

NEW OSCOTT PRIMARY SCHOOL

MINUTES OF GOVERNING BOARD MEETING HELD ON THURSDAY 6th APRIL 2017

The meeting commenced at 7.05pm.

1.0	PRESENT – GOVERNORS		ACTION
	1.01	XXX Parent – Premises Governor and CHAIR XX - Vice Chair XX, Head Teacher XXX - Deputy Head Teacher XXX – Staff 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 minutes of last meeting agreed by KH		
	5.01	CHAIR – Welcomed everyone to the meeting and thanked them for attending.	
6.0	MATTERS ARISING FROM MEETING HELD ON 9TH MARCH 2017		
	6.01	PREVENT: XX offered out the PREVENT website to the GB if they so wished to go through the training online. Unanimous that it was a good idea to do this training.	XX
	6.02 challenge	redacted	XX
	6.03	Last minutes: Point 10.05: XX will email out to everyone. Initial meeting and arrange more specific meetings regarding Premium. XX impressed with processes and procedures. Went through current data and at present children on track. Consistency across school; interventions; evaluated and monitored and results worthwhile. XX said this is robust and impressive. PP children need to look at. XX said with Ofsted we need to look at PP children.	XX
7.0	MINUTES OF LAST MEETING HELD ON THE 9TH MARCH 2017		
	7.01	The minutes were accepted as a true record and proposed by XX and seconded by XX. The Chair signed the minutes on each page and handed to the Clerk.	
8.0	PECUNIARY INTERESTS		
	8.01	Pecuniary done.	XX
9.0	BUDGET AND FINANCE UPDATE		
	9.01	XX: There has been an error; missed off 1% pay raise for teachers which accounts for the imbalance. XX picked up last 3 year period not increased charges for peripatetic. Look at groups of 3 maximum so reduce cost of music tuition service. Look at costs moving forward from September. Increase charge? XX commented that at son's school parents sign a contract and make a	

		commitment across the year. Sliding scale also and pay less for a lesson in a group of 3 students rather than one to one. Issue is if parents pull out we are left with money to pay. XX adds that maybe children should have an introduction lesson. As a school we are committed and it is £80 per term. Are parents aware that if they pull out the school is liable? XX said about a taster first? Advertise now before Y6 leave. Reduce hours we are buying into XX? XX: XX see so many of our children there. Maybe increase charges to parents? XX.	
10.0	BIRMINGHAM SCHOOLS AUDIT		
	10.01	XX sent draft audit to GB. Not everyone received the document. XX to report back. All agreed. XX left 8.15 pm	XX
11.0	HEAD TEACHERS REPORT		
	11.01	XX happy to take any questions. XX mentioned about canopy. GB agreement on expenditure for those being removed during Easter holiday.	
	11.02	Update on Nursery: open day offer 30 hours provision? Wait and see interest in places XX. Hard sell on open day. Good attendance. Issue how they can make it fit. 37 pupils registered and there are 52 places. XX met with XX. Propose doing 26 morning places and 1 family group for afternoon. Not so popular. If then full on that basis see if any morning parents would want full time provision. The have 30 hours funding and charge for lunch supervision. 2 Lunchtime supervisors. XX getting quotes. XX look at children starting at age 3 as we received funding after term after age 3. Would only be retention not funding. Funding from January. XX: qualification of lunchtime hour person. Level 3 rather than lunchtime supervisor. Competency of that person looking after 13 3 year olds. One person has to have L3. XX to make sure we cover cost of that. XX: Active marketing via Facebook/Twitter. XX husband could do banner for free. XX said we need to look at social media. XX seconded that. XX asked if we had someone in school who deals with this. XX does not deal with Twitter. XX volunteered! XX said we could get more information out that way. There is already a New Oscott page on Fb.	XX XX
	11.03	XX: Amount of money put into Reception was great for development. Year 1: XX met with XX. Should come out with strong set of increased data. Show impact in early years. XX will show more at next meeting.	XX
	11.04	XX if trips are not funded they will not go ahead. Look at payment system ie, instalments. Do Dolce offer this as a service XX? XX said they can but working on how we get it done. This would be parents' preference. XX: cheques end in 2018. XX suggested sending a letter out at beginning of year? Teacher meeting at start of year and put on cost and expected payment by a certain date.	
12.0	SAFEGUARDING POLICY		
	12.01	XX sent out policy which all GB received.	
13.0	NSPCC – Child line Assemblies		
	13.01 challenge	NSPCC assemblies. XX with XX. Roll out to Y1/2 and Y3/4. Overall 3 of us were happy to roll this out. XX agreed. XX received request about whether	

		KS2 assemblies could be separate. Children asked questions and different age and vocabulary. XXasked about ChildLine video and she can drop in and show this. Liaise and find a time to show this. XX will send letters out to parents.	XX
	13.02		
14.0	MAT update		
	14.01 challenge	XX did not send out letter. XX put in newsletter today about difficult challenges. 16.4.17. XXto send out once completed. Gift and Hospitality has been shared with staff.	XX
	14.02	XX: Tuesday went to meeting with Dfe and civil servants. Questions around in-year deficit budget. Robust plan. As long as have this. Clear business plan in place. XX coming in first week back to go through this. Look at 2018/19 and beyond. Clear action plan. XXcuts coming in as a standalone; we need to join forces. XX said there is no hard evidence either way being in MAT. Only benefit staff moving around within MAT. XX feels that arrangement with local schools could move someone in from another school to cover class if another school has capacity and someone willing to do this. Been quite expensive buying in a teacher to cover Y1 class.	
	14.03	Strong collaboration will work better and XX agrees. XX said training will be of benefit. XX example: training at school sharing cost. Building on this and support. £49 per child saving per year. Consultation period? Can just become MAT. XX said they are making money re ICT, sharing safeguarding across all of school to save money. Collaboration things to learn from other schools. Make those links more formal. XX said timescale issue. Redundancies before a MAT. Local authority would pay and in MAT would not. Voluntary redundancy? Explore that before moving forward? XX. Regardless of becoming a MAT we need to look into this(XX). XX meeting next step. Meeting on 27 th maybe consider timescales XX said look at this. Some schools keen to go sooner. XX is on fence. Go to a talk and see for herself. Excellent on behalf of GB. XX: said come and have a look at his school. XX importance of element of reputation of other schools. XX said all schools are good or outstanding. XX 27 th meeting. Expression of interest from XX. XX earliest a year to sort out.	
15.0	LETTINGS POLICY		
	15.01	XX sent out Lettings Policy today; XX to look at it.	XX

16.0	FINANCE COMMITTEE AND TERMS OF REFERENCE		
	16.01	Finance Committee: XX written terms of reference and XX now received. Finance Committee should have someone with HR experience and no more than 5 members. XX. SGS taking forward for us. XX has emailed again about LA governor. No parent. Someone external. XX will put something in her work newsletter and XX will too. Terms of reference need checking and sent round.	XX XX
17.0	GOVERNING BOARD QUESTION CARDS		
	17.01 Challenge	Governing Board Question cards: XX will prepare for next meeting.	XX
18.0	AOB		
		<ul style="list-style-type: none"> • Staff and Finance – Dolce update • Curriculum and Pastoral • Out of Hours and Premises – Year 5 Development Work 	
	18.01	REDACTED	
	18.02	Skills Matrix 13.05. XX sent paperwork out and governor matrix and questionnaires. Key ones are Chair and Finance governor role. XX is down for finance course but as yet she has not heard anything. What is the understanding of student leadership, finances and goals of school? XX will follow this up on this training. XX also to attend. XX has governor involvement responses back. Positive feedback. More detail in general. Picks up specific things and XX has noted this down. For example; manage financial and non-financial risk assessments. Identify costs and make savings. Maintain forecast and do at least 3 times per year. Report back to City and make sure we show that. Accumulative spending of £10k; must report back prior to the £10k.	XX
	18.03	XX: Newsletter: Athletics: some parents are not ICT literate. Communications audit: Twitter account. Card payments in future. Trips: receive money by having different communication. Fundraising. Cut trips that we offer. XX suggested cancelling trips if not paid in advance. XX confirmed. Text message sent? XX said all students pay except PP. Some trips link to the curriculum and children need those experiences. XX voluntary contributions? Look at legality. XX said we cannot sustain this forever. XX will share a copy of his letter with XX. Letter outlining trips at beginning of year.	XX
	18.04	School value financial standards. Making sure we look at each year. Terms of reference not seen yet. XX has printed and will forward on to XX. Making sure Head has got set amounts to be agreed and brought forward to governors. Headteacher job description for XX to sign. Pecuniary interest forms: few outstanding on staff. Staffing structure we do review at this time of year before setting budget. Pay policy passed 2016.	XX
	18.05	Raising standards within school is looked at. Provision for PP and special needs raising standards. Currently looking at Literacy and Numeracy. Procurement saving money: photocopying need to look at: cleaning	

		<p>contracts: working with North Birmingham schools meeting other bursars. Purchasing of orders: go for quality rather than cheapest. Funding will reduce and need to plan to move forward and get out of in-deficit. Maintain premises? Final project canopy coming down. Dual funding for further works. Audit 28th Feb over 3 day period. Fraud and theft by staff. No recording of incidents during year. Resent out again to read policy. CMIS adequate at present. Voluntary funds 9.2.2017. Done in June again this year. Continuity plan. Assets held off site too.</p>	
	18.06	<p>XX: School budget. Based on revenue from City there is a discrepancy of £6,400 to the overall £140k. XX has had to take this off. Next due in June. XX to report back on that.</p>	XX
	18.07	<p>Dolce moving forward on 5th June. Also NOPS celebration day. Letters for parents after this date.</p>	XX
19.0	DATE NEXT MEETING		
	19.01	<p>Dates for your Diary:- 11/05/17 - 4pm 15/06/17 - 7pm 13/07/17 - 4pm } Topics to be arranged</p>	

Meeting ended at 9.39 pm.