Kirk Smeaton Church of England Primary School

Governing Body

Minutes of Governing Body Meeting held on

Thursday 16th November 2017 at 2.00pm

Present

Mr M Storey - Parent Governor

Mrs R Rawson - Co-opted Governor

Mrs C Cessford - Foundation Governor (leaves at 3.05pm)

Mrs H Cuddy - Headteacher (via conference call)

Mrs A Carville - Co-opted Governor

Mr R Mason - Parent Governor

Mr T Jones - Co-opted Governor

In Attendance

Mrs J Maltby - Clerk

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| 1. Welcome & ApologiesMrs Rawson chairs meeting.Mrs L Thornley - Parent Governor - workMrs R Hattersley - Parent Governor - funeralMr C Stone - Co-opted Governor - workMr A Robertson - LA Governor - workMrs K Allen - workGovernors consent to apologies2. Any other business to be agreed* Budget monitoring report to be signed off today
* Headteachers maternity cover
* SIAMS report
* SENCO role

3. Confidentiality & Declaration of Business Interests* No new interests declared
* Governors are reminded of their responsibility to keep confidential all matters discussed in the meeting.

4. Minutes of meeting held on 24th May 2017 and matters arisingUnanimously agreed that the minutes of the meeting of the Governing Body held on 24th May 2017 be signed by Chair as a correct record**5. Confidential** Minutes of meeting held on 24th May 2017 & matters arisingUnanimously agreed that the confidential minutes of the meeting of the Governing Body held on 24th May 2017 be signed by Chair as a correct record6. Governor Action log34. Richard Mason has met with FMS officer. Item closed.38. We are still awaiting Governor bios from Mr Stone, Mr Robertson and Mr Storey.39. We are still awaiting Governor photos from Mr Stone and Mr Storey.42. Mr Jones to complete by 20th November. 45. Visit report to be completed by Mr Stone. Item ongoing due to governor absence.51. FMS advised we can ring fence in the budget but after 1 year we have to explain why we haven’t spent it. Decision to be made as to amount spent on the hall and what we want to develop in the hall so that when we are ready to spend it the money is there and accounted for. FMS advised we should spend some of it each year before it is clawed back. 52. Mr Storey to arrange with Mrs Cuddy.53. Start budget questions emailed to all governors. Item closed.54. Mrs Cuddy to check with FMS officer if she has anything we can use as a reserve policy.  **Q. If we had a plan in mind and got quotations to support this would that help**  **prevent any clawbacks?** **A. We do already have this for the Starfish toilets and the hall refurb.** **Q. Were these previously included in the budget?** **A. No as the budget was already in deficit. They would be additional expenditure**  **to be reassessed at the end of the year.**If the FMS officer confirms we can have a reserves policy but there isn’t a template, Mr Storey has one we can use.55. This is on the school development plan. We’d like Starfish toilets refurbished, KS2 toilets, and hall renovation. 56. Information to be emailed to governors. Item closed.57. The meeting has already happened. Item closed. **7. Heads Report – Finance and Leadership*** Governors to book dates to come in to meet with class teachers or subject leads.
* **Q. What dinner club was set up to develop the school grounds?**
1. **We intended to have a gardening club, but Mrs Maltby who was due to run it has since become pregnant so it is no longer suitable for her, and the weather has turned early. We have done other things however, such as Mrs Allan working with Eco club to increase plantings around school. We will look at doing something in the lead up to Christmas. We need to consider also who will run the club when Mrs Maltby is on maternity leave.**

**Q. Will it be focused on developing the school grounds?****A. Yes. Ms Wolff from Forest Schools is also helping with this. She is creating**  **a reflection station which will link to SIAMS and RE and will be about**  **reflecting on life. We also have an action plan in Lions and we are wanting**  **volunteers to come in to help in the Lions area painting and refreshing it.*** The notice board outside Eagles no longer needs moving as Mrs Allan is using it for Eco Club. We may instead buy a new notice board to advertise after school club and nursery. This would need to be placed at the front of school so Lions parents can see it also, along with parents who use the breakfast club.

**Q. Can we ask Mrs Beck to hand out leaflets to her pupils for us to keep advertising costs down.****A. Yes we have already given her some leaflets which she has kindly passed out and we have a meeting with her this week to compare children on roll so we can contact the parents who aren’t already registered with us for nursery. From a data protection stand, we must be careful not to contact any one whose details we do not already have as registered for Reception.*** Hall bookings are now underway and there are no major issues.
* We are still trying to get a grant to fund a fitness park. Our first attempt was unsuccessful but we have now resubmitted.
* Training has been booked for our support staff to develop knowledge and effectiveness to start in February.

**Q Is there a particular aspect of knowledge that we are focusing on?****A Our support staff are really good already but the main thing is the effectiveness of them and supporting children with SEN. Rather than over-support them it is about what you can do to make sure the child could cope better in the situation. It is called the MITA program through North Star Alliance.*** We are using Facebook to put notices up about events and information, but we are not putting pictures on. This may be something we look at later on.
* We are hoping to use Devolve Capital to fund a new CCTV system and the application has been submitted.
* All teachers have had some drama training and Mrs Holmes and Mrs Hursthouse are quite artistic and have been developing this with pupils.
* Dolphins and Eagles classrooms have been painted. Our next priority is Starfish classroom.
* Leaflets have been created for nursery and we are in the process of producing banners to go up around the local area to advertise the school. We want to place one at the top of the school drive, one at the bottom of the village, and possibly one at the Thorpe Audlin crossroads.
* We would like to purchase chromebooks so all children can have access to them throughout the day. Currently we have clashes with children wanting to use them at the same time. However, our budget needs to improve in order for us to do this.

**Q. The benchmarking documents shows high spending against the average on IT resources – why is this?****A. When Mrs Cuddy joined the school we didn’t have much in the way of IT resources and so we had to buy 25 laptops and a good service package. This wouldn’t normally happen.** * We would of liked a water fountain in the KS2 area, though these are quite expensive and the children are fine to use the taps around school so this is not a priority.
* When we need a repair in school, we ring the council who often send a company from quite a distance away. This can incur additional costs for travel time, and takes longer due to length of travel. We may contact the school gardener to see if he would like to undertake these extra jobs.
* We would like to put a water source in the hall so that we are completely separate to the community room. This would mean when someone books the hall, they would only need to rent the hall, rather than both rooms.

Mrs Cessford left the meeting 15:00 **8. Budget Monitoring Report*** Governors agree this can be signed off.

**9. Budget Forecast*** The upcoming years need to be addressed quite quickly as, although in previous years we have gained in terms of the budget, we will be down on numbers so our final balance is negative.
* Looking at our in year position across the 3 years, because we have a positive figure to carry forward we still end up in a positive balance at the end of the 3 years, but this is in the bank, not in-year spend.
* Our school is geared up to have around 102 pupils financially, and we are forecasting approximately 6 fewer going forward so we need to look at ways to reduce at outgoings to accommodate this change.
* As pupil numbers have changed, we have adjusted staff numbers accordingly and will continue to do so.
* The quality of teaching and learning has improved in recent years and this has been reflected in assessments.
* We need to showcase our school and the wrap-around care to increase pupil intake.
* **Q. What did the FMS suggest we do in terms of the budget?**
1. **She advised we address it next year, and we need to spend some of the excess budget. We should spend this on improving the school rather than saving to keep a positive balance.**
* To attract new pupils we need to spend money on improving the school on something that can be seen, but we need to focus first on the things that need attention such as the toilets. Focus needs to remain on benefiting out current pupils, not just prospective ones.
* Governors to consider the Headteachers wishlist and the long term plans, before looking at the surplus and creating a plan to spend it.

**10. PE Funding Update*** We have around £16000.00 this year, double the previous year, due to the sugar tax that came through. Next year it will reduce again to £8000.00.
* We’ve been doing lots of different things, such as working with Campsmount aswell as Active Fusion. We have new goalposts due to be installed and we are hoping for a fitness park if we win the bid. If we don’t win the bid we could use some of the PE money for this.
* Last year with Campsmount we could only take 10 across 2 year groups, whereas now it is fully inclusive and the whole class can take part.

**Q. There have been mentions previously that there weren’t enough sports activities aimed at girls – could we look at this now we have more funding?****A. Studies in school have shown that our girls are healthier weights than the boys and are more active. Headteacher and Mrs Hursthouse will discuss this further though.****11. SEN Role and How We Cover This?*** Governors to discuss in the meeting to be arranged regarding Headteachers maternity cover.

**12. Pupil Premium Update*** See confidential minutes

**13. Benchmarking*** **Q. The data shows that we have a higher number of teachers, but that the**

 **average salary is lower as we have less teachers on the leadership scale –**  **is that actually good for our pupils?**1. **We would need to compare our progress and achievement against the same schools used in the benchmarking.**

**Q. Can you tell if the other schools in the sample have deputy Headteachers**  **as there is a comment about admin hours being high as we don’t have a**  **deputy Head?**1. **If they have someone on the leadership scale they are either Deputy Heads or have TLR’s**

**Q. The graph showing funds delegated by the LA per pupil, shows we are the**  **second highest in the sample – why is this?**1. **Headteacher advises governors to send question to SBM**

**14. Skills Matrix (SFVS)*** This is released later on and will be done by March. The SBM will discuss further in the next financial governor meeting in January.

**15. Health and safety with financial implications*** Mr Jones to arrange a walk-round with Mrs Cuddy
* Safeguarding training – Mrs Holmes was due to do this, but it was cancelled. It has been rebooked for February. There are no financial implications for this however as it was already in the budget.

**16. SIAMS*** The inspection was judged Good with Outstanding leadership.
* The inspector was very thorough and fair and Mrs Cuddy has agreed the targets with him, though they have all be actioned and done. We couldn’t be judged as outstanding due to last years data.
* Governors congratulate Mrs Cuddy, and thanks are given to the governors who came in

Meeting closed 3.30pm |