

Minutes of Governing Body Meeting, 18th November 2019

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| Present: | P Perry - Chair R Campbell (Head teacher) C Gilbey T Chesworth Katrina Davies B Calvert G Firth A Womersley |
| In Attendance: | Y Scott Clerk A Clarkson Bursar |
| Apologies: | N Wiltshire S Moss (guest apology) Katherine Davies C Ditch – No apologies received |

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| 20/21 | Receive Apologies for Absence |
| Summary of Discussion (including questions and responses) | Lead – Chair Purpose - Decision Apologies received N Wiltshire accepted (maternity leave) Katherine Davies Simon Moss C Ditch – chair to liaise Agreed by all governors |
| Actions Arising / Resolutions 20/21 | |
| N/A | |

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| 20/22 | Re-Organisation of FGB Roles |
| Summary of Discussion (including questions and responses) | Lead – CofG Purpose – Decision 1. Reorganisation of FGB roles a. Election of Vice Chair: Cian Gilbey Proposed (vote) b. Proposal to move Phil from Parent to Co-opted role (vote) Welcome new governors |
| Actions Arising / 20/22 | |
| Resolution: Propose C Gilbey for Vice Chair Carried Unanimously For 6 Against 0 Abstain 0 Resolution: Propose P Perry to be Co-Opted releasing a Parent Governor Position for 2 parents who carried 95% of recent vote split equally. Carried unanimously For 6 Against 0 Abstain 0 | Clerk to update webpage and DfE governor information page. |
| 20/23 | Declarations of Interest for this Meeting and any Applicable to Role |

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| <i>Summary of Discussion</i> (including questions and responses) | Lead – Chair Purpose – Information None presented | |
| Actions Arising 20/23 | | |
| N/A | | N/A |

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| 20/24 | Agree Minutes of Past Meeting and Consider Matters Arising | |
| <i>Summary of Discussion</i> (including questions and responses) | Lead – Chair Purpose – Information 20/14 - Complete 20/18 – no responsibility, the sign off is via head/admin, it is a visual visit only to provide alternative perspective - this is complete. 20/19 – YS to update web edit – diary dates public holiday amendment. Others complete. 20/20 - Complete Requested that the note re 3pm being an unpopular time be removed from draft minutes as this is inaccurate it was not possible for most on this occasion. | |
| Actions Arising / Resolutions 20/24 | | |
| 20/19 To complete | | YS |
| Resolution; Previous minutes a true reflection and accepted as such unanimously, with noted amendment. Signed by chair with amendment noted on copy of minutes | | Chair |

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| 20/25 | Consider Meeting Focus – Resources Focus: Policies and Practice | |
| <i>Summary of Discussion</i> (including questions and responses) | Lead – Bursar Purpose – Information Documents tabled in advance to all governors. Consider meeting focus – Resources Focus: Policies and Practice a) Half-year budget update (Revised Budget), scrutiny and forward plan, including: <ul style="list-style-type: none"> o Pupil Premium and Sports Premium Reporting Bursar presented budget report re current financial year on the summary as a snapshot of where we are, with spend to now and also expected spend. Likely carry forward of £103,000 - slightly better off than originally expected. Staffing has been costlier as previously discussed, some relating to teacher pay award, 2.75% confirmed and we put in 2.5% in projected figures previously. Also, the staff pension payment increase is considerable, but does have an offset from the government pension grant. We have been advised to work on future basis that this pension grant will be continued across the financial planning period. Description given re how table created and inputted for financial data. | |

TC entered meeting at 1350.

Based on the carry forward to the 3-year rolling plan on document 12, it summarizes where we are now and is based on October pupils as this is where the funding comes from for the financial year. It assumes that the staffing we have in school at the current point will remain the same. Notice also that the EHCP funding will reduce as pupils are departing some which we are aware of, however staffing has not been altered as we do not know what other children may arrive and their individual needs.

Does this include pay awards?

This model includes pay awards and grants, and this is on per pupil which is to cover the 2.75% pay grant, the pension grant we have presumed is cost neutral via government guidelines. Also included are the changes to the national funding formula that we are aware of. We have given back 1% percent in the past to the delegated pot for LA for high need across NYCC, this is in consultation for the upcoming years however with changes to the new national funding formula we should be topped up to the MFG.

The school has been successful in the MOD EFS fund with £46,000 grant being awarded, the school will receive this in Spring 2020. We are delighted with the funding which will assist the school short term and cover the specific proposals submitted to the committee. A significant part of the grant is to offset our higher SEN within the 2020 period and a great achievement for the school.

We have unknowns continuing on the horizon – our contextual factors compounded by possible changes of government, and there comes with this uncertainty re forward planning as different political parties are offering different Education provision so we are planning with the best available information currently to hand.

The current funding mechanism makes it difficult to bridge the gaps for education with our mobility and we are aware of the movement and turbulence and the significant impact this can have on our financial forecast and budget. Funding has been built in this year from income from the teaching alliance via the SLT work, we continue to try and reduce the spending where it is possible to do so and to create funding income streams.

Service pupil premium planned to be spent in much the similar manner to the last year, dependent on pupil need and numbers – however, we have had a little less funding (and fewer children), so broadly like previous years.

How many teaching staff do we have? The reason for the question is whether we add or deduct staff and how this will impact the budget planning.

10.43 teachers (inclusive of SLT) with an average ballpark salary of £37,274 across the school. We have a pay policy where we offer a range of pay points to be as accurate as we can for future, we only build this in if we know someone is moving (i.e. retirement) - if this was a high-level paid teacher we would counter the forecast with a deduction to salary spending.

All advertisements are discussed in detail with the bursar and this process is used on all recruitments. Noted that experience doesn't always equate to skill - you can have a fantastic lower scale application that would benefit the school far more. However, we must also be mindful of quality of applicants and impact on children; mobile pupils may only be with us 18 months – if 12 of these are with a teacher who is early on in career or needs a lot of support, this is disadvantageous. Therefore, we are open to a wider ranging pay scale in adverts particularly for teachers to deliver the best quality within the budget we have pre-set and posts are offered accordingly.

The major expense is tech/teaching/support staff what is this?

This is mainly covered by EHCP (new name for statements), the formula behind the old system has been changed and now we are on a banding system that invariably reduces the funding schools are receiving. The funding we get is reduced but the cost to support the child on a 1:1 basis is increasing due to staff costs. As a snapshot in the next financial year £35,500 will be received in funding, but it will cost us £125,00 to support these children.

Budget wise for us it is challenging and looking at benchmarking - we are at the higher end of need and with mobility we have had more EHCPs here that we have met need for, and they have now left. We risk neglecting children that are not 1:1 as we have gone from 7 ATAs down to 3. Many children with SEN may not qualify for EHCP, but they need interventions and we must balance around this and allow for all children to thrive.

Additionally, staff have left, we have had to alter other contracts to meet short term needs prior to advertising roles and this comes with a cost impact.

Any news on the children arrival with children with additional needs previously discussed?

2 chose a different school because parent wanted a smaller setting. One joined us.

Does the percentage that the LA de-delegate consider the money we are already spending?

No not really, we get extra money to bring up to the national MFG level, however as we have to spend more, this therefore is not additional. All school funding is unique – schools receive differing amounts due to deprivation, EAL etc.

Bearing in mind the PE premium has previously been considerable, recent information has been that it may be halved or not available next year, have we built in mechanisms to protect the financial forecast if this is the case?

We work on the fact that it is revenue neutral – i.e. we spend what we receive. Therefore, if it halves then we will halve what we deliver. It isn't banked nor is it core school business, it is an additional bonus to sports provision that is fully used while it is available.

What is the significance of pupil premium? Will this change significantly?

Depends on criteria including looked after, service children, FSM etc; the amounts for FSM and LAC are £1300 as opposed to SPP £300. As children leave the school this comes off the budget.

On the 2020/2021 year, looking at the loss projected is it things like learning resources etc that will take the hit to try to bring balance?

Education contingency areas have been looked at, our biggest issue is the turnover of pupils and maintaining the structure in the school to then still take children in throughout the year. SEN funding may be potentially less and pupil premium, biggest costs remain for staffing and pension changes.

Actions Arising / Resolutions 20/25

N/A

N/A

20/25b

Consider Meeting Focus – Resource Focus – Policies and Procedures

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| <p>Summary of Discussion (including questions and responses)</p> | <p><i>Lead – Headteacher- Bursar</i> <i>Purpose – Information</i> Documents tabled in advance of meeting to all governors</p> <p>Consider meeting focus – Resources Focus: Policies and Practice</p> <ul style="list-style-type: none"> a) See 20/25 b) Use of comparative statistics; c) Discuss SFVS d) Oversight of staff performance management; e) Plans for capital projects. <p>Brief introduction re SFVS/comparative statistics - this is NYCC comparative data. Statistics are completed up to September which includes the loss of a teacher position from last year, but it does pick up the start budget from this year. Some areas can be changed in the data input area while others are prepopulated and cannot be amended. We are comparing number of pupils, but not really by demographic.</p> <p>How helpful, therefore, is this document / process, when the variations are considered? It isn't giving a right or wrong approach. Benchmarking is a process that can assist planning and highlight areas for concern. It is more about asking why you are different and allowing you to look at this, to see why it is relevant or indeed not relevant for your school. Therefore, it allows for change if you see differences that you cannot explain.</p> <p>What is the incremental range for headteachers? As a school you would set an individual school range via LA pay policy for your sized school and pay points are therefore within that set range. If, since appointment, the school changes dramatically you can amend your incremental pay point via governor's decision, also it may be used to retain the staff you have, incentivising experience. Currently, the headteacher cost in this school is below average in benchmarking.</p> <p><i>See additional Confidential Minutes.</i></p> |
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| Actions Arising / Resolutions 20/25b | |
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| Continue to carefully assess budget | N/A |
| Thanks, noted to Headteacher for securing MOD grant, and to Bursar for her work and comprehensive report. | N/A |

| 20/25 C | Consider Meeting Focus – Resources Focus CONFIDENTIAL |
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| <p>Summary of Discussion (including questions and responses)</p> | <p><i>Lead – Head/Bursar</i> <i>Purpose – Information</i></p> <p>CONFIDENTIAL, recorded in separate document not for staff governors, hard copy will be kept in school.</p> |
| Actions Arising / Resolutions 20/25 C | |
| NA | NA |

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| 20/26 | Policy Update – Budget Management | |
| <i>Summary of Discussion</i> (including questions and responses) | <p><i>Lead – Chair</i> <i>Purpose - Decision</i></p> <p>Policy documents all tabled in advance to all governors.</p> <p>a) Budget management Policy and Scheme of Delegation</p> <p>Questions None received</p> | |
| Actions Arising / Resolutions 20/26 | | |
| Resolutions: The above policies adopted unanimously. Agreed (7) Abstain (0) Against (0) | | NA |

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| 20/27 | Receive Relevant H&S Updates | |
| <i>Summary of Discussion</i> (including questions and responses) | <p><i>Lead - Headteacher/H&S Advisor</i> <i>Purpose – Information</i> <i>Tabled document in advance of meeting;</i> <i>Receive relevant H&S Updates</i></p> <p>a) Review LA H&S Document Audit Outcomes, including: Health and Safety policy, required actions</p> <p>No questions</p> | |
| Actions Arising / Resolutions 20/27 | | |
| NA | | NA |

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| 20/28 | Discuss AOB | |
| <i>Summary of Discussion</i> (including questions and responses) | <p><i>Lead – Chair/Clerk</i> <i>Purpose – Information</i></p> <p>Any monitoring visits please try and complete by mid-December</p> | |
| Actions Arising / Resolutions 20/28 | | |
| NA | | NA |

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| 20/29 | Confirm Date of Next Meeting |
| <i>Summary of Discussion</i> (including questions and responses) | January 27th, 2020 1330 in the Zone |
| Actions Arising / Resolutions | |
| NA | |