



# COWES PRIMARY SCHOOL

## MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Thursday 15<sup>th</sup> March 2018 at 18.30 p.m.

<b>Attendance</b>	
Malcolm Carter (MC) - Chair	Stephanie Praetig (SP)
Amy Duncan (AD)	Rachael Groves (RG)
Hilary Richardson (HR)	Rod Ainge (RA)
Alison Radcliffe (AR)	Andy Brandham (AB)
Abigail Sollars (AS) - Associate	Nicky Coates (NC) - Associate
<b>Also Present:</b> Kim Comer - Clerk (KC), Donna Robinson - Business Manager (DR)	

<b>1</b>	<p><b>Apologies</b> Apologies were received from Emma Lincoln and Liz Jackson due to other commitments. The Governors welcomed RA back after his illness.</p>	
<b>2</b>	<p><b>Pecuniary &amp; Personal Interest Declarations</b> – MC has a personal interest regarding item 6 and will leave the meeting at the relevant time.</p>	
<b>3</b>	<p><b>Minutes of Previous Meeting &amp; Matters Arising</b> The minutes of the meeting held on Thursday 18<sup>th</sup> January 2018 had been distributed prior to the meeting and were agreed and signed.</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>• Benchmarking – DR had emailed LJ to confirm benchmarking is for financial use only and cannot compare outcomes.</li> <li>• DBS/CRB Review – SP confirmed that DR would start a rolling programme to renew checks starting with the staff with the oldest report dates.</li> <li>• Collaboration Agreement signed and sent to Governor Services on 31/01/18.</li> <li>• Co-opted Governor Vacancies – Steve Holland not able to join FGB due to other commitments. KC has placed adverts in local press/ school website/Wight bay and posters around the area. Four applications received so far are under review.</li> <li>• GDPR Governor – See item 9</li> <li>• Induction &amp; Safeguarding Training – Ongoing with Emma Lincoln</li> <li>• Prevent Training for Governors – Outstanding and to be carried forward.</li> <li>• HR to complete monitoring form with Kirsty Thomas – actioned and filed.</li> <li>• Monitoring visit overseeing foundation subjects – Outstanding – see item 9.</li> <li>• HR &amp; SP to review options for pupil drop off at school – will continue to look at options.</li> </ul>	KC/ DR
<b>4</b>	<p><b>Business Manager's Report</b> Copies of the following had been distributed to Governors prior to the meeting – Business Managers Report (App.13), Budget v Actuals (App.14), Summary Budget Income Feb 18 (App.15), Summary Budget Expenditure Feb 18 (App.16), Budget Monitoring Statement Feb 18 (App.17), Budget Dashboard April 18 Forecast (App.18).</p> <p>Full details are in the attached report. DR advised in summary that the end of year budget will remain in deficit and a submission of the cash flow forecast is being sent to the LA with a request for a deficit advance and DR is awaiting a reply. Since the November mid term budget review a number of external factors had impacted on the school's budget, which have had a huge adverse effect on the forecast.</p>	

This included the new national funding formula, which resulted in an overall reduction to the anticipated delegated budget, despite the 'cushion' of the Minimum Funding Guarantee that the school is now eligible for. As previously reported at the last FGB meeting the impact has reversed the predicted credit position by the year 2020/21 to a deficit. Despite this it was expected that a credit position be reached by 2021/22, but this is no longer the case.

The pupil numbers are lower than expected at around 24 instead of the 41 expected. Total pupil numbers for September 2018 are now predicted at 251. The Governors asked why the numbers were lower than predicted, DR advised that even the LA were at a loss about the reason and it was an issue across the Cowes area. SP advised that some children had moved to Lanes End School and others had moved away from the Island.

As fully detailed in the attached report other external impacts are the change to the National Minimum Wage in April 2018, effecting lower paid support staff. There is also likely to be a pay rise again for Teachers and a potential rise to Teacher Pension rates. SEN funding will also see an overall reduction.

The Governors understood that these factors were outside the school's control and it was disappointing these factors had had such an impact on the budget when so much hard work had taken place to make sure we had reached a credit position within the agreement with the LA.

DR also explained that due to the reduced numbers there may be a restructure of classes for September. The Governors asked if the new housing development in Cowes might help once this takes place and DR said they were waiting for planning permission to be agreed.

Following the request from the Pay & Finance Committee, SP and DR had met with Caterlink in order to establish the difference in costs between the schools own kitchen and using the services of Caterlink. The overall cost of a contract with Caterlink would result in a potential saving of around £5,151, but SP advised that there are a number of other issues and restrictions to be taken into account. A review of the kitchen would be taking place and some savings have been predicted. The Governors also felt that having an independent kitchen was a good selling point for the school.

The challenge now facing the school is that the 4-year deficit budget approved by the LA last year is no longer achievable – Staffing is already at a bare minimum as the school has restructured every year for 5 years. The possibility of moving to one form entry was discussed.

A recommendation from the Pay & Finance Committee will be discussed under item 6. SP & DR to meet with Jade Kennett, Place Planning Officer at LA to ascertain forecast numbers and once numbers available the budget to be re-forecast and a meeting arranged with Brendan Hodson at the LA Education Finance Team. AR, Chair of Pay & Finance agreed to attend this meeting. Other items reported were an issue with the schools recycling and waste invoicing which has now been settled. Progress is being made with the cashless payment system but there are a few glitches that need to be resolved. Hants CC has advised that the school is to have a new heating system following their H&S survey.

GDPR – The IOW Council have agreed to provide a service level agreement (SLA) for the provision of a Data Protection Officer to schools at a cost of £950 pa. This is only available to schools that have a legal SLA (cost £450 pa). The school currently has their legal SLA with Hants CC at a cost of £150 pa. The LA have advised they will provide model documents for schools and a Record Management Policy is being drawn up. Privacy notices have been sent to LA for approval and School Bus provide many model polices that the school will purchase for an approximate cost of £250. DR will continue her work. The Governors understood that providing progress is being made and the school can show steps taken to implement systems, then this is adequate for the May cut off date.

	<p>DR asked the Governors to discuss the purchase of Staff Absence Insurance. The school currently needs to cover a maternity absence and normally tries to cover most absences internally with SP and NC taking lessons where possible. But some other possible staff changes involving staff that help greatly with providing cover means that extra staff will be required to cover. The provision for insurance has not been included in the budget previously as was not deemed absolutely necessary. After discussion on the options available the Governors felt the school had no option but to purchase the 10-day excess option. They had made the decision not to purchase previously when the school was able to cover their own absences and this was no longer the case.</p> <p>The Governors thanked DR for everything she is doing during an ongoing difficult period.</p>	
5	<p><b>Q&amp;A to Head Teacher on LLP visit (1<sup>st</sup> February 2018)</b></p> <p>A copy of the LLP report had been emailed to Governors on 9<sup>th</sup> February 2018 and also attached as App.1 - Questions had been received from Governors prior to the meeting and SP had emailed a reply to some questions earlier today and a copy has been attached to the minutes. These included an explanation about medium priority, Concrete Pictorial Abstract Approach, The definition of a coasting school, how consistency of teaching across the school is addressed and also how maths teaching in EYFS is in line with expectations and communication between EYFE and KS1. The Governors were happy with the detailed response provided. SP had been very pleased with the LLP report, which had been very positive and the action points raised were all being actioned.</p> <p>A further question had been received requesting an update on the Maths focus and how it is impacting on areas within the report. Also how this is contributing to expected outcomes for 2018 and was the school on track to achieve above the national average in all areas. In reply SP advised that they have introduced a progression board and uses the national curriculum KPI's. The board has an overview of maths for Teachers to ensure overall coverage and progression. It is very useful to write and refer the next day and is also an aide memoir for children.</p> <p>An action point for milestones – SP will ensure this is put in when the mid-term review is carried out. There is a development day on the last day of term to review. The forensic review for children was just under expectation, KS2 Teachers are identifying those who haven't understood anything in class and will request the LSA to work with them the next day. Strategies are being shared between Teachers and they are using ongoing assessments to ensure progress is made. Hants CC have a grant for IOW schools due to the maths level and Cowes Primary is one of the schools invited. SP felt that sufficient focus was in place for maths and she was now looking for extra support for English. Governors asked when the next LLP visit was due and this was confirmed as 8<sup>th</sup> November 2018.</p> <p>With regard to staffing, the self-employed football coach will not be continuing after Easter and this post will be filled internally. SP &amp; DR to review peripatetic posts. There had been two further staff resignations that have an effect on provision of cover. The school has placed an advert for maternity cover but no applications have been received. The Governors felt short-term contracts were not as popular, but other permanent ads had been placed by other schools that also had an effect. NC suggested contacting the Teachers Union for newly qualified Teachers that need to gain experience. The Governors suggested using Gumtree and SP would also try LinkedIn.</p> <p>SP confirmed that there were no other significant changes to report.</p>	
6	<p><b>Budget Review and Recommendation from Pay &amp; Finance meeting (5<sup>th</sup> March 2018)</b></p> <p>Following information given concerning the budget provided in item 4, the Whole Staffing Structure (App.19) had been distributed prior to the meeting to all Governors except MC. MC left the room due a personal conflict of interest.</p>	

	<p>The restructure detailed the reduction of staffing hours in Club Cool. This had been discussed in detail at the meeting of the Pay &amp; Finance Committee and they proposed that the full governing body accept the recommendation proposed.</p> <p>The Pay and Finance had asked that the charge for after school clubs be raised as they felt the cost too low and DR confirmed this would be increased after Easter. MC re-joined the meeting.</p>	
<b>7</b>	<p><b><u>School Financial Value Standard</u></b></p> <p>A copy of the SFVS (App.2) had been circulated to Governors prior to the meeting and DR confirmed this had been fully completed and there had been very little change with the content. The Governors were happy with the details included and MC signed this for submission.</p>	
<b>8</b>	<p><b><u>Feedback from Chair's Network Meeting</u></b></p> <p>AD had attended the meeting on 6<sup>th</sup> February 2018 on behalf of the Chair and copies of the presentation (App.3), SEN Funding Update (App.4), Network Notes (App.5), Clerks Appraisal Pack (App.6), IOW Phonics Data (App.7) had all been distributed prior to the meeting.</p> <p>AD gave a summary of the main points, the data for exclusions showed a decline and a reminder that all exclusions must be reported even if a child was sent home for part of the day. Governor exclusion panels must understand their role – but none had been held at school for some time. <u>The Beacons of Excellence</u> project has an award ceremony being planned in the summer term to celebrate achievements in schools. <u>Maths Project</u> - The Regional Schools Commissioner holds funds that the LA are able to bid for funding and a joint LA bid was successful - £150K for 2 year maths project. Phonics data was distributed and IOW performance 76% against National average of 81%, schemes ongoing to improve outcomes. <u>SEN funding</u> detailed explanation given. MC thanked AD for attending.</p>	
<b>9</b>	<p><b><u>Governor Link Subjects – General Data Protection Requirements (GDPR)</u></b></p> <p>AD to take on Overseeing Foundation Subjects, which will release MC to take on the GDPR Governor Role. AD &amp; MC to agree date to meet with Louise Stanton for a joint monitoring visit.</p>	MC /AD
<b>10</b>	<p><b><u>Policies to Ratify</u></b></p> <p>The policies below had been circulated to Governors prior to the meeting (Apps.8, 9 &amp; 20).</p> <ul style="list-style-type: none"> <li>i) <u>Social Media Policy (Previously Social Networking)</u> – Adopted by Governors.</li> <li>ii) <u>Alcohol &amp; Substance Misuse Policy</u> – LA Policy adopted by the Governors.</li> <li>iii) <u>Guidelines for Trans Gender Employees</u> – LA Policy adopted by the Governors.</li> </ul>	
<b>11</b>	<p><b><u>Training Update –</u></b></p> <p>The SLA training agreement and related costs from LA had been circulated prior to the meeting (Apps. 10, 11) and also the latest training schedule (App.12). AD to attend SEN training in July 2018 with cost agreed by SP and MC.</p> <p>It was agreed by all Governors that the cost of the agreement was still too expensive and that the school would not take part.</p> <p>MC advised that AS was unable to continue as an Associate Governor providing training assistance due to other commitments and thanked her for her support.</p>	
<b>12</b>	<p><b><u>Feedback from Monitoring Visits</u></b></p> <p>AD advised that Sam Smith had requested training on RSE and PDL and SP will speak to him. MC, AD, HR, had made recent visits and LJ and all monitoring forms had been completed and filed. KC reminded Governors to email completed forms to all Governors for information and also to ensure the SIF link section is completed. SP asked that Governors inform KC of planned visits.</p> <p>AD had a very positive meeting with Kirsty Thomas who advised they are 3<sup>rd</sup> in the maths challenge; Ryde schools are the only teams above them. The Governors were very pleased and</p>	

	agreed that the children’s standards have been raised considerably. The Governors asked that thanks be passed onto to Kirsty.	
<b>13</b>	<p><b><u>Any Other Business</u></b></p> <p>SP has introduced a Safeguarding ‘audit’ to ensure staff up to date with requirements, this involves a question put on the notice board and they have one week to find the answer which is given at the weekly briefing. AB confirmed he was very impressed with staff knowledge at his recent monitoring visit.</p> <p>SP advised that a member of the non-teaching staff had been dismissed following an unacceptable incident. Proper procedures had been followed and the member of staff had admitted the offence.</p> <p>MC regrettably advised that AR had resigned from the FGB. AR explained that she had enjoyed her time as a Governor; MC said she had played a major part helping with financial matters and she would be greatly missed. AR explained that it was not possible for her to continue due to increased work commitments. She agreed to remain as an Associate for financial reference and will see SP’s performance management through until a replacement can be found. Vacancies will now need to be filled for Vice Chair, P&amp;F Chair, Head Teacher Review and Monitoring subjects Quality of Teaching and Attendance. MC will review this going forward. MC thanked AR for her help and support during her time as a Governor.</p>	MC
<b>14</b>	<p><b><u>Date of Next Meeting</u></b></p> <p><b>The date of the next meeting is Thursday 17<sup>th</sup> May 2018 at 15.30 pm</b></p>	

### **Appendix Items to Minutes**

The following reports had been circulated to Governors prior to the meeting:

- App.1 LLP Visit Report 1<sup>st</sup> February 2018 (Item 5)
- App.2 SFVS Assessment Form (Item 7)
- App.3 Chairs Network Presentation (Item 8)
- App.4 SEN Funding Update (Item 8)
- App.5 Chairs Network Notes (Item 8)
- App.6 Clerking Appraisal Pack (Item 8)
- App.7 IOW Phonics Data (Item 8)
- App.8 Alcohol & Substance Misuse Policy (Item 10)
- App.9 Guidelines for Trans Gender Employees (Item 10)
- App.10 SLA Agreement (Item 11)
- App.11 Schools Subscription Offer (Item 11)
- App.12 Governor Training Latest Edition (Item 11)
- App.13 BM Report March 2018 (Item 4)
- App.14 Budget v Actuals Feb 2018 (Item 4)
- App.15 Summary Budget Income Feb 2018 (Item 4)
- App.16 Summary Budget Expenditure Feb 2018 (Item 4)
- App.17 Budget Monitoring Statement Feb 2018 (Item 4)
- App.18 Budget Dashboard April 2018 Forecast (Item 4)
- App.19 Whole Staffing Structure (Item 6)
- App.20 Social Media Policy (Item 10)
- Also: - Governor Questions and Head Teachers Reply

**Action Points**

3	Training – Check Prevent Training for Governors and advise of update required	KC/DR	17/05/18
9	Monitoring Visit – MC & AD to complete Overseeing Foundation Subjects visit with Louise Stanton	MC/AD	ASAP
15	MC to review position of Vice Chair, Chair of P&F, Head Teacher Review and Link Subject (Quality of Teaching & Attendance) in view of AR's resignation	MC	17/05/18

Signature \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_