

**THE 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 16<sup>th</sup> January 2019.

**PRESENT**

Mrs L Whittaker, Mrs A Farrar, Mr A Marban, Miss Alderson(Chair), Mrs Lyons, Mr Jones, Mr Forrest, Mrs Marriott-Mills

**In Attendance**

Mrs K Brunier – Minute Clerk, Mrs L Stead.

2378. **APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Mrs Claxton.

2379. **NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS.**

None.

2380. **REPRESENTATION**

- New Governor -. Mr Forrest was elected unanimously, and he provided confirmation of his DBS.
- Mrs Claxton has indicated her intentions to resign as chair due to her commitments in her new employment. - Mrs Claxton can communicate a high level of understanding of the school's data and it would be beneficial to retain her as a governor. Mrs Whittaker will communicate with her and confirm her intentions. Miss Alderson is happy to chair meetings but can not commit to the role of Chair.

2381. **MINUTES OF THE MEETING HELD ON 28<sup>th</sup> November 2018**

**RESOLVED:**

That the minutes of the meeting held on the 28<sup>th</sup> November 2018 be approved and signed by the Chair as a correct record.

2382. **MATTERS ARISING**

- Point 828 – The resources have been passed on.
- Pupil Premium dates should be added.

2383. **DECLARATIONS OF INTEREST**

Nothing to declare.

## 2384. RESOURCES

Mrs Stead provided a pack.

### 2017/18 Final details from audit.

- The Trust accounts have been finalised and have been displayed on the school website
- The 2017/18-year end carried forward position shows a surplus in year of £106,724.91 and brought forward deficit of £49,354 which leaves a surplus carried forward figure of approximately £57,370.
- The Auditors provided recommendations shown on appendix 1- these have been addressed where appropriate. All of 2016/17 have been addressed satisfactory.

### 2018/19 Budget

- Overview of budget predicts a surplus of £76,108
- Following a review at the end of period 4 estimates a surplus of £55,289 but it is still early days.
- Income prediction shows an increase of £43,000. This is mainly the Government grant relating to Teacher pay and higher numbers of SEN children. Pupil Premium numbers are up on last years position from 55 to 62.
- Expenditure prediction shows a potential overspend of £63,000. The costs on salaries and supply to cover absences are higher than expected. The Trust has paid for some staff training. The budget for premises has been reduced. The insurance, payroll and software licence costs are now taken by Enhance and split equally over 12 months.
- Savings are being made wherever possible. Mr Jones suggested contacting Capa who have just received a delivery of IT equipment from a school from Hereford that closed and surplus equipment may be available to be used at Diamond Wood.

### 2018/19 and onwards budget

Version 9 shows the predictions based on the following assumptions:

- Mrs Whittaker's resignation has been formally accepted.
- An executive Headteacher 1 day a week.
- 3 members of staff with increased TLR's.
- Number of pupils are stable at 105.
- Teacher Pension's increase and funding has been left in.

Miss Alderson asked if this is the worst-case scenario – yes this is an educated guess.

This budget shows that after five years the outcome is a deficit of £86,755.

Mr Jones recognised that the 5-year budget has shown predicted higher deficits but is not now heading towards disaster.

Miss Alderson asked if the staffing structure will work - It has not been agreed on how to replace Mrs Whittaker, but she will either be replaced or support from within the Trust will be used. This variation was an indicator to Governors of one possible scenario.

### Staff Changes/Variations

- A part time ETA started in January to support a child in Year 2– funding has been approved.
- 1 extra hour is being paid to a member of staff – fixed until Easter.
- A pilot scheme run by Kirklees to pay for lunchtime SEN cover has been approved just waiting on confirmation of amount. The amount quoted was £8300 rather than the higher needs top-up of £6600. School is currently paying the cost of cover at present.

### Responsible Officer checks

Next visit will be 24<sup>th</sup> January. No recommendations from the last report on 12 September 2018.

### Premises Update

- The Premises Manager has decorated the Year 2 corridor over Christmas.
- A CIF bid has been submitted by AHR for a new electric distribution board and fire alarm system. The results will be made available in March. Mr Marban asked if the Intruder Alarm is linked to the Fire Alarm and could be combined. – Mrs Stead will investigate.
- Mr Jones confirmed that the final inspection for the roof was yesterday. Phase 1 will be signed off in September 2019 and the retention payment will be released and the 25-year guarantee will be issued.

### Health and Safety

- No reported incidents.
- Mrs Stead and the Premises Manager walk around the school once a term. This term the outcome was very positive with an email being sent to all staff commending them.

Mrs Lyons asked if the window closers in the hall could be looked at.

Mrs Farrer has attended a training course for Health and Safety and offered to meet with Mrs Stead to share good practice.

- Artificial grass has been looked into for an area in Reception play at the rear of school – it is wood chip now, but the quote is too large to proceed.
- Reception has a new play area but are still raising funds for more equipment – encouraged to spend funds raised

Mrs Marriott-Mills asked if pesticides are used? - Twice a year during the holidays.

- The stones in the carpark are an issue and needs to be improved - this will happen when funds are available - a quote for £10,000+ for tarmac has been obtained.

### Staff Absence

- All staff are now back at work. Two have completed a phased return and informal targets have now been set.
- Staff are working well together and are always helpful towards each other.

An Absence report was provided. The results show a downward trend in absence for 2018/19 and a further breakdown of the reasons behind the absences were displayed in a pie chart. The school absence is under national average.

- Mrs Marriott-Mills asked if counselling is still provided to support staff when required. – Yes, the support is advertised in staff room and has been recommended.
- Mrs Stead is still talking to Kirklees Council about a new initiative offering face to face support and is also attending a course to see what is legally required in dealing with Mental Health.
- Monitoring and checking systems are in place and supports staff very well.

Mrs Lyons asked if the message regarding the service can be passed to all staff members again.

Mrs Whittaker said that the flu jab was offered in house at half price – 9 staff members took up the offer. Next year this offer will be made in September to encourage a higher take up. Mr Forrest said the Council costs for the flu jab may be lower than an outside company and could be offered across the Enhance Trust.

Mrs Lyons also mentioned the use of hand sanitizer for staff members to reduce the vomit bug. Pupils use the hand sanitizer before lunch. This incentive could tie in with the local community and reduce pupil absence.

### Disposals

- 42 netbooks beyond use in school – sold for £328
- Ipad – broken
- 2 laptops
- 1 smartboard

Agreed to be disposed.

Thanks were given to Mrs Stead.

## 2385. POLICIES

The following policies were agreed:

- Teacher Appraisals - adopted
- CCTV Policy. Mrs Marriott-Mills asked where the controls for the CCTV are? – In the main office where the Premises Manager/ Mrs Stead/ Mrs Whittaker can access. A document

will be produced to log the access to the system. Mr Marban recommend the system be password protected.

- Safeguarding Policy – Mr Forrest suggested a few web references be inserted – Approved.

2386. CONFIRM DETAILS FOR HEAD TEACHER APPRAISAL

Completed.

2387. AGREED DATES FOR THE NEXT MEETING

All dates were agreed. The next meeting will be on Wednesday 6<sup>th</sup> February 2019 at 5.00pm.

2388. AOB

None.

Thank you for your attendance.

2389. 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.