

MINUTES

Committee	Development and Resources
Date/Time:	4.00 pm 8th May 2018
Location:	Carden School
Distribution:	Website The Governing Body, Nicki Buttress
Quorum:	3 excluding the headteacher. The meeting was quorate throughout.
Present:	Governors (voting) Helen Longton Howorth (HLH) Headteacher Jeff Nixon (JN) Pete Sandeman (PSD) Chair Paul Smith (PS) Hayley Mallipoudy (HM) Other (non-voting) Nicki Buttress (NB) School Business Manager Janet Johnson (JJ)
Apologies:	Amanda Mortensen - accepted

	DISCUSSION AND DECISION	ACTION
1	Welcome , apologies for absence PSD opened the meeting. Apologies were considered.	
2	Declaration of Interest in items on the agenda No new declarations of interest were made when invited. All governors could take full part and vote throughout.	
3	Minutes from last Meeting These were agreed to be an accurate record and signature was approved.	NB JJ
4	Matters Arising if not covered elsewhere In discussion it was agreed not to proceed with a policy enabling remote attendance at meeting.	
5	<p>GDPR <i>Is the school ready? How is it being implemented?</i> <i>Are there any financial implications for the school?</i> HLH and NB gave a verbal update.</p> <ul style="list-style-type: none"> • The decision regarding the appointment of a Data Protection Officer had not yet been decided and the possibility of reaching a reciprocal arrangement with another school was being investigated. • The privacy statements were ready. • The policy would be completed by 24th May. • The drive had now been colour coded re red, amber, green data. <p>HM arrives 16.08</p> <p>Are you being more specific with your authorisation requests? Yes, this is in hand. How many hours have you spent so far? Many. It will probably take about 2 to 3 weeks of our time but thereafter it should be straightforward. Have you included related expenses in the budget? Yes</p>	

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	Governors understood the work involved and were satisfied the school was showing evidence it was putting GDPR into place and there was a plan.	
6	<p>Admissions Sept 18</p> <p>HLH reminded governors that two years ago the local authority (LA) had warned that across Brighton and Hove there would be a year on year decrease in numbers starting in reception from 2016 to 2021. The bulge classes were not now required and in this area 120 surplus places were forecast by 2020. The indications earlier in 2018 had been that there would be a good size cohort at Carden; however, they had been allocated just 47, all first choices. All but 5 schools in the authority were undersubscribed, meaning a serious impact on budgets. HLH had asked the LA what to do about it and was to attend the Council meeting of the cross-party committee to enlighten them about the consequences and press for a co-ordinated approach.</p> <p>In the short term can you go down to one form entry? Last year the LA tried to tell some schools to reduce their published admission numbers and some did.</p> <p>Admission numbers for 2016 were 46, 2017, 59 and 2018, 48, of whom 4 would not now be coming as they had since moved.</p> <p>Mid-year movements. There was usually minimal fluctuation. Since Easter last year there had been 47 leavers, 7 to other schools and the rest moved out of the area. There had been 28 joiners of whom 8 had since left and of the 28 that joined, 12 had special needs, 12 pupil premium and 12 with English as an additional language (not the same children). Pupils with special educational needs comprised 19% of the roll, pupil premium 38% and 21% with English as an additional language. As the school was short by 118 spaces our budget shortfall was £427,919. Because of transfer to universal credit, eligibility for free school meals would not be checked for 5 years so the pupil premium money was expected to increase a little.</p> <p>With the introduction of the new national funding formula, from 2019 the local authority's buffer was being withdrawn.</p>	AM
7	<p>Pupil Premium 17/18 How was it used?</p> <p>Governors had received the rationale for the pupil premium for 2017/18. The majority of the money was spent on learning mentors.</p> <p>HLH informed the impact had been that there had been no fixed term exclusions since October and some children were back in classrooms now where they weren't before.</p> <p>There was a lot of talk re interventions impact. Interventions had included literacy support, play therapy and a counsellor. The Assistant Headteacher was the main co-ordinator. Funds were also retained for hardship cases re uniform.</p> <p>What other data do you have? Exit data and SATS.</p> <p>What about next year? We have a high percentage with special needs and a trend up the social scale.</p>	
8	<p>Ensuring financing is effective in improving learning and achieving value for money</p> <p>8.1 Outturn 17/18</p> <p>Governors had already received and considered the Final outturn 2017/18. They noted the outturn which as expected was nearly £5k, including the deficit recouped from last year and praised NB in achieving this. She gave further information:</p> <ul style="list-style-type: none"> • A new car boot agreement had been completed. • A store cupboard had been let. • Useful learning had been taken from discussions with Coldean School who had been successful in increasing their income. 	

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	<ul style="list-style-type: none"> • The parent teacher association was now really proactive and raising thousands each year. They had registered charity status. • The swimming pool would be ready from September. It had to have a new roof and ceiling, which was paid for by the council, and the floor and boiler. The plant needs to be expanded. <p>❖ The outturn was approved for recommendation to the governing body in the sum of £4925.</p> <p>8.2 Budget 18/19. Review of Options. Governors had already received and considered the budget for the year 2018/19 (projected outturn £12k), indicative budgets for 2019/20 and 2020/21 (outturns £2k and £13k respectively), along with 3 other budget scenarios.</p> <p>NB provided more information:</p> <ul style="list-style-type: none"> • Since the budget 18/19 had been prepared there had been a couple of staff changes. • Last year's expenditure had been used for this year. • Water costs would be higher with the swimming pool. • Lettings were likely to produce a higher income and overtime was being kept down. • Additional nursery sessions were being sold and it was possible an increase of £12k could be seen overall. • The breakfast and after school club were almost full and there were only 2 year 6s leaving in July. <p>Are you not adding any for inflation? No some measures taken previously are now enabling reductions in some costs.</p> <p>Is there a cost to the additional nursery sessions? No.</p> <p>In discussion governors supported the school's decision to limit use of the swimming pool to the school and not to let as the costs and risks were too high.</p> <p>Governors were extremely pleased to note the surplus in 2019/20 and 2020/21 and this was due to cheaper staff replacing more expensive. Staffing costs remained high at 106%. Further investigation modelling different scenarios showed that this reduced to 96% with a surplus of £258k should the school be full. Without the speech and language centre which is highly staffed, staffing would drop to 93% (surplus £71k) and with no speech and language centre and full school, 89% with £151k surplus). Governors thanked NB for the helpful analysis.</p> <p>❖ The budget was approved for recommendation to full governing body in the sum of £1,553,780</p> <p>NB leaves 17.00</p>	
9	<p>Delegation Planner Governors had received the planner. It was agreed JJ would send it to HLH again after half-term and it would be discussed with JN and AM</p>	JJ AM HLH JN
10	<p>Agenda for next time: What information is needed and from whom. Is input required from stakeholders? This item was not taken.</p>	SW AM
11	<p>Any other business</p>	

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	<p>Training – report</p> <p>A governor had attended training related to disadvantaged pupils and submitted a report. She brought to governors attention the poverty proofing initiative had been successful in some schools.</p> <p>Recommendations were to consider the format on a useful website when drawing up the annual report and continue to focus on persistent absentees among the disadvantaged group.</p> <p>It was agreed HM would become the pupil premium link governor.</p> <p>There being no further business, the meeting closed 17.09</p>	
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ITEM	OWNER	ACTION	BY
3	NB JJ AM	Print Arrange signature of minutes	18.5.18
6	AM	Take forward as appropriate	
9	JN AM HL	Discuss delegation and take to FGB	18.6.18
10	AM SW	Get organized for next year	FGB