



**Minutes of the Full Governing Board Meeting
Tuesday 9th May 2017, 6.30pm**

Governors Present for Meeting:

Abi Clay
Andrew Fyfe
Garry Key
Susanne Jukes
Nicola Knowles
Tara Rose (Chair)
Emily Shaw
Alison Wilson (Associate Member)
Janette Yates (Vice Chair)

Others In Attendance:

Julie Doyle (Senior Clerk)
Angela Clarkson (Bursar)

Apologies:

Amy Binks

None Attendance:

Ian Kildin (Associate Member)

Items Needing Action				
Action No	Agenda No	Item	Person	Action
1	8.12	Budget Monitoring and update	Angela Clarkson	Send NYCC outstanding debts procedures to Abi Clay
2	8.7	Matter Arising	Abi Clay	Email the learning walk Maths video to all Governors.
3	8.11	Health & Safety Updates	Abi Clay	Arrange for signs to be displayed on the galvanised barriers, asking people not to sit on them.

FGB 16/17	ITEM	Action Box
8.1	Welcome and Prayers The Chair, Tara Rose opened the meeting at 6.30pm and welcomed all Governors. Prayers were offered by a foundation Governor.	
8.2	Apologies and agreed consent The Full Governing Board (FGB) received apologies from Amy Binks. All Governors AGREED to consent to the absence.	
8.3	Determine any confidential items Confidential items will be dealt with as they come up. Governors were also reminded that all discussions by the Governing Board are confidential and should not be discussed with anyone outside the Governing Board.	
8.4	Governors were reminded about Declaration of Business interests Susanne Jukes declared that she is a Governor at two other schools. Alison Wilson declared that she works for the DfE. Tara Rose declared that she is the Chair of Friends of Topcliffe School.	
8.12	Budget Monitoring and update All Governors agreed to move the finance items forward on the agenda. The Budget Monitoring Summary Report for Month Ended 31 st March 2017 was circulated to all Governors prior to the meeting. Angela Clarkson updated Governors that £46,000 carry forward and the current budget is healthy with no concerns. GQ: How does this sit with previous year ends? Last years carry forward was	

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	<p>£68,000, this was a high balance last year so it was agreed that the money would be invested in to the children.</p> <p>The Revenue Financial Forecast was circulated to all Governors at the meeting and Angela Clarkson highlighted to Governors that if the school converts to an academy the budget will change. Lag in funding will depend on the conversion date as funding is September 2017 based on pupil number in September 2016, if there is a larger increase in numbers there can be a big lag, which can be a significant effect.</p> <p>GQ: What are the pupil numbers? The school is expecting to close with 107 and open with 114.</p> <p>Governors reviewed the 3 year projected figures and discussed areas which can be changed if they needed to be. Angela Clarkson also highlighted to Governors the importance of keeping an eye on the traded services which are purchased, if the school becomes an Academy, the prices can change.</p> <p>The funding which will continue if the school converts to an Academy is, top up funding, universal school meals and capital, should all stay the same.</p> <p>GQ: Is there any update on the sugar tax money? No, it is unsure what is happening with this.</p> <p>Staff Absence scheme can continue if the school converts to an Academy as well as other traded service but the Multi Academy Trust (MAT) may already have some services in place.</p> <p>The Contract Review Schedule was circulated to all Governors prior to the meeting.</p> <p>GQ: What is the £8,000 which is in other payments to other school? This is a grant which is specifically for languages in the school cluster, which hasn't been used yet.</p> <p>GQ: Where did the money for the languages come from? Local Authority.</p> <p>GQ: Is it correct that there are bank charges for Parent Pay? Yes there is a percentage per transaction but it gives a clear audit trail.</p> <p>GQ: Is the school only using Parent Pay for school meals? Yes but it would be something the school would like to consider moving all monitory transaction to Parent Pay.</p> <p>GQ: Is there a policy on having cash on the school site? Yes, NYCC have a policy which states a limited amount which should be keep on the school site and secure storage.</p> <p>Governors discussed in detail the use of Parent Pay for all monitory transactions, what transactions would go through Parent Pay, the school being cashless, showing accountability for the transactions, considering the parents who are using this and the benefits for the admin staff.</p> <p>All Governors UNANIMOUSLY AGREED for the school to go ahead and use Parent Pay for all transactions, but to ensure there are options to support parents who need it.</p>	
<p>Andrew Fyfe arrived at the meeting at 7.00pm</p>		
<p>8.12</p>	<p>GQ: Is there any outstanding large sums of debt on dinner money? Yes.</p> <p>GQ: What actions are been taking to resolve this? Nicky Hartley currently chases any outstanding dinner money, there are letters on Parent Pay which can be sent out and there is an NYCC procedure that can be used to follow up with.</p> <p>Angela Clarkson will send Abi Clay the NYCC procedure for outstanding debts.</p> <p>Action point: Angela Clarkson to send NYCC outstanding debts procedures to Abi Clay.</p> <p>Governors discussed outstanding dinner money and Governors have agreed that Abi Clay will review this, contact the families to see if there are any issue and bring this back to the FGB if it is needed.</p> <p>GQ: Outturn of £46,000, the capital is low, what is the expectation of running the</p>	<p>2</p>

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	<p>revenue balance lower and passing it to capital? Money is only transferred to the capital account as and when it is needed as the money can't be brought back across to other areas. There is an ear marked funding of £5,000, if it is needed.</p> <p>GQ: Is there a percentage which is on the revenue account that Governors should be looking at? It is best to look at the 3 year forecast and watch that for changes.</p> <p>GQ: Depending on the Early Years income can this be moved for building work? It would depend on the MAT if the school moved to become an academy.</p> <p>Governors discussed the positive Ofsted and SIAMS outcome and how this may attract pupils to the school.</p> <p>Governors thanked Angela Clarkson for her detailed update.</p>	
8.13	<p>Outturn budget Discussed in item 8.12.</p>	
8.14	<p>Start budget The draft Start Budget detailed and summary report were circulated to all Governors prior to the meeting and discussed in item 8.12.</p>	
8.15	<p>Asset inventory – review of assets for disposal Ian Kildin and Janette Yates have carried out the assets inventory updates, all Governors thanked them for their work.</p>	
8.16	<p>Financial Benchmarking Financial benchmarking was reviewed in the autumn term.</p>	
8.17	<p>Long/Short term building expenditure based on external inspection Abi Clay circulated at the meeting an email from Elliotts giving various different options and cost around the pre school portacabin. Governors discussed the different options of removal, replacements and total costs.</p>	
<p>Angela Clarkson left the meeting at 7.15pm Nicola Knowles arrived at the meeting at 7.15pm</p>		
8.17	<p>Governors discussed options of refurbishment of the current unit, current rental costs, fit for purpose, raising money for a new unit and looking at grant/funding options.</p> <p>GQ: Has the pre school frozen all spending? Yes, they have been asked to.</p> <p>GQ: What improvements need be made to the pre school and why are they unsuitable? A DDA ramp need to be put in and the toilet facilities need to be changed. Currently there is a make shift changing facility and the adults share a toilet with the children which is not ideal.</p> <p>GQ: If local people could doing the work at cost price, could this be an option to save money? Yes, it can be considered.</p> <p>Governors discussed extending class 1 and the costs, Abi Clay is meeting with Nigel Ashley to discuss pupil numbers.</p> <p>Governors have agreed to put together a working party to review premises issues, consideration of apply for grants and costings. The working party will be made up of Abi Clay, Tara Rose, Gary Key and Alison Wilson and will be meeting on 26th June 2017 at 2.00pm.</p>	
8.5	<p>Notification of any other urgent business None.</p>	

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8.7	<p>Correspondence None.</p>																																					
8.7	<p>Approve Minutes from the FGB meeting on the 15th March 2017 <u>Approval</u> – The minutes from the FGB meeting held on 15th March 2017 were circulated to all Governors prior to the meeting and were deemed as a true record and were duly APPROVED and SIGNED by Chair, Tara Rose.</p> <p><u>Matters Arising</u></p> <table border="1" data-bbox="188 640 1353 1178"> <thead> <tr> <th>Item No</th> <th>Item</th> <th>Person</th> <th>Action to Do</th> <th>Action</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>7.7</td> <td>Matters Arising</td> <td>Clerk</td> <td>Send example attendance policies to Abi Clay</td> <td>Completed</td> </tr> <tr> <td>2</td> <td>7.8</td> <td>Governor Visits & Training</td> <td>Tara Rose & Janette Yates</td> <td>Complete World Book Day report.</td> <td>Completed</td> </tr> <tr> <td>3</td> <td>7.9</td> <td>Pre school</td> <td>Abi Clay</td> <td>Review further options and cost around the current pre school building.</td> <td>Completed</td> </tr> <tr> <td>4</td> <td>7.14</td> <td>Learning Walk Maths</td> <td>Abi Clay</td> <td>Email the learning walk Maths video to all Governors.</td> <td>Abi Clay to send out</td> </tr> <tr> <td>5</td> <td>7.16</td> <td>Academisation</td> <td>Abi Clay</td> <td>Organise for the academy conversion consultation to commence.</td> <td>Completed and ongoing</td> </tr> </tbody> </table> <p>7.14 – Action Point: Abi Clay to email the learning walk Maths video to all Governors.</p>	Item No	Item	Person	Action to Do	Action	Update	1	7.7	Matters Arising	Clerk	Send example attendance policies to Abi Clay	Completed	2	7.8	Governor Visits & Training	Tara Rose & Janette Yates	Complete World Book Day report.	Completed	3	7.9	Pre school	Abi Clay	Review further options and cost around the current pre school building.	Completed	4	7.14	Learning Walk Maths	Abi Clay	Email the learning walk Maths video to all Governors.	Abi Clay to send out	5	7.16	Academisation	Abi Clay	Organise for the academy conversion consultation to commence.	Completed and ongoing	1
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8.8	<p>Governor Visits & Training <u>Governor Visits</u> The following visits have taken place:</p> <ul style="list-style-type: none"> • Tara Rose, Janette Yates and Nicola Knowles attended Parents Evening. • Susanne Juke, Nicola Knowles and Alison Wilson attended the Easter Church Service. • Tara Rose and Nicola Knowles attended the Topcliffe has got Talent event. • Tara Rose and Janette Yates have been in for SATs week. <p><u>Governor Training</u> Tara Rose and Janette Yates attended the Governor School Improvement Network Meeting (GSIN) on 8th May 2018. <u>PREVENT / DBS update</u> PREVENT training is up-to-date. DBS are up-to-date.</p>																																					
8.9	<p>Pre School Update Abi Clay updated Governors that the closing date for the pre school staff to return their contact agreements, to agree to move to NYCC contact or stay on their current contract is 9th May 2017. Staff will be moving across from the pre school and have attended the Academy</p>																																					

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	<p>consultation for staff. The pre school will officially come over to the school from 1st June 2017, Edubase has been updated, Ofsted needs to be updated and assets need to be transferred to the school.</p> <p>GQ: What has been agreed about the name of the pre school? It is unsure at present, the pre school could just come under the school name or it could be given a name.</p> <p>GQ: Will pre school staff be asked to stop wearing their uniform? We are currently working these details out to have everything ready for September 2017.</p> <p>GQ: Will the pre school children need to wear a uniform? If the school becomes an academy there will be a name and logo change.</p> <p>GQ: Will the pre school staff be attending staff meetings? Yes if they are required to, with a similar set up as we have with the Teaching Assistants.</p>	
8.10	<p>Safeguarding Update There are no Safeguarding updates.</p>	
8.11	<p>Health & Safety Updates Previous Health and Safety recommendations are on-going and Janette Yates updated Governors that the green areas of the report have been completed. Yellow areas on the report are large financial commitments. A large amount of fencing on the school field which was highlighted in the Health & Safety report has been replaced after further damage. Governors discussed the galvanised barriers and Abi Clay will arrange for signs to be put on the barrier to advise people not to sit on them. Action Point: Abi Clay to arrange for signs to be displayed on the galvanised barriers, asking people not to sit on them. Red areas on the report are not done but have been marked to be done. All Governors thanked Nicky Hartley for her hard work to keep on top of the Health and Safety recommendations.</p>	3
8.18	<p>Academisation Abi Clay updated Governors that:</p> <ul style="list-style-type: none"> • Staff consultations with Union representation has taken place. • Parent consultations will take place on 10th May 2017. • There has been 3 responses to the consultation so far, the project manager will gather all responses and review. <p>GQ: Do we need to respond to the responses received? Yes. All Governors thanked Nicky Hartley for her hard work in supporting the consultation. All Governors thanked Abi Clay for her hard working in supporting and organising the consultation.</p>	
8.19	<p>Policies: None. Tara Rose is meeting with Nicky Hartley and will make arrangements to check policy dates.</p>	
8.20	<p>Next meeting 6th June 2017 at 6.30pm.</p>	
8.21	<p>AOB Alison Wilson updated Governors that she has been asked by Nigel Ashley to join the</p>	

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Topcliffe C of E Primary School



	<p>MAT Board, which she is currently considering and if she does, she will need to resign from the FGB. Governors would supported Alison Wilson with her decision and felt it would be beneficial to have some form of Topcliffe representation on the Multi Academy Trust Board.</p>	
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Meeting Closed at 8.10pm

Signed

Dated.....

Key:

- a. Ensuring clarity of vision, ethos and strategic direction
- b. Holding the Headteacher to account for the educational performance of the school and its pupils
- c. Overseeing the financial performance of the school and making sure its money is well spent

Signature:

Date: