

Minutes of Governing Body Meeting, 12th November 2018

Present:	P Perry (Co-vice Chair)- Chair of Meeting Today P Thompson (Co-vice Chair) R Campbell (Head teacher) B Calvert Kate Davies P Thompson Katrina Davies D Askew
In Attendance:	A Clarkson Bursar Y Scott Clerk
Apologies:	J Stewart (Chair) N Wiltshire C Ditch

18/69	Receive Apologies for Absence
<i>Summary of Discussion</i> (including questions and responses)	Apologies received Agreed by 5 governors
Actions Arising / Resolutions	
N/A	

18/70	Agree Minutes of Past Meeting and Consider Matters Arising
<i>Summary of Discussion</i> (including questions and responses)	18/59 completed by CofG 18/61 Completed 18/64 Monitoring visit planned for this, and PP within the meeting 18/66 Complete
Actions Arising / Resolutions	
N/A	

18/71	Continual Training Check Delivered by Clerk
<i>Summary of Discussion</i> (including questions and responses)	Two unknown questions delivered to governors for ongoing board development. <i>How do governing bodies hold their school to account?</i> <i>What is the most effective and productive way of achieving and evidencing this?</i>
Actions Arising / Resolutions	
N/A	

18/72a	Consider Meeting Focus – Resources Focus – a Half Year Budget Update
<p>Summary of Discussion (including questions and responses)</p>	<p>Consider Meeting Focus (as per Annual Cycle of Meetings): Resources Focus</p> <ul style="list-style-type: none"> a) Half Year Budget Update -tabled b) Pupil Premium Reporting - tabled c) Comparative Statistics and Benchmarking - tabled e) Update on staff performance management – tabled d) Sport Premium Reporting – tabled – Postponed to next meeting <p>Half Year Budget Update</p> <p>A Clarkson presented further briefing from documents submitted regarding budget and financial position and how specific SEN income stays with the pupils, if they go it goes straight away to their new educational provider. Our ongoing issues remain with retaining a class structure when mobility means we are dropping regarding how many pupils on roll, additionally our high SEN delivery and management time is affecting budget, despite time and input required to deliver according to need they may move on with funding going as they go.</p> <p>Also, the pay awards have been huge this year ranging from 2% to 9% to meet new national pay regulations, with a small amount of funding coming back from government regarding the 1% - 3% pay increment for teachers. Also, reflectively costs being passed on from LA are at a much higher level due to the services we are buying in. Difficult to predict where we will be at, but with the governor working party moving to present a plan this is the best effective practice to cover the unknowns within the financial planning and forecasting for the school.</p> <p>Where has the specified 'other income' come from? <i>The bulk of this comes from reimbursement from staff absence scheme £11,000, also income corresponding with expenditure and learning resources, trips, SLE funding, YSJ student mentorship, funding from the alliance, meta-cognition money per term to cover teachers viewing project elsewhere.</i></p> <p>Still predicting a loss at end of this year? <i>Yes, as we cannot work out fully regarding income from January census and Ever 6 so tends to be underestimated due to mobility we have within school. We have further finance discussions upcoming in the finance working groups this November that will enable a presentation of options to move forward.</i></p> <p>Any news on any incoming personnel to station to boost numbers? <i>Essentially no, however after a meeting with Station Commander we have been given more clarity and less hearsay. Only definitive information given we were already aware of regarding incoming children. Some of previous scoping exercise may have evolved to a few more numbers but we haven't really got any data that means we can advance the finance plan with more concrete incoming numbers, it simply is not possible to define and would be ill advised to do so with the financial forecast. Also raised that new head to 90SU be invited to liaise with school due to the 90SU possible impact on numbers within school.</i></p> <p>Chair noted for minutes that the governing body are pleased with the performance of the school's financial planning to date and are thankful to Mrs Clarkson for her invaluable support to the school.</p>

18/72a Consider Meeting Focus – Resources Focus – a Half Year Budget Update	
Sports Premium Reporting to be added to next FGB meeting	RC/YS

18/72b	Consider Meeting Focus – Resources Focus – b Disadvantaged Pupil Premium (DPP)
<p><i>Summary of Discussion (including questions and responses)</i></p>	<p>Pupil Premium. <i>Disadvantaged pupil premium (DPP) has a significantly smaller number, all are FSM6 but not currently FSM, that remains with them for 6 years. In terms of achievement/impact information, we had 1 child in yr. 6 last year this data sample has been suppressed due to identifiable nature.</i></p> <p><i>Focus has been on academic barriers, as main purpose within DPP is in raising educational performance. Slight shift to previous years as outcomes have been mapped against the lines so that you can see where it supports more than one area to give further clarity. Embedded within the DPP is re financial expenditure, it largely met the success criteria (section 6) there are lessons learned to note from our PSR annotated as well.</i></p> <p>Questions Is the DPP published in full on the website? <i>The legal requirements are published on the website – i.e. this strategy statement with overall costings.</i></p> <p>How will the impact be measured? <i>Governor monitoring of SLT implementation and records; all governors will receive termly data on DPP progress in HT report.</i></p> <p><i>Noted by governors that successful DP strategy from last year has been commended by Pupil Premium Review.</i></p>

Actions Arising / Resolutions	
N/A	

18/72c	Consider Meeting Focus – Resources Focus – c Service Pupil Premium (SPP)
<p>Summary of Discussion (including questions and responses)</p>	<p>Service Pupil Premium (SPP) Impact statement evolved again for clarity, vast majority of areas had high impact, some medium last year. Overall our spend has had good impact throughout, where there have been limitations on impact i.e. the IDL numeracy this is being rolled out to more students should see further effect within this area this year.</p> <p>Ultimately the school is still focussing on a pastoral thrust for the SPP, this however should impact and improve the educational output. Concluding the SPP with the table that summarises the overall intended impact was welcomed by governors.</p> <p>Questions Do we have external review and what is their view of it? Yes, last year we commissioned a senior military school head to appraise both the DPP and SPP, which we were commended on regarding our delivery and impact, also we roll out best practise to other schools via Matt Blyton at LA regarding reporting on SPP.</p> <p>Chair noted that in aligning the Service Pupil Premium Statement to the Disadvantaged Pupil Premium Statement, actively lead by the Headteacher should be seen and commended as best practice as the ability to compare and view overall is enhanced by this detail.</p> <p>There appears to be a continuity in strategy from one year to the next is this appropriate? The strategy has a lot of continuity from one year to another, which means that it seems a little off to be changing this each year. However, with the contextual challenges (pupil change, staff change and rotation etc.) these items still need to be covered for the very nature of the school. As it works, we review, but we review that the need is still there and meets the trends and difference within our setting.</p> <p>What data supports all judgements? Some, i.e. booster, SAT KS2 results show change and national data set comparison. Some harder to quantify as I can't put a set of statistics on pastoral care, great input for pupil, parent surveys, also exit questionnaire, additionally soft data from within staff meeting within questions to teachers and TA and how it supports them in their role.</p>
Actions Arising / Resolutions	
N/A	

18/72d	Consider Meeting Focus – Resources Focus – d Comparative Statistics and Benchmarking
<p><i>Summary of Discussion (including questions and responses)</i></p>	<p>Comparative stats and benchmarking; Bursar presented the contextual data and figures. We are not that far out from our previous projected figures. The main variant is in that we have more teaching staff than schools of the same size, which is of course to maintain the structure within school to enable the mobility of students in and out. Support staff carries only a small variant this is encouraging when you reflect on the SEND need.</p> <p>Questions; What do we learn from this? <i>It is not that we are in the right or wrong place, its knowing why we have more teaching, why our premises costs are higher etc. It is when we can't explain that the difficulty arrives, in benchmarking we can highlight and use as a tool within the finance working party, it is the comparative between other 'similar' schools to justify and clarify our financial expenditure. We are not disproportionate.</i></p>
Actions Arising / Resolutions	
N/A	

18/72e	Consider Meeting Focus – Resources Focus – e Update on Staff Performance Management
<p><i>Summary of Discussion (including questions and responses)</i></p>	<p>Teaching Staff Appraisal Paper. The key point to note is that pay increments are linked to rigorous performance related pay. We set success criteria, we are also willing to withhold increments when targets not achieved.</p> <p>Is the FGB in agreement with the movement of increments to UPS (anonymised with data available via HT)</p> <p>Agreed (5)</p> <p>Questions Are TA's subject to a similar process? <i>Yes, appraisal cycle is in line with April deadlines and they do receive in appraisal in the same manner, they have less incremental pay bands, never the less their appraisals are aligned with success/target criteria, and equally if not met increments may be withheld.</i></p> <p>Is there a specific appraisal form that has to used? <i>The school follows the core LA document with numerous additions that refer to the SIP and SEF, and the UPS application requires a portfolio to be submitted according to the UPS targets.</i></p>
18/72e Actions Arising / Resolutions	
<p>Resolution: the FGB is in agreement with the movement of increment to UPS (anonymised with data available via HT)</p> <p>Agreed (5)</p>	

18/73	H&S and Capital Projects	
<i>Summary of Discussion</i> (including questions and responses)	<p>a) Review Document Audit outcomes b) Plans for capital projects</p> <p>Governor tabled document, all logged and ongoing work in process.</p> <p>Briefly: document audit went well all in place, simple report and couple of action points in progress.</p> <p>Plans for capital, 2 main areas for significant capital injection, to grant fund the sensory garden. We are optimistic that the RAF Benevolent fund may assist longer term with this. The other area is the EYFS area, temporary in place, phase one under way to reduce size and storage and how the areas work which will give super access and visibility. Phase two is in regard to the feasibility study to improve the capital space.</p> <p>So the way we work would we be able to supplement more money via additional funding?</p> <p><i>Unsure but welcome to see how input could be incorporated if this is available.</i></p>	
Actions Arising / Resolutions		
Sound out support and how applications can be put forward and if can supplement.		DA/RC

18/74	Policy Update – tabled in advance	
<i>Summary of Discussion</i> (including questions and responses)	<p>a) Staff Pay Agreed (all present)</p> <p>b) Budget Management Policy and Scheme of Delegation Agreed (all present)</p> <p>c) Child Protection / Safeguarding Policy Agreed (all present)</p>	
Actions Arising / Resolutions		
Resolutions: The above policies adopted unanimously.		

18/75	Receive Relevant Safeguarding Updates
<p><i>Summary of Discussion</i> (including questions and responses)</p>	<p>Anonymised essential updates given regarding current safeguarding provision.</p> <p>Re recent communication regarding procedure in how the school fits into safeguarding concerns – was there particular reason for this?</p> <p><i>Yes received child protection conversations on return from the summer holidays to myself which had been observed within the holiday period. After taking advice from county NYSCB the outcome was the letter we sent out that gave guidance to the community in how they can support their concerns within a time frame and with signposting to areas for reporting.</i></p> <p>Can we put this letter on the website for new starters?</p> <p><i>Yes, action for headteacher</i></p>

Actions Arising / Resolutions	
Please publish letter to website	RC

18/76	Receive Monitoring Reports – Maths, EYFS and H&S
<p><i>Summary of Discussion</i> (including questions and responses)</p>	<p>Tabled pre-meeting, received with thanks no questions received.</p>
Actions Arising / Resolutions	
NA	

18/77	Discuss AOB	
Summary of Discussion (including questions and responses)	<p>a) Membership of National Governing Body – is it value for money and worthwhile to the FGB? Discussed re alternative provider YES, and the DfE website sign up for changes in education policy that governors can receive. <i>Unanimous vote to withdraw from the service.</i></p> <p>b) Sign safeguarding training and register of business interests if non-attendant at last meeting <i>Completed by those present.</i></p> <p>c) School Admissions Arrangement 2020/21 – description and document of PAN tabled for schools overall broad capacity. Currently 40 per year group. <i>Unanimously agreed to send return as is to LA.</i></p> <p>d) Visit from school improvement advisor (SIA) and advised that the SEF judgement should state good not RI, governors noted many thanks to the teachers and all support staff in working so hard to improve from the PSR – <i>Unanimous vote change to be implemented.</i></p>	
Actions Arising / Resolutions		
Email information for DfE link for governance updates		YS

18/78	Confirm Date of Next Meeting	
Summary of Discussion (including questions and responses)	28th January 2018 1230 in the Zone	
Actions Arising / Resolutions		
NA		