

GOVERNING BODY OF DIAMOND WOOD COMMUNITY ACADEMY

Minutes of a meeting of the Governing Body held at 5.00 pm at the school on Wednesday 14th November 2018.

PRESENT

Mrs Claxton (Chair), Mrs L Whittaker, Mrs A Farrar, Mr A Marban, Miss Alderson, Miss Lyons, Mr Jones, Mr Forrest.

In Attendance

Mrs K Brunier – Minute Clerk, Mrs L Stead.

2352. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Mrs Marriott-Mills. Mr Jones completed an annual declaration of interest form.

2353. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS.

- Behaviour Policy.

2354. REPRESENTATION

- Written confirmation has been received from Mr Ahtiram-UI-Haq confirming his resignation.

2355. MINUTES OF THE MEETING HELD ON 5th July 2018

RESOLVED:

That the minutes of the meeting held on the 3rd October 2018 be approved and signed by the Chair as a correct record.

2356. MATTERS ARISING

- Mrs Farrar to complete a Self-Evaluation form
- A request for an early Ofsted has been deferred to January because a visit could come within 2 days, NQT's are not quite ready, could cost £7000.

2357. DECLARATIONS OF INTEREST

Nothing to declare.

2358. RESOURCES

Mrs Stead provided a pack but quantified that due to several factors she was unable to provide accurate predictions at this stage.

2017/18

- Enhance auditors are still to finalise year-end figures.
- It has been indicated that the 2017/18 year-end position should be approximately £106,000 which will give a £65,000 carry forward

2018/19

- Budgeted predicted surplus is £76,108
- Number of students risen by 3
- 2 extra students with SEN funding and 2 extra ETA's employed on a fixed term contract
- Extra funding for 1 student who didn't move due to an LA mistake.
- Teachers pay increase between 1.5% to 3.5% - larger than the 1% prediction. Extra funding expected for next 2 years. £7,000 already received for Sept – April 2019.
- Teacher Pensions are going to increase in 2019/20 with a £50,000 impact on the budget. There could be additional funding provided by the government, but the value is unknown.
- We are advertising to support a SEN student from January and potentially another from April.
- £3,000 grant received from Dewsbury Partnership to be spent on creative events.
- Extra supply required due to staff absence – staff hopefully due to return to work soon.
- A small amount of income expected, relating to 4 teachers under a teacher training programme. Extra support from college placements have supported staff and given something back.
- Extra pressures to budget means potential reduced spending on IT and premises. Spending is being carefully monitored.

All the above could reduce the expected surplus to £40,872 but we will be trying to make further savings to increase the figure to as near as possible the predicted budget figure.

Time was spent looking at 5-year budget report and highlighted areas of possible changes or savings:

- Course fees reduced.
- iPads have been bought.
- Each Key Stage has been given a budget to spend but have been encouraged to raise funds.
- Enhance charge increased due to higher student numbers.
- Enhance charges have increased to put the Trust in line with National Average 'top slice' amounts. Charges for insurance, payroll and HCSS will be paid directly by the Trust but charged back to us as a total amount.

At the end of 5 years the prediction shows an overspend of £212,000 so we need to be careful. This is a worst-case scenario due to the high number of variables and a more accurate forecast will be presented at the next resources meeting.

No Questions.

Caveat – National Funding Formula will change and will focus towards attainment and not deprivation. This would favour schools with lower attainment.

Responsible Officer checks

Next visit will be 24th January.

Premises Update

- New outdoor play area has been installed – children love it.
- Floors and cupboards have been replaced in Reception classrooms due to damage following a roof leak.

Health and Safety

2 minor adult incidents – reported

Staff Absence

- 2 members of staff are absent but sick notes due to run out on Thursday 14th November. 1 absence may go further.
- 1 day absences are frequent.
- Staff attitudes are positive.
- Staff are working as a team and are providing cover when and where needed.

Governors thank Mrs Stead for her work.

2359. POLICIES

The following policies were agreed:

- Pay Policy
- Child Protection Policy.
- Safeguarding Policy.

2360. CONFIRM DETAILS FOR HEAD TEACHER APPRAISAL

Appraisal will be held on the 21st November 2018. Mr Jones will attend, all Governors are welcome to attend.

2361. REVIEW OF STAFF STRUCTURE AND DEPLOYMENT

- Current structure is at the bare minimum. There are no plans for immediate change.
- Mrs Whittaker is retiring at the end of 2018/19 so after Christmas, options will need to be discussed.

2362. EMERGENCY PLAN

- Updated with new numbers – accepted.
- The Business Contingency plan will be reviewed in January and runs in conjunction with the Emergency Plan.

2363. MONITOR AND DISCUSS CHILD NUMBERS

- October census reported 3 extra children than the budget forecast.
- Nursery figures are at 48 and is nearly full. The funding for Nursery is not lagged. An advert has been placed on the back of appointment cards in the local doctors.
- If the nursery numbers rise, then more staff will be required – we would not want to turn children away as these children will continue into reception.
- Children entitled to Pupil Premium funding is currently 68 which is higher than this time last year. No incentives have been offered this year.
- Free School Meals – Kirklees are not proactive, and each child needs to apply separately for their entitlement. Funding follows the student and it could be worth offering an incentive to apply.

2364. AGREED DATES FOR THE NEXT MEETING

All dates were agreed. The next meeting will be on Wednesday 28th November at 5.00pm.

2365. AOB

Behaviour Policy – changes highlighted in yellow. This policy was adopted once reference to golden has been changed to diamond and reference to WDAT changed to Enhance.

Mr Jones needs to finalise this year's CIF bids asked Governors if they had any ideas. The work needs to be at least £20,000 and relating to the building not grounds.

Thank you for your attendance.

2366. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.