



**Minutes of the Full Governing Board Meeting  
14<sup>th</sup> October 2015 @ 6:00pm**

**Governors Present for Meeting:**

A Binks  
A Fyfe  
S Jukes  
G Key  
J Knowles  
S Porteus (Head)  
T Rose  
J Yates (Chair)

**Others In Attendance:**

Sue Nicholson (Clerk to Governors)

Items Needing Action			
Item No	Item	Person	Action
2.7	Benchmarking	Clerk	Add to next Finance Agenda
2.8	PMP	Chair Clerk	Meet with PMPC Add to next Agenda
2.9	SVFS	Bursar  Clerk	Bursar to forward Blank SVFS and last years to Clerk for distribution Clerk to distribute + add to next Finance Agenda.
2.10	Contracts	Clerk	Add to next Finance Agenda
1.7	New Governors	Clerk	Send out Welcome packs
8.10	SIAMs	Head / Chair	To be arranged
1.12 & 1.13	Work planner	Clerk	Send to all Governors
1.14 (2)	SDP	GK	Look at school aim
2.12	Governor Reports	AF	To organise new electronic forms for Gov.
2.13	Focus linked Gov.	Clerk	Add to next Finance Agenda
2.14	Policy Social Media	Clerk	Add to next Agenda
2.15	Governor Independent Investigation	Clerk	Add to next Agenda
2.16	Strategy Meeting	AB Clerk	Forward electronic copy to clerk Clerk to circulate minutes
2.19	Health & Safety	JK	Organise Legionella training with Caretaker
2.20	Gov. Newsletter	All Gov Clerk	Portrait to TR Add to next Agenda

Agenda No FGB 15/16	ITEM	Person to Action
2.1	<p><b>Welcome and Prayers</b> The Chair formally welcomed everyone and introduced the new members to the Bursar.</p> <p>The Bursar gave a brief verbal outline of her role as Bursar to the school for new Governors.</p> <p>Prayers were then offered By Rev Jukes</p>	

2.2	<p><b>Apologies</b> Apologies received from:</p> <ul style="list-style-type: none"> <li>• Anne Dale</li> <li>• Alison Wilson</li> <li>• Maureen Kildin</li> </ul> <p style="text-align: center;"><b>All Governors agreed to consent to the absence.</b></p>	
2.3	<p><b>Determine which items on the agenda, if any, are confidential</b> The Chair declared one item would be confidential and will advise when being discussed.</p> <p>Governors were also reminded that all discussions by the Governing Board are confidential and should not be discussed with anyone outside the Board.</p>	
2.4	<p><b>Remind Governors about Declaration of interest</b> Nothing to declare.</p>	
2.5	<p><b>Notification of any other urgent business</b> None</p>	
2.6	<p><b>Revised Budgets</b> The Bursar provided the Governors with the revised Budget details and summary and gave a verbal summary of the school financial status.</p> <p>The reasons for the surplus budget are increase in pupil numbers, staff leaving who were on the top of the pay scale and new staff who are not and some movement within the TAs.</p> <p>Governors were informed that at present the balance was £84K which is £24K above the 15% permit carry over.</p> <p><b>Question from Governor: What is the 15% allowance?</b> Answer: The Bursar explained that NYCC would look at the school revenue surplus and could request those funds returned. If the school surplus remained above 15% the school should consider identifying spends for the surplus.</p> <p>Governors discussed how the surplus had occurred. The Head and Bursar stated that the school numbers are rising and the change in staff salaries. The Bursar indicated that the three year forecast was good.</p> <p><b>Question From Governor: How can you predict three years ahead?</b> Answer: We look at what is happening at present and the school provides information and local knowledge which can give a good forecast.</p> <p><b>Question from Governor: How close will the 2016 predictions to be?</b> Answer: The admission figure is assumed at 12 for budget planning.</p> <p><b>Question from Governor: What is the max capacity and how is it</b></p>	

	<p><b>calculated?</b>                  Answer: We look at the school admission number of 16 x 7 gives you the school capacity (112).</p> <p><b>Question from Governor: Will the bigger classroom make a difference?</b>                  Answer: No. Governors are asked annually to agree with the LA the school admission number.</p> <p>The Chair confirmed that the admission number is part of an annual request from the LA that the Governing Board will discuss each year and then submit to the authority.</p> <p>The Bursar said that she takes into account the number of children leaving the school and the number of pupils joining which could have an impact on the budget if a large cohort are leaving and a small one joining or vice versa. The Bursar also said that she had taken into account the new increases in NI and Pension contributions.</p> <p><b>Question from Governor: Will the new Living Wage legislation make any difference?</b>                  Answer: No anticipated dramatic effect to the school budget.</p> <p>The Bursar gave a summary of the current budget position.</p> <p>The cost of school meals was discussed by Governors and the effect of when more children take up the school dinners the unit cost would fall.</p> <p><b>Question from Governors: What is the “Other Income” made up from?</b>                  Answer: The money is from various sources Playgroup rent / Reimbursement from staff absence scheme / Sports Premium and FOTS.</p> <p><b>Question From Governor: Is the SEN funding included?</b>                  Answer: No. Any SEN funds are linked to a particular child and is from the EHCP that is agreed for individual pupil.</p> <p>The Bursar continued to say that Pupil Premium (PP) was based on the January count of pupils and it consisted of Service Children, Looked after Children and children who are currently or previously in receipt of Free School Meals .</p> <p>Governors then discussed the need to encourage the KS1 who are eligible for PP to complete the required documentation. Some parents are not aware that it can make a difference to the school funds. A number of different incentives were discussed including free school jumpers / uniform.</p> <p>The Bursar offered additional support and training especially for the new Governors and said obviously the forecast would continue to be revised.</p>	
--	--	--

	<p><u>Monitoring Report</u> The Bursar explained the details of the Monitoring Report and how the information was up to March 2016. An explanations for each item was provided in the comments column.</p> <p><b>Question from Governors: Is a percentage of PP money allocated towards salaries?</b> Answer: Yes for example in the 5/6yr group an HLTA has been employed due to the large number of eligible pupils in that cohort.</p> <p>The Governors discussed pupils' needs of various categories including the emotional needs of Service children. Governors were aware that the impact report needed updating on the website. The Head said that this is being done.</p> <p>Governors reflected on the £24K surplus. A discussion took place and Governors agreed that the Head teacher should investigate additional staffing issues to support the largest class. The Head was given the authority to employ additional temporary part-time teaching staff.</p> <p style="padding-left: 40px;">Proposed by JY : Temporary up to 0.5 post across the school Seconded by TR</p> <p style="text-align: center;"><b>Unanimously agreed by all Governors by a show of hands</b></p> <p>The other items discussed were the new classroom building and heating in classroom 4.</p> <p>Governors asked The Head if she could obtain access to the last condition survey of the Porta cabin. Governors had a discussion on the structural state of the cabin and the NYCC involvement.</p> <p>The Bursar confirmed that no new schools are being built at present within county which is the reason some funding on building work is available.</p>	
2.7	<p><b>Benchmarking/Comparative statistics</b> Not available at present but should be for the next Finance meeting.</p> <p><b>Action : Clerk to add to next Finance meeting</b></p>	<b>Clerk</b>
2.8	<p><b>Review of Salaries - Confidential</b> <b>See Confidential Minutes</b></p>	
2.9	<p><b>Review SFVS (next due 31st March 2016)</b> Governors were informed that although the report was not due until March it was advisable to start looking at the SFVS now.</p> <p>The Bursar advised Governors what the SFVS was and suggested that they looked at a blank copy and last year's SFVS so that they could start to complete the document.</p>	



	<p><b>Action: Bursar to forward Blank SVFS and last years to Clerk for distribution</b>  <b>Clerk to distribute when received and add to next Finance Agenda.</b></p>	<p><b>Bursar</b> <b>Clerk</b></p>																																													
2.10	<p><b>Contracts for renewal</b>                  Nothing at present</p> <p><b>Action: Clerk to add to next Finance Agenda</b></p> <p>Bursar offered ½ hour before next Finance meeting for support and training.</p> <p style="text-align: right;"><b>Bursar left at 7:30pm</b></p>	<p><b>Clerk</b></p>																																													
2.11	<p><b>Approve Minutes from the 15<sup>th</sup> September 2015 and matters arising</b>  <b>1. Minutes</b>                  The Chair asked Governors if anyone had any objections to the minutes or noticed anything that was not correct. No amendments made.</p> <p>Proposed Minutes be Agreed : Sue P                  Seconded by: T Rose</p> <p style="text-align: center;"><b>Unanimously agreed by all Governors by a show of hands,                  Chair signed the official copy</b></p> <p><u>2. Matters Arising</u></p> <table border="1"> <thead> <tr> <th>Item No</th> <th>Item</th> <th>Person</th> <th>Action to Do</th> <th>Action Done / Completed</th> </tr> </thead> <tbody> <tr> <td>1.7</td> <td>New Governors</td> <td>Clerk</td> <td>Send out Welcome packs</td> <td>Still to be completed. Clerk to do asap</td> </tr> <tr> <td>8.10</td> <td>SIAMs</td> <td>Head and Chair</td> <td></td> <td>Still to be arranged</td> </tr> <tr> <td>1.9</td> <td>PMP</td> <td>Chair</td> <td>Costing for training courses</td> <td>Costings of courses vary. The SIN courses are free but there is a cost of Chair / New Gov courses</td> </tr> <tr> <td>1.11</td> <td>Training</td> <td>All Governors</td> <td>See information from school admin on SmartSolution training courses.</td> <td>Completed</td> </tr> <tr> <td>1.12&amp;13</td> <td>Work planner</td> <td>Clerk</td> <td>Send to all Governors</td> <td>Clerk to do asap</td> </tr> <tr> <td>1.14 (2)</td> <td>SDP</td> <td>GK Clerk</td> <td>Look at school aim</td> <td>Still being done Add to next Agenda</td> </tr> <tr> <td>1.15&amp;16</td> <td>Strategy planning and Overview</td> <td>All Governors</td> <td>Additional Meeting 30<sup>th</sup> September @6pm</td> <td>Completed</td> </tr> <tr> <td>1.19</td> <td>Prevent</td> <td>Clerk</td> <td>Add to next</td> <td>Completed</td> </tr> </tbody> </table>	Item No	Item	Person	Action to Do	Action Done / Completed	1.7	New Governors	Clerk	Send out Welcome packs	Still to be completed. Clerk to do asap	8.10	SIAMs	Head and Chair		Still to be arranged	1.9	PMP	Chair	Costing for training courses	Costings of courses vary. The SIN courses are free but there is a cost of Chair / New Gov courses	1.11	Training	All Governors	See information from school admin on SmartSolution training courses.	Completed	1.12&13	Work planner	Clerk	Send to all Governors	Clerk to do asap	1.14 (2)	SDP	GK Clerk	Look at school aim	Still being done Add to next Agenda	1.15&16	Strategy planning and Overview	All Governors	Additional Meeting 30 <sup>th</sup> September @6pm	Completed	1.19	Prevent	Clerk	Add to next	Completed	
Item No	Item	Person	Action to Do	Action Done / Completed																																											
1.7	New Governors	Clerk	Send out Welcome packs	Still to be completed. Clerk to do asap																																											
8.10	SIAMs	Head and Chair		Still to be arranged																																											
1.9	PMP	Chair	Costing for training courses	Costings of courses vary. The SIN courses are free but there is a cost of Chair / New Gov courses																																											
1.11	Training	All Governors	See information from school admin on SmartSolution training courses.	Completed																																											
1.12&13	Work planner	Clerk	Send to all Governors	Clerk to do asap																																											
1.14 (2)	SDP	GK Clerk	Look at school aim	Still being done Add to next Agenda																																											
1.15&16	Strategy planning and Overview	All Governors	Additional Meeting 30 <sup>th</sup> September @6pm	Completed																																											
1.19	Prevent	Clerk	Add to next	Completed																																											

				Agenda		
	1.23	Safeguarding Report	Clerk	Attendance records and TOR for Chair	Completed	
	1.24	Newsletter	All Governors	Governors to provide a short (50 words) synopsis.	Still to be finalised	
			Clerk		Add to next Agenda	
<b>2.12</b>	<p><b>Governor visits: Reports</b>                  The Chair reminded Governors the importance of completing the Governor feedback reports for any Ofsted visit.</p> <p>A Governor suggested that they could set up a Google doc. account that all Governors could access and then add directly their feedback on line. Governor (AF) agreed to set this up for Governors and give any support if required.</p> <p><b>Action : Governor to set up Google Doc</b></p>					<b>AF</b>
<b>2.13</b>	<p><b>Governor training / feedback</b>                  Governor (AB) gave an insight into the recent course that she had attended and gave a brief report of the items included in the training:</p> <ul style="list-style-type: none"> <li>• Ofsted requirements</li> <li>• School requirements</li> <li>• Website update including Parent View</li> <li>• Last Ofsted report and what is required</li> </ul> <p>A Governor commented that the last Ofsted visit was 4 years ago and therefore we can expect a visit this year. Governors had a discussion on the new requirements of Ofsted and how monitoring and challenge could be evidence to support:</p> <ul style="list-style-type: none"> <li>• Observation</li> <li>• Understanding teaching</li> <li>• Challenging task</li> </ul> <p>A Governor had reviewed the last Ofsted inspection and noticed that the area for improvement from that report should be reflected in subsequent school planning. The Head agreed the SDP included these issues.</p> <p>Governors continued to discuss the aims and visions of the school and ways that they could project and portray those aspirations of the school. A Governors suggested that they needed a Governor that was linked to the schools focus and the School Development Plan and all the Governors agreed this was a good idea.</p> <p><b>Action: Clerk to add to next Agenda – Focus Linked Governor</b></p>					<b>Clerk</b>
<b>2.14</b>	<b>Policies:</b>					

	<p><b>Governors had been sent prior to the meeting policies to the meeting</b></p> <p>1. <u>Pay Policy</u>                  The Head informed the Governors of a number of updates and options included in the draft Pay Policy which is a NYCC policy. Governors discussed and agreed the wording of the policy. There was a discussion around whether to retain the section relating to the impact of sickness on pay increment. A Governor stated that the county's stance on this was not common across the country, but was applied across the county. Governors agreed to retain the section as per the 2013 policy. A Governor wanted to ensure staff were made fully aware of the terms and the Head under took to ensure the staff are made fully aware of policy.</p> <p>The other main issue was to ensure that the new Pay Committee was adopted</p> <ul style="list-style-type: none"> <li>• A Fyfe</li> <li>• A Binks</li> <li>• J Yates</li> </ul> <p style="text-align: center;">Relief Governor being S Jukes</p> <p>The Governors were also advised that the school can opt for changes within the payment scales.</p> <p><b>Policy agreed unanimously by all Governors by a show of hands</b></p> <p>2. <u>Appraisal Policy</u>                  Governors discussed and decided to adopt this policy</p> <p><b>Policy agreed unanimously by all Governors by a show of hands</b></p> <p>3. <u>FOI Publications</u>                  To be included later</p> <p>4. <u>Child protection Policy</u>                  Governors were informed that this again was a NYCC policy for them to adopt. Governors discussed and noticed that a section on PREVENT was included in this policy.</p> <p><b>Policy agreed unanimously by all Governors by a show of hands</b></p> <p>5. <u>Equalities information (annual)</u>                  This had been discussed at a previous meeting and incorporated suggestions by an Associate Member. An additional change was agreed and the Head would amend as requested.</p> <p><b>Policy agreed unanimously by all Governors by a show of hands</b></p> <p>6. <u>Supporting Children with Medical needs</u></p>	
--	--	--

	<p>Governors discussed and decided to adopt this policy</p> <p><b>Policy agreed unanimously by all Governors by a show of hands</b></p> <p>7. <u>Charging and Remission Policy</u> The Head presented the policy that had previously just been a Charging Policy. The Governors had a short discussion on the remission aspect of the policy and agreed wording and gave the Head discretion to remit charges.</p> <p><b>Policy agreed unanimously by all Governors by a show of hands</b></p> <p>8. <u>Social Media Policy</u> Governors were informed about an incident by a parent where they had made a detrimental remark on Social Media about the school and a teacher.</p> <p>Governors had a discussion around this and it was decided the Head would support the teacher and monitor the situation.</p> <p>Governors had a discussion around the use of social media to voice concerns in society generally. The school wish to promote the use of the correct channels to raise concerns and complaints. Governors wanted the Social Media policy on the next meeting.</p> <p><b>Action: Clerk to add to next Agenda under policies</b></p>	Clerk
2.15	<p><b>Governor Review from Independent Investigation</b> Governors tasked the Chair with costing of Independence Governance.</p> <p><b>Action: Clerk to add to next Agenda</b></p>	Clerk
2.16	<p><b>Strategy Planning Meeting</b> The minutes were to be circulated to all Governors once the clerk was in receipt of them.</p> <p><b>Action: Clerk to circulate Strategy Planning meeting minutes</b></p>	Clerk
2.17	<p><b>Risk assessments for educational visits</b> None at this time.</p>	
2.18	<p><b>Safeguarding</b> Child Protection Policy had been agreed at this meeting.</p>	
2.19	<p><b>Health &amp; Safety and Annual Review Checklist</b> The Health and Safety Governor (JK) provided Governors with a Health and Safety Report. Governors were advised that this was the annual report and no major incident recorded.</p> <p>The H&amp;S Officer wanted to promote training and recoding was completed in respect of Legionella. The Head said that the Caretaker already did</p>	



## Topcliffe CofE Primary School



	<p>regular check on the water. The Health and safety Governor offered additional training on this issue, if it would be beneficial.</p> <p><b>Action : H&amp;S Governor and Head to liaise with Caretaker about additional training.</b></p>	<p><b>JK / Head</b></p>
<p><b>2.20</b></p>	<p><b>Governor newsletter</b> Governors were reminded to forward a pen-portrait about themselves to TR who is compiling all the details for a newsletter.</p> <p><b>Action: Governors to send pen-portrait of themselves to TR TR to draft newsletter Clerk add to next Agenda</b></p>	<p><b>All Governors Clerk</b></p>
<p><b>2.21</b></p>	<p><b>AOB</b> Nothing declared</p>	

**Meeting Closed at 8:30pm**

Signed .....

Dated.....