

Minutes of a meeting of the governors of Sparkenhoe Community Primary School held at the School on Monday 6th November 2017 at 4pm.

Present

Lee Jowett – Co-opted Governor (Chair)
Robert John – Co-opted Governor
Jo Webb – Parent Governor
Sharmen Rahman – Parent Governor
Neil Thorpe – Staff Governor
Susan Hind – Authority Governor
Rhian Jones – Headteacher

In Attendance

Jenny Bosworth – Associate Member
Penny Cooper – Deputy Headteacher
Robyn Cooper – Clerk to Governors

1) Apologies for Absence

Apologies were received and accepted from Nazma Hamid and Mr Cheetham.

2) Declaration of Governors' Interests

There were no declarations of interest declared in the business to be transacted.

3) Confirmation of the Minutes of the Last Meeting – 2nd October 2017

The minutes of the meeting held 2nd October 2017 had been previously circulated to all governors and were taken as read, confirmed and signed as an accurate record of the meeting.

4) Matters Arising

Item 5 Matters Arising (Governing body business) – Mr Jowett reported that he now had the majority of skills audit back and circulated an analysis of the results. He highlighted that the average score for each question was included. Mr Jowett highlighted the need to be aware of any particular skills gaps. The governing body discussed the sections with an average of 3 and 4 that were listed as essential skills. The governing body discussed the approach to building skills and identifying training. It was highlighted that the governing body sought external advice in areas such as HR. The governing body agreed that having an understanding of the weaker areas in relation to skills would mean they would be more vigilant in those areas. Mr Jowett suggested reviewing the courses available through the NGA Learning Link (e-learning).

Item 7 School Improvement Plan – Ms Jones had circulated the obesity report to all governors. Ms Webb asked what steps were being taken in school. Ms Jones highlighted that actions were outlined in the school improvement plan, which were discussed at the last meeting.

Item 8 Governing Body Business (Governor Link Roles) – Mr Jowett had contacted Mrs Rahman about the link roles. He stated that he would put together a suggested visits timetable for the December meeting.

ACTION: LJ/Agenda Item

Item 9 Financial Matters – It was confirmed that the Headteacher's Performance Management would take place on 30th November in the morning by Mr Jowett, Ms Webb and Prof John.

Item 10 Policies (Pay Policy) – Mr Jowett had returned the form to HR to confirm the school had adopted the pay policy.

Item 11 Briefing Papers (Data protection update) – Ms Jones stated that they were awaiting guidance from the LA, which would be sent by January. She highlighted some of the main changes.

Penny Cooper joined the meeting

Mrs Cooper stated that the school would compile a list of all data held in preparation.

Item 13 Multi-Academy Trust Update – Mr Jowett reported that he would review the risk assessments with Mel Thorpe on the 17th November.

Item 16 Any Other Business – Mr Jowett would send the link governor information to Ms Jones to upload onto the website.

ACTION: LJ

Governors had attended parents evening and spoken to parents. It was agreed that this would take place again at the next parents evening in the spring term. It was suggested that a parent survey would take place at the same time.

5) Governing Body Business

a) Skills Audit Review

This was discussed under Matters Arising.

b) Training and Development

Part 2 of the school-based Health and Safety training would take place on 30th November at 1:30pm.

6) Governor Visits

Mrs Rahman had undertaken her induction visit and reported that she would be attending new governor induction training in November.

7) Financial Matters

a) Autumn outturn

The autumn outturn statement had been circulated to all governors. Ms Jones reported that the school would still have a carry forward and explained that they were allowed to carry forward 10% of their budget. Following a question from Prof John, Ms Jones explained that the school had a bank account and the LA transferred the budget to them in monthly increments.

Prof John asked whether Ms Jones had any concerns about the outturn. Ms Jones stated that she did not have any concerns. She highlighted that it was important to

monitor the expenditure in relation to income and plan for the future, particularly in light of the new National Funding Formula.

Q (Prof John): Was there a school plan in place for building improvement?

Ms Jones stated that there was and came to the governing body through the Headteacher's report last year. She stated that there was a maintenance plan in place which outlined projects the school wanted to carry out (e.g. security door fobs). Ms Jones would include some of the plans in the Headteacher's report and then bring the plan to the January FGB meeting.

The governing body discussed the new Funding Formula.

The outturn was agreed by the governing body and signed by Mr Jowett.

b) Budget report

The Budget Report was circulated to all governors. The governing body went through the report and the following was highlighted:

- Contents insurance was 290% spent. Ms Jones stated that this was due to the school being invoiced and paying twice. She stated that they were looking into it.
- PE and Sports Grant was 224% spent. Mrs Cooper explained that more income was due to come in. She explained that this was dedicated funding.
- Ms Webb asked what the Headteachers Resources cost code was used for. Ms Jones stated that this was for costs such as sporting equipment for the children.
- Prof John asked whether the Ark brought in more income than expenditure. Ms Jones stated that it did not but it varied year on year. She explained that the LA paid the rates for the Ark. She would find out how much money the Ark brought in last year.

ACTION: RJ

Prof John asked whether the school could try and generate more income from the Ark. Ms Jones stated that there currently was not any staff capacity. She stated that the Leicester school of music used the building regularly.

- Mrs Hind asked whether the school let rooms in school. Ms Jones stated that the hall was sometimes let for weddings.
- It was agreed that ICT update would be an agenda item and Prof John would review the plan.

ACTION: Agenda item/Rob John

The governing body agreed the budget report.

c) Virement

The virement information was circulated to all governors. Ms Jones took the governors through the budget virements and explained that 2 were additional 1:1 TAs and the third was due to an error from the bursar. The governing body agreed the virements.

Ms Webb asked for clarification on TAs appointed to support an individual child and the child leaves the school. Ms Jones stated that it was included on the contract to state their employment was linked to that child.

Ms Webb asked for clarification on the funding for SEN support for children new to the country. Ms Jones stated that the school paid for the support. She explained that they could apply for additional Element 3 funding.

8) Health and Safety

Ms Jones reported that the Health and Safety audit took place on Friday. Mr Thorpe stated that the auditors had been very impressed with the standards of cleaning in school. He stated that they wanted to take the staff training and stress audit work undertaken by Mel Thorpe and use them as exemplars. It was highlighted that they were also very impressed with the induction procedures.

It was agreed that a thank you letter to the staff involved from the governors.

ACTION: LJ

Ms Webb and Mr Thorpe would arrange a date to undertake a health and safety walkthrough.

ACTION: JW/NT

9) Pay committee update

It was reported that the pay committee had taken place on the 27th October. Ms Webb reported that, following questioning, the committee had agreed the recommendations presented by Ms Jones.

Q (Mrs Hind): How often do staff have the review?

Ms Jones stated that it took place twice a year and the targets were tailored to the school and CPD. She took the governing body through some examples of targets.

Q (Mr Jowett): Had there been any applications to move onto UPS?

Ms Jones stated that she had received 2 applications and the pay committee would need to meet to review them.

Ms Webb thanked Ms Jones for her preparation and openness during the process

10) Review of Policies, Procedures and Publications

There were no policies to bring to this meeting.

11) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- | [REDACTED]
- | [REDACTED]
- | [REDACTED]
- | [REDACTED]
- | [REDACTED]

[REDACTED]

Mr Thorpe highlighted that a Premises Officer and site managers' network had been set up and they had discussed the buy back. He highlighted that the governing body would need to decide on the buyback (CMF). It was suggested that a separate meeting took place on the 30th November.

12)Triads development group

Ms Jones circulated the draft report from the triad development group. Ms Jones explained the process of the meeting. Mr Jowett asked if the process had been useful. Ms Jones stated that it had been, particularly in relation to sharing good practice. She explained that through the triad they were offering support to St Barnabas in relation to data and Sparkenhoe's writing coordinator would meet with the Deputy Headteacher to look at their provision in writing, particularly Greater Depth.

Q (Ms Webb): Was there any other provision seen in other schools that Sparkenhoe could utilise?

Ms Jones stated that there was nothing that would enhance what the school was already doing in terms of working towards the priorities.

13)Documents Received by the Chair of Governors

- A letter from the LA congratulating the school on their outcomes. It was highlighted that they were in the top 3 schools in the city for making progress in reading in KS2.

Mr Jowett would draft a congratulations letter to the staff from the governing body

ACTION: LJ

- Confirmation from the finance auditors that all the approvals had been accepted

14)Any Other Business

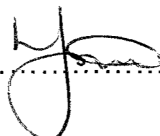
There was no further business

15)Date of Next Meetings

- Monday 4th December 2017
- Tuesday 6th February 2018
- Monday 5th March 2018
- Monday 9th April 2018 (first day back after Easter)
- Wednesday 9th May 2018
- Monday 4th June 2018 (first day back after half-term)
- Monday 2nd July 2018

The meeting closed at 17:40

Signed



.....4th December 2017

