

## THE GOVERNING BODY OF DIAMOND WOOD COMMUNITY ACADEMY

Minutes of a meeting of the Governing Body held at 5.30 pm at the school on Wednesday 12<sup>th</sup> September 2018.

### PRESENT

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

### In Attendance

Mrs K Brunier – Minute Clerk, Mrs L Stead

### 2322. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Mrs Marriott-Mills. There were no declarations of interest.

### 2323. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS.

1. Asset write off
2. Disposals

### 2324. REPRESENTATION

- Mr M Shires term of office has ended.
- Welcome to Natalie Lyons who is observing today to becoming the next staff governor. – It was unanimously agreed to elect Miss Lyons.
- Mrs Claxton will contact Mr Ahtiram-ul-haq to ask him about his intentions towards remaining a governor
- An interested person has been emailed with details of how to become a governor – Mrs Claxton to make contact to see if he is still interested.

### 2325. MINUTES OF THE MEETING HELD ON 5<sup>th</sup> July 2018

#### **RESOLVED:**

That the minutes of the meeting held on the 5<sup>th</sup> July 2018 be approved and signed by the Chair as a correct record.

### MINUTES OF THE MEETING HELD ON 12<sup>th</sup> JUNE 2018

**RESOLVED:** That the minutes of the meeting held on the 12<sup>th</sup> June 2018 be approved and signed by the Chair as a correct record.

### 2326. MATTERS ARISING

Page 809 – Item 8313 – A3 sheet will be ready for the next meeting.

2327. DECLARATIONS OF INTEREST

Mrs Stead collected completed forms to be kept on record.

2328. RESOURCES

A pack with reports was provided for governors by Mrs Stead that explained:

- 17/18 budget – end of year – A £113,111 surplus carried forward figure is predicted, £50,000 higher than previously expected. When combined with the deficit of £49,354 means there is a £63,757 surplus carried forward which will help improve the deficit predicted in the 5-year budget.
  - £38,000 increase in income that includes a larger PE Grant, EYFS/LAC/PP income and higher fund raising
  - £22,000 savings made in expenditure including a reduced spend for staff insurance, and a large refund on electricity

The savings made this year will now lead to investigating a VAT refund for gas, and we now have an IT renewals programme agreed to settle the budget.

Mrs Claxton said this is very good news.

- 18 – 19 Budget – additional information and potential outcomes that would affect the budget prediction are:
  - Increase in student numbers by 3 will increase income
  - Higher number of statemented children requiring a higher level of staffing
  - A higher Teachers pay increase potentially agreed but could be subsidised initially by the government.

This has been a tight year that has allowed a healthier surplus to be carried forward figure. This increase has helped minimise the effect of new demands on the 5 year budget.

- Responsible Officer – Visit made on 24<sup>th</sup> August and had no recommendations to report.
  - A Pupil Premium report is required and will be ready for the next governors meeting.
  - A Best Value exercise was under taken for cleaning and shows the costs are comparable to bringing the service in house but with a managed service the responsibility of staff management laying with Kirklees. Recommended to keep the service as is.
- Policies – to be dealt with in a latter agenda item.
- Premises – Report provided

- Roof work has been completed and should make the building warmer, cost comparisons will be provided at a later date.
  - During the October half term holidays, a new play gym will be installed, funded by an Awards for All bid of £10,000.
- Health and Safety – 1 incident was reported involving a play nut.
- Staff Absence – A new computer programme SAM is now in use and works well.
    - Reports provided compared results from 16-17 to 17-18 and showed a reduction in teacher absence but not in support staff.
    - Reducing the number of routine appointments taken in working hours now needs addressing.
    - 6 staff members were absent the first week of term.
    - Mrs Farrah suggested Flu vaccinations could help reduce sickness over the winter period.
    - Mrs Stead met with Kirklees HR with a thought to buy into Care First who could offer a counselling service and will provide Wellbeing sessions.
    - Miss Alderson asked if back to work meetings were held – Yes Mrs Stead performs them.
    - Mrs Claxton asked about the impact absence has made – Mrs Whittaker replied reduced staff levels required careful management to maintain consistency for children, but measures have worked.
    - Mr Marban asked if return to work meetings are affective – Mrs Whittaker some staff find the meetings supportive, but it is not for everyone.
- Write offs
    - An outstanding debt of £30 relating to breakfast club for a vulnerable family was agreed to be written off.
    - 7 laptops, 5 desk top computers, 1 server, 1 projector, 3 smartboard and 1 UPS box was also agreed to be written off. – These items were fully depreciated.
    - Mrs Stead will send a letter to Mr Jones – Enhance.

Mrs Claxton thanked Mrs Stead.

## 2329. POLICIES

The following policies were approved:

- Financial Managements
- Charges and Remissions
- 1<sup>st</sup> Aid – with one amendment
- Gifts and Hospitalities
- Health and Safety

- Risk Register
- Whistle Blowing Policy

The Pay Policy was not available and will be brought to a future meeting.

2330. APPROVE RECOMMENDATIONS OF TEACHING STAFF PAY PROGRESSION

On hold – Appraisals have been completed in July and all staff met their targets. One the Pay Policy has been finalised and agreed the recommendations will be brought to the next meeting.

2331. AGREED DATES FOR THE NEXT MEETING

The May dates were missing from the agenda, but all dates were agreed. The next meeting will be on Wednesday 3<sup>rd</sup> October at 5.30pm.

2332. AOB

Thank you for your attendance.

2333. 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.