

**KILLINGHALL C. OF E. PRIMARY SCHOOL**

**MINUTES OF A MEETING OF THE  
FULL GOVERNING BODY  
HELD ON MONDAY 7<sup>th</sup> MARCH 2016 AT 6 p.m.**

**Core Functions of a Governing Body:**

**Ensuring clarity of vision, ethos and strategic direction**

**Holding the Headteacher to account for the educational performance of the school and its pupils,**

**Overseeing the financial performance of the school and making sure its money is well spent.**

**COMMITTEE MEMBERS:** Helen Potter, Sarah Bassitt, Tina Outhwaite, Victoria Lister, Faye Thompson, Val Blackburn, Chantel Bell, Alison Pearce, Rebecca Morrell and Elouise Foster.

**PRESENT:** Helen Potter, Sarah Bassitt, Tina Outhwaite, Victoria Lister, Faye Thompson, Val Blackburn, Alison Pearce, Rebecca Morrell and Elouise Foster and Marion McCormick (Clerk)

Item	Details	Action
<b>PROCEDURAL</b>		
1.	<b>Apologies for absence and to determine whether any absences should be consented to:</b> Apologies were received and accepted from Chantelle Bell.	
2.	<b>To remind Governors to declare any pecuniary or non pecuniary interests:</b> None declared.	
3.	<b>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</b> The chair reminded the meeting of the need for confidentiality. Two items to be minuted separately – Staffing Structure (item 6) and Possible Expansion (item 7).	
4.	<b>To approve as correct record the minutes of the meeting held 1<sup>st</sup> 11th January 2016.</b> Minutes of the meeting held on 11 <sup>th</sup> January 2016 were approved and signed. <b>To consider any matters arising from the minutes, and for which there is no separate agenda item:</b> No matters arising.	
5.	<b>Notification of urgent other business:</b> None notified.	
<b>SCHOOL IMPROVEMENT/RESOURCES</b>		
6.	<b>Finance –</b> <b>Update on current position:</b> The Headteacher informed Governors that the new bursar has visited school recently, and the meeting had been circulated with the January 2016 budget monitoring report. The meeting was informed that although the report showed a projected	

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outrun figure of £33k, it was more likely to be £38k, as there is an amount of £6,700 in the budget for ICT resources which will not now be used. The meeting was told that school is currently checking that all items claimed for re. the previous building damage, have been replaced. A comprehensive list has been compiled.

In future the costs of the before/after school club will be split off to ensure that exact figures are compiled and accounts are transparent. It is thought that there will be a small profit this year, but it was noted that numbers were low in the initial spring term. Numbers are now very positive.

The Headteacher said that we are nearly at the end of this financial year now and the projected overrun figure looks very healthy.

**Governor Challenge:** A Governor asked how charges for the before/after school club are arrived at? The Headteacher explained that comparisons with other local organisations were used and it was noted that costs are currently lower than other schools. It was agreed that it is important to keep in line with other local providers and this will be constantly monitored. The Headteacher said that there would be a small increase after Easter.

**Governor Challenge:** A Governor asked for clarification re. the in year deficit of £12,000. The Headteacher confirmed that this is an improved position on the figures originally projected. It was explained that roll numbers given on the census provide funding for the following financial year. As an expanding school this will be the case.

**Headteacher Observation:** The Headteacher explained that moving forward school has to prepare a three year forecast which always shows the worst scenario. It was noted that roll numbers alter from predictions made over the three years and so the budget changes year on year.

**SFVS Document to be discussed and agreed:**

The draft document had been previously circulated to Governors.

It was noted that the following points had been added:

- The School Business Manager had completed the CSBM course which included a finance module.
- Resources are being shared with other schools.
- Headteacher approval is required for all purchases and equipment is kept in locked areas.
- School has updated the Emergency Guide.
- An annual audit of the asset register takes place.

Governors were asked to agree the changes. It was agreed unanimously that the document is approved and now sent to the LA. **AGREED**

**Future planning – NYCC MASS Scheme and SLA agreements:  
Contract renewals – including insurance:**

	<p>The meeting was told that school plans to purchase the same services as last year apart from looking at the Staff Absence Scheme. The Headteacher explained that there are concerns about future possible long term illness/maternity cover reimbursements and the timing of these. The School Business Manager has been doing research about this, in order to achieve the best possible scheme for school.</p> <p><b>Governor Challenge:</b> A Governor asked if comparisons made are similar? The meeting was told that the LA scheme has been more expensive in the past but this year's premium has come down. The issue would be if school had to wait from one financial year to another for reimbursement if a large claim was made.</p> <p><b>Governor Observation:</b> A Governor congratulated school for picking this issue up and agreed that it is important to clarify at this point.</p> <p><b>Headteacher Observation:</b> The Headteacher said that otherwise all services are confirmed. The School Business Manager has checked for best value re premiums, and this has been confirmed. There is also an advantage re. long term relationships – e.g. with IT engineers.</p> <p><b>Future Staffing considerations and pupil numbers:</b> Please see separate confidential minute.</p> <p><i>AP left the meeting at 6.35 p.m.</i></p>	<p>School to confirm decision re. this SLA.</p>
<p>7.</p>	<p><b>Premises:</b> <b>Health and Safety updates following NYCC advisor meeting:</b> <b>Works completed/to complete:</b> <b>Safeguarding audit has been completed and submitted:</b></p> <p>VB reported that a building inspection has recently taken place. It was noted that the hall floor has been stripped back and re coated, it is much improved now. All issues have been sorted.</p> <p>A new gazebo is in place in Dragon outdoor area, the base is to be finished off.</p> <p>The cords for the window blinds in Dragons are being altered to adhere with H/S guidelines.</p> <p>The Headteacher's office door and Learning Lounge will be fitted with a closer.</p> <p>Exterior recycling bins will be secured to adhere to fire safety.</p> <p><b>Governor Challenge:</b> Will this cause a problem with emptying of the recycling bins? It was noted that this does not happen on a regular basis anyway.</p> <p>Governors agreed that the interior of school looks very good.</p> <p>It was noted that the Safeguarding Audit has been completed and sent to the LA within the initial time frame.</p> <p><b>Update on possible expansion:</b> Please see separate confidential minute.</p>	
<p>8.</p>	<p><b>Training updates staff and Governors:</b> <b>Online training modules – NYCC:</b></p> <p>The Headteacher confirmed which Governors have completed the</p>	<p>Clerk to</p>

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	<p>PREVENT training and the clerk was asked to send the link on to VB.</p> <p>The Chair informed Governors about a Modern Governor link for training and gave details of various modules that are available.</p> <p><b>Governor Challenge:</b> A Governor asked how much this would cost? The meeting was told that the total cost is £140.</p> <p>It was agreed that a list of modules would be made and different areas assigned to Governors. The LA would be contacted to enable school to take part in this.</p> <p>The Chair informed Governors that in her role as a NYCC Lead Governor she is supporting another school.</p>	forward link.
9.	<p><b>Update on Academy conversion:</b></p> <p>The Chair handed out a document giving details of how the process works and this included details for Killinghall as a Church of England Primary School. It was noted that the process is lengthy and fairly complicated and there are pros and cons for school. Governors were asked to study the document before the next meeting and this would be put on the agenda then to discuss again.</p>	Governors to study document in preparation for the next meeting please.
9.	<p><b>Any matters arising noted in item 5 above.</b></p> <p>There were no matters arising.</p>	

**There being no other business the meeting closed at 7.00 p.m.**

**Date of next meeting = 18<sup>th</sup> April 2016 – 6 p.m.**

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