

27<sup>th</sup> March 2017.



**St John's Green Primary School.**  
**Learn to Live, Live to Learn**

Minutes of the Meeting of the Governors held at the Abbey Field Site on  
Monday 27<sup>th</sup> March 2017 at 6.15 p.m.

**Membership:**

Mr S Billings	Staff (Head)	Mrs A Whitwell	Co-opted
Mrs S Burke	Staff	Mr G Beales	Co-opted
Ms N Roberts	Parent	Mrs D Brand	Parent
Ms A Ioannidou	LA	Ms S Stubbings	Parent
Mrs F Bullivant	Ex-officio	Mr P Shields	Parent
Mrs T Bourne	Ex-officio		

**Present:**

Mr S Billings	Staff (Head)	Mrs A Whitwell	Co-opted
Mrs S Burke	Staff	Mr G Beales	Co-opted
Ms N Roberts	Parent	Mr P Shields	Parent
Ms A Ioannidou	LA		
Mrs F Bullivant	Ex-officio		
In attendance:			
Mrs W Poole	School Business Manager		
Mr P Freeman	Clerk		

***Question/challenge from a governor is shown in italics.***

**1/03.17 Welcome**

**Teacher/Governor Forum**

- Receive Governor Summary Sheets by Cohort/Class based on AP2 Data:  
in response to questions from governors the following points were made:  
Early Years Foundation Stage.
  - *It was the role of governors to challenge teachers as to whether pupils were moving forward.*
  - *The school website has a breakdown under Early Years Foundation Stage and Foundation Stage.*Year 1:
  - *There was not supposed to be a comparison between the National Curriculum and the Early Years' curriculum.*
  - *Some children joined the school with greater experience than others. They were split arbitrarily into three classes, unless it was known that they had a statement, Education, Health and Care Plan or specific needs, and these children would be spread across classes. However, it may result in specific groups being within a class.*
  - *Pupils would not be moved between classes because they would have already formed friendship groups and moving would set precedents. In addition, this could cause difficulties with parents.*
  - *Girls were doing significantly better than boys.*
  - *National benchmark: in Year 1 the only comparable data was on the phonics screening and this was above-average. The new National Curriculum had raised expectations and as a result figures had dropped in Years 4, 5 and 6.*Year 2:

Signed: \_\_\_\_\_

*N J Roberts*

1

Date: \_\_\_\_\_

*18/5/17*

27<sup>th</sup> March 2017.

- A school will be judged on whole school data but it was important to know what a class teacher was doing about it.
- The Early Years Foundation Stage profile had not changed. The current cohort was significantly better. It was the first year on this site with a three-class cohort and the group of children were interesting.
- It will be important to have more specific information from teachers to hold them to account.

Year 3:

- The plan was to have 20% of pupils at 2W+ at this stage. At present reading = 21%, writing = 10% and Mathematics = 20%.
- It was necessary still to improve boys writing.
- Last year's Key Stage One data was exceptional across-the-board and the challenge was to maintain that standard. In fact, it had been maintained if not increased.
- There was a huge gap between where the current year were at present but where the current Year 3 had ended up. The situation was similar to last year. Caution was necessary when comparing different cohorts.
- Year 3 was maintaining a high standard.
- The aim was to have all percentages above 80% and governors should challenge teachers on this.

Year 4:

- The new National Curriculum was significantly more demanding and it was more difficult to be at the Age-Related Expectation.
- When pupils will be in Year 6 the plan was for 80% to be at Age-Related Expectation and it would be important to see an improvement each year. It was important for there to be a consistent improvement so it was not necessary for there to be a lot of additional work in Year 6. The quality of education primary children receive was vastly better than at any time previously.
- Even with a challenging year groups the school was managing to ensure that the more able pupils were achieving higher standards.
- The standard of writing was incredible.

Year 5:

- Teachers were rightly cautious in their assessments and the school required honest data.

There was a discussion of a particularly challenging child who had recently joined the school and the school had a limited time to integrate this child into the school.

Year 6:

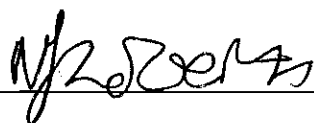
- The assessments in Year 6 will be based on the SATs papers and teacher assessment. There was a higher proportion of borderline children in the Year 6 cohort. The timing of the Easter holiday had helped with the preparation time for the SATs.
- A writing club and an after-school Maths club were running. Reading was taking place in class.
- It was important that children should learn to read questions carefully because if they do not they would lose marks.
- Many interventions were in place.
- It was important to focus on writing which was assessed at the end of June.
- After school tuition was voluntary but the school needed parents to work with the school on this. The school offered breakfast clubs after the Easter holiday which would attract children and allow them to be helped through it.
- There were two girls in Year 6 who qualified for the Pupil Premium Grant.
- None of the SEND pupils were above the Age-Related Expectation in reading, writing or Mathematics.
- In Year 6 the aim was for 80% of pupils to be at the Age-Related Expectation and there were enough pupils who should reach that level.
- The assessments by the teachers, although cautious, were very accurate.

- Note Governor Questions arising from AP2 Data:

**Early Years Foundation Stage:**

- Gender differences:
  - Why was there such a difference between boys and girls?
  - What action was being taken to reduce this gap?

Signed:



2

Date:

12/6/17

27<sup>th</sup> March 2017.

- Was there a correlation between the achievement of boys and the boys who qualified for the Pupil Premium Grant (PPG)?
- What was the link between the progress of boys who qualified for the PPG and were SEND?

**Year 1:**

- What factors were causing the difference in boys and writing and those pupils who qualified for the PPG and writing?
- For SEND pupils there had been no change in writing but how therefore had the pupils improved in reading and Mathematics but not in writing?
- Why were the girls doing significantly better than the boys?
- Are the interventions working, if not what changes had been made?

**Year 2:**

- How will the gap for boys be closed?
- What strategies and interventions were being used?
- What strategies were being used to improve boys' writing?
- Are the interventions working, if not what changes had been made?

**Year 3:**

- What strategies were being used to improve the standard in writing, when pupils were good at reading and Mathematics, but not writing?
- Why has the number of children working at the higher level dropped?
- The target for ARE was all for 80% pupils to be at ARE or above, how will this be achieved?
- Were the interventions working, if not what changes had been made?

**Year 4:**

- How will 80% of the pupils be at ARE?
- What strategies were being used to achieve this?
- 64% of pupils who qualified for the PPG were at ARE in reading but only 43% in Mathematics, why was there such a big difference?
- There were 10 weeks before the assessments what strategies and interventions were being used?

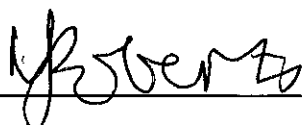
**Year 5:**

- How will 80% of the pupils be at ARE?
- What strategies were being used to achieve this?
- Taking into account the PPG data at AP1 and AP2, what difference had interventions made?
- There were 10 weeks before the assessments what strategies and interventions were being used?

**Year 6:**

- Why had the percentage of more able children dropped in reading from 23% to 13%, while writing had improved from 13% to 20% and Mathematics had remained the same at 13%?
- There were a high proportion of borderline children in this year group what strategies were being used to ensure that these pupils achieve as highly as they can?
- There were a few weeks before the assessments what strategies and interventions were being used?
- What preparations were being made to help the pupils cope with the tests?
- How were the children being encouraged to stay to after-school tuition sessions?
- None of the SEND pupils were above ARE in reading, writing and Mathematics were any strategies being used to help in this area?

Signed:



3

Date:

12/6/17

27<sup>th</sup> March 2017.

**Presentation of Key Facts Document:**

**2/03.17 Apologies for Absence**

- Apologies were received and accepted from Mrs Brand and Mrs Stubbings.

**3/03.17 Membership**

Name	Category	End of Term of Office	Attendance 2016/2017
Vacancy	Co-opted		
Mr G Beales	Co-opted	26 March 2021	N/A
Mrs A Whitwell	Co-opted	2 February 2019	2/2
Ms A Ioannidou	LA	31 August 2020	1/2
Mr S Billings	Staff (Head)	N/A	2/2
Mrs S Burke	Staff	27 November 2018	2/2
Ms S Stubbings	Parent	10 March 2018	2/2
Ms N Roberts	Parent (Chair)	10 March 2018	2/2
Mrs D Brand	Parent	11 November 2019	1/2
Mr V Luaces-Fernandez	Parent	11 November 2019	0/4
Mr P Shields	Parent	15 March 2021	N/A
Alan Short	Associate Member	5 September 2020	0/2
Mrs T Bourne	Ex-officio		1/2
Mrs F Bullivant	Ex-officio		2/2
Mrs W Poole	SBM		2/2

- a. Vacancies: 2 x Co-opted.
- b. Terms of Office that end this year: none.
- c. Appointment: Parent Governor Election – Mr P Shields
- d. Resignation: None.
- e. Recruitment of governors:
  - Co-opted – Mr G Beales - agreed.
- f. Reconstitution of the governing body.
  - There had been no progress with recruiting governors from the Army.
  - New governors should prepare their governor profiles for the website.
  - The Clerk will send the appointment forms to Mr Beales. Action: The Clerk.
  - The Clerk will update the governor membership for the website and Edubase.

**4/03.17 Declaration of Business Interests.**

- None.

**5/03.17 Notification of Any Other Urgent Business**

- None.

**6/03.17 Minutes of Previous Meeting:**

- The minutes of the meeting on 6<sup>th</sup> February 2017 were agreed as a true record and was signed by the Chair.

**7/03.17 Matters Arising.**

- The Chair will contact Mrs Brand about the Link Governor report.
- Mr Billings will contact Mr Carter-Tufnell, a local Headteacher, who was also a trained OFSTED inspector, about OFSTED training for the governing body.
- For the June meeting, subject governors should meet the relevant member of staff to prepare a report, this should take place for each assessment in December, March and June.
- Mr Beales will take over as the link governor for Mathematics if Mrs Brand stands down.
- Mr Shields will take responsibility for the school website. It was a valuable exercise to review the website as it was the OFSTED inspector's first step during an inspection. A considerable amount of the information on the website was for OFSTED. It could be useful for the school to have a Facebook account in the future. Mr Shields will work with Mr Billings.

Signed: Mr Roberts

4

Date: 12/6/17

27<sup>th</sup> March 2017.

#### **8/03.17 Chair's Action**

- Speech and Language Room and Clevertouch Boards (3 Touch Screens) see below under Finance.
- Approval of letter to go to parents on schools' finance - decision

#### **9/03.17 Governor Matters and Development:**

- a. Link Governor Report (For information only – not for discussion)
  - Nothing to report.
- b. Governor visits reports
  - The Chair will speak to Mrs Brand about governor visits.
- c. Governor training attended - report (For Information only – to be fed into the Link Governor Report)
  - the Clerk will send the link to GEL online training and Prevent to governors.  
**Action: The Clerk.**
- d. To monitor the impact of all training undertaken
  - Governors noted the need to monitor the impact of their training.
- e. Governor schedule of meetings and their content (For information, attached)
  - Governors agreed that the schedule of meetings was a valuable document and Mr Billings will put it on the governors' section of the website. **Action Mr Billings.** If governors require a hardcopy of a document they should ask Mrs Shuttleworth for a copy.
  - Governors were happy with the schedule.

#### **10/03.17 School Expansion**

- Plans for future development of site – report
  - There will be a meeting about the plans on the Wednesday following this meeting.
  - Work will start over the Easter holiday.
  - The Year 5 class will move upstairs.
  - The back of the hall will not be used.
  - There will be an impact on car parking and 10 spaces will be lost. Cars can be parked in the front of the school.
  - Mr Billings had not yet seen the Gantt chart.
  - Steels and deliveries of materials for the building will be a major issue.

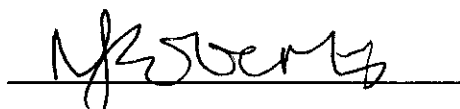
#### **11/03.17 Head Teacher's Report**

- Linked to the SDP
  - The School Development Plan had been sent to governors.
- Teaching and Learning Policy
  - There had been no changes to the policy since the last meeting.
- Inter-school collaboration – report
  - This will continue with Kendall and Cherry Tree Primary Schools.
  - Visible Learning - a communication plan had been sent to governors who were able to attend.

#### **12/03.17 Pupil Matters:**


- Pupil Matters Report.
    - Number of Pupils on Roll – 453 (2 over in Foundation, 1 over in Year 1)
    - Number of Fixed Penalty Notices issued for non-attendance - one
    - Number of Racist Incidents Reported - one
    - Number of pupils subject of a Child in Need plan - None
    - Number of pupils subject to a Child Protection Plan - 3
  - Pupil Attendance figure – 96.7%
    - Pupils under 90% attendance - 23 (Persistent Absentees).
- In response to questions from governors the following points were made:
- *As much as possible had been done to support parents and mostly they appreciated it. Since the court case on the Isle of Wight it had been more difficult to enforce the guidance on holidays in term time.*
  - *Foundation Stage children were not included in the school's official figures until they were of statutory school age.*

Signed:



5

Date:



27<sup>th</sup> March 2017.

- *Parents had the right to defer entry and choose when their child started school. Many parents were grateful if their children initially started for half days.*
- **Safeguarding update**
  - Following a recent campaign on Child Sexual Exploitation (CSE) by Essex Police & Essex Children's Safeguarding Board, school is rolling out a series of lessons from the 'I Didn't Know CSE' development materials. Age appropriate lessons were delivered to Years 4/5/6 week beginning 20<sup>th</sup> March 2017 with an explanatory letter sent to parents the week before containing links to all video clips.
  - Since the last governors' meeting Tina Bourne and Tracey Clarke (School Family Support Worker) have attended 2x Child Protection Conferences, 4x Core Group Meetings and accompanied a parent to Family Court.
  - Child Protection Update training for LSAs will be held on the first Monday of the new term, on both sites so all can attend.
  - Simon Billings and Tina Bourne attended an ECC Safeguarding Update on 7<sup>th</sup> March 2017 to hear about developments of Family Operations Hub and Social Care Assessment and Intervention teams.
  - There was a discussion of children accessing inappropriate television and You Tube programmes.
  - The E Safety scheme of work will be updated.
- **School Self Evaluation**
  - The report had been emailed to Governors on 23.03.2017.
  - The school self-evaluation was less wordy and was in 4 sections.

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

  - *It would be possible for the school to have whole school assemblies outside. The Town Site has pupils from Years 1, 3 and 5 and the Abbeyfield Site Years 2, 4 and 6.*
  - *There were plans for whole school events. There were whole school team competitions and whole school projects. The current system worked well. There will be a change to the Abbeyfield Site as numbers grow.*
  - *The document will be updated as new developments are included. This will include Visible Learning, success criteria and learning pits.*
- **Visible Learning Update**
  - The Communications Plan had been emailed to governors on 23.03.2017
- **High Achievers – additional provision report:**
  - This will be considered at the next meeting.
  - The Chair will visit this area of the school.

**13/03.17 Financial, Premises and Personnel Matters:**

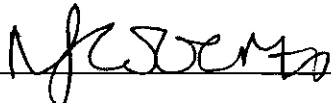
**Finance:**

- Ratify Delegated Budget – decision

The following information had been sent to governors:


<b>Section 251 Total</b> – this is calculated on pupil numbers and also includes whole school deprivation, special needs, rates and split site funding based on Census data from October 2016 and January 2017.	£1,798,468.00
<b>SEN Statemented Funding</b> – as per the Census returns	£14,475.00
<b>SEN Statemented Funding</b> – as per estimate of funding due for recently assessed/admitted pupils	£20,000.00
<b>Pupil Premium Funding</b> – based on 104 pupils @ £1,320.00 plus 6 service children @ £300.00. These figures are still to be confirmed.	£139,080.00
<b>Universal Free School Meal Funding</b> – as per the meal take up data supplied via the school's Census	£92,644.00
<b>Sports Funding</b> – as per the Census. Years 1 – 6 are eligible	£9,670.00
<b>Split Site Funding</b> – as confirmed by J Chell	£15,600.00
<b>De-Delegation</b> – as per the Block Funding information. £33,091.00 from within the	£33,091.00

Signed:



6

Date:



Block Funding is shown as both income and expenditure. These funds are earmarked for County provision.	
<b>School Growth Funds</b> – as per confirmation from J Chell Growth Department at County	£50,000.00
<b>IFS Total</b>	<b>£2,173,028.00</b>
Month 11 Carry Forward balance to contribute towards 2017/2018 Delegated Budget	£185,672.00
<b>Total</b>	<b>£2,358,700.00</b>
Plus School Generated Income for Lettings	£14,160.00
Plus School Generated Income for Catering & Breakfast Club	£61,381.00
Plus School Generated Income for Training, Administration and Mentoring	£6,734.00
<b>Total Income</b>	<b>£2,440,975.00</b>

The Budget plan expenditure is still being worked on but the changes will be minimal and it is important that you have this report so that you can familiarise yourself with the school's plans. The accompanying Budget Plan Summary states the total per each expenditure group and the narrative below provides some detail.

#### Salaries - All

- The Apprentice Levy is due to start in April 2017. (The whole school total is listed in the Teachers section)
- 0.5% of all pay awarded through Essex Payroll will be charged. The school's projected cost is £7,733.00 and this includes basic pay on all staff contracts, overtime, lettings pay, swimming teacher tuition, modern foreign language hours and consultancy/supply.
- A new cost centre will be set up to administer the payment of this levy.
- The staffing percentage is 85%; this can be seen on the final page of the Budget Summary.

#### Teachers

- The ECC Teaching Staff Calculator has been used to determine these salaries.
- An allowance has been made for salary progression.
- A standard 1% increase from September 2017 has been included and further to recent advice from County, provision has also been made for a 2% increase. The variance of £5,801.00 has been earmarked.
- The salaries for the two new class teachers have been included.
- A sum of money (approximately £10,000.00) has been made available to allow some flexibility with the teaching and class structure for 2017/2018 academic year. Should these funds not be required, they can be moved by virement to another area of the school budget.

#### Support Staff

- The ECC Local Government Staff Salary Calculator has been used.
- The 2017/2018 salary rates have been applied and progression has been allowed for.
- The school was advised on 21.03.17 that County are increasing the employer pension contribution from 20.6% to 20.9% and this generates a cost to the school of £1,921.00. Please note that the Catering Business Plan will need updating.
- The additional holiday pay for staff with 5 years of service has been built in to the plan.
- Overtime has been accounted for across all the appropriate cost centres.
- Sickness cover has been allocated to cover MDA and cleaning staff absences.
- Additional hours have been included for Foundation staff and for Practice Time.
- It has been possible to transfer all the fixed term arrangements for LSA staff to permanent contracts.

#### Supply

- An allocation has been made for supply teachers and for Dianne Bibby to continue her SEN consultancy for the summer term.

#### Staff Absence Insurance

- The insurance premiums have been calculated using the school's employee data as at the January Census. The full time equivalent per staffing group has been checked against the school's records.

#### Other Employee Expenses

- This cost centre covers all recruitment costs such as advertising, DBS checks, pre-employment medical fees. Uniform for Site Managers, Cleaners and MDAs are funded by this

Signed: M J O'Brien

7

Date: 12/5/17

area as are SMT lunches, supervision for the Family Support Worker and the staff water coolers/heaters in the staff rooms.
<b>Buildings</b> <ul style="list-style-type: none"> <li>A separate spreadsheet has been prepared to calculate the costs of all the maintenance contracts for both sites. The total commitment is £17,547.00.</li> <li>£50,000.00 has been earmarked for building works and improvements. You will recall that last year, due to the County funding issue, a similar sum allocated for premises had to be removed from the plan. The expenditure made from this allowance will be detailed on a monthly basis within the reconciliation report.</li> </ul>
<b>Grounds</b> <ul style="list-style-type: none"> <li>As well as the maintenance contracts for both site grounds, provision has been made for bins, benches, playground storage and equipment and for tree works.</li> <li>An allocation has also been made for improvements to the Abbey Field playground.</li> </ul>
<b>Cleaning</b> <ul style="list-style-type: none"> <li>This cost centre covers refuse collection, sanitary/medical/nappy bin collection, window cleaning and all cleaning and toiletries products.</li> </ul>
<b>Fuel</b> <ul style="list-style-type: none"> <li>Zenergi procure the gas and electricity for both sites and the new contracts are currently being negotiated. The school is still trying to pay for utilities provided by Essex County Council in the previous few years and this situation is nearly resolved. A contingency of £4,000.00 has been set up as a precaution.</li> </ul>
<b>Water</b> <ul style="list-style-type: none"> <li>The cost of running two extra classes has been accounted for. Both sites have water meters fitted.</li> </ul>
<b>Furniture</b> <ul style="list-style-type: none"> <li>Furniture for the two new classes has been committed for, as well as items needed for the new Speech and Language room and the SEN room at Town site. There is a balance of £2,488.00 in the County Funding and Equipment funds and this will be used up first.</li> </ul>
<b>Rent and Rates</b> <ul style="list-style-type: none"> <li>The total funding is £62,875.00 and the advised expenditure for both sites is £59,763.00. Adjustment for variances between income and expenditure is made by County a year in arrears. 2017/2018 is the first year in which the school's invoices have reduced. A contingency has been created to earmark the variance as the school's funding in 2018/2019 will be reduced by £3,112.00.</li> </ul>
<b>Child First</b> <ul style="list-style-type: none"> <li>Provision has been made for the school to subscribe to Child First. A percentage of this fee will be funded by Pupil Premium Social Welfare.</li> </ul>
<b>ICT</b> <ul style="list-style-type: none"> <li>£25,000.00 has been allocated for ICT, this is for hardware.</li> <li>The school has £12,635.16 of Formula Capital Grant carried forward in to 2017/2018 and next year's allocation is £8,376.25 so £21,011.41 in total to purchase ICT.</li> </ul>
<b>Pupil Premium Carry Forward</b> <ul style="list-style-type: none"> <li>The projected carry forward is £7,514.00. This figure or thereabouts has been included in the school's plans for Pupil Premium in 2017/2018.</li> </ul>
<b>Curriculum</b> <ul style="list-style-type: none"> <li>£46,484.00 is to be distributed over all the curriculum cost centres. It is hoped to allocate this funding to the appropriate cost centres before the budget is fixed, therefore avoiding the need for a virement.</li> <li>The two new classes have been considered, especially in relation to the Consumables budget.</li> </ul>
<b>Pupil Premium</b> <ul style="list-style-type: none"> <li>A separate plan will be circulated for this funding in April 2017.</li> <li>The basic breakdown is £109,996.00 towards salaries, £2,500.00 for one to one teacher intervention, £14,000.00 for curriculum, £6,000.00 for social welfare and £6,524.00 as a reserve.</li> </ul>
<b>Swimming</b> <ul style="list-style-type: none"> <li>The school's plans for delivering swimming lessons are still to be confirmed.</li> <li>There is a contribution from Sports Funding of £1,743.00 towards this activity as well as a</li> </ul>

Signed: Mr J. G. Smith

Date: 12/6/17



27<sup>th</sup> March 2017.

budget contribution of £1,257.00 making £3,000.00 in total.	
<b>Travel Claims</b>	<ul style="list-style-type: none"><li>This cost centre covers staff mileage and fares claimed primarily for training courses.</li></ul>
<b>De-delegation</b>	<ul style="list-style-type: none"><li>£33,091.00 is charged to the school for services provided by County. More details on this cost will follow in April 2017.</li></ul>
<b>Social Care</b>	<ul style="list-style-type: none"><li>£500.00 is committed for emergency social care situations.</li></ul>
<b>Office Expenses</b>	<ul style="list-style-type: none"><li>This cost centre covers the expenses for all the offices (2 x main school, 1 x SBM and 2 x SMT) and funds stationery, postage, toners and the charge for collecting income via the new Sims Agora software.</li></ul>
<b>Telephones</b>	<ul style="list-style-type: none"><li>The fees for running the telephone system are paid from this and three additional handsets for the network have been budgeted for.</li></ul>
<b>Reprographics</b>	<ul style="list-style-type: none"><li>This cost centre will pay for the current set up of photocopiers and the recently agreed lease arrangement for three new copiers. Paper is also funded by this area. 2017/2018 will be more costly due to the transition but hopefully in 2018/2019 the school will feel the benefit from the cheaper per copy prices.</li></ul>
<b>Staff Development</b>	<ul style="list-style-type: none"><li>The school's current Visible Learning is funded from here as well as other training for all staff and NQT support for teachers in their first year of employment.</li></ul>
<b>Staff ICT</b>	<ul style="list-style-type: none"><li>This section fund laptops and iPads for staff.</li></ul>
<b>School PR</b>	<ul style="list-style-type: none"><li>The book bags, books and stationery provided to the September 2017 Foundation intake are funded from this cost centre. Hospitality is also paid for from this area.</li></ul>
<b>Sports Funding</b>	<ul style="list-style-type: none"><li>A separate report will be circulated on this funding in April 2017. It basically contributes towards the sporting activities for the Year 4 and 6 residential, pays towards swimming, funds Year 5 and 6 squash lessons and meets some of the cost of employing a PE Teacher from St Helena to work with different year groups.</li></ul>
<b>Curriculum Fees</b>	<ul style="list-style-type: none"><li>This cost centre pays for anything related to curriculum software, annual educational subscriptions, Garrison track hire and the Key. There is a separate spreadsheet used to keep track of all the costs within this area. A lot of the software licences/subscriptions are linked to pupil numbers so this expense is climbing year on year.</li></ul>
<b>Professional Fees</b>	<ul style="list-style-type: none"><li>This section funds all the services such as HR, Legal Services, Payroll, Capita, SBM Services, governor Clerking and training, SIMS licences, Microsoft licences, network back up and ICT support.</li></ul>
<b>Residentials</b>	<ul style="list-style-type: none"><li>£1,000.00 has been allocated to both this year's Danbury and Kingswood trips to contribute towards supply and cover costs.</li></ul>
<b>Catering</b>	<ul style="list-style-type: none"><li>The expenditure is as the business plan sent out by email on Monday 20<sup>th</sup> March. Due to the late advice of an increase in employer pension costs, the plan will need to be revised and this will be re-sent by the weekend.</li></ul>
<b>Contingencies</b>	<ul style="list-style-type: none"><li>2017/2018 General = £26,408.00 (any slight changes will increase/decrease this figure)</li><li>2017/2018 Fuel = £4,000.00 (updates will be provided on this situation)</li><li>2018/2019 Staffing = £25,000.00 (it may be that this funding is called upon if pupils needing SEN support are admitted in the new Foundation Year but putting this money aside prevents it from being spent unnecessarily)</li><li>2018/2019 Rates £3,112.00 (as detailed in the Rates expenditure section)</li></ul>

A final budget plan will be submitted to governors by the end of the week in which this meeting was held.

Signed: N/R Roberts

9

Date: 12/6/17

In summary, the plan had been put together by carrying out the following:

- Making use of the staffing calculators on the ECC Finance website so that salary costs were accurate and realistic
- Meeting regularly with Mr Billings to ensure that the budget includes all SLT's plans
- Reviewing 2016/2017 expenditure and carrying forward on going contracts and service arrangements, inserting known costs where possible and allowing for price increases if not.
- Ensuring that both sites were adequately maintained with due regard for both health and safety and security.
- Taking the time to review current premises and curriculum arrangements to check that they were still providing value for money and meeting the needs of the school.
- Referring to the school's action and development plans so that associated resources were budgeted for.
- Providing sufficient contingencies to deal with the unexpected – this could be staffing, premises or curriculum issues.
- Seeking best value at all times but accepting that the cheapest price was not always the best for the school.

Following a discussion the budget was agreed.

See confidential minutes – staffing.

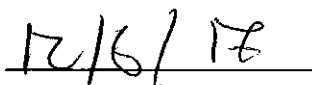
- Catering Business Plan – decision  
The following points were made:
  - There was a surplus because of the number of Key Stage One children. It was assumed that 87% of Key Stage One children would have meals.
  - The financial position was positive.
  - There had been an increase in the amount of the contingencies and a good maintenance programme had been planned.
  - Last year the Town Site had a refurbishment of the kitchen to bring it in line with the Abbeyfield Site.
- Audit Report  
The following points were highlighted:
  - The audit had been carried out by SBM.
  - Mrs Poole had emailed the report to governors and this had helped formulate the SFVS.
  - The auditor had visited both sites and had spent one third of the visit carrying out income checks.
  - The grade was based on RAG (with the darkness of the colour also used for emphasis).
  - There were few items which fed into the SFVS and the action plan.
  - The audit gave protection to the school.
- Benchmarking Report  
The following points were highlighted:
  - The report was based on ledger code data and it gave a profile of each school, which can be compared to similar schools. Although, the only two site primary schools were not in the local area.
  - Mrs Poole had prepared an explanatory document.
  - It was felt that the funding issue last year had helped the school to focus.
  - Mrs Poole explained the financial system to the new governors.
  - In 2016/2017, the Local Authority had changed the system of funding and as a result the school had lost £81,000. The governing body refused to agree the budget and Mr Billings had written to the Local Authority which led to the school being given an additional £50,000. The problem was not that the formula changed but that schools had not been notified early enough to take this account in the budget.
- SFVS – decision  
The following points were highlighted:
  - Issues that had been identified in the audit report had been used to help formulate the SFVS.
  - A skills audit for the governing body will be carried out.

Signed:



10

Date:



27<sup>th</sup> March 2017.

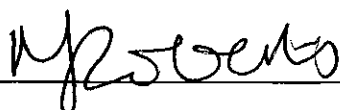
- A Debt Management Policy had been prepared.
  - Mrs Poole had prepared a timescale to the action plan.
- The SFVS was agreed.
- Virements – decision
  - There had been an increase in statemented funding of £11,278.
- This was agreed.
- Finance Action Plan – approval
  - The finance action plan was within the SFVS.
  - Four of the eight action points had been completed.
- The action plan was approved.
- Financial Regulations – approval of changes
  - There had been 2 changes to the financial regulations:
    - Inventory.
    - Mrs Poole would not be in charge of the charge card.
    - It was agreed that Mrs Poole should investigate how the Chair's expenses, as a governor, would be approved.
- The financial regulations were agreed.
- Approval of the following:
  - Building works to the Speech and Language room.
- The building work was approved.
- Purchase of Clevertouch boards.
- The purchase of Clevertouch boards was agreed.
- New photocopier lease.
- The new photocopier lease was agreed.
- Summary of Finance Reports Circulated since the previous meeting:

	Item	Prepared by:	Emailed on:
1	Catering Report Part 1 – Month 10 January	LH	07.02.17
2	Catering Report Part 2 – Month 10 January	WP	07.02.17
3	Delegated Budget Report - Month 10 Part 1	WP	09.02.17
4	Delegated Budget Report - Month 10 Part 2	WP	09.02.17
5	Delegated Budget Report - Month 10	LH	10.02.17
6	Delegated Budget Report - Month 11 February Part 1	WP	02.03.17
7	Delegated Budget Report - Month 11 February Part 2	WP	08.03.17
8	Delegated Budget Report - Month 11	LH	12.01.17
9	Catering Report Part 1 – Month 11 February	LH	08.03.17
10	Catering Report Part 2 – Month 11 February	WP	08.03.17
11	Delegated Budget Report - Month 11	LH	14.03.17
12	Fun4kids Attendance Report – Month 10	LH	17.03.17
13	Fun4kids Attendance Report – Month 11	LH	17.03.17

Personnel:

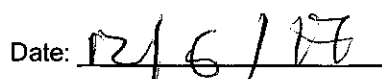
- Single Central Register report
  - The Single Central Record was up-to-date.
  - Mrs Stubbings had checked it during her visit to the school.
- Staffing Update
  - There was a plan for the deployment of learning support assistants
  - Midday assistants and members of staff for the breakfast club vacancies

Signed:



11

Date:



27<sup>th</sup> March 2017.

will be appointed at the beginning of the Summer Term.

Premises:

- Premises Update:
  - Mr Billings will identify priorities for both sites and these will be discussed with governors.

**14/03.17 Health and Safety** - action plan attached.

The following points were highlighted:

- The statutory report had been completed.
- The school was fully compliant.
- Under educational visits the action plan would be educational visits training should take place next term.
- The school was planning to use Evolve but this was not a statutory requirement.
- All risk assessments had to be signed off by a member of the Senior Leadership Team.
- The Local Authority no longer required risk assessments to be submitted, Mr Billings will send them to the Chair instead.
- Governors were welcome to visit during the school trip to Danbury.

**15/03.17 Policies.**

To ratify:

- Debt Management Policy
  - Pre-Employment Policy changes
  - Recruitment Policy changes
    - A list of the changes within the policies had been given to governors.
    - The changes were already in place.
- The policies were approved.

**16/03.17 Residential and School Journeys Abroad** report and decision

- None.

**17/03.17 Any Other Business.**

- None.

**18/03.17 What Have We Done to Advance the Education of the Children during this Meeting?**

- Challenging questions to year groups.
- New governors had been linked to year groups.
- Policies had been approved.
- The budget had been approved.
- Approval of other financial matters.
- Staffing issues.
- School Self-Evaluation Summary.

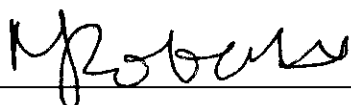
**19/03.17 To Note the Dates and Times of the Meetings in 2016/2017.**

Monday 12<sup>th</sup> June 2017.

Meetings start at 6.15 p.m.

Meeting closed at 9:18 p.m.

Signed:



12

Date:

