



Minutes of the Meeting of the Governors held at the Abbey Field Site on
Wednesday 19th March 2018 at 6.15 p.m.

Membership:

Mr S Billings	Staff (Head)	Mrs A Whitwell	Co-opted
Ms C Skinner	Staff	Mr G Beales	Co-opted
Ms N Roberts	Parent	Ms E Vasquez Walters	Co-opted
Mrs F Bullivant	Ex-officio	Ms S Stubbings	Parent
Mrs T Bourne	Ex-officio	Mr P Shields	Parent
		Mr L Brooker	Parent

Present:

Mr S Billings	Staff (Head)	Mr G Beales	Co-opted
Ms C Skinner	Staff	Ms E Vasquez Walters	Co-opted
Mrs F Bullivant	Ex-officio	Ms S Stubbings	Parent
Mrs T Bourne	Ex-officio	Mr P Shields	Parent
		Mr L Brooker	Parent

In attendance:

Mrs W Poole	School Business Manager
Mr P Freeman	Clerk

Presentation: Jamie McStocker from Atmostechnology - proposal to upgrade the school's server.

The school's infrastructure had been in place for 6 years and was quite an old system. The plan was to future proof it for 6/7 years and to look at hosting technology. At present there were 3 servers and they would be replacing one. The best existing server would go to the Town Site.

There will be a better Internet connection and ongoing manageability will be easier. The General Data Protection Regulation will be supported.

In response to questions from governors the following points were made:

- The current system will need upgrading by 2019 and it would be no longer supported by Microsoft following that date. Encryption and security were built in to Windows 10 and it would be a 10 MB connection. This will be a low-cost and on a one year rolling contract.
- The new software with the server upgrade would backup in the Cloud. Office 365 will link Microsoft to the Cloud drive. It would be too expensive to be fully in the Cloud as there was no education price. If more schools were moving to the Cloud it will become cheaper.
- The server would be an authenticated user and on a Cloud platform. When anything is saved it will be on the machine and automatically in the Cloud.
- Backup should be retained at the moment. The local login servers were at the Town Site.
- It will be possible to login from anywhere and there will be remote solutions. Teachers, children and governors can download Office and there would be links to SharePoint.
- A filter would be bought directly from BT and would be 'Smooth Wall'. Each user, per group filtering would be available and would give gambling, a specific content control. Reports can be generated which would look at the current activity and could go back a few months to see if there were patterns.
- There will be several savings, time, ease-of-use, and Internet.
- The one year rolling contract will reduce costs overall but there was a need for an upgrade in any case. The existing servers were getting full and files had to be deleted.

Signed: _____

Ms N Roberts

Date: _____

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- *Work to set up the equipment would take 10 days and the system has been put in other schools. It will be easier to manage the system which can be managed remotely.*

Governors thanked Mr McStocker and Mrs Simmons for their presentation.

Question/challenge from a governor is shown in italics.

Agree a Governor to prepare a Report on the Meeting for Parents.

- It was agreed that Ms Skinner would prepare the report.

Mrs Stubbings took the Chair because of the absence of Mrs Roberts.

1/03.18 Welcome

Governor Reports: (For information.)

- Safeguarding. Mrs Stubbings.
 - Child Protection. Mrs Stubbings.
 - Sports Premium. Mr Shields.
 - Class and related visits. Link reports.
- There were no questions on the reports.

2/03.18 Apologies for Absence

- Apologies were received and accepted from Mrs Roberts, Mrs Vasquez Walters and Mrs Whitwell.

3/03.18 Membership

Report for Parents	Name	Category	End of Term of Office	Attendance 2017/2018
X	Ms E Vasquez Walters	Co-opted	5 September 2021	2/2
X	Mr G Beales	Co-opted	26 March 2021	3/3
	Mrs A Whitwell	Co-opted	2 February 2019	3/3
N/A	Ms A Ioannidou	LA	Resigned 31 December 2017	0/2
	Vacancy	LA		N/A
	Mr S Billings	Staff (Head)	N/A	3/3
N/A	Mrs S Burke	Staff	Resigned 11 December 2017	2/2
	Ms C Skinner	Staff	4 February 2021	2/2
	Ms S Stubbings	Parent	10 March 2018	3/3
	Ms N Roberts	Parent (Chair)	10 March 2018	3/3
X	Mr L Brooker	Parent	5 June 2021	3/3
	Mr P Shields	Parent	15 March 2021	3/3
	Mrs T Bourne	Ex-officio		3/3
	Mrs F Bullivant	Ex-officio		3/3
	Mrs W Poole	SBM		2/3

- Vacancies: 1 x LA, 2 x Parents. The vacancies for parent governors had been advertised and only Mrs Stubbings and Mrs Roberts had come forward and they were appointed. There was a vacancy for a Local Authority Governor although a candidate had come forward.
- Terms of Office that end this year: Mrs Stubbings and Mrs Roberts on 10th March 2018.
- Resignation: None.

4/03.18 Declaration of New Business Interests.

- None.

5/03.18 Notification of Any Other Urgent Business

- Data: governors can generate their own questions for the meeting on AP2 although the data was not yet ready. A snapshot of it will be sent to governors and any questions should be sent to Mr Billings. A meeting will be arranged one afternoon which would be followed by staff meeting.

Signed: _____

Mrs Stubbings

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- It was agreed that it had been very beneficial for governors to meet the staff at the beginning the year and it was suggested that the meeting between governors and members of staff should link to a staff meeting. After school care would be arranged for the children of governors.

6/03.18 Minutes of Previous Meeting:

- The minutes of the meeting on 5th February 2018 were agreed as a true record and were signed by the Chair.

7/03.18 Matters Arising.

- Mrs Vasquez Walters will prepare a report on the meeting for parents. **Action: Mrs Vasquez Walters.**
 - Maths report to be considered at the next meeting. **Action: Mr Beales.**
 - The order that governors are shown on the membership list will be used to identify the person preparing the report on the meeting for parents. **Action: The Clerk.**
 - Appointment documents to be sent to Mrs Skinner. **Action: The Clerk.**
 - Parent governor elections to be arranged. **Action: Mr Billings**
 - A comparison of the school development priorities over the last four years will be considered at the meeting in the summer term. **Action: Mr Billings and the Clerk.**
 - Mrs Vasquez Walters will check the code of conduct at her place of work in relation to social media. **Action: Mrs Vasquez Walters.**
 - The Clerk will send Mr Brooker a list of the training available for governing bodies. **Action: The Clerk.**
 - Mission statement for the governing body. **Action: Mrs Bourne.**
 - Mr Billings will find out what other training Mr Tavener can offer. **Action: Mr Billings:**
 - He can offer training on most things that governors might be interested in. He is happy to be bespoke!
 - In the past he has trained governors more generally about assessment and school performance data - beyond the ASP focus.
 - He has a session for governors on their monitoring role.
 - He has another session built around helping governors to understand their role as strategic leaders
 - New governor induction
 - Preparing for OFSTED is a popular one (You probably don't need this one yet)
 - Understanding the self-improving school system.
 - The Clerk will complete the health and safety check. **Action: The Clerk.**
 - Governors were invited to attend training on Visible Learning on 16th April 2018. **Action: governors.**
 - The Chair will send the contact details for a potential Local Authority governor to the Clerk and he will inform the Local Authority. **Action: The Chair and the Clerk.**
- All action points had been completed or will be in due course.

8/03.18 Chair's Action:

- Ratify decision on Educational Visits Policy:
 - The policy was based on one from the Local Authority. The Chair had agreed it and her decision was ratified by governors.

9/03.18 Governor Matters and Development:

- a. Link Governor Report (For information only – not for discussion)
 - There were various opportunities for training including online training through LearningLink. Governors should sign up for particular courses that they will find useful.
 - The governing body had attended training from Mr Tavener.
 - Mr Brooker will request details of the Effective Governing Body training and dates when it would be available.
- b. Governor Visits:
 - Governors were reminded to complete visits forms and send them to Mr Brooker or to load them directly onto Trello.
- c. Collaboration with other Governing Bodies.

- Nothing to report.
- d. Governance Statement.
 - Nothing to report.
- e. Governor training attended - report (For Information only – to be fed into the Link Governor Report)
 - Nothing to report.
- f. To monitor the impact of all training undertaken
 - Nothing to report.
- g. Standing Orders
 - The standing orders had been sent to governors and were agreed.

10/03.18 Head Teacher's Report

- Linked to the SDP - there were no changes.
 - Teaching and Learning Policy - there were no changes.
 - Inter-school collaboration – report
- The following points were made:
- The school continues to operate in a quad.
 - St John's Green was leading on work in Early Years Foundation Stage.
 - There were Headteacher peer-reviews and Mr Billings had been involved in two. There had been none at St Johns Green so far.
 - The peer-reviews were supportive and those visiting do so with a remit from the leadership of the school They look at the strengths of the school and areas for development.
 - It was an informal process at the moment.
 - Mr Billings had visited Kendall Primary School and Monkwick Infant School.
- In response to a question from a governor the following point was made:
- *Writing was an ongoing focus on would be so into the future. There were high expectations.*

11/03.18 Pupil Matters:

- Pupil Matters Report.
 - A detailed report had been given at the last meeting.
- School Evaluation
 - The only school evaluation that had taken place since the OFSTED inspection was on data.

12/03.18 Financial, Premises and Personnel Matters:

Finance:

- Budget Plan 2018/2019
- Mrs Poole had sent a report to governors.
- The funding formula had changed, and the school had negotiated an additional £50,000 for each of the last 2 years.
- In response to questions from governors the following points were made:
- *In 2019/2020 this funding will cease.*
 - *The percentage of the budget spent on staff was 84.97% and the Local Authority suggested that it should be 85%.*
 - *A medium-term plan will be written in May 2018.*
 - *There had been a large increase in costs for support staff, especially those who were lower paid.*
 - *There will be 2 additional classes in September 2018, 1 in September 2019 and 1 in September 2020 after that the school will be full.*
 - *The level of in class learning support assistants had been reduced significantly from a few years ago. There was funding for some Special Needs pupils with Education, Health and Care Plans. Learning support assistants were appointed on fixed term contracts.*
 - *The staffing structure been had agreed at the last meeting of the governors and the cost was in the budget.*
 - *Mrs Poole meets Mr Billings regularly to discuss staffing and since*

Signed: _____

Mr Roberts

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budgets were tight there was a regular review of contracts. SIMS Agora saved a lot of time in the school office.

- *The budget was regularly reviewed.*
- *The new budget will start in April 2018 and at the end of September it will be possible to give a projected carry forward.*
- *A three-year projected budget may be prepared.*
- *The staffing calculator tool was used to calculate the cost of members of staff.*
- *The ICT costs had been built in as an estimate from Mr McStocker.*

The budget was agreed, and governors thanked Mrs Poole and Mrs Henderson for all their work in this area.

- Summary of Finance Reports Circulated since the previous meeting. (Attachment to follow)

	Item	Prepared by:	Emailed on:	Copies in both FGB & Finance Files? (WP & LH use)
1	Catering Report Month 10 (January)	LH	05.02.18	Yes
2	Delegated Budget Month 10 (January) – No Carry Forward calculations this month	WP	06.02.18	Yes
3	Delegated Budget Month 11 (February) – Part 1	WP	08.03.18	Yes
4	Delegated Budget Month 11 (February) – Part 2 Carry Forward calculations	WP	08.03.18	Yes
5	Catering Report Month 11 (February)	LH	09.03.18	Yes
6	Fun4kids Month 10	LH	08.03.18	Yes
7	Delegated Budget Month 10	LH	08.03.18	Yes
8	Delegated Budget Month 11	LH	16.03.18	Yes
	Budget 2018 2019 Reports			
	1 st report	WP	17.01.18	Yes
	2 nd report	WP	26.02.18	Yes
	3 rd report	WP	15.03.18	Yes
	Catering and Breakfast Club Business Plan	WP	13.03.18	Yes

- SFVS
 - The report had been sent to governors.
 - Governors agreed that it was a good report and confirmed the high quality financial management.
 - Mr Beales had visited the school to discuss it.
 - There had been a two-day audit and all 8 sections of the SFVS were checked annually.

Signed:

N. Roberts

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- The recommendations from the audit report were fed into the SFVS.
- All areas had been rated as green.

In response to a question from a governor the following point was made:

- *There were changes annually and there had been a General Data Protection Regulation audit in the week before this meeting. The school had a good cash flow in recent years and this will become more important in the future.*

- Catering Business Plan - Discussion and approval

- ~~The days when the school had been closed due to snow had an impact on the catering budget.~~
- The school should make a surplus and the breakfast club was included.
- Income was £200,000 and the price of meals would be capped at £2 each.

In response to a question from a governor the following point was made:

- *In some other schools, children pay more than this and the school will follow-up any arrears. If there were concerns they would be referred to Mr Billings.*

The business plan was agreed.

- Playgroup

- The lease for 5 years was due for renewal at the end of this academic year.
- The discussion on the terms of the lease had begun.
- There will be an update at the next meeting of the governors.
- It was felt that the Playgroup was getting good value for money.

- ICT Purchase - to approve the purchase of three Clevertouch screens - as per Mrs Henderson's email to governors.

- Governors agreed the proposal to purchase 3 Clevertouch screens as laid out in Mrs Henderson's email to them.

- Financial Regulations

- The main changes in the Financial Regulations were to payroll and BACs and they had been amended. There will be more information at the next meeting.

- SBM Audit Report - note it has been received and the recommendations will be included in the SFVS.

- See above under the SFVS.

- Virements – decision: none.

Personnel:

- Single Central Register report: a review will take place on the Thursday following this meeting.

- Staffing Update

- 2 newly qualified teachers had been appointed and at the time of this meeting the school was fully staffed with teachers.

In response to a question from a governor the following point was made:

- *The last date that a teacher can resign is 31st May if they wish to take up a new post on 1st September. Following that date, the current teachers should still be working at the school in the new academic year*

Premises:

- Premises Update:

- There had been a considerable amount of building work at the Town Site and this included toilets downstairs for staff and parents.
- Blinds were being fitted to high-level windows.

- Artificial Grass for Town Site – ratify decision made by email

the following shows the reasons for the purchase about a visual grass for the townsite:

- The main reason for choosing the astro turf equivalent was because it looks a bit like grass and as such at least gives that impression, which was why all those many years ago we had the grass put in, in the first place.
- Rubber tiles tend to raise after a period of time, so are not really an option. Wet pour could have been an option, it's what we had installed on

the old EYFS playground, which the playgroup now occupies. The main thing against it, is the bounce you get when you walk on it. It would also have been more of a challenge to create a soak-away in the bottom corner near the gates as wet pour it is not porous.

- That brought us back to the Nowmow - the fact it looks a bit like grass and we felt it was most conducive to a bit of green.
- This will increase the playground space.
- Governors agreed to ratify the decision previously taken by email.

13/03.18 Health and Safety

- Nothing to report.

14/03.18 Policies. To ratify:

- Attendance Policy
In response to question from a governor the following point was made:
 - *Mr Billings unauthorised leave of absence for a pupil in exceptional circumstances if their level of attendance was 97% or above. Attendance was good at the school, and he will use as much flexibility as possible.*
- Home School Agreement Mr Billings had added a sentence about Facebook.
 - It was on the website and parents will be asked to sign the document and return it to the school.
 - Most will sign the code of conduct for parents.
- Probation - this was a Local Authority policy.
In response to a question the governor the following point was made:
 - *An additional meeting had been added for when a member of the support staff changed roles. They were unlikely to move their post if they had not been successful in their first role.*
 - *This will give scope to formalise the process and allows the opportunity to discuss the code of conduct etc.*
- Code of Conduct
 - This was a Local Authority policy.
- Whistleblowing
 - This was also a Local Authority policy.

All the policies were agreed.

15/03.18 Residential and School Journeys Abroad report and decision

- Kingswood.
- Danbury.
- The school was investigating a Year 2 visit. There was scope in the Sports Premium to give support to the trip, but the money was ring fenced.

16/03.18 School Website – update.

- Nothing to report.

17/03.18 Any Other Business.

In response to questions from governors the following points were made:

- *The teaching of reading is based on a building block process, it is fundamental and can be reinforced. Writing will receive a lower response from children.*
- *The approach was to look at shared writing and 60/70% of children will write and the remaining 30% who needed to would not.*
- *There was some scope with spelling. The children were very good at learning spellings but not so good at applying them. There was a transition from the learnt spelling to its use.*

18/03.18 What Have We Done to Advance the Education of the Children during this Meeting?

- Agreed the budget for 2018/2019.
- Ratified policies.
- Agreed the catering business plan.
- Considered ICT developments.

Signed: _____

M Roberts

Date: _____

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19th March 2018.

- Agreed a new approach to review data.
- Governor training.
- Premises work at the Town Site.

19/03.18 To Note the Dates and Times of the Meetings in 2017/2018.

Monday 25th June 2018. Meetings start at 6.15 p.m.

Meeting closed at 7:58 p.m.

Signed: _____

M. Roberts

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Date: _____

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