



# COWES PRIMARY SCHOOL

## MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Thursday 14<sup>th</sup> September 2017 at 6.30 p.m.

<b>Attendance</b>	
Malcolm Carter (MC) - Chair	Liz Jackson (LJ)
Alison Radcliffe (AR)	Nicky Coates (NC)
Amy Duncan (AD)	Rachael Groves (RG)
Andrew Brandham (AB)	Stephanie Praetig (SP)
Hilary Richardson (HR)	
<b>Also Present:</b> Kim Comer - Clerk (KC), Donna Robinson - Business Manager (DR)	

<b>1</b>	<b>Apologies</b> Apologies were received from Abigail Sollars (AS) & Rod Ainge (RA). MC welcomed everyone back and hoped they had enjoyed the summer break. MC also welcomed NC as the new Deputy Head.	
<b>2</b>	<b>Election of Chairman &amp; Vice Chairman</b> MC was proposed as Chairman for a further year and as there were no other nominations was duly elected. There were no nominations for Vice Chair received. It was agreed that KC would confirm the rules of governance concerning this situation.	KC
<b>3</b>	<b>Election of Proposed New Governors</b> AD had applied to become a Governor and had submitted her application to the School. Whilst AD is a new Parent, it was suggested that initially she become a co-opted Governor and that KC would start the Parent Governor election process. AR proposed that the FGB accept AD as a Governor and this was unanimously agreed. Nothing had been heard from Rose McNeill, who had shown interest in becoming a Governor and no application had been received in the office. MC agreed to contact Rose to see if she wanted to proceed. KC confirmed that there were now 3 vacancies now that Abigail Sollars, John Barrie and Lynne Westhorpe had left the FGB.	
<b>4</b>	<b>Pecuniary &amp; Personal Interest Declarations</b> None declared	
<b>5</b>	<b>Minutes of Previous Meeting &amp; Matters Arising</b> The minutes of the meeting held on Wednesday 19 <sup>th</sup> July 2017 had been distributed prior to the meeting and the minutes were agreed and signed.  <u>Matters Arising</u> <ul style="list-style-type: none"> <li>MC had written to the LA regarding the disappointing Governor Induction Training and in view of this had asked for a refund of the course fee. A lengthy reply had been received from Diane Hiscock and whilst they had taken the feedback on board, they were not prepared to offer a refund. MC had emailed this reply to the FGB on 07/08/17 for their information.</li> <li>Governor Induction Checklist Feedback – KC had received a completed checklist from RA and had also issued one to AD to complete. It was agreed to keep this under review going forward.</li> <li>New Governors – See item 3 above.</li> <li>Monitoring Forms submitted and up to date – KC had emailed a reminder and completed an annual summary to ensure forms were submitted.</li> <li>AS to arrange monitoring visit in September as postponed in July and RA to observe. KC had</li> </ul>	

	<p>received an email from AS to confirm that this was in hand.</p> <ul style="list-style-type: none"> <li>• SIF Review – See agenda item number 11.</li> <li>• Parent Survey Results – See agenda item number 13.</li> <li>• Secure Website Access – KC had emailed instructions to the FGB on 10/08/17 and most Governors had accessed the site with no problem. KC confirmed she would use this for meeting documents going forward. Governors asked that an email be sent to advise when documents were available.</li> <li>• Governors Allowances Policy – DR confirmed the changes had been made and MC signed the policy ready for filing.</li> <li>• SP had emailed KC with training course bundle details, and this had been forwarded to the FGB for information. MC asked if anyone was interested to get in touch.</li> </ul>	
6	<p><b><u>Business Managers Report</u></b></p> <p>DR reported that there was some news published on the County Press website today, which reported that the Government had announced extra cash for IOW Schools which are set to see a funding increase of 3.2% under a new funding system. The increase is the equivalent to an extra £2.1 million over 2 years. The new formula is based on the needs of schools following 26,000 responses to consultations and the announcements in July that schools would receive an additional £1.3 billion. The formula will come into effect in 2018 and will mean an increase in the basic amount allocated for every pupil and a £110,000 lump sum for every school, to help with fixed costs. All Governors welcomed the news.</p> <p>The Business Managers report (App.1) and monitoring statement (App.2) had been circulated to the FGB prior to the meeting. DR confirmed that the problem with the financial management system had now been rectified which enabled DR to complete the back dated reconciliations for April to June.</p> <p>DR explained that a reply from Education Finance regarding the application for a deficit budget was still outstanding. DR had emailed Brendan Hodson on 08/09/17 to see if there was any further news. The Governors asked if this might be due to the news from the Government issued today? The Governors also asked what happens regarding the deficit if the application is refused, but there are no other options available, especially in view of both restructures and efforts made by the school.</p> <p>DR also confirmed that the Pupil Places Planning Report had been due in September but this had been delayed which had in turn delayed the LA's response concerning the budget. The Pupil numbers were currently 275 with an extra 2 or 3 joining the school, shortly. This is still short of the budget forecast for 283 for census day. The census day is 05/10/17, which is the deadline for numbers.</p> <p>At the end of June 2017, 31% of the budget had been spent, but this is because a number of invoices are paid in the first quarter. The Sports Grant funding is slightly less than expected, but the Government had indicated this would increase from £9,335 to around £18,750 following the recent sugar tax levy. The Governors asked when this would be introduced and DR confirmed it is received in May &amp; November. The Governors also asked if this funding can be used towards PE staffing as well as equipment etc. and this is possible. SP confirmed that a report is available and is published on the website.</p> <p>DR reported that the streamlining in the office was taking place and the school had ceased the contract with Tucasi, which was expensive and purchased 3 new SIMS packages. This will streamline the current system and parents will be able to pay online for dinners and trips online. These payments are then automatically transferred to DR's system. Governors asked if this will include Club Cool Payments, DR confirmed this would be included but they are introducing the payment system in stages.</p> <p>With regard to Marketing, Marvin's Estate Agents have agreed to include the school flyer in their</p>	

	<p>pack to prospective purchasers of properties on the new Place Road development. SP thanked DR for her efforts in making contact with Marvin's. Also Open Days had been organised for <b>Thursday 12<sup>th</sup> and Tuesday 17<sup>th</sup> October</b>. All staff had been asked to provide ideas for a good open day. The school are going to promote more emphasis on "Nurturing" and there will be greater effort made in promoting the school to children from the pre-schools. On the Open Days, Parents can attend with the children and a full team will be there to meet them and answer any questions they may have.</p> <p>Year 6 is going to start a marketing project to promote the school and invite all Estate Agents and local Businesses to promote the school. The school is keen to welcome any new ideas from Governors and parents. The Governors suggested that a parent form rep had been introduced successfully in another school, they put forward ideas from the parents and had worked well. SP also mentioned that ideas from pupils come from the school council.</p> <p>The school hall and reception had both been renovated during the summer holidays and DR had placed an ad on Wight Bay to advertise the hall as a venue. Governors suggested the Rugby Tots Franchise, which would be ideal but there is no one on the Island currently running the business. The Governors also asked if the hall could be rented for birthday parties and DR confirmed this was possible.</p> <p>DR asked if there were any further questions on the report but the Governors were happy with the report and the discussion that followed. SP &amp; MC thanked DR for her continued hard work during a difficult time.</p>	
7	<p><b><u>School Fund</u></b></p> <p>DR thanked AR for her help with the fund, which had now been reconciled and audited for the 2016/17 year. The opening balance had been £2,705.26 and closing balance £2,138.80. DR confirmed that £6,600 that had been transferred to the school budget account to support some the end of year balances had been repaid to the fund in May. The current balance is in the region of £12,000 however there are some further transfers of approximately £7,000 to the budget account to be made now that the sensory garden and scooter park works have been completed for which the school received grants. The remaining balance is earmarked for the school crossing patrol following the Crowd Funding in April.</p>	
8	<p><b><u>Pay Policy</u></b></p> <p>SP had worked on this today, so there had been no time to issue any report to the FGB prior to the meeting. SP confirmed that the schools own policy had not changed and that Governors should interpret the recommendations from the DFE with this in mind. SP advised that the only change made to the school pay policy was an amendment to the date throughout from September 2015 to September 2017.</p> <p>The DFE recommendations were an uplift of 2% on levels 1 and 6, with a 1% increase for levels 2 to 5. The Unions had wanted a 2% rise for the middle levels as well. The school had budgeted for a 1% rise across the board and this could not be changed in view of the budget situation. The Governors asked what impact this rise would have on the budget and SP confirmed it was around £1,000. They also asked about the response from staff and SP confirmed they understood the school must follow statute rules.</p> <p>SP will email the Pay Policy to KC for distribution to FGB and the Governors agreed in principle to be confirmed later.</p>	
9	<p><b><u>Restructure Update &amp; Election of Redundancy Committee &amp; Appeals Panel</u></b></p> <p>SP explained there had been a query on the proposal to reduce the number of LSA's and the hours worked. The original proposal was to go down to 2 LSA's for each year group working 15 hours per week. The new suggestion was for 3 LSA's working 10 hours per week each. DR &amp; SP proposed that if this change was agreed by the Governors, that an element of salary</p>	

	<p>protection/sliding scale be introduced to help one member of staff, as the proposed change had a major impact on their hours and salary. The proposal was to keep the current salary for 3 months, then drop by 50%, then drop to normal level. The Governors asked what the cost of doing this would be and DR confirmed it would be around £1,000. The Governors agreed this was fair and considerate and that the proposal gave better cover for Teaching staff overall. The Governors also asked for the view of the SLT and SP confirmed they had all agreed this would be workable. Some flexibility was needed on the hours due to travel and cost for some staff but this would be kept under review.</p> <p>With regard to the restructure, SP advised that all staff had to complete a skills matrix for the role applied for and the Head Teacher/Line Manager would add their own comments.</p> <p>As in the previous restructure, it is necessary to elect a redundancy committee, and it was agreed that AR, HR &amp; AD would fulfil this role. It was also agreed that AB &amp; LJ would form the Appeals Panel.</p> <p>SP confirmed the restructure timeline – with the consultation period ending on Friday 29<sup>th</sup> September, which is the reason for the extra FGB meeting on Thursday 28<sup>th</sup> September for the FGB to formally approve the new structure. The skills audit must be completed by the 6<sup>th</sup> October and will be completed in school during the week 2<sup>nd</sup> to 5<sup>th</sup> October. It was therefore agreed to hold the redundancy panel meeting on Friday 6<sup>th</sup> October and AR, HR &amp; AD to attend. Time to be advised. Appeals can then be received during the week commencing 9<sup>th</sup> October and it was agreed to pencil in Thursday 12<sup>th</sup> October for the Appeals panel to meet.</p> <p>SP will email a copy of the updated timeline and selection process.</p>	
10	<p><b><u>Head Teacher's Report</u></b></p> <p>SP asked if the Governors had any further questions concerning the data reports issued at the last FGB in July and confirmed that she now had a detailed summary for each year group, based on last years data, and would email this for distribution to Governors. Overall the progress in each year was strong, there were some pockets that needed attention but steps were already in place to address this. SP asked that any questions resulting from the emailed summary be sent to her and she will reply.</p> <p>The school was very excited about the new SIMS system and had attended a meeting today which meant the presentation of data would be adjusted and would be more colourful, easy to read to more user friendly.</p> <p>SP thanked the team for their hard work and confirmed that all intervention groups were already in place and positive action taken. She felt there was a positive atmosphere in school. The staff had also worked on the Destination Statement and this had been passed to the school council for their view and to see if it was child friendly.</p>	
11	<p><b><u>School Improvement Framework 2017/18</u></b></p> <p>A copy of the SIF (App.3) had been emailed to the FGB prior to the meeting and this had been reviewed and updated. Governors needed to populate the last page with details of their monitoring and evaluation.</p>	
12	<p><b><u>Governor Link Roles</u></b></p> <p>MC explained that due to recent changes to the FGB it was necessary to re-allocate and review some roles. The roles were allocated as follows:</p> <ul style="list-style-type: none"> <li>Overseeing Foundation Stages – MC</li> <li>Quality of Teaching &amp; Attendance – AR</li> <li>More Able, Disadvantaged &amp; SEN – AD</li> <li>Safeguarding &amp; Health &amp; Safety – AB</li> <li>Literacy – LJ</li> <li>Maths &amp; Science – HR</li> </ul>	

	<p>SP advised that there was also a requirement for a Governor to cover Personal Development &amp; Education (PDE) but this is a large subject to cover and it was agreed to carry this forward for further review.</p>	
<b>13</b>	<p><b><u>Parent Survey</u></b></p> <p>AB had collated the results of the surveys that took place at events during last term and reported there had been a very good response with 115 surveys completed, with 275 children currently in school this response was better than previous years. Details had been circulated to Governors prior to the meeting (App.4) For some reason question 9 had been missed from the survey. The results for question 8, concerning Parents consultation on their child's progress had dipped this year but overall the results were very positive. SP said that all parents had attended all the reviews so were well informed about progress, but there had been no specific comments made.</p> <p>The Governors asked who set the questions for the survey, and it was confirmed these are set questions issued by OFSTED. They also asked if any general comments had been made and these were mainly about too much homework, which was a trend each year. The other was communication and this may be due to the change to electronic newsletters etc.</p> <p>The possibility of an online survey was discussed but it was felt this would not be so successful and the face-to-face option was the best. MC said that Sam Smith had helped by offering house points for survey completed on the Sports Day! MC thanked AB for collating the results. AB will now prepare the results to share with Parents and asked AR for help with this.</p>	
<b>14</b>	<p><b><u>Policies to Ratify</u></b></p> <ul style="list-style-type: none"> <li>i) Admissions Arrangements –Local Authority Policy</li> <li>ii) Attendance Guidance &amp; Legislation – Local Authority Policy</li> <li>iii) Club Cool Policy – Emailed prior to the meeting, was recently reviewed due to some amendments so no changes made apart from review date. Policy agreed by FGB</li> </ul> <p>The Governors mentioned that the letter of attendance still shows SH as signatory and SP confirmed this would be changed.</p>	
<b>15</b>	<p><b><u>Training Update</u></b></p> <p>KC said that she had received an email from Kirsty Thomas chasing certificates from the recent Prevent online training update. It was agreed that if Governors had received recent Prevent training there was no need to do it again, however there is no harm in taking it and it should be completed by any Governors who need an updated certificate. KC to email the training link from Kirsty to Governors again.</p>	
<b>16</b>	<p><b><u>Feedback from Monitoring Visits</u></b></p> <p>KC had emailed the summary for completed monitoring forms to the FGB and forms had been received and the file updated. The monitoring file was now back in place on the shelf next to the photocopier and MC reminded Governors of the importance of completing the forms following any visits to school as an audit trail for any OFSTED visit that may occur.</p>	
<b>17</b>	<p><b><u>Any Other Business</u></b></p> <p>SP advised that the Governors report to parents had not yet been sent out. MC advised that it was his understanding that SH had completed the report and had brought a copy to the last FGB in July and this was to be sent out to parents. SP will contact SH to clarify and MC will find his copy.</p> <p>MC advised that lanyards had now been received and would be distributed to Governors to wear during school visits. KC would email photos to DR as identity cards were required for the lanyards.</p> <p>MC also asked for Governors to volunteer to listen to the children reading and suggested this would be useful for Governors to support the school throughout the year. MC to email Jill Lewin</p>	

	<p>to find out further details regarding the best time to visit.</p> <p>The Governors asked for the dates of any planned development days and SP confirmed these had been planned for <b>30/10/17, 29/03/18 &amp; 23/07/17</b>.</p> <p>Some other dates for the diary are the Ellen MacArthur coffee morning on <b>Tuesday 17<sup>th</sup> October</b> (same day as Open Day). This is being run by Sam Smith to raise money and will include a cake sale. There is also a Macmillan coffee morning on <b>Friday 29<sup>th</sup> September</b>, this is being organised by Year 6 pupils.</p> <p>The school, are inviting Age UK and Senior Citizens to a fish “supper” but to be held at lunchtime on <b>Friday 10<sup>th</sup> November</b>. There will be a Remembrance service at 10.30 a.m. followed by the lunch and the Governors are invited to attend.</p> <p>SP also advised that a fund raising event the school were holding a cinema afternoon on <b>Saturday 2<sup>nd</sup> December</b> (1.30 pm to 3.00pm) with a cost of around £2 or £3 for each child. This would include children’s entertainment and a visit from Santa. It is intended that parents leave their child at school whilst they do some Christmas shopping. Any help from Governors would be appreciated.</p> <p>The school production – Night of Music will be held on Tuesday 12<sup>th</sup> December (Evening performance), Wednesday 13<sup>th</sup> December (Matinee) and Thursday 14<sup>th</sup> December (Evening)</p>	
13	<p><b><u>Date of Next Meeting</u></b>  <b>The date of the next meeting is Thursday 28<sup>th</sup> September at 4.00 pm.</b></p>	

### **Appendix Items to Minutes**

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

- App 1 - Business Managers Report
- App 2 – Monitoring Statement
- App 3 – School Improvement Framework 2017/18
- App 4 – Parent Survey Results

## Action Points

2	Clarify rules of governance concerning no election of Vice Chair	KC	ASAP
3	Contact Rose McNeill concerning her application to become a Governor	MC	ASAP
8	Email a copy of the Pay Policy to KC for distribution to FGB	SP/KC	ASAP
9	Email a copy of the Restructure Timeline and selection process to KC for distribution to FGB –	SP/KC	ASAP
10	Email a copy of the Data Summary to KC for distribution to FGB	SP/KC	ASAP
13	Parent Survey Results to be issued to parents	AB/AR	23/11/17
17	Governors report to parents to be distributed	MC/SP	ASAP
17	Email Gill Gregory on best days and times for Governors to attend school to listen to children reading	MC	ASAP

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

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