

# Minutes of Governing Body Meeting

## Thursday 23 March 2017

Present:	James Stewart (in the Chair) Rob Campbell (Headteacher) Adrian Fox Nick Gaulder Malcolm Sands Natalie Wood Kate Davies
In Attendance:	Mandy Lambert (Clerk to Governors) Angela Clarkson (FMS Officer)
Apologies:	Jayne Rosamond Steve Wood

<b>17/12</b>	<b>To Agree the minutes of the meeting held on Thursday 12 January 2017</b>	
Summary of item	The minutes of the previous meeting had been circulated prior to the meeting.	
Questions and responses	<p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>➤ It was noted that Kate and Adrian had been unable to attend the Bitesize Finance training.</li> <li>➤ Katherine's citation had been completed.</li> <li>➤ The Communications plan had been uploaded to the website.</li> <li>➤ Further discussion with JR to be undertaken regarding the SEN governor role.</li> <li>➤ The parent forum had been convened and advertised well but unfortunately there had been no attendees.</li> <li>➤ Further work on the Governor Development Plan to be undertaken.</li> </ul>	
<b>Actions Arising / Resolutions</b>		
<ul style="list-style-type: none"> <li>➤ JS to meet with RC regarding the Governor development plan.</li> <li>➤ Parents to be asked through the newsletter as to their preferred subjects for discussion.</li> </ul> <p><b>Resolved: That the minutes of the previous meeting be agreed as a correct record and signed by the Chairman.</b></p>		<b>JS/RC</b> <b>RC</b>

<b>17/13</b>	<b>To Consider Finance</b>	
Summary of item	The annual Schools Financial Value Standard had been completed.	
Questions and responses	All questions within the self evaluation had been addressed with further detail added.	
<b>Actions Arising / Resolutions</b>		
<ul style="list-style-type: none"> <li>➤ To complete the financial controls checklist by the School Administrator.</li> <li>➤ To ensure that the skills matrix is lodged with the school.</li> </ul> <p><b>Resolved: That the SFVS be approved and submitted to the Local Authority by 31 March 2017.</b></p>		<b>YS</b> <b>RC/AC</b>

17/13 (cont.)	To Consider Finance	
Summary of item	The budget and contract review schedule had been circulated for consideration.	
Questions and responses	<p>It was noted that the level of services had been maintained with a list of services outlined. The majority of contracts had increased in cost but insurance had reduced. Buy-back had been considered with North Yorkshire as most of the services were required. Outside providers could be sought but the onus would then be on the school to undertake all levels of administrative work and HR work.</p> <p>It was noted that the previous cleaner had taken on the caretaker duties.</p> <p><b>Question 1: Why had the school meals reduced by £1,000?</b>  <b>Response: Clarification had been sought by the FMS service. The figures had been based on the 2016/17 budget and historic pupil numbers but it was recognised that these figures were not realistic and the information had been revised.</b></p> <p>It was noted that the school was in the process of setting up Parentpay and some of the software licences had increased.</p>	
<b>Actions Arising / Resolutions</b>		
That the FMS Officer would bring the revised budget to a future meeting.		<b>AC</b>

17/13 (cont.)	To Consider Finance	
Summary of item	The draft budget monitoring statements had been circulated for consideration.	
Questions and responses	<p>It was noted that a positive budget had been projected for the next financial year if the current pupil numbers remain static. The following two financial years do not look so good and thoughts were sought as to where savings could be made. The MOD grant had been factored into the budget figures and the school had managed to secure some IT kit from the drawdown.</p> <p><b>Question 1: JS asked if Schools IT services were willing to install the equipment.</b>  <b>Response: This was confirmed.</b></p> <p><b>Question 2: NG asked about pupil premium funding and whether there was any backup for potential loss should there be no pupil premium pupils in school in September.</b>  <b>Response: The pupil numbers would be picked up in the January census figures and the school can apply for top-up funding.</b></p> <p><b>Question 3: AF asked if the school was confident that every child had been registered as a service child.</b>  <b>Response: The school has done this.</b></p>	
<b>Actions Arising / Resolutions</b>		
<b>Resolved: that the draft budget be accepted.</b>		

17/13 (cont.)	To Consider Finance	
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Summary of item	A capital projects update was received.	
Questions and responses	It was noted That there were no proposed projects but some things issues were being monitored following the health and safety inspection.  <b>Question 1: JS asked if any capital expenditure was planned.</b> <b>Response: It was noted that the school would receive £6k which had been earmarked for IT. £15k - £20k unallocated monies had been placed against the capital budget for future projects</b>	
<b>Actions Arising / Resolutions</b>		
	<ul style="list-style-type: none"> <li>➤ The playground and tree roots – three trees would need to be removed so may need to look at an alternative solution for shade.</li> <li>➤ The reception area and trim-trail need to be considered as they are looking 'fired'. SW to be asked to explore the possibility of using the benevolent fund to fund these projects.</li> <li>➤ Forest School work to be explored by NG</li> <li>➤ The health and safety check and fire risk assessment had outlined some failings which would be followed up after the next LA review.</li> </ul>	RC/SW NG  RC / MS

<b>17/13 (cont.)</b>	<b>To Consider Finance</b>	
Summary of item	Forward financial planning and staffing needs. It was noted that there was no requirement to change the staffing structure for the following academic year.	
Questions and responses	<b>Question 1: NG asked about class structure for 2017/18.</b> <b>Response: No decision had yet been made. The pupil admission number is 40 but if there are more pupils requiring places the LA would ask the school to take additional pupils.</b>	
<b>Actions Arising / Resolutions</b>		
There were no actions.		

<b>17/14</b>	<b>To Receive any Correspondence</b>	
Summary of item	It was noted that there had been no correspondence since the previous meeting.	
Questions and responses	None.	
<b>Actions Arising / Resolutions</b>		
None.		

<b>17/15</b>	<b>To Consider Ongoing Policy Review</b>	
Summary of item	The following policies had been circulated prior to the meeting: <ul style="list-style-type: none"> <li>➤ <b>Sex and Relationships Education</b> – noted that this was an amalgamation of the old SRE policy and the framework element from the LA Citizenship Entitlement Framework which gives clear guidance for staff as to what should be introduced and when.</li> <li>➤ <b>HR Policy Statement</b> – it was noted that this was the latest version of the LA policy.</li> </ul>	

	➤ <b>Draft Policy Review Schedule</b> – it was noted that all policies had been reviewed and mapped against DfE document on statutory policies in schools. Core documents are tracked on an interactive version of the policy document.
Questions and responses	<b>Question 1: AF suggesting adding a column to the policy review schedule as to which policy would be published on the website.</b> <b>Response: This was agreed.</b>
<b>Actions Arising / Resolutions</b>	
<b>Resolved: That the Governing Body of Leeming RAF Community Primary School consent to the adoption of the latest version of LA HR policies as live documents and thus maintain an overarching view of their statutory duties.</b>	
<b>Resolved: That all policies above have been adopted</b>	

<b>17/16</b>	<b>To Consider Governor Training</b>	
Summary of item	An outline was given of training undertaken by Governors and any forthcoming training courses.	
Questions and responses	<ul style="list-style-type: none"> <li>➤ Work had been undertaken on the training matrix with four skills audits returned. Areas of concern were health and safety, Ofsted process, SEN and areas of the curriculum. If 30% of the Governing Body is competent in an area then a training need would be highlighted.</li> <li>➤ Governors were asked to inform RC or AF regarding any training undertaken including training undertaken through work.</li> <li>➤ The new Governor Competency Framework had been circulated which was broken down into key areas of development.</li> </ul> <p><b>Question 1: Concern was expressed that governors may be spending a lot of time looking at induction materials versus governors spending time finding out about the school and knowing the school well.</b></p>	
<b>Actions Arising / Resolutions</b>		
	<ul style="list-style-type: none"> <li>➤ AF to map the NGA skills audit to the current skills audit.</li> <li>➤ To purchase the NGA 'Welcome to Governance' training which was designed for new governors and would be kept in school.</li> <li>➤ The NGA e-learning governor induction certificate would be free for gold members. KD to find out from the NGA about membership.</li> </ul>	<b>AF</b> <b>AF</b>  <b>KD</b>

<b>17/17</b>	<b>To Receive Governor Monitoring Reports</b>	
Summary of item	The following reports had been circulated: <ul style="list-style-type: none"> <li>➤ Maths (MS)</li> <li>➤ Computing (NG)</li> <li>➤ Safeguarding</li> <li>➤ Data and School Improvement</li> </ul> Thanks were expressed to Governors for undertaking link governor visits.	
Questions and responses	<b>Question 1: KD asked when the ICT monitoring of other staff would be undertaken.</b> <b>Response: NG would undertake KS2 classes in May.</b>	
<b>Actions Arising / Resolutions</b>		
None.		

<b>17/18</b>	<b>To Receive Briefing Paper – Fundamental British Values / Prevent Agenda</b>	
Summary of item	Work on the safeguarding audit had formalised the approach to the Prevent agenda which required the school to ensure that anyone who speaks to children do not undermine the British Values. A pre-checklist for external visitors and speakers was circulated for consideration. In line with Prevent duty and importance of ensuring fundamental British Values are actively promoted at school, external speakers and visitors addressing the pupils on any issue which could intersect with these values should be checked in advance. Discussion at a staff meeting about what happens if this still happens had been held and role play undertaken to look at how to tackle different situations.	
Questions and responses	<b>Question 1: AF asked if it should be a visit checklist not a pre-visit checklist.</b> <b>Response: It would incorporate a reflection if something went wrong as an SLT record.</b>	
<b>Actions Arising / Resolutions</b>		
The Headteacher and Link Governor would draw up a governor Ofsted briefing and links to deeper documents.		

<b>17/19</b>	<b>To Receive Any Other Business</b>	
Summary of item	<ul style="list-style-type: none"> <li>➤ On-line cloud based platform for governor materials. This was 99% complete and would be emailed to Governors in due course.</li> <li>➤ Code of Conduct – Nolan Principles of Public Life – included.</li> <li>➤ NG posting to Cyprus in August.</li> <li>➤ Governor Vacancies – Dan Ackwood to be considered.</li> <li>➤ Lockdown Policy – monitoring of policy to be undertaken.</li> </ul>	
Questions and responses		
<b>Actions Arising / Resolutions</b>		
Lockdown Monitoring to be undertaken		<b>PT</b>

<b>17/20</b>	<b>To Confirm the Date of the Next Meeting</b>	
Summary of item	Thursday 27 April 2017	
Questions and responses		
<b>Actions Arising / Resolutions</b>		
Governor attendance required.		<b>ALL</b>