

Minutes of a meeting of the governors of Sparkenhoe Community Primary School held at the School on Wednesday 9th May 2018 at 4pm.

Present

Lee Jowett – Co-opted Governor (Chair)
Robert John – Co-opted Governor
Jo Webb – Parent Governor
Neil Thorpe – Staff Governor
Sharmen Rahman – Parent 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 Susan Hind and Nazma Hamid.

2) Declaration of Governors' Interests

There were no declarations of interest declared in the business to be transacted. For transparency purposes Jo Webb was a governor at Fosse Primary School.

3) Confirmation of the Minutes of the Last Meeting – 9th April 2018

The minutes of the meeting held on the 9th April 2018 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 7 Governor Visits – The Health and safety visit report would be circulated with the paperwork for the next meeting. Ms Webb and Mr Thorpe would undertake another walk through after half term.

ACTION: JW/Agenda Item

5) Safeguarding competencies framework

The governors would email details of Safeguarding training to Mrs Cooper for the governor section of the Safeguarding Competencies Framework.

ACTION: All Governors

Mr Jowett would look at the Learning Link E-learning site to check whether there were any Safeguarding courses included.

ACTION: LJ

Sharmen Rahman joined the meeting

6) Review of Policies, Procedures and Publications

a) Data protection policy

The data protection policy had been circulated to all governors. Ms Jones explained that the content was fine but the policy still needed to be formatted. She explained that the content for the policy came from the LA and then other content from other sources was added to include more explanation of what processes were, what the school did and did not do with data.

It was noted that the privacy notice had to go to every parent. Ms Jones stated that they still had to finalise Data Retention Policy.

Mrs Cooper explained that she would be the interim Data Protection Officer for the school. She explained that in this role she could not have any influence on systems bought into school.

It was highlighted that the governing body should undertake a spot check of the procedures in school. Ms Webb stated that she would undertake this in the autumn term.

Mr Jowett asked when the Privacy Notice would need to go to parents. Mrs Cooper explained that the policy and action had to be in place by the 26th May (when the new regulation came into effects).

The governing body discussed issues around using personal emails. Mrs Cooper explained that it was the school's policy not to send anything confidential through an insecure channel. She explained that there had been some requests from the SDSA for confidential information to be sent via email, which she had refused to send. Mr Jowett stated that he would contact the SDSA stating the governing body's support for Mrs Cooper and the school.

ACTION: LJ

Mrs Bosworth queried whether there was anything in place for the PGCE students in school. Mrs Cooper explained that they set up students with a school email at the start of the year/placement.

The governing body agreed the data protection policy subject to the formatting being finalised.

Robert John joined the meeting

7) Finance – inc. budget intention and carry forward balances

Ms Jones explained that the governing body had previously reviewed the draft budget intention. The revised budget intention had been circulated to all governors. Ms Jones took the governing body through the document. She highlighted that for 2018/2019 there was an in-year deficit of £2,338 but it was likely that this would ultimately balance. Ms Jones explained that the carry forward surplus was £353,324. She explained that the 3 year forecast was the budget information provided to the academy trust. Ms Jones explained that there was a projected cumulative deficit for 2020/21 of £28,986.

Q (JW): Was there any impact of the projected deficit?

Ms Jones stated that there was not an impact this year, but there was no spare money. She explained that unspent money from a grant (i07 Other Grants and Payments) which had just been carried forward each year for a number of years had now been put into the budget.

Q (JW): On balance did the multiple sites work well for the school or was it problematic?

Ms Jones stated that it was what the school, staff and pupils knew. She stated that the pupils liked going to the Gopsall building in year 5 and 6. Ms Jones stated that a downside was pupils did not mix as in a school with one building, but this was similar to an infant and junior school. She highlighted that in terms of finances they did have

to pay double for some things (e.g. photocopiers, phones, premises officers, cleaners). Ms Jones also explained that they had to pay for internet for both sites. Mrs Cooper also highlighted that they had an extra set of laptops as they could not move them between the 2 buildings. Ms Jones stated that the school did get a split site allowance but it had come to light that other schools in the city got more. She stated that they would do some further investigations. Ms Jones highlighted that that they paid rent for a building out of the allowance too. She stated that they did not get a split site allowance for the Ark, but another school did for a similar type of building. It was clarified that the split site allowance would be included in the budget when the school converted too.

Q (LJ): I07 - Other Grants and Payments was included in this years' budget but not the following 2 years?

Ms Jones stated that this was the £40,000 discussed earlier in the meeting. She stated that this money was included in the budget. Ms Webb asked what the money had been for originally. Ms Jones stated that it was associated with the Extended Schools Service.

Q (LJ): E17 Rates was included in the expenditure but did the LA not pay for this?

Ms Jones explained that it was an in/out payment. She informed the governing body that they had not been given their full allocation again as the Ark had not been included. Ms Jones stated that it had been factored into 2019/2020.

The governing body agreed the budget intention form.

Ms Jones informed the governing body that they had been asked to consider another bulge class but they had said no. Ms Webb asked what the proportion of out-of-catchment admissions the school had. Ms Jones stated that it was about half. The governing body discussed admissions/catchment. Ms Webb asked what the turbulence had been this academic year. Ms Jones stated that it was not as high as previous years. She stated that there had been some families leave at Christmas but since then it had been quite stable. Mrs Rahman asked whether the school had a waiting list. Mrs Cooper explained that this was held by the LA and places were filled immediately.

Carry Forward Balances

The carry forward balances document had been circulated to the governing body. Ms Jones took the governors through the document. She highlighted that £2338 had been included for staff development and the remaining was for contingency.

The governing body agreed the carry forward balances.

Cost centre report

This would be included on the agenda for the next meeting.

ACTION: Agenda Item

8) Buildings plan

The buildings plan had been circulated to the governing body. Ms Jones explained that they had undertaken a walk round and surveyed the buildings, furniture and classrooms. She explained that work had then been prioritised and forward plan put together. Ms Jones informed the governing body that Mel Thorpe was seeking quotes for the 2018/2019 work. She highlighted that estimates had been included on the plan.

Ms Jones stated that the Gopsall staff room had not been updated since that building opened 25-30 years ago. She explained that they wanted to use the space for the cooking side of the design and technology curriculum as well as improving the space for staff.

Mr Jowett queried whether there was anything on the plan that they would like to but could not afford. Ms Jones stated that most of the work could be carried out through maintenance.

The governing body discussed the upgrade to the intruder alarm system. Mr Thorpe explained that they were moving from ADT to Wilsons Alarms. Ms Jones explained that they were currently using 2 different systems and they needed to upgrade to go on the Red Care system (link to the police). Mr Thorpe explained the differences between the 2 companies and the costs.

Mr Jowett asked whether the school were commissioning the work or the council. Ms Jones explained that the school were paying for all the work. Mr Thorpe stated that they were using LA contractors as the workmen were known and checks etc. had been carried out by the LA.

Ms Jones explained that Mel had made progress in relation to the BESS offer and the pricing and what included. She explained that they had budgeted quite highly, which could be more than the cost.

Ms Jones informed the governing body that there had been damp found in the Gopsall building. She stated that it had been surveyed 2 years ago, which had come back with no damp. Ms Jones stated that the work had been booked in for the summer and would be paid for by the landlord.

The governing body thanked Ms Jones for the plan.

Mrs Bosworth asked whether the planned work was protected or could get side-lined if there was an issue. Ms Jones stated that work could get side-lined.

9) Governor Visits

a) Health and Safety

This would be on the agenda for the next meeting.

b) SEND visit

The SEND visit report had been circulated to the governing body. Mr Jowett took the governors through the visit report. He highlighted that he had met with Katherine Burns (SENDCo) and Ms Jones. He stated that the SENDCo was able to produce a report on needs in school, which he could provide to governors if they wanted a copy. Mr

Jowett explained that they had reviewed current need. Mr Jowett reported that the school had been visited by Ofsted as part of the LA SEND inspection. He took the governing body through the feedback they provided and highlighted that they had discussed inconsistencies around funding and levels of need.

Mr Jowett stated that he would also contact the Virtual School Team about transparency around Pupil Premium Plus funding in relation to the PEP. The process around bidding for the funding was discussed. It was clarified that the process was same for academies. Mrs Cooper highlighted that the main issue was clarity around the funding and a shared rationale to support their bids.

c) Pupil Premium visit

The pupil premium visit report had been circulated to all governors. Mr Jowett stated that the information on the school website was clearly linked back to outcomes. He explained that the numbers of pupils eligible was decreasing and was currently top-heavy, which could have a funding implication over time.

Q (RobJ): Why was the pupil premium funding going down?

Mrs Cooper explained that there were fewer people eligible for FSM due to the changes in benefits and the introduction of Universal Credit in June. She explained that she had attended a briefing on Universal Credit and schools were asked to be considerate to parents going on Universal Credit due to the initial gap between the 2 systems.

It was suggested that another governor undertake the pupil premium visit in the next academic year – Ms Webb stated that she would undertake it.

d) Science visit

Mr Jowett stated that he had visited to watch the science activities last week in years 3 and 4. Mrs Rahman stated that she had attended the activities in her children's classes (years 2 and year 4). Mr Jowett reported that a follow up visit was scheduled for after half term to look at how science taught.

Mr Jowett reported that he had undertaken an ICT asset spot check.

10) Briefing papers

a) Universal Credit

The briefing had been circulated and was noted

b) Integrated Communities Strategy Green Paper

The briefing had been circulated and was noted

c) Admissions arrangements 2019/20

The briefing had been circulated and was noted

d) Operation Encompass

The briefing had been circulated and was noted. Mrs Cooper explained what took place in school and highlighted that the office staff knew what to do if a phone call came through.

11) Governing Body Business

a) Training and Development

- Mr Jowett - SEN training (8th March)

Mr Jowett explained that there were no longer Chairs and Vice Chairs termly briefings for the LA. He stated that these had been replaced by monthly written briefings.

12)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

13) Documents Received by the Chair of Governors

- Governing Matters NGA newsletter

14) Date of Next Meetings

- Monday 4th June 2018 (first day back after half-term)
- Monday 2nd July 2018

Items for the next agenda(s):

- Medicines in school policy

Meetings for 2018/2019

- Monday 17th September 2018
- Monday 15th October 2018
- Monday 19th November 2018
- Monday 17th December 2018
- Monday 11th February 2019
- Monday 18th March 2019
- Monday 13th May 2019
- Monday 24th June 2019

14. Any Other Business

The following item is minuted as confidential and is not available for public inspection, in accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Part 4 section 15 (3) (a)

15. Headteacher's appraisal (update)

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Signed4th June 2018