



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Thursday 23rd November 2017 at 18.30 p.m.

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

1	Apologies Apologies were received from Rod Ainge (RA) due to illness, Alison Radcliffe (AR) and Abigail Sollars (AS) – Associate Governor.	
2	Pecuniary & Personal Interest Declarations - None declared. The annual business interest forms (App.1) were distributed prior to the meeting. Completed and signed forms were collected from all Governors present and the forms for those not present will be followed up.	
3	Minutes of Previous Meeting & Matters Arising The minutes of the meeting held on Thursday 28 th September 2017 had been distributed prior to the meeting and were agreed and signed. <u>Matters Arising</u> <ul style="list-style-type: none"> AB confirmed that the completed parent survey was ready and just needed to be sent to the office for distribution to parents by email and also posted on the website. This will be done in the next couple of days. MC saw Gill Gregory and she advised him that Governors just need to ring her the day before if they can attend to help listen to the children reading. MC to write a letter to the School Council and to Sam Smith to thanks them for their help with the pupil survey. MC had put thank you note to Sam on the staff thank you board but the letters were still outstanding and to be carried forward. Induction Pack and all relevant reading material to be added to the Governors secure website for reference – KC confirmed that this had been completed on 09/10/17. Governors Christmas Dinner – this had been added as an agenda item. 	MC
4	Parent Governor Election Result KC advised that having followed the statutory process for the election of a parent governor, the vote closed at 9.00 am on Tuesday 14 th November and the results were as follows: Emma Lincoln 57 votes and Lynette Attree 40 votes. The result had been issued to both applicants and to Parents. DR was now processing Emma’s application form and MC will be contacting Emma to arrange an initial meeting. Emma’s first FGB will be in January 2018.	MC
5	Head Teachers Report Copies of the Head Teachers Termly Report to Governors (App.2), Target Setting October 2017 (App.2a) and resulting Governors Questions and Head Teachers replies (App.2b) had all been distributed prior to the meeting. SP thanked the Governors for their questions and these had been addressed and distributed. The issue of the impact of reduced LSA’s had been raised and SP reported that the reduced hours had been felt by staff, especially the LSA’s who were working hard to fit in interventions. This had	

	<p>been compounded by one LSA taking time off due to a bereavement and another taking time off in lieu. As a result of the reduced staff structure, a Rapid Improvement Plan had been introduced, which is completed over a six-week period and is done step by step for children where a target concern has been identified. This has helped as doesn't take as much LSA time and releases them for other work. Hants CC has been pushing for this due to previous Island results and schools to concentrate on the "close to" children as this would improve results greatly.</p> <p>The school is also getting help from parents to help with resources that also assists with LSA time.</p> <p>With regard to the Target Setting Report SP explained that the focus was where children will be at the end of the academic year and takes into account the current position, previous attainment and a projection of where individual pupils need to be by the end of year 6. The data will be processed with Key Stage Leaders at the end of each term. Each Teacher has a broader understanding of their class and the system is very thorough. The Governors were happy with the results and felt it was important to see results for the whole school as well as individual classes.</p> <p>Governors asked how the mixed class structure was progressing. A recent meeting with parents from years 5 & 6 had provided very good feedback. The Governors asked how the year 5's were coping and RH said that her daughter was in year 5 and was doing really well and achieving results above the norm. SP said this was impacting in many different dynamic ways and is working. With regard to years 1 & 2 RH reported that feedback from parents had been good. Governors felt it was a big jump from Reception to year 1 and due to the varied ages some children need more support than others.</p> <p>SP explained that with regard to the expected progress there was a calculation that needed to be done in order to give detailed points of progress and SP to ask advice from the team who helped introduce the new data to see if this can be done.</p> <p>The Governors asked if information for new children joining the school was passed on from their previous schools and SP confirmed that generally they did receive data, with the exception of schools in Scotland, Wales and also Montessori schools, as they do not provide these statistics. Governors asked how this affects our results, but SP explained that this is taken into consideration.</p> <p>The Governors thanked the Teachers for all their hard work during the recent changes, as it had not been an easy time for them.</p>	
6	<p><u>Business Managers Report & Mid Term Budget Review</u></p> <p>Copies of the following had been distributed to Governors prior to the meeting – Business Managers Report (App.3), Mid-Term Budget Review (App.3a), Cowes Primary Mid Term Budget Submittal Report (App.3b), Budget v Actuals (App.3c), Summary of Expenditure by CFR (App.3d), Summary of Income by CFR (App.3e), Summary Budget Monitoring by Cost Centre (App.3f).</p> <p>DR explained that the reconciliation had been done to the end of September and explained that whilst some figures might appear erratic and cause concern, this is due to expenditure on some cost codes that will be offset when repayment is received from the LA, for instance the work on the school hall.</p> <p>The 4 year deficit budget plan request had been signed off by Education Finance on 9th October 2017 which meant that DR was able to complete the mid-term budget review. The November restructure had been completed with redundancy costs of £926.24, which will be reimbursed by the LA.</p> <p>The Sports Grant funding has been increased from £9,400 to £18,540 and it has been agreed that the PE LSA's salary will be paid from the funding. There had also been a check on outside equipment that required constant maintenance and this involved a cost of approximately £1500</p>	

which will also be paid for from PE sports funding. SP advised that any sports related Quest activities could also be covered by this funding.

The census in October confirmed the school's numbers for next years budget as 275, which was 8 pupils short of the school's prediction and will have an impact on the April 2018 budget. SP said that since the census the numbers had increased to 278 and there are another 3 children joining the school shortly, which will make the total 281. If that trend continues this will have a good effect on the budget going forward. Governors asked if the new pupils were across all classes and SP confirmed they were and explained that 58 children from year 6 had left last term and the number of children joining the school had been lower than expected. There had been very positive feedback from the Open Day and the Governors felt it would be good to maintain this going forward. SP had made visits to Pre-Schools and 4/5 families from Pre schools other than Blackberry Lane indicated they would be choosing Cowes Primary. It was thought that some parents working in Cowes found the school more convenient and there was also hope now that the planning permission for the Thetis Road development had been submitted and this would lead to increased applications for school places.

The new General Data Protection Regulation comes into effect from 25/05/18 and DR had joined a working party with other school Business Managers to ensure understanding of the new policy and is attending training sessions to ensure that the school is compliant by this date. The Governors understood that the new legislation is very complex and offered their help where possible.

With regard to staffing, DR reported that following a request from the class Teacher/SENCO, her hours will reduce to 1 day per week from 1/1/18 and the role will be that of SENCO only. This post will be an additional 0.2 FTE on the original staffing plan. Also following an external advert, a new full time Teacher has been appointed as her replacement. Both EYFS and class year 1 & 2 have had their Teacher FTE increased by 0.1 following discussions that the teaching timetable was too tight.

Progress is being made with the cashless system and following some initial teething problems is now going well. Online payments are anticipated to start from January 2018.

The Open Days in October were very well attended and they were greeted in the Library by a parent volunteer who offered refreshments and handed out information. There has also been fantastic support from parents and Friends of Cowes Primary and £1000 has come from the school fund to help Early Years with resources.

DR also explained that as a consequence of redundancies in the office, the office hours have been changed to 8.30 am to 4.30 pm. However, this does not address the problem of the workload so it was felt that there was no option but to revert to the original plan of advertising for an apprentice to fill a junior office role. The Governors understood the demands on the office staff and agreed this proposal.

The mid term review included issues raised by the IOW School Funding 2018/2019 Consultation Document (see item 7). As the consultation is still ongoing, the budget forecast for 2018 onwards has been prepared using the existing formula, although the October 2017 pupil census numbers have been updated. If the consultation receives approval, then the indicative figures suggest a further 1.3% loss on our delegated budget. The affect on our 4-year recovery plan would be that the break even recovery situation we are currently aiming for would become a deficit. Also should the consultation decline the inclusion of the minimum funding guarantee, we could potentially lose approximately £22,000 (i.e. 3.5% of delegated budget). It should also be noted that the indicative figure for 2018/19 does not include the additional proposed 0.5% transfer from the schools block to high needs. As part of the mid-term review DR had provided separate reports on income and expenditure and a revised 4-year plan.

7	<p><u>School Funding 2018/2019 Consultation Document</u></p> <p>Copies of the IOW School Funding 2018/2019 Consultation Document (App.4), The Response Template (App.4a) and a copy of the Schools draft response (App.5) had been distributed to Governors prior to the meeting.</p> <p>DR explained that the purpose of the consultation was to seek views from schools on two issues. Firstly the local funding formula that will be used to allocate funding in 2018/19 for pupils in years R – 11 and secondly schools view to agree a transfer of 0.5% from the schools block to the high needs block. This is due to significant pressures for high needs due to increased number of children with educational, health & care plans. The closing date for the consultation is 27/11/17 so approval from the Governors for the school draft is response is needed at this meeting.</p> <p>Indicative figures have been provided to show what the impact would be if the proposal were approved. The comparison is based on last year’s funding (Oct 2016) against applying the proposed funding formula based on the same reporting period. It is important to understand that this comparison is not an indication of budget allocation for April 2018. Total funding received April 2017 - £1,058,291 Indicative funding applying proposed funding formula £1,044,404 Proposed reduction 1.3% of delegated budget. The proposed reduction is protected by the minimum funding guarantee by 2.07% otherwise the proposed total reduction would be 3.5% of our delegated budget.</p> <p>The new National Funding Formula to be introduced in April 2018 had initially been welcomed by the school and Governors as good news for the school and its recovery plan. However, the LA has commissioned this consultation in order allocate the new funding formula at a local level as well as trying to adjust overspending in their special needs budget. This may result in a loss for schools with low special needs pupils who would supplement those who did. The Governors were very disappointed that what should have been a boost to the schools budget will, if the consultation is agreed, result in a loss and affect the 4-year recovery plan through no fault of our own. The Governors asked if the Island had a high level of special needs children and SP confirmed that they did.</p> <p>DR asked if the Governors had any amendments to make to the draft response but the Governors agreed they were happy with the response and happy for it to be submitted for the deadline.</p> <p>SP gave a massive thank you to DR and to all the staff for their hard work during this difficult time and the Governors seconded this unanimously.</p>	
8	<p><u>Staff Pay Policy</u></p> <p>SP confirmed that this had been agreed in principle at the last FGB and that the LA had accepted the proposal agreed by all of the schools. The policy just needed to be signed off for the records and this was completed.</p>	
9	<p><u>Head Teacher Performance Review</u></p> <p>SP left the room. AR & AB had met with the LLP, Ross Irvin regarding SP’s performance review and AB reported that this had gone well and was very positive. However nothing further could be decided, as a meeting of the P&F committee was required to make their recommendation to the full FGB. It was agreed to convene a P&F meeting hopefully next week to include AR, MC & HR to be followed by an FGB meeting to hear and agree the recommendation.</p>	KC
10	<p><u>Time off in Lieu</u></p> <p>SP had discussed this with DR and it had also been mentioned to the SLT. DR had covered this earlier with regard to the office staff, but due to the reduction in LSA hours they were also building up extra hours. Due to lack of cover it was not practical for staff to take time in lieu that just put pressure on the other staff. Also the school could not afford to pay the accumulated backdated overtime. SP & DR proposed that with effect from 1/1/18 no more than 2 days time</p>	

	<p>off in lieu be taken at any one time and this had to be booked in advance to ensure appropriate cover was available. Furthermore, no more than 3 days could now be accrued; instead overtime would need to be paid where extra hours had been agreed. It was agreed that in the circumstances some restrictions were needed but discretion might still be needed in certain circumstances and every effort would be made to manage the hours down during December. The Governors said we were now seeing the impact of restructuring and what looked fine on paper doesn't always work in real life. But the school had no other option at the time. The proposal was agreed by all Governors and kept under review, with regard to special occasions, for example the need for DR to work during the Easter Holidays.</p>	
11	<p><u>Summary Self Evaluation 2017</u> A copy had been circulated to Governors prior to the meeting (App.6) and SP confirmed this had been updated and emailed in September.</p>	
12	<p><u>Policies to Ratify</u></p> <ul style="list-style-type: none"> i) <u>Collective Worship</u> – this had not been circulated prior to the meeting as the review had only been finished today. SP confirmed there were only some minor administrative changes that were agreed by the Governors. ii) <u>Safeguarding</u> – Circulated prior to the meeting (App.8) and agreed by Governors. AD advised there would be changes to this policy in January 2018 that can be addressed at the next FGB. iii) <u>Special Needs & Disabilities Policy</u> – Circulated prior to the meeting (App.9) and agreed by Governors. 	
13	<p><u>Training Update</u> - Nothing to report.</p>	
14	<p><u>Feedback from Monitoring Visits & Update on Process for SIF</u> AB had visited the school recently and had completed a monitoring form. MC had met with AR to review the Governor Monitoring section on the School Improvement Plan and this would be reviewed regularly in future. KC to update at the end of each term using the Monitoring forms and summary. SP advised it is important that the SIF is always up to date.</p>	
15	<p><u>Governor Lanyards</u> These were now available in the office and should be used by Governors when visiting the school.</p>	
16	<p><u>Christmas Dinner for Governors</u> It was agreed to hold this at Coast on Wednesday 20th December. (6.00 pm for 6.30 pm). MC will call into Coast and book.</p>	MC
17	<p><u>Any Other Business</u> SP advised that as a result of the critical incident at the Cowes Enterprise College that had resulted in a school lock down, the schools lock down procedures under the emergency plan had been reviewed and updated. The changes mainly involved mobile phones, walkie-talkies and an air klaxon. SP also advised that a school parent had requested information under the Subject Access Section of the Freedom of Information Act and this had been provided. LJ was pleased to see the Early Years Moderation Visit Report recently circulated to Governors that gave some good results. SP explained that a more detailed report would follow.</p>	
18	<p><u>Date of Next Meeting</u> The date of the next meeting is Thursday 18th January at 3.30 pm</p>	

Appendix Items to Minutes

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

- App.1 Business Interest Form

- App.2 Head Teachers Termly Review
- App.2a Target Setting Report October 2017
- App.2b Governors Questions & HT Replies
- App.3 Business Manager's Report
- App.3a Mid-Term Budget Review
- App.3b Mid-Term Budget Submittal Report
- App.3c Budget v Actuals
- App.3d Expenditure by CFR Report
- App.3e Income by CFR Report
- App.3f Budget Monitoring by Cost Centre
- App.4 IOW School Funding Consultation 2018/19
- App.4a IOW School Funding Response Template
- App.5 IOW School Funding Cowes Primary Draft Response
- App.6 Summary Self-Evaluation 2017
- App.7 Collective Worship Policy (Not circulated)
- App.8 Safeguarding Policy
- App.9 Special Educational needs & Disabilities Policy

Action Points

3 (C/F)	MC to write a letter of thanks to the School Council and to Sam Smith for their help in completing the Pupil Survey. Also a note to be put on the new school thank you board.	MC	ASAP
4	MC to arrange meeting with new Parent Governor Emma Lincoln.	MC	ASAP
9	KC to arrange P&F meeting followed by FGB to discuss and agree Head Teachers Performance Review	KC	ASAP
16	MC to book Coast for Governors Christmas Meal at on Wednesday 20 th December (6pm for 6.30pm)	MC	ASAP

Signature _____ Position _____

Name _____ Date _____