



**Minutes of the Grange Infant School meeting of the Full Governing Body
Tuesday 21st May 2019 5.15pm**

Present:

S Duffy (HT)	Headteacher
E Yeats (EY)	Parent Governor (Chair) (arrives 5:45pm)
T Woodcock (TW)	Local Authority Governor
S.Lee (SL)	Parent Governor
S Myers (SM)	Co-Opted Governor (leaves 6:33pm)
J Shearsmith (JS)	Co-opted Governor
R Evans (RE)	Co-Opted Governor (arrives 5:45pm)
J Heath (JH)	Co-opted Governor

In Attendance:

C Harman (clerk)	Local Authority Clerk (arrives 5:45pm)
J.Hanlon (JHa)	Prospective Governor (leaves 5:55pm, returns 6:04pm)
S Fairs (SF)	School Business Manager (arrives 5:45pm, leaves 6:33pm)

Apologies :

R. Feilder (RF)	Co-Opted Governor
J.Collinge (JC)	Staff Governor

Absent:

Quorum: present(4 required)

GOVERNORS KEY ROLES: Support and Challenge

Agenda Number		Action Points
1	KS1 Book look – JS, EY, SL, JH, SM and JHa all attended this session with the HT. SF, RE, TW, EY and the clerk arrived at the meeting at 5:45pm for the main FGB meeting.	JS to write up book look monitoring
2	Welcome and Apologies for Absence: EY opened the meeting at 5.45pm and welcomed everyone.	

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	<p>Apologies were received and accepted from RF and JC. SM informed the GB she would need to leave the meeting at 6.30pm.</p> <p>The clerk declared the meeting was quorate.</p>	
3	<p>Declarations of Pecuniary Interests:</p> <p>None.</p>	
4	<p>Agree Any Other Urgent Business:</p> <p>None.</p>	
5	<p>Finance</p> <ul style="list-style-type: none"> • Review/monitor spending against current budget • Budget outturn and any significant variances • Approve budget plan by 31 May (and return to LA) <p><u>Budget Outturn 2018/19</u> Total Income: £1,338,228 one million, three hundred and thirty-eight thousand, two hundred and twenty-eight pounds.</p> <p>Total expenditure: £1,334,529 one million, three hundred and thirty-four thousand, five hundred and twenty-nine pounds.</p> <p>In year surplus: £3,699 three thousand, six hundred and ninety-nine pounds</p> <p>Surplus brought forward from 2017/18: £176,159 – one hundred and seventy-six thousand, one hundred and fifty-nine pounds.</p> <p>Balance carried forward to 2019/20: £179,858 one hundred and seventy-nine thousand, eight hundred and fifty-eight pounds</p> <p><u>Budget Plan 2019/20 – Main Budget</u> Predicted income: £1,328,606– one million, three hundred and twenty-eight thousand, six hundred and six pounds.</p> <p>Predicted expenditure: £1,391,334 – one million, three hundred and ninety-one thousand, three hundred and thirty-four pounds.</p> <p>Predicted in-year deficit: £62,728 – sixty-two thousand, seven hundred and twenty-eight pounds.</p> <p>Surplus brought forward from 2018/19: £179,858 – one hundred and seventy-nine thousand, eight hundred and fifty-eight pounds.</p> <p>Predicted cumulative surplus: £117,130 – one hundred and seventeen thousand, one hundred and thirty pounds</p> <p>SF explained that questions were received in advance and she went through the questions and answers.</p> <p>Governor asked with regards to 4495 – IT equipment what was the Espresso and why has the school spent money on this? SM explained it is an online teachers' tool, which is cross curricular. The school pays per child and are given a free training session per year. The school is encouraging the teachers to use this so will be providing them top up</p>	

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training.

Governor asked in relation to 5186 – licences what does this cover and why has the school spent money on this? SF explained that when the school do a nativity and purchase CDs the school must purchase a license for this. This also includes a TV license as some classes stream live TV. Therefore, this is essential for the school.

Governor asked in relation to 5944 and the recharge expenditure why was the school having to pay for a child at the Lennox? HT explained that if the child has an EHCP the Lennox will not normally take on the child unless they have extreme needs. A particular child at Grange had a gap of mainstream teaching until they started special school. Therefore, the school were required to pay for their time at the Lennox. SM added that this child was at the Lennox centre when the EHCP was given, so it was unrealistic to stop their time at the Lennox. Therefore, the school continued with this until they went to a special school.

Governor asked regarding 4878 – hired and contract services does the school review the P.E service? HT explained that the GB review the sports premium report. The school shares what is being spent, the impact and SLA fees as part of that. The GB have been happy with the sports premium report but if the GB wish, the SLA could be unpicked when this is next reviewed. It was agreed this would be a sensible thing to do.

Governor asked with regards to 4494/95 the school did buy a substantial amount of IT equipment but next year the budget drops, why the big expense? SF confirmed that this was the one-off replacement of laptops which is not needed next year.

Governor asked whether the school are paying for an annual license for software? SF explained that some classroom resources have to have ongoing costs. However, SF regularly reviews whether these resources are being used.

SF explained that the planned final balance was higher as the school predicted that the play trail would come out of this financial year, however it has not. HT added that she has seen a contractor who does bespoke work for schools which is a 1/3 of the price cheaper and she will be discussing the plans with them.

The GB unanimously approved the budget plan.

Approve new budget & 3-year strategic plan by 31 May

SF explained that the three-year budget has been carefully considered by herself and HT. For year R in September figures have been confirmed as 81.

Governor asked why does the costs of teachers reduce over the three years?

This section is included in the confidential minutes. JHa left the meeting at 5:55pm before this conversation and returned at 6:04pm.

	<p>Governor thanked SF for a detailed report. They thanked HT and SF for their work to boost numbers and create a positive picture and a good budget.</p> <p>The GB unanimously approved the new budget and 3-year strategic plan.</p> <p>Approve capital budget and plan</p> <p>The balance of the capital budget is £48,220 (forty-eight thousand, two hundred and twenty pounds) and the school is expected to get £6,756 (six thousand, seven hundred and fifty-six pounds) next year. Current plans are to use this money to improve the IT resources across the whole school and make improvements to the equipment in the hall.</p> <p>HT explained that the school was told that the new module would come with new IT, but the school was told because it has a healthy budget this would not be provided. HT wrote a letter expressing that she felt the school was being penalised for having a healthy budget. Yes, the school has a balance in the capital budget, but the school has been saving this to replace all the classroom ceiling tiles and lighting which has been an integral part of the school business and maintenance plan. Governors agreed with the HT and said they felt this decision was unfair.</p> <p>HT explained that the current equipment is 4 years old and will need replacing in a year. Governors discussed possible solutions for this such as a new temporary IT suite. The decision has been made to use some of the additional capital funding received in 2018/19 to purchase new IT equipment for the new modular and re-use the existing IT equipment in the library. HT also felt that she has not been given a recent update regarding the development of the new module.</p> <p>The GB unanimously approved the capital budget.</p>	
6	<p>Premises:</p> <p>Premises and maintenance plan</p> <p>SF confirmed that she has the modular expenses to update on the plan, approximate costs for the IT equipment and install is £3,700 the school is awaiting quotations. Governor asked SF to tell the GB how on track the school is as with this plan this is not in the report? SF explained that the site manager has made a lot of progress on the outside work and internal decorating programme. The play equipment has been postponed. The audio equipment in the hall is still work in progress and will be replaced using the additional capital funding received in 2019/20. The school is awaiting an updated quotation.</p> <p>Governor asked if the GB could be provided with progress reports, so they have this information. Governor suggested rag rating or adding notes to the plan to easily demonstrate current progress and this was agreed.</p>	

	<p>H&S monthly audit</p> <p>This report is done termly and is not due until the summer term 2.</p> <p>Security</p> <p>This section is contained within the confidential minutes.</p> <p>SM and SF left the meeting at 6:33pm.</p>	
7	<p>Governance:</p> <ul style="list-style-type: none"> • Single Central Record Audit • Policy Audit <p>Due to tight timescales this will now be done ready for the next FGB. HT assured governors all relevant policies were up to date they now just needed to be audited.</p>	Add policy and single central record audit to next FGB- Clerk
8	<p>Governor Feedback (Formal & Informal)</p> <p>A book look and values assembly visit/meeting had been completed and was circulated for governors.</p> <p>Discuss governor monitoring plan and agree monitoring for this term</p> <p>Nurture - SL has dates planned in for this.</p> <p>Curriculum leads – governors to meet with curriculum leads and this will need to take place in summer 2. RF has met with the Maths lead but has yet to write up the report, so EY will chase him for this.</p> <p>Pupil Premium strategy meeting – JH to book in</p> <p>Phonics monitoring – SL and HT to book in</p> <p>Pupil progress meetings – SL to attend. RE to feedback if he can attend.</p> <p>Pupil conferencing – Curriculum – EY, RE and JHa to book in. Safeguarding to also include staff conferencing and values – EY to book in.</p> <p>Guided Reading – SL</p> <p>Staff meeting – JS to attend.</p> <p>Yr R parent meeting 5th and 6th June 0930, 1330, a governor to attend if possible</p> <p>Yr 2 leavers performance 17th July 2pm – a governor to attend if possible.</p> <p>Summer fair – 19th July 1.30pm – governors to attend if possible.</p> <p>HT also said that governors would be welcome at any time in the school and they would also be open to governors who would want to volunteer.</p>	Feedback on attendance at pupil progress meeting - RE

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9	<p>FGB Meeting Minutes 30th April 2019</p> <p>The minutes were unanimously approved by the Governing Body and signed by the chair.</p> <p>Approval and Matters Arising</p> <table><tr><th>Action Number</th><th>Agenda item</th><th>Action Details</th><th>Responsibility</th></tr><tr><td>39</td><td>7</td><td>Liaise with HT over attending values assembly</td><td>RF – Completed</td></tr><tr><td>49</td><td>1</td><td>Write up Book Look</td><td>JS – Completed</td></tr><tr><td>63</td><td>5</td><td>Investigate amending rolling message on website</td><td>HT – Carry Forward</td></tr><tr><td>68</td><td>5</td><td>Feedback as to why there is a decrease in other grants on draft outline plan</td><td>SF – Completed</td></tr><tr><td>70</td><td>7</td><td>Update SIP with monitoring govs have done</td><td>EY & TW – Carry Forward</td></tr><tr><td>74</td><td>6</td><td>Send Lead reports to Govs via email</td><td>HT - Completed</td></tr><tr><td>75</td><td>7</td><td>Email clerk with available Tuesdays in June for Finance training</td><td>All Govs - Completed</td></tr><tr><td>76</td><td>7</td><td>Check on safeguarding course for JHa</td><td>Clerk – Completed</td></tr><tr><td>77</td><td>7</td><td>Email training courses and e learning gov would like to attend, as well as interests to EY</td><td>All Govs – Carry forward</td></tr><tr><td>78</td><td>7</td><td>Update Gov Induction document</td><td>EY – Carry forward</td></tr></table>	Action Number	Agenda item	Action Details	Responsibility	39	7	Liaise with HT over attending values assembly	RF – Completed	49	1	Write up Book Look	JS – Completed	63	5	Investigate amending rolling message on website	HT – Carry Forward	68	5	Feedback as to why there is a decrease in other grants on draft outline plan	SF – Completed	70	7	Update SIP with monitoring govs have done	EY & TW – Carry Forward	74	6	Send Lead reports to Govs via email	HT - Completed	75	7	Email clerk with available Tuesdays in June for Finance training	All Govs - Completed	76	7	Check on safeguarding course for JHa	Clerk – Completed	77	7	Email training courses and e learning gov would like to attend, as well as interests to EY	All Govs – Carry forward	78	7	Update Gov Induction document	EY – Carry forward	
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	<p>Action 75 – TW explained to governors that what was thought to be a bespoke training course from EPS is now an actual WGBT session. If this goes a head and the GB want to book another WGBT session this would be at an additional cost. It was therefore decided that this be cancelled and governors who want more finance training can book onto the course individually.</p> <p>Action 76 – Governor Services confirmed that if the safeguarding course is at a school there would be no need to do the governor services e learning. JHa is not based at a school so would need to take the governor services course.</p>													
10	<p>Policies for Approval</p> <p>Data Protection – The GB unanimously approved this policy.</p> <p>GDPR - The GB unanimously approved this policy.</p> <p>Privacy – The GB unanimously approved these three policies. Governor queried whether the parents one was a DFEs model as stated and questioned whether there should be a LAC or governors privacy policy. This will be looked into.</p> <p>For auditing purposes</p> <ul style="list-style-type: none">• SMSC• Whistleblowing• Late Collection• Security	Look into queries on privacy policy – LAC/Govs version? And parents one a DEF model? - HT												
11	<p>Agreed urgent business</p> <p>EY wanted to add that she had received a thank you letter from the chair of Bedenham and Holbrook school. They thanked the GB for agreeing to the secondment and said that the HT instilled a high degree of excellence at their school. The HT led the senior</p>													

	management team by example, always giving a 100% and remaining calm under pressure.	
12	<p>Items for the Next FGB Agenda 18th June 2019 at 5.15pm at the school.</p> <p>Focus: Learning walk and Data</p> <p>Book Look – Early years</p> <p><u>Verbal HT report:</u></p> <ul style="list-style-type: none"> • Phase 3 data • Behaviour • Review racist incidents • Transition arrangements • SIP update • Staff structure plan (diagram) • Highlight any major changes to structure <p><u>LAC</u></p> <ul style="list-style-type: none"> • LAC report presented to FGB <p><u>Governance</u></p> <ul style="list-style-type: none"> • Single Central Record Audit • Policy Audit <p><u>Policies</u></p> <ul style="list-style-type: none"> • Governor Privacy Audit • Volunteer Privacy Audit • Abusive Behaviour / parents code of conduct <p>The meeting ended at 7:30pm</p>	

ACTIONS AGREED

Action Number	Agenda item	Action Details	Responsibility
82	1	Write up book look monitoring	JS
83	6	Feedback to parent R.E confidential item	HT
84	6	Look into CCTV cameras	SF
85	7	Add policy and single central record audit to next FGB	Clerk
86	8	Feedback on attendance at pupil progress meeting	RE
87	9	Cancel Finance WGBT	TW
88	10	Look into queries on privacy policy – LAC/Govs version? And parents one a DEF model?	HT

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