

# MINUTES OF FULL GOVERNING BODY MEETING

## BURGHFIELD ST MARY'S (CONTROLLED) PRIMARY SCHOOL

Thursday 27<sup>th</sup> April 2017

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Chair for this Meeting:	Joanne Lambdon (JL)
Clerk:	Susan Cherry (SC)
Meeting held at:	Burghfield St. Mary's School, 7.30 pm
Present:	Antony Gallagher (AG), Geri Briggs (GB), Karen Carmichael (KCA), Anthony Dench (AD), Steve Dunham (SD) (Left Item 5.2 at 8.20 pm), Craig Hudson-Peacock (CHP), Carol Jackson-Doerge (CJD), Joanne Lambdon (JL), Ruth Leuillette (RL), Deborah Marsden-Kwan (DM), Lenice Prosser (LP), Colin Thompson (CT).
In attendance:	Mari Agarwal, Finance Officer (MA) Left Item 8 at 8.10 pm, Susan Cherry (SC).

The meeting was quorate.

Agenda Item	Key Points.	Action
1.	<p><b>Opening Prayer.</b> A Foundation Governor led Governors in the opening prayer. Governors agreed to take Agenda Item 8 after Item 2 so the Finance Officer could leave thereafter.</p>	
2.	<p><b>Apologies.</b> Apologies were offered and accepted from Dave Godwin who was attending another Meeting.</p>	
8.	<p><b>2017/2018 Budget.</b> This Item was presented by the Finance Officer.</p> <p><u>8.1 End of Financial Year 2016/2017.</u> This Report had been e-mailed prior to the Meeting. She explained the last financial year ran from 31.3.2016-1.4.2017. School funds are managed in 4 Budgets; the main school Budget, the Pupil Premium Budget, the Primary Sports Funding Budget and the Capital Budget.</p> <p><b>As at the end of the last financial year for the main school Budget the surplus was £1,740.</b></p> <p><b>As at the end of the last financial year for the PPG Budget the surplus was £3,448.</b></p> <p><b>As at the end of the last financial year for the Primary Sports Funding Budget the surplus was £1,453.</b></p> <p><b>The Total Revenue Balance to carry forward was £6,641.</b></p> <p>The Capital Budget is designed to cover larger items of expenditure and the cost of any building works required.</p>	

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**As at the end of the last financial year the surplus was £1,246.**

#### 8.2 Budget for the 2017-2018 Financial Year.

This Report had been e-mailed prior to the Meeting.

The Finance Officer explained she has to plan for 5 years ahead but is only required to submit a 3 year plan.

#### Main School Budget.

The October census drives the funding received the following April. This year's funding is based on a NoR of 206 rising to the maximum of 210 in 2021/2022.

**The school receives Formula funding, High Needs Top Up funding and the Additional Grant for schools (universal free school meals) which together provide a total school allocation of £801,850.**

The Estimated Budget Requirement covers both teaching and support staff, non-employee costs together with income generated from lettings and the Parents Association.

Staff costs total 80% of expenditure. The Finance Officer has assumed salaries rise at 1% of inflation; she has also included estimated future performance management costs. Non-employee costs also include 1% inflation.

**Q: A Governor asked why there is such a significant drop in the income line from the last financial year to this.**

**A: This is because income generated from lettings has been assumed as static when, as was the case last year over the financial year it rose sharply. Also, the Finance Officer advised she is not allowed to predict income generated by the Parents Association.**

She went on to explain the growth in non-employee costs is largely due to the Apprenticeship Levy maintained schools have to pay as well as the fact the school now has to pay for the EP (Educational Psychologist) Service.

She has also increased the amount allocated to Learning Resources by £4,000.

**The Total In-Year Budget requirement is £795,560.**

**The surplus brought forward was £1,750.**

**The in-year surplus is £6,290.**

**The surplus carried forward will be £8,040.**

Going forward the 2018/2019 financial year shows a surplus carried forward of £6,220 with the school showing a deficit thereafter.

#### Pupil Premium Budget.

**In 2016-2017 the Pupil Premium Grant received was £46,220.**

**This year the school received £37,500.**

The level of funding is driven by those pupils registered for free school meals (not universal free school meals), the number of military families and the number of Looked After Children. The significant decrease is due to a large drop in the number of eligible families registered as so.

This year £37,850 supports TA costs as well as the Maths Booster Groups the school has recently introduced.

Non-employee costs are shown at £2,990.

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	<p><b>Total In-Year Budget requirement is £40,840.</b></p> <p><b>The surplus brought forward was £3,450.</b>  <b>The in-year deficit is £3,340.</b>  <b>The surplus carried forward will be £110.</b></p> <p><u>Primary Sports Funding Budget.</u>  <b>This year £8,870 was received.</b>  <b>Non-Employee costs and Total In-Year Budget requirement is £9,720.</b>  Funding is spent on Coaching costs and providing pupils with a wide range of sporting opportunities.</p> <p><b>The surplus brought forward was £1,460.</b>  <b>The in-year deficit is £850.</b>  <b>The surplus carried forward will be £610.</b></p> <p><u>Capital Budget.</u>  <b>This year the school is expecting £6,250.</b>  It had planned to spend this on 3 interactive white boards but has already bought 4 at a reduced cost.  Next year the Report shows £4,290 will be allocated to ICT.  In 2019-2020 £1,340 will be allocated to ICT with £6,000 being set aside to refurbish the years 3 and 4 toilets.</p> <p><u>KPI's.</u>  The most significant to note are that the total staffing costs as a percentage of expenditure are 80%.  In-Year funding per pupil for 2017-2018 is £4,118 but thereafter it decreases year on year.</p> <p><b><u>Governors unanimously approved the Budget for 2017-2018.</u></b>  <a href="#">The Governing Body thanked the Finance Officer for ending the last financial year on a surplus and for setting a positive Budget for 2017-2018.</a>  <a href="#">The Chair duly signed the paperwork required.</a>  Governors then discussed the implications of setting a deficit Budget.  The Chair of the Finance Committee said that historically, when the school has been under financial pressure, it has always resisted reducing staff numbers. The Governing Body's focus has always been the learning opportunities provided to pupils.  Governors then considered the challenges faced trying to encourage parents to register for free school meals.</p>	
3.	<p><b>Declaration of Pecuniary Interests.</b></p> <p><u>3.1 Declaration of Pecuniary Interests.</u>  No new Pecuniary Interests were declared.</p> <p><u>3.2 Conflicts of Interest in any Agenda Item.</u>  There were no conflicts of interest in any Agenda Item declared.  Mr C Thompson declared he is also a Governor at Kennet Valley.</p>	

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4.	<p><b>Minutes of the last Full Governing Body Meeting held on 22.3.2017.</b>  <u><i>The Minutes from the above Meeting were agreed to be a true and accurate record.</i></u>  <u><i>The Chair will sign the Minutes and bring them into school for the Clerk to file.</i></u></p>	JL
5.	<p><b>Matters Arising.</b>  <u>5.1 Action Log.</u>  An Action Log for the Full Governing Body Meeting held on 22.3.2017 was circulated prior to this Meeting. The numbers listed below are taken from the Action Log.  Only those actions outstanding or requiring further comment will be recorded.</p> <p><u>Number 4-Safeguarding Governor to review paperwork and then arrange to visit the Office Manager to monitor the Single Central Record.</u>  The Safeguarding Governor said she had planned to visit the Office Manager when she had the week off recently but due to ill-health had been unable to do so.  <u><i>In her capacity as Safeguarding Governor, she also needs to meet with the Headteacher.</i></u>  <u><i>She will arrange to do so as soon as possible and visit the Office Manager at the same time.</i></u></p> <p><u>Number 6-Headteacher to review the Fire Safety Policy and answer the former Chair of the Sites and Buildings Committee’s questions regarding roles and responsibilities that need to be included.</u>  <u><i>The Headteacher said he is still reviewing this Policy.</i></u>  <u><i>The Clerk will carry this forward to the next FGB Meeting.</i></u></p> <p><u>Number 7- Headteacher to provide the draft Critical Incident Plan including lockdown procedure before the next FGB.</u>  The Headteacher advised the Link Group is meeting for the first time since the last FGB next week. The draft Plan will be available by the next FGB Meeting.  <u><i>This action will be carried forward to the next FGB Meeting.</i></u></p> <p><u>Number 8-Chair to update the Pay Policy to include the latest Pay Scales.</u>  <u><i>The Chair advised she will do so as soon as possible.</i></u></p> <p><u>Number 17- A Governor to book the NSPCC Safer Recruitment Training.</u>  This Governor advised her research had indicated the above online course would only cost £100 for 4 Governors to complete it online.  A Governor said she would like to update her training.  <u><i>This Governor will send the details to the other Governors on the Governing Body.</i></u>  She confirmed West Berkshire had advised her to take the NSPCC Course.  <b>POST MEETING NOTE:</b> She confirmed she had searched the West Berkshire Portal and there is no Safer Recruitment Course available.  Another Governor said she believed there was such a Course as she had asked the Clerk to book her on it.</p>	<p>GB</p> <p>AG Clerk</p> <p>AG/Clerk</p> <p>JL</p> <p>JL</p> <p>GB</p> <p>DMK</p>

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	<p>The Clerk explained she had contacted Cyprtraining regarding this Governor's recent e-mail requesting the Clerk to book this and another Course and they had advised they were waiting for clarification on one point before they respond.</p> <p><b><u>The Clerk will contact them again next week if no response is made in the meantime.</u></b></p> <p><b><u>She will also check when the Deputy Headteacher's Safer Recruitment qualification expires.</u></b></p> <p><b><u>The Headteacher agreed to check with the Link Group to see if any of their Governors wish to complete Safer Recruitment Training. It may be more cost effective to arrange a joint training session.</u></b></p> <p><b><u>The Safeguarding Governor will send him the relevant contact details.</u></b></p> <p><u>5.2 Cleaning Contract.</u></p> <p>The Headteacher confirmed he is looking at exercising the 30 day clause in the current contractor's contract with a view to changing the company the school uses. The Finance Officer is meeting with another cleaning company next week. She is also hoping to obtain quotations from other companies too.</p> <p>He explained despite meeting with the current cleaning company and giving them the opportunity to improve the service they provide the school is still not being cleaned properly.</p> <p>He said the options are either to change the contractor or employ cleaning staff direct. He asked the Governors opinion.</p> <p><b><u>Governors debated the merits of both options and agreed that the Finance Officer should meet with the other cleaning companies first and the Headteacher should then carry out research consulting other local schools.</u></b></p> <p><b><u>This Item will be listed on the Agenda for the next Staffing Committee Meeting.</u></b></p>	<p>Clerk</p> <p>Clerk</p> <p>GB</p> <p>AG</p> <p>Clerk</p>
6.	<p><b>Governing Body Matters.</b></p> <p><u>6a Changes to membership of the Key and use of the Governor Hub.</u></p> <p>The Clerk read out the e-mail from the Key dated 6.4.2017 which states the cost to continue its current membership is £371.25 plus VAT.</p> <p>Governors agreed a number did use the Key with one commenting he found it proactive and therefore very helpful.</p> <p><b><u>The Governing Body agreed to renew its membership of the Key.</u></b></p> <p><b><u>The Clerk will inform the Finance Officer as the school will receive an invoice direct.</u></b></p> <p><u>6b Succession Planning.</u></p> <p>The Chair advised the current Vice-Chair has agreed to stand for re-election to the post for one more year.</p> <p><u>Governors were pleased he wished to continue in office.</u></p> <p><b><u>The Clerk will carry forward this Item to the Agenda for the last FGB of the summer term.</u></b></p> <p><u>6c Parent Questionnaire-Discuss whether to issue annually.</u></p> <p>Currently they are issued bi-annually.</p>	<p>Clerk</p> <p>Clerk</p>

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	<p>The Chair had discussed whether they should be issued more frequently with the Headteacher and it had been felt with the high levels of mobility due to the large number of pupils attending from military families this was a good idea.</p> <p>They had agreed the current Questionnaire was too long and suggested using the Ofsted Parent Questionnaire which has 9 questions.</p> <p><b><u>Governors considered how to maximise the return. They agreed that at the start of the first Parents Evening in the autumn term as many Governors as possible would attend and before parents enter the hall to talk to teachers these Governors will approach parents and ask them to complete the Questionnaire.</u></b></p> <p><b><u>A Governor suggested when communicating with parents ahead of this Parents Evening they are made aware they will be asked to complete a Parents Questionnaire for Governors.</u></b></p> <p><b><u>The Headteacher agreed to re-draft the Parent Questionnaire using the Ofsted template.</u></b></p> <p><b><u>Another Governor added perhaps on this Questionnaire a short explanation of how the school is funded be included alongside an appeal for parents to register for free school meals if they are eligible.</u></b></p> <p><b><u>Governors agreed this was a good idea.</u></b></p>	AG
7.	<p><b>Health and Safety Update (Standard Agenda Item).</b></p> <p><u>7a Health and Safety Audit.</u></p> <p>The Clerk advised the format of the Audit had been changed.</p> <p>The Health and Safety linked Governor had worked hard to complete it visiting school several times.</p> <p><b><u>It will be presented to Governors on the Sites and Buildings Committee at the next Meeting.</u></b></p>	Clerk
8.	<p><b>Safeguarding (Standard Agenda Item).</b></p> <p>The Safeguarding Governor had no issues to raise to Governors but did say that she attends a Safeguarding Forum which has supplied a poster for staff highlighting what to look out for.</p> <p><b><u>She will send it to the Headteacher.</u></b></p>	GB
9.	<p><b>Curriculum Standards (Standard Agenda Item).</b></p> <p>The Headteacher said Maths Mastery is embedding school-wide with the use of marking logs being positively received.</p>	
11.	<p><b>Headteacher's Verbal Report/SEF.</b></p> <p><u>11.1 Monitor SIP to include Pupil Progress data and predicted SATS results.</u></p> <p>KS1 and KS2 SATS are taking place the week commencing 8.5.2017.</p> <p>He advised the school had applied for extra time to be allowed for some pupils who require additional support without success.</p> <p>Only those pupils who have an EHCP will be allowed more time.</p> <p><b>Q: A Governor was concerned if a pupil for whatever reason needed to take a short time-out that doing so would affect their ability to complete the paper.</b></p> <p><b>A: The Headteacher reassured Governors the time will be stopped while that pupil takes a time out and restarted when he or she continues.</b></p> <p><b>Q: Another Governor asked if the school could receive a visit to check it is following due procedure.</b></p>	

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	<p>A: He said such a visit could be carried out at any time and reassured Governors the school is very careful to ensure due process is followed and rules adhered to.</p> <p>The Headteacher advised pupil progress meetings predict the results are on track to meet the predictions made in September, particularly with regards to Pupil Premium pupils.</p> <p>Q: A Governor asked if there are likely to be any 'nasty surprises' as for example with the difficulty of the Reading paper last year.</p> <p>A: The Headteacher said last year the Reading paper was set at a Reading age of 17, this year it is 14. Also, staff have more experience one year on.</p> <p>He advised there are a number of pupils joining the school this term and he is trying to see if those joining in KS1 can be exempted. All are from military families.</p> <p><u>11.2 Curriculum Enrichment Opportunities.</u></p> <p>Year 6 will shortly be enjoying their residential to Sealyham. A TA will be accompanying the pupil who is deaf.</p> <p>KS1 are visiting Upton Court with year R soon to travel to Amners Farm. Later in the summer term pupils will be visiting Reading FC's training ground.</p> <p>'Daisy' the Cow and eggs will be visiting the Reception class this summer.</p> <p>Year 5 will be enjoying a trip to Adventure Dolphin.</p> <p>First Access to Music has finished this term with a joint Oboe/Guitar Concert being held in Assembly on 26.4.2017.</p> <p>Prior to Easter 15 year 4 pupils played the Oboe on stage at the Anvil.</p> <p><u>11.3 Transition Arrangements.</u></p> <p>The school's move-up day has been agreed with year 6 pupils having received details of their transition days.</p> <p>The school is already in contact with the Willink regarding those pupils with SEND.</p> <p>28 pupils were advised as starting in year R in September; since the Admissions Team at County contacted the school further pupils have joined and year R is now full.</p>	
12.	<p><b>Approve programme for Offsite Visits for 2017-2018 academic year.</b></p> <p>The Headteacher advised this is not available as yet and asked that this Item be carried forward to the next FGB Meeting.</p> <p><b><u>The Clerk will list this on the next Agenda.</u></b></p>	Clerk
13.	<p><b>Committee Updates.</b></p> <p><u>13a Finance Committee Meeting 25.4.2017.</u></p> <p>The Meeting focused on the financial year ending 31.3.2017 and the Budget Plan for the 2018-2019 fiscal year.</p> <p><b><u>This Meeting had reviewed all Reports provided previously and had agreed to recommend approval of the new Budget to the Full Governing Body.</u></b></p>	
14.	<p><b>Policies.</b></p> <p><u>14.1. Complaints Policy.</u></p> <p>The Vice-Chair had reviewed this Policy and e-mailed it to Governors.</p>	

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	<p>Another Governor had then suggested a number of changes, the majority were formatting amendments but he had also included a section relating to the definition of a complaint.</p> <p>Governors discussed the difference between a concern and a complaint and how a concern should be dealt with in stage 1 with a complaint being dealt with in stage 2.</p> <p>A Governor who is also a parent stating that for the majority of parents any concerns would be raised with the class teacher. If that parent was not satisfied with the class teacher's response then that parent would approach the Headteacher. If the parent was still not happy that parent would then approach the Governing Body; effectively a concern then becomes a complaint.</p> <p>Another Governor suggested the Policy be amended so stage 1 appears at the top so it is clear there is a step by step process to follow.</p> <p><b><u>Governors agreed with this suggestion with the Headteacher adding that including a flow chart directing parents through the process would be helpful.</u></b></p> <p><b><u>The Vice-Chair will make the necessary changes and recirculate the Policy for approval ahead of the next FGB Meeting.</u></b></p> <p><b><u>This Policy will appear on the next Agenda.</u></b></p> <p><u>14.2 Critical Incident Plan and Fire Safety Policy.</u></p> <p>Please see Agenda Item 5.1 on page 4.</p> <p><b><u>These Policies will be carried forward to the next FGB Meeting.</u></b></p>	<p>CT Clerk</p> <p>Clerk</p>
15.	<p><b>Begin Preparation for Annual Report Statement 2016-2017 for placing on the website.</b></p> <p>The Vice-Chair advised this Statement has to be posted on the website at the start of the new academic year as it is a review of 2016-2017.</p> <p>He advised last year's promises should be recorded as actions either completed in full or in part or carried forward with plans for the next academic year also featured.</p> <p>He suggested a Working Party meet after half-term.</p> <p><b><u>Three Governors offered to form this Working Party.</u></b></p> <p><b><u>The Headteacher added he would also like to be involved.</u></b></p>	<p>JL, CHP, LP &amp; AG.</p>
16.	<p><b>Training.</b></p> <p><u>16.1 GB Skills Audit.</u></p> <p>The Clerk confirmed all Governors had now completed their Audit and she had now updated her analysis. She explained the NGA self-assessment scale was 1-5 with 1 indicating no experience/skill and 5 extensive. Those areas more than one Governor indicated him/herself as 3 or less were: Understanding and experience of Governance, Vision and Strategic Planning, Holding the Head to account, Financial Oversight and Knowing your school and community.</p> <p>The Vice-Chair wondered if any Governor who self-assessed a skill as 1 or 2 should perhaps attend relevant training.</p> <p>The Clerk advised in Hampshire GS emphasise the importance of a Governors skill set when filling vacancies. Governing Bodies look to recruit Governors who provide them with a skill set they lack. As long as Governors across the Governing Body offer the range of skills needed not every Governor has to be experienced/skilled in everything.</p>	

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	<b><i><u>The Chair advised that if any Governors did feel they were lacking in any area they should seek appropriate training.</u></i></b>	Governors
17.	<p><b>Set Meeting Dates for next Academic Year.</b></p> <p>The Clerk had prepared a provisional Schedule which she shared with Governors. The Finance Officer had been given a copy and had indicated after the Meeting that the dates for the Finance Committee Meetings were acceptable to her. The Office Manager had also been given a copy so she could check no dates chosen clashed with school events.</p> <p><b><i><u>This Item will be carried forward to the next FGB Meeting to give Governors the opportunity to consider the dates.</u></i></b></p>	Governors
18.	<p><b>Any Other Business.</b></p> <p>There was no other business.</p>	
	Part I of the Meeting closed at 9.20 pm	

**Date of next FGB Meeting:** 10<sup>th</sup> July 2017.

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