**Kirk Smeaton Church of England Primary School**

**Governing Body**

**Minutes of Governing Body Meeting held on Tuesday, 13th November 2018**

**Present:**

Mr T Hiley - Headteacher

Mrs L Thornley

Mrs C Cessford

Mrs A Carville

**In Attendance**

Mrs A Marner - Clerk

**Part 1:**

**1. Welcome and Apologies**

Mrs Thornley chairs the meeting.

Mrs R Rawson - Work commitments

Mr A Robertson - Work Commitments

No other apologies received

**Governors consent to apologies**

**2. Any other business to be agreed**

None

**3. Confidentiality and Declaration of Business Interests**

Mrs Thornley reminded Governors of the confidential nature of the meeting.

**Part 2:**

**2. Heads Report**

TH is hoping to have the Hall Sound system in place before he leaves. This will be funded through Sports premium.

Starfish Toilet Refurbishment completed

Staff are aware of who their Class Governor is. Visits to be arranged.

Heating issues particularly in Eagles and the ICT Suite have been reported to Mass.

Parents & Friends: discussion over spends as a high balance in the account and the Team have expressed their interest to put this to good use sooner than later. P&F are funding the Pantomime trip in full on 20th December 2018. They are also in the process of organising an Artist in Residence workshop, a Robot Day and keen to purchase an outdoor Pagoda - this is possibly something for next year as the weather improves. P&F have confirmed they won't be organising a Christmas Fayre this year, instead they intend to hold a fundraiser of raffle, tombola, refreshments etc after the Carols in the hall on Friday, 14th December. Awaiting confirmation. To have a discussion in advance of next year to see if something can be arranged possibly arranged to involve pupils more.

AC mentioned the kind donation from the Shoulder of Mutton following the Harvest Auction and raffle and how this money should be used. Discussed using the money for Gardening related things. TH confirmed he will look into this.

**3: Budget Monitoring**

Unfortunately, due to a glitch in the budget management software within North Yorkshire up to date monitoring reports and revised forecasts could not be produced as hoped at the last meeting with the FMS Officer. The next visit is Tuesday, 27th November and we aim to circulate the reports following this date as this needs to be agreed before the end of the year.

AM gave a brief update to items that will affect the budget.

* -£3847.30 Water Bill. Following an ongoing query with Yorkshire Water and the Energy Team at NYCC it has been concluded that whilst meter readings were sent by the school, the device on the meter that sends the signals to Yorkshire Water haven't been working. This has created a large catch up bill. Whilst Yorkshire Water have apologised, they have confirmed our water consumption is actually correct and therefore the bill is correct and outstanding. We were offered monthly repayments but with no discount therefore no financial benefit so the decision made to pay in full.
* -£2000 Nursery Provision. Since Nursery began we haven't purchased any Nursery specific resources. Some of the outdoor equipment was removed in the summer due to H&S reasons. We have made an allowance of £2000 to enhance Starfish Explorers with £500 going forward into future years. Miss Ghent has a wish list for equipment totalling £1700.

Nursery funding continues to bring a very positive income.

* Employment of another PT GTA
* We have received a pay grant £1640 to assist with ongoing Teacher pay increases.

**4: PE Funding**

Confirmed recent spends on an Extreme Bike show and transport to sports competitions.

TH also confirmed the Hall Sound System will be in the region of £1000 - £1500 and this will come from PE Funding. We still have a high balance and need to look at future spending. AM to look into when this needs to be spent by.

**6: Benchmarking**

Again this will be downloaded at the FMS Officers visit on Tuesday, 27th November now the software has been updated.

**7: Devolved Capital**

This will be included on the updated monitoring report now the software has been updated

**8: Health & Safety with financial implications**

Following an accident last week when a child was injured on the new fitness park a discussion was held to discuss the safety of the equipment. Confirmed the equipment is checked and the accident was more to do with the child in question being on the floor near the equipment through unacceptable behaviour with another child rather than having anything to do with the actual equipment itself.

CS raised a query regarding the bicycles and scooters in Starfish area - are they checked as part of the PE equipment inspection? AM to look into.

LT asked if the outdoor PE shed is now accessible as the key was missing? AM to check with lunchtime supervisors and advise.

**Part 3:**

**9: Heads Report - Staffing**

From January 2019 we need additional support in Starfish Explorers to enable us to take the next intake of Nursery children in as we are currently at full capacity based on staffing ratios.

The current GTA has all the relevant EYFS qualifications and experience in Nursery setting so it is proposed that she will work in Starfish in an afternoon from January 2019 and we have an internal post advertised for additional GTA pm support for KS2.

**10: Confidential Item** - Confidential Minutes produced and passed to Mrs Thornley.

**11: Policies**

No change to the Budget Management Policy - Agreed by Governors

**12: Governor Visits and Reports**

AC to produce EYFS Governor report for the next meeting

TJ to produce H&S report

CS confirmed herself and RR will make a date for a work trawl

**13: Correspondance**

None

**14: AOB**

None - other than AC and LT both gave apologies for the meeting on 4th December due to childcare**.**

**The meeting closed at 12 noon**