



**Minutes of the Full Governing Board Meeting  
School Improvement  
11<sup>th</sup> May 2016 @ 6:30pm**

**Governors Present for Meeting:**

A Binks (AB)  
A Clay(AC)(Substantive Head)  
A Dale ( Associate Member)  
A Fyfe (AF) (Arrived at 7pm)  
G Key (GK)  
S Porteus (Acting Head)  
T Rose (TR)  
J Yates (Chair)  
M Kildin (IK)  
A Wilson (AW)(Associate Member)  
(Arrived at 7pm)

Items Needing Action				
Action No	Agenda No	Item	Person	Action
1	8.6	Corres.	Chair	Forward email to all Governors
2	8.7	Minutes	Clerk	AB to amend minutes and send to clerk - approval at the next FGB meeting
3	7.7	SEF	Chair	Organise dates with Governors to discuss SEF Leadership input and parent questionnaire.
4	7.7	Data Review	Head	Report on more able and Talented Pupils
5	8.8	Monitor Training	AB	Information to be cascaded to all Governors

**Others In Attendance:**

Angela Clarkson (Bursar)  
Sue Nicholson (Clerk)

- 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

FGB 15/16	ITEM	Action Box
8.1	<b>Welcome and Prayers</b> The Chair welcomed everyone to the meeting which started late at 6:30pm due to GB waiting to be at quorum. Prayers were offered by a Foundation Governor.	
8.2	<b>Apologies and agreed consent.</b> The Governing Board (GB) had received apologies from: <ul style="list-style-type: none"> <li>• Rev S Jukes</li> <li>• I Kildin (Associate Member)</li> </ul> <p align="center"><b>All Governors agreed to consent to the absence.</b></p>	
8.3	<b>Determine which items on the agenda, if any, are confidential</b> There were no items listed as confidential.  - Governors were also reminded that all discussions by the Governing Board are confidential and should not be discussed with anyone outside the Board.	
8.4	<b>Governors were reminded about Declaration of Business interest.</b> Nothing new was declared.	



commented on the following:

- Impact on EYFS
- Children’s progress from the first visit by the Link Governor was showing considerable progress with much better structure to their room, the learning journeys on the walls was clear, book corner had appropriate books and the overall appearance of the children’s learning progress was evident. Global dimension has improved.

AB had completed a report showing various areas colour coded, after attending a training event which provided Governors with the benefits of highlighting various details concerning the school ethos / strategies, financial concerns and accountability.

**Question: Where the children in school at the time of the visit?**

Answer: Yes they were there on the original visit but not today.

Governors discussed the need to match documents against EYFS data and to see if progress was evident.

2. PREVENT / DBS update

The Chair reminded Governors to produce for the school admin their PREVENT and Child Protection training certificates.

3. Governor training

AB / NK – Monitoring Training

AB gave the Governors a comprehensive verbal briefing on the Monitoring Training and information received. The course instructor was Peter Fleming and this was a NYCC course. The Governors that attended the course both stated that it had been very useful with a variety of subjects covered that they could all benefit from:

- Information about evidence to look for in the Head Report
- Learning Walks
- Various methods of Governor links (Data / SDP)
- Colour coding of strategy / finance / ethos
- Some Challenge questions
- Receiving the Head’s report the month before so Governors could formulate their questions in advance to the Head
- Results from Surveys
- Better SEF completion with Governors and Staff being involved on a training day.

Governors had a discussion on the benefits from some of these items especially the colour coding which AB had completed for the Literacy walk.

**Action: Information to be cascaded to all Governors.**

	<p><u>JY / AC Ofsted Readiness Training</u> The Chair and the Substantive Head had attended an Ofsted readiness session. The Chair said that it had been useful and had made them aware of a number of things that may be required, including a Website compliance requirement. The Chair stated that she had done a Website audit.</p> <p>The Chair reminded all Governors again to complete visiting forms which are evidence of their visits.</p>	
8.9	<p><b>Safeguarding Issues</b> The Chair confirmed that at a recent pop-up meeting Governors had discussed the Parking Safety issue.</p> <p>The Head informed Governors that the school had started the Road Safety initiative which had been discussed at the meeting and it is being completed for all pupils on a rolling program. A Governors also noted that this had been put into the weekly school newsletter to bring parents attention to this important safety issue.</p>	
8.10	<p><b>Receive copy of Outturn Budget</b> The Bursar provided Governors with a hardcopy of the Summary Sheets and gave a verbal account of some minor changes since the last meeting.</p> <p>The carry forward balance on the Revenue account is £68.4K giving the school a very health final budget.</p> <p style="text-align: center;"><b>All Governors Agreed to the Outturn Budget</b></p>	
8.11	<p><b>Receive Start Budget (May)</b> The Bursar had provided Governors with a full breakdown of the Start Budget and a hard copy of the Summary sheet.</p> <p>The Bursar said that the additional TLR post had not been taken into account in the Budget and may need to be added. Governors were advised that the funding is based on pupil numbers with :</p> <p>106 – 2016/17 106 – 2017/18 108 – 2018/19</p> <p>These figures may still change with the final admission count being done in the October.</p> <p style="text-align: right;"><b>AW &amp; AF arrived at 7pm</b></p> <p><b>Question: The Supply Service for 2017/18 appear to be reduced?</b> <b>Answer: Yes that is correct and are accurate and should hold for the following year.</b></p> <p>The Bursar informed Governors that there would be no increases in funding for National Insurance or Minimum Wage pay rises.</p> <p><b>Question: Where would the savings come from, then?</b> <b>Answer: It is the GB responsibility to address those questions. However, you could generate income from cutting some cost or some schools generate funds from</b></p>	

	<p>teaching / mentoring other schools staff.</p> <p><b>Question: What is the qualifying number to apply for Sparsity Funding?</b>                  Answer: The Bursar thought the figure may have been 90 but after clarification it appeared to be 150 for a primary school. The Bursar clarified to some Governors about the Sparsity Funding, which was for children attending their school but living some distance from it. The Bursar stated that it was a very complex formula that was used for this funding.</p> <p><b>Question: Is the provision for any pay increase been included?</b>                  Answer: Yes 1% + the minimum wage increases.</p> <p>A Governor was concerned that the SEN funding was low. The Bursar commented that was due to only one pupil and is now based on the new CanDo EHCP.</p> <p><b>Question: Pupil Premium appears down is this due to the free school meal?</b>                  Answer: The figures are down but are done on the current figures and that may be the case. A number of schools are very proactive about this.</p> <p><b>Question: Do we blanket all children in Reception?</b>                  Answer: Yes we do.</p> <p>Governors had a short discussion on the benefits from being proactive on PP not only across the Reception class but the whole school. Governors felt that this would be useful in September as parents circumstances can change and the school would then pick children up before the October count.</p> <p>The Bursar confirmed that an amount of £5K had been transferred each year into the Capital Budget for ICT use and premise repairs / projects.</p> <p><b>Question: Are those the school Capital priorities?</b>                  Answer: Governors were advised that the school tends to spend the capital budget on ICT. There isn't enough to do any major building work.</p> <p>The Head confirmed the provision had been included for a Music Teacher support and is part of the PPA.</p> <p><b>Question: What is PPA?</b>                  Answer: PPA is the teachers personal planning allowance which is usually 10% but for NQT teacher 20% for the first 12 months.</p> <p>The Bursar confirmed that this is a working document and some small amendments should be expected.                  (See Separate Confidential Minutes for a Staffing issue )</p> <p style="text-align: center;"><b>Proposed: AF</b>  <b>Seconded : NK</b>  <b>All Governors able to vote agreed with a show of hands</b></p>	
8.12	<p><b>School Fund Yorkshire Bank Account: notification of closure</b>                  The Bursar confirmed that the Yorkshire Bank account had been closed and any</p>	

	funds placed in the Revenue Budget.	
8.13	<p><b>Pre-school Rent, review agreement</b> Governors were advised that the current rent was £250.10 pm and it is due for consideration of an increase.</p> <p><b>Question: Does the school pay for the energy used by the playgroup?</b> Answer: Yes but it would be too difficult to segregate the amount of energy they use from the amount the school uses.</p> <p>A Governor commented that we should perhaps increase the Rent to reflect in the increase in energy increases.</p> <p><b>Question: Do we pay rent on that Porto-cabin?</b> Answer: We do pay rent on one cabin but not sure if it is that one. The bursar said it was possible to find out.</p> <p>Governors then had a discussion on EYFS and children entering the school in readiness for educational learning.</p>	
8.14	<p><b>Monitor any contracts</b> The Bursar produced a report showing all the contracts for the coming year. She confirmed that there were no major renewals due and the only one not on the report was the Catering Contract because she had not yet had the information from Catering department.</p> <p>Governors commented on the North Star Alliance figures and were advised that these were provisional figures because the amount for this year was not yet known, and may increase. Governors wanted to know the benefits from the Alliance and after a short discussion happy that the school was reaping rewards from this contract.</p> <p>Governors discussed various contracts including Maintenance, Energy and Catering Insurance.</p> <p><b>Question: What does the Catering Insurance Cover?</b> Answer: The scheme is to replace, repair, cleaning, testing, servicing and call out the catering equipment including most of the larger equipment that the school owns.</p> <p><b>Question: Do we have an inventory of what we own?</b> Answer: We will need to look at the Catering Contract.</p> <p>Governors had a dissuasion around purchasing of contracts including the waste and recycle bins. The Head said that a class was still waiting for a sanitary bin. The Bursar stated that the school admin needs to chase that up.</p> <p>The Governors then had a discussion around the National Fairer Funding agenda and other related issues and were aware that they may qualify for funding in the future. The Bursar advised that the funding formula would follow the pupil numbers and that there would be winners and losers, but nothing has been decided yet.</p>	

	<p>The Bursar finished by confirming the Budget was very health. The Chair thanked the Bursar for her work</p> <p style="text-align: right;"><b>GK left at 8pm</b></p>	
8.15	<p><b>Asset inventory- review of disposed assets</b>                  The Head confirmed that the school did have 4 laptops for disposal. Governors discussed if they could be used or given by pupils who did not have laptops at home. The Head said that these laptops would need cleaning and wiped and that she did not think they would be suitable because the equipment was very old and could not install the new Microsoft data.</p> <p>A Governor(IK) was still in the process of completing a full inventory</p>	
8.16	<p><b>Long term/short term building expenditure based on external inspection</b>                  Nothing required for this year.</p>	
8.17	<p><b>Policies:</b></p> <p>1. <u>Premises Management</u>                  Governors discussed the changes in the policy.  <b>Proposed: TR</b>  <b>Secoded : SP</b>  <b>All Governors able to vote agreed with a show of hands</b></p> <p>2. <u>Safeguarding (Child Protection)</u>                  Governors discussed the changes this NY policy which including annotated of names and committees to FGB.  <b>Proposed: JY</b>  <b>Secoded : NK</b>  <b>All Governors able to vote agreed with a show of hands</b></p> <p>The Head wanted to discuss with the Governors the details of any policies that could be delegated to the Head, an individual Governor or had to be FGB referral. The Head went through a list of policies and Governors decided which policies should be actioned accordingly.</p>	
8.18	<p><b>AOB</b></p> <p>1. <u>Sports Premium (SP)</u>                  The Head provided Governors with a short report showing information on how the SP had been used and the impact.</p> <p><b>Question: How do you monitor or show any impact?</b>                  Answer: We complete the Gold award for the Sports Challenge.</p> <p><b>Question: Does the challenge impact on children who are most in need of physical activities?</b>                  Answer: The school is doing everything they can to encourage all children of all abilities to participate. We don't get all children to participate but we are getting some.</p> <p>2. <u>Sue Porteus (Acting Head)</u>                  The Governing Board wanted to formally thank Mrs Porteus for her time as Acting Head and for staying an extra half term. Governors were grateful for all</p>	

**Topcliffe CofE Primary School**



	the hours and level of commitment and support she had given to the pupils, staff and school during her term of office.	
--	--	--

**Meeting Closed at 9:15 pm**

Signed .....

Dated.....