

KILLINGHALL C. OF E. PRIMARY SCHOOL

**MINUTES OF A MEETING OF THE
FULL GOVERNING BODY
HELD ON MONDAY 23rd NOVEMBER 2015 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 and Eloise Foster.

PRESENT: Helen Potter, Sarah Bassitt, Tina Outhwaite, Victoria Lister, Faye Thompson, Val Blackburn, Chantel Bell, Alison Pearce and Eloise Foster. Also present David Miller (Bursar) and Marion McCormick (Clerk)

Item	Details	Action
PROCEDURAL		
1.	Apologies for absence and to determine whether any absences should be consented to: No absence – all Governors present. (TO arrived late)	
2.	To remind Governors to declare any pecuniary or non pecuniary interests: None declared.	
3.	To determine e whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection. The chair reminded the meeting of the need for confidentiality. Nothing to be excluded from the public minutes.	
4.	To approve as correct record the minutes of the meeting held on 19th October 2015. Minutes of the meeting held on 19 th October 2015 were approved and signed. To consider any matters arising from the minutes, and for which there is no separate agenda item: It was agreed that Governors may request sight of any minutes recorded separately as a confidential document - by arrangement with the Chair – as these are not circulated.	Governors to liaise with Chair as necessary.
5.	Notification of urgent other business: None notified.	
SCHOOL IMPROVEMENT/RESOURCES		
6.	Updated Budget Report: The Chair welcomed and introduced David Miller as the temporary Bursar. It was noted that the previous Bursar has taken up employment with the Red Kite Teaching Alliance and a new permanent bursar appointment will be made shortly.	

Marion McCormick
LA Clerk
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The meeting was given copies of the Budget Monitoring Report for the 31st October 2015. The Bursar noted the following variances:

- There is extra Pupil Premium funding of £2,220 - giving a total of £9,210 – due to pupils on roll.
- Extra income includes tuck shop income, visit income, swimming income, and it was noted that there is expenditure attached to these events.
- There is income of £11,721 re. the insurance claim from the asbestos issue.
- Expenditure variances include extra costs re. maternity cover of approx. £2000. It was noted that the insurance will not cover the entire cost.
- There are extra supply costs of £2,924 re. KS1 class numbers and additional training costs. This is above what was originally forecast.

The Bursar noted that school is still in a very healthy financial position currently.

Governor Challenge: A Governor asked if we still had the £45,000 b/f balance from last year and the bursar confirmed that we do.

Governor Challenge: A Governor asked about the in-year loss figure and the meeting was informed that this is largely due to additional costs re. the new curriculum. It was noted that the carry forward figure is now projected to be £33,234.

Implications going forward:

The Bursar reported that the in year deficit is projected to be £13,000. However the final overrun will still be a very healthy £33K.

Funding for 2016 – 2017 will be based on the figures taken from the October 2015 census return – when there were 102 pupils on roll. It was noted that this is an increase from last year.

The Bursar said that there is no inflation built into the figures and there is a Government spending review due shortly. The projected teaching and support staff pay awards of 1% have been included in the figures.

For 2017 – 2018 school had predicted 15 pupils entering Reception, but this may change.

It was noted that generally schools are finding projected budget figures for the next two years look tighter, with increases in teaching costs and pay awards/NI contributions causing concern. It was agreed that school needs to be aware of this when planning for the future. **AGREED**

Governor Challenge: A Governor asked about the sports funding and was assured that it continues under “other income”. The date of 2020 was mentioned and there was a short discussion about the possibility that secondary schools are asking for a share of this funding now also.

The Bursar said that the projected figures assume that Pupil Premium will continue. He was not certain if the KS1 FSM will continue but has assumed it will.

Governor Challenge: A Governor asked if Pupil Premium will change over the projected period and the Bursar said that this is worked purely on relevant pupil numbers.

Governor Observation: A Governor observed that school encourages parents to sign up for FSM at every opportunity – but there is sometimes a

reluctance to do so.

Governor Challenge: A Governor expressed concern about the projected figures. However the Headteacher pointed out that there had been a previously projected deficit for the currently year and this had turned out not to be the case. It was agreed that a three year projection is difficult to achieve accurately, and many factors could alter this figures in the next couple of years. However, it was agreed that school is aware of the projections and will monitor the situation closely and take all relevant steps to ensure financial stability for the future. **AGREED**

Governor Observation: Supply costs and expenditure related to the new curriculum have altered the figures during the current year, and this is not expected to be continued.

Governor Challenge: A Governor asked if any additional income had been received to cover costs of the new curriculum. The meeting was informed that there had been no additional funding.

It was agreed that the purpose of looking at forecasted budget figures is to ensure that school is aware and is making necessary strategic plans – but this school is in a relatively healthy position currently.

Governor Challenge: A Governor asked what would happen if the budget went into deficit? The Bursar explained that there is a procedure to follow, and plans would have to be in place to ensure that this would be a temporary measure. The Headteacher reminded the governor that this had been the case when she took up post.

It was agreed to look at all figures again in the spring of 2016 – when the start budget for 2016 – 2017 would be set. **AGREED**

Headteacher Observation: The Headteacher observed that the before/after school club expected to be showing a profit by the end of this year.

Benchmarking:

The Bursar handed out details of benchmarking – looking at eight similar schools in the area. Governors analysed the graphs and it was noted that no serious issues could be identified.

Governor Challenge: A Governor asked why it looked as if teaching salaries were lower than other similar schools. The meeting was told that this is entirely due to the demographics of staff involved.

Governor Challenge: A Governor felt that cleaning/caretaking looked higher than other similar schools? The Headteacher explained that school employs its own cleaner/caretaker - and benefits from the flexibility that this provides. The meeting was informed that a thorough review of the costings had been completed last year.

Governor Challenge: A Governor said that water/sewerage costs looked high? Another governor and the Headteacher said that this was being monitored constantly.

Headteacher Observation: The Headteacher observed that the boiler is now getting old, and school would probably benefit from a new system in the future.

Governor Challenge: A Governor asked if Ofsted would inspect these figures. It was felt that they probably would not.

The Chair thanked the Bursar for his work and support.

7.	<p>Premises and H/S Report: VB talked through her report to Governors. She wished to record her thanks to the School Business Manager for help and support – particularly when the inspections take place. The meeting was informed that the upgrading of the building is virtually complete.</p> <p>Governor Challenge: A Governor asked about the window in the HT office? The meeting was told that both windows that required maintenance have been repaired now. VB informed the meeting that externally plans have been put “on hold” re possible new development in the area which may lead to an increase in roll numbers. There is still a problem with flooding in the playground area. The meeting was informed that there has been a big re-organisation of cupboards in school – releasing more storage and ensuring that anything not required is disposed of appropriately. There are no trailing wires in school.</p> <p>Updates – gas, hall floor: The Hall floor has been a safety issue recently with two incidents logged. It was noted that the surface is slippery and really needs completely sanding and re-polishing. It was noted that photographs have been taken and a report has been completed. Governors noted that this is an issue. The meeting was told that there was a gas leak recently – this was dealt with promptly. The leak was at the meter point. The boys WC floor has been replaced. The water fountain has been removed. A water cooler is in place. Lighting has been checked and it was noted that backup batteries are needed in the emergency lighting. The PTA have agreed to replace the toy train in the playground. The kitchen needs upgrading – re. tiles and cupboard fronts. However this is “on hold” re possibility of new developments. It was agreed that it is currently appropriate for the number of meals cooked.</p> <p>Governor Challenge: A Governor asked about income from cooking for other schools, and the meeting was informed that there is an amount that is paid in per meal.</p> <p>Current position re. housing developments: No further news currently.</p> <p>Governor Challenge: Any news re. parking? Again, no further news currently. The Headteacher informed the meeting that Health and Safety training has taken place – on the 2nd November 2015. It was noted that step stools have been replaced with safe step ladders. The desk in the staff room has been cleared to avoid the need for staff to balance lap tops on their knees.</p>	
8.	<p>Updated H and S Policies: The Headteacher said that the model policy has recently been updated – to include the details of the responsibilities of Governors to adopt this policy and to ensure that safety is monitored, issues actioned and an annual report produced. Evidence is in place and it was agreed to approve and adopt the policy. AGREED</p>	

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	<p>Updated training – fire, manual handling and working at heights: Updating first aid: First aid training has been updated.</p> <p>The Budget Management Policy was approved and adopted. AGREED The Headteacher informed the meeting that there would be an alteration to the contract re. before/after school - that was originally to end December 2015 – and would now become established. AGREED</p> <p>Governor Challenge: A Governor asked if we have heard about a new crossing patrol. The meeting was told that this is a notoriously difficult position to fill – no news currently.</p> <p>Governor Observation: VB noted that some barriers outside school have been damaged and taken away for repair. Temporary barriers are in place.</p>	
9.	<p>Child Protection Training PREVENT Training:</p> <p>All staff have completed Child Protection training. (Including the before/after school club staff). All teachers, HLTA's and Admin staff have done PREVENT training – with the Headteacher & CofG completing the higher level.</p>	
10.	<p>To deal with any matters agreed under item 5 above. No matters noted.</p>	

There being no other business the meeting closed at 7 p.m.

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