use funds for tea and coffee for training sessions.	
16.4.18	Data assessment; 27 January 2017 XX and XX attended RaiseOnline training. Raise Online now going. XX: Y2 SATs parents' meeting high turnout.	
16.4.19	XX – current data picture. Positive picture early in year. Progress is very good in writing across school. Start of year Assistants Heads worked on planning. Better in writing, medium term planning in place for next year. Where issues, staff made aware. PP children; gap is closing in Y1 in particular compared to non-PP. Y2 reading and writing gap closing. Y3 gap closing in maths. Y4 gap closing in writing. Y5 and 6. Gaps where it is widening look at this. Positive picture doing this 4 weeks earlier. Teachers still time to look at gaps. Difficult in some objectives to show picture. Better end of term picture.	
16.4.20	Premises: Neighbour requested part funding for new fence because of damage in recent storm. NOPs working with local council on boundaries and responsibilities. Neighbour requesting NOPs to put something towards it. XX feels this might be something to consider. Protocol: 3 quotes.	
16.4.21	Newsletter; NOPs is 50 on 5 th June! 50 th birthday challenge for everyone. Sponsored events. Challenge ie, running, walking. XX undertaking a marathon. Explore different ideas. XX will walk 50 miles in Cotswolds. Display of photos. Prizes for original ideas. Governors' newsletter out next week.	XX
16.4.22 Challenge	XX: Gifts and Hospitality Policy - what do staff do on residential in regards to refreshments? The policy does not mention about food/drink on a residential. XX also said staff receive gifts from parents who club together and this takes it over £25. Pro rata per child basis? Suggestion? XX thought there were amounts to be set. Up to school to set up? Agree at next meeting.	XX
17.0	DATE NEXT MEETING	
17.01	Thursday 23 rd March 2017 at 4pm. XX sends his apologies.	
17.02	Dates for your Diary:- 06/04/17 starting at 7pm 11/05/17 - 4pm 15/06/17 - 7pm 13/07/17 - 4pm } Topics to be arranged	

Meeting ended at 5.39 pm.