

FULL GOVERNING BODY MEETING MINUTES

Monday 25th June 2018 at 7pm at the Junior Site

PARENT	CO-OPTED	LA	STAFF	HEAD TEACHER	FOUNDATION 8			
2	1	1	1	1	LDBS	PCC	Trustees	St Mary's Church
Ben Driver (Chair)	Christina Sturge	Anneliese Jacklin	Ruth Knight	Angela Abrahams	Alex Hazard	Victoria Busby	Hugo Clark	Jeff Hopkin Williams
Natalie Robinson						Eloise Leeson	Katherine Cox	
						Robin Shute	Ileke Hilmy (Vice-Chair)	

Apologies: None

Also attended: Rhys Williams (Deputy Head Teacher and Associate Member)
Alison Watts (Clerk)

		ACTION
	The meeting opened at 7.00pm with a prayer.	
1.	APOLOGIES FOR ABSENCE Christina S and Robin S gave prior warning they might be late owing to transport problems.	
2.	DECLARATIONS OF INTEREST Jeff HW reminded the meeting that as Chair of the Trustees he had involvement in the allocation of funds for the school. The meeting did not consider there to be any conflict of interest.	
3.	STRATEGY <i>Circulated prior to the meeting: Appendix 3.1. Background paper; Appendix 3.2. Background Paper; Appendix 3.3. Background Paper</i> a) A confidential item was discussed <i>[During this item Christina S and Robin S joined the meeting].</i> b) A confidential item was discussed. It was noted that the governance section of the school web-site included a section entitled 'Strategic Vision' which required updating. ACTION: Governors to review and send comments to Chair/Clerk.	Governors

<p>4.</p>	<p>MINUTES OF LAST MEETING and MATTERS ARISING</p> <p><i>The following documents were circulated prior to the meeting: Appendix 4.1 minutes of last meeting, Appendix 4.2 confidential minutes of the last meeting, Appendix 4.3 SEND report - for information only.</i></p> <p>Minutes The minutes and confidential minutes of the last meeting were approved and will be signed and filed.</p> <p>Action points Updates on the actions listed at the last meeting can be found at the end of this document.</p>	
<p>5.</p>	<p>HEAD TEACHER'S REPORT</p> <p><i>Circulated prior to the meeting: Appendix 5 Head Teacher Report to the Governing Body – June 2018.</i></p> <p>The main points highlighted were as follows:</p> <p>Free School Meals Numbers were now very low with none currently registered amongst the new 2018 Reception intake. However, it is possible there may be eligible children not yet known to the school. This reduction brings a corresponding reduction to the school's budget. The school sends out a letter informing new parents about free school meals.</p> <p>Bullying There had been one bullying incident in Y6. The school had addressed the issue using the restorative justice model whereby all parties are involved in discussions.</p> <p>Q Was the bullying incident direct or cyber? Direct.</p> <p>Q Are children allowed to bring mobile phones into school? Yes, but they must be handed in to teachers at the beginning of the day.</p> <p>Other The school had invited the police to come into school to talk about knife crime the main drivers of which were drugs and social media.</p> <p>Staffing The school is currently fully staffed.</p> <p>Q: Absences are high. What is the school doing to monitor this? The SLT has reviewed the stats, which it has shared with staff, and there are no clear patterns. However, there are some members of staff who repeatedly take intermittent days of sick leave. Some referrals to occupational therapists have been made. Staff members are now required to inform Angela A rather than Rhys W if they are to be absent.</p> <p>Finance Q: Where does the funding come from for the kitchen upgrade at Junior Site? The original estimate had been £15,000 which was to come from the Trustees</p>	

	<p>(£11k) and the St Mary's Fund (£4k). A more recent estimate had quoted £37,000. The school had asked for this to be reviewed and for cost-saving options to be identified.</p> <p>Q: Would the full cost of the roof and plumbing repairs be covered by the LDBS bid? Yes, but it was proving difficult to obtain quotes for the plumbing work due to the complexity of the system.</p> <p>Q: Why has the impact of pension changes been less than anticipated? The school was better prepared and the changes less significant than originally thought.</p> <p>One correction was noted: the Chair and Vice Chair meet with the Head every three weeks (not fortnightly).</p>	
<p>6.</p>	<p>SCHOOL IMPROVEMENT PLAN 17/18</p> <p><i>Circulated prior to the meeting: Appendix 6, the School Improvement Plan 2017-18 dated June 2018.</i></p> <p>Standards: This section will be updated once the KS2 and KS6 results are known. Finance: The focus has been on reducing the budget deficit which has now been reduced but is set to rise again as expenses are set to rise. It was noted that the financial support from the trustees and St Mary's Fund represented non-guaranteed income. Curriculum: There have been many exciting initiatives, particularly in relation to the inclusion/diversity agenda. For example, Y2 have been looking at famous people and had been outraged to learn that Alan Turing had been imprisoned for his orientation. As part of disability awareness, the school will be hiring a number of wheelchairs. Pupils will have the opportunity to experience the difficulties faced by wheel chair users as well as to try out wheelchair sports. Assessment: The new processes adopted will be carried into next year. Caring School: SLT has attended adoption-friendly training. The school has been working with third parties on the diversity agenda, e.g. Stonewall and Anna Freud.</p>	
<p>7.</p> <p>a)</p> <p>b)</p>	<p>SCHOOL FINANCES</p> <p><i>Circulated prior to the meeting: Appendix 7.1 St Mary's – Underfunded since 2012, Appendix 7.2 Final Budget, Appendix 7.3 Commentary.</i></p> <p>Background Paper The paper was not new but had been circulated to provide background information or those new to the Board. It was explained that the paper had originally been prepared for the local MP and councillors. It did not include many figures as these were constantly changing. Its key message was that being a 3-site school made St Mary's very different from other schools. The local councillors have been invited to visit the school and the subject of under-funding will be raised with them.</p> <p>Approval of Final Budget 2018/9 Thanks were given to Simon Minty who had been very responsive to the many questions posed. Thanks also were given to the Budget Monitoring Group. Points highlighted were as follows: Having been predicting a deficit carryforward from 2017/8 of around £6K, we are</p>	

	<p>now looking at a surplus carryforward of £79K (due to a misallocation of funds by AfC in a previous FY, cancelled purchase orders, and donations from parents, the Trustees and FOSM). The predicted carryforward for 2018/9 now stands at £15K. Projected year-end figures for year 2 and year 3 show the deficit growing (£154K and £423K respectively).</p> <p>It was emphasised that the current relatively positive picture is due to non-guaranteed income (e.g. St Mary's Fund).</p> <p>It should be noted that £90K of the increase in income is received for the extra 30 children on the roll and £75K has been donated by trustees and parents. In reality, net revenue is in deficit.</p> <p>The Budget Monitoring Group's questions will be circulated after the meeting.</p> <p>ACTION: Clerk to circulate BMG questions.</p> <p>Q: Were more funds to be available, what would the school's priority be? TAs.</p> <p>The final budget was approved.</p>	<p>Clerk</p>
<p>8.</p>	<p>GOVERNOR ROLES 2018/9</p> <p>A skills audit had been circulated prior to the meeting. Governors were encouraged to complete the form as soon as possible and return it to the Clerk.</p> <p>ACTION: Clerk to collect and summarise the skills audits.</p> <p>The Chair reminded Governors they were expected to serve on two of the main committees. Anyone wishing to change committee should let the Clerk know asap so that memberships could be finalised before the end of term.</p> <p>ACTION: Governors to notify Clerk if they wish to change Committee.</p> <p>Ben D and Ieke H reminded the Board of their long-stated intention not to stand for re-election next term as Chair and vice Chair, after three years in post.</p> <p>Further discussion under this agenda item is recorded in the confidential minutes.</p>	<p>Clerk</p> <p>Governors</p>
<p>9</p> <p>a)</p> <p>b)</p>	<p>CHAIR'S ACTION</p> <p>Governors' Report July 2018 Prior to the meeting Committee Chairs had been invited to submit a paragraph for inclusion in the Governors' Annual Report. The Chair thanked those who had already submitted their texts and requested others to submit theirs to the Clerk asap.</p> <p>ACTION: Chairs of Committees to submit short text to Clerk asap.</p> <p>Business Update Governors discussed a confidential item.</p>	<p>Chairs of Committees</p>
<p>10.</p>	<p>CLERK'S UPDATE</p> <p>Governors were reminded of their responsibilities in the light of the new GDPR. It was pointed out that the new regulation effected governors in three ways: i) more rigorous monitoring of the school's compliance; ii) their own rights re. the school's use of their personal data; iii) their own practices in storing, sending and destroying confidential data. With regard to point (iii), Governors were reminded of best practice (e.g. using password protection for confidential documents, avoiding</p>	

	<p>mention of personal data where possible, storing emails/documents securely, shredding/deleting redundant information). The use by Governors of a school email address was discussed but not considered essential to secure data handling. It was agreed to make more use of the shared portal. ACTION: Clerk to circulate the school's privacy policy for governors.</p>	Clerk
11.	<p>COMMITTEE FEEDBACK</p> <p>a) Admissions Committee</p> <p>Draft minutes of the last meeting had not yet been circulated as the meeting had only taken place a few days previously. The focus of its work had been the new Admissions Policy, admissions stats, and questions regarding summer born children.</p> <p>b) Curriculum and Standards Committee</p> <p>Appendix 8.2, the draft Curriculum & Standards Committee meeting minutes of 6/6/18, had been circulated prior to the meeting. Ieke H reported that the Committee was working well. A separate Data Monitoring Group had been set up which had been encouraged by the school's effective use of data to drive direction. She advised that Victoria B was taking over responsibility for PPG and Natalie R for PE.</p> <p>c) Ethos Committee</p> <p>Appendix 8.3, the draft Ethos Committee meeting minutes of 21/5/18, had been circulated prior to the meeting. Jeff HW advised that the school now had a new RE Coordinator and the Committee had been active in supporting him.</p> <p>d) Finance and Staffing Committee</p> <p>Appendix 8.4, the draft minutes of the Finance & Staffing Committee meeting minutes of 10/5/18, had been circulated prior to the meeting. The main focus of the Committee's work had been the budget, matters pertaining to which had been covered earlier in the meeting.</p> <p>e) Safety and Community Committee</p> <p>Appendix 8.5, the draft minutes of the Safety and Community meeting of 14/6/18, had been circulated prior to the meeting. Katherine C advised that the focus of the Committee's work had been the GDPR, the new staff safety policy as well as health and safety, safeguarding and FOSM.</p> <p>The Committees were thanked for their valuable work.</p>	
12.	<p>GOVERNOR TRAINING</p> <p>Given Hugo C was coming to the end of his time as governor, it was agreed that responsibility for the training record would pass to the Clerk until a new training governor was identified. Ben D advised that he was due to attend the termly CoG course on 26/6.</p>	

	<p>ACTION: Clerk to take over training record from HC.</p> <p>Q: Is it possible to receive more advance notice on the timing of the AfC courses and to request more evening courses? It was agreed the Clerk would investigate.</p> <p>ACTION: Clerk to discuss with AfC the notice for and timing of governors' courses.</p> <p>Governors were reminded that courses were available from other sources: e.g. LDBS, NGA, DfE.</p>	<p>Clerk</p> <p>Clerk</p>
<p>13.</p>	<p>ANY OTHER BUSINESS</p> <p>It was noted the School Fair had raised an impressive £10,500.</p> <p>The St Margarets Fair, taking place on 7/7, also raised money for the school.</p> <p>The Chair gave sincere thanks to the two retiring Governors, Hugo C and Robin S, for the many years they had served on the Governing Body. It was noted that they had begun their governorships when the current year 6s were starting their St Mary's journey in Reception. The Chair also thanked Rhys W who, aside from being an invaluable member of staff, had served as Associate Member on the GB.</p> <p>Farewell gifts and cards were presented.</p>	
<p>14.</p>	<p>COMMITTEE MEETING DATES 2018/9</p> <p>Committee dates for 2018/9 were in the process of being agreed and would be circulated to all Governors before the end of term.</p> <p>ACTION: Clerk to finalise Committee dates and circulate to all governors.</p>	<p>Clerk</p>

The meeting ended at 9pm.

FGB Actions

As of 25th June 2018

Minute	Action	Assigned	Update	Completed?
18.9.17 6	Submit an application for further funds to Schools Forum this Autumn	AA	Application unsuccessful	Closed
4.12.17 3	F&S committee to review some of the long term strategic option models for St Mary's future	AJ/BD	BD/AJ to present to 1/10/18 FGB.	
4.12.17 6	Amend draft Governance Action Plan	BD	Ben D completed	Closed
4.12.17 6	Decide how best to communicate Governance Action Plan	AA, BD	Given to staff and communicated to parents	Closed
4.12.17	Present a proposal to governors regarding online elections	BD	Governors agreed to use SurveyMonkey	Closed
4.12.17 8	Send a copy of the presentation slides from <i>Teach like a Champion</i> to governors	AA	Appendix 05.1a circulated to all governors	Closed
4.12.17 9.1	Circulate Admissions Policy communication plan to GB	HC/CC	Hugo C to ask Clare C to circulate Admissions Policy	Closed
4.12.17 9.4	Finalised Health and Safety report to be circulated to GB	KC/AH	Appendix 12.5c circulated to all governors	Closed
	Provide ASP (RAISE) logins for remaining C&S committee members and investigate access for other governors	RW	Rhys W to arrange general logins for all governors	Closed
19.3.18 3	Submit draft budget 2018-19 to the LA	SM		Closed
19.3.18 5b	Monitor succession-planning for Chair and Vice-Chair	Clerk	Clerk to liaise with committee chairs	Closed
19.3.18 9	Put PPG Strategy Impact on the agenda of the next C&S meeting	IH	Carried over from June meeting as PPG governor has changed.	
19.3.18 9	Put Informing Staff How to Access the Budget on the agenda for the next F&S meeting	AJ	Carried over from May meeting.	
19.3.18 9	Put Staff Attending FGB meetings on the agenda of the next S&C meeting	KC	Carried over from June meeting due to time constraints.	
19.3.18 9	Re-circulate visits protocol and forms	BD		Closed
19.3.18	Issue invitations to next FGB	HC/BD		Closed

19.3.18 11	Circulate AfC governor training details	BD		Closed
19.3.18 13	Committee dates to be set by 1 st September	Committee chairs		Closed
19.3.18 15	Meeting dates to be entered into school calendar	Clerk	Clerk to inform school administrator.	Closed
19.3.18 16	Circulate residential trip details	AA		
25.6.18 3b	Review and send comments to Chair/Clerk on "Strategic Vision" section of web-site	All governors		Closed
25.6.18 7b	Circulate Budget Monitoring Group's questions	Clerk		Closed
25.6.18 8	Collect and summarise the skills audits.	Clerk		Closed
25.6.18 8	Notify Clerk of any changes to Committee membership.	All governors		Closed
25.6.18 9	Submit short text for the Governors' Annual Report to Clerk asap.	Committee Chairs		Closed
25.6.18 10	Circulate the school's privacy policy for governors.	Clerk		Closed
25.6.18 12	Take over training record from HC	Clerk		Closed
25.6.18 12	Discuss with AfC the notice for and timing of governors' courses.	Clerk		Closed
25.6.18 14	Finalise and circulate Committee dates for 2018/9.	Clerk		Closed