

**NORTH YORKSHIRE COUNTY COUNCIL  
WEAVERTHORPE CE (VC) PRIMARY SCHOOL GOVERNING BODY**

**Minutes of the meeting of the Full Governing Body**

**Tuesday 21<sup>st</sup> November 2017 at 5pm**

Present: Chair Femi Shellard (FS) Parent Governor  
Janette Wilkinson (JW) Headteacher  
Andy Bowden (AB) Foundation Governor  
Nick Carnes (NC) (VC) Parent Governor  
Trish Lake (TL) Foundation Governor  
Lucy Bannister (LB) Parent Governor

In Attendance: Laura Waites (LW) (Clerk); Fiona Robinson (FR) (Bursar)  
Apologies: Ellie Barker (EB) Staff Governor; Julien Martel (JM) Co-opted Governor  
Vacant: 1 x LA Governor; 1 x Co-opted Governor

Minute	Detail	Action
1.1117	<b>Welcome and apologies</b> AB opened the meeting with a prayer. Apologies were reported from JM and EC, and both were consented to.	
2.1117	<b>Declaration of interests, pecuniary or non-pecuniary.</b> None raised.	
3.1117	<b>Confidential Agenda Items</b> It was agreed any confidential items would be highlighted as required.	
4.1117	<b>Minutes of the last meeting</b> The minutes of the last meeting held on 26 September 2017 were agreed and signed by FS.	
5.1117	<b>Matters Arising and review of actions</b> TL queried if there was any clarification of her role. AB is to follow up with the Diocese.	AB
6.1117	<b>Governing Body Update</b> LW advised that there are currently two vacancies on the GB, one LA governor vacancy and one co-opted governor vacancy. FS asked all governors to identify any potential candidates. LW will contact NYCC regarding the LA vacancy. Governor training was noted. AB has completed a Diocese safeguarding course.	ALL LW
7.1117	<b>Finance Reports:</b> FR gave an update on finance and referred to a number of pre circulated reports.  a) Benchmarking: FR went through the key points on the report. All schools in the group of a similar size received sparsity funding. Salary/hours are taken from the summer term data. The number of FTE teachers is average; most schools have a HT and deputy HT on a leadership scale; the school is average for teacher salaries; admin hours are below average at 25.5 vs. 33 mean hours; they are above average for GTAs but the school doesn't have ATAs; school income is average; pupil premium is above average – however HT noted this has reduced recently from 7 to 3. <b>Q Does the school rely on the additional income?</b> <b>A Yes it is something the school relies on</b> <b>Q What is the funding shown?</b> <b>A By pupil numbers and amount of PP the school gets – so shown as average.</b> School income was the lowest of the benchmark group. FR noted it is difficult to generate income; it is not clear what is included in 'other school income'. Something for the school to consider is whether more income could be generated. Costs are below average per the group; learning resources are low. FR advised that the GB could consider if the school has allocated adequate learning resources.	

	<p>Governors noted that the financial benchmarking data is anonymised.</p> <p><b>Q Is there a way the HT could access more data to drill down?</b></p> <p><b>A That would be difficult and the comparison data is designed to only give a snapshot.</b></p> <p>FR also covered premises, FSM and sports premium averages, SEN data and sickness absences. Page 10 of the report shows total expenditure as proportion of the Start budget. This school shows a spend of 55% of budget on teaching and the average is 45%. This reflects that the school budget is very tight as although the staff comparisons were average they are a bigger proportion of the total budget and spend on TAs is below average.</p> <p>FR advised that the graphs can help the GB to identify if the school can do anything differently when compare to others. Governors discussed the teacher/TA split as everything else was broadly similar.</p> <p>b) Monitoring report: FR referred to the pre-circulated report and went through the key points. The main variances were the nursery numbers were lower than anticipated; pupil premium has changed with two additional pupils and the allocation of sports funding has increased. There were some changes to teaching staff costs due to changes in staff, added supply costs and changes to TAs hours/support.</p> <p><b>Q Sports funding – it doubled so have we spent more?</b></p> <p><b>A It doubled in September so the school is expecting to increase expenditure.</b></p> <p>HT confirmed that the school planned to spend c.£4k and this includes one afternoon of GTA time.</p> <p>c) Forecast report: FR reported that the forecast for next year is £4.9k after the b/f balance has been taken into account and the following year shows a deficit of £11.5k.</p> <p><b>Q Next year are we are predicting more pupils?</b></p> <p><b>A The funding total is projected from all sources and works out as approx. £3k (weighted).</b></p> <p><b>Q How many additional pupils do we need?</b></p> <p><b>A Approx. 4 pupils.</b></p> <p>The GB discussed timing and when the school needed to see an additional intake. The possibility of putting EYFS with KS1 to make some reductions in staff budgets was discussed. FR advised that the school also needed to wait for the outcome of national funding allocations.</p> <p><b>Q Why is funding better in Y3?</b></p> <p><b>A The census shows that number of predicted to go down to 35 next year and increase to 37 the year after (they are 43 this year).</b></p> <p>The GB discussed how the census/pupil funding is calculated. FR advised this funding is based on the October 2017 census.</p> <p><b>Q Are more pupils dropping from top years than coming in?</b></p> <p><b>A HT confirmed there are some high numbers in some years to leave e.g. current Year 4.</b></p> <p><b>Q What is classed as failing? Going overdrawn?</b></p> <p><b>A No, pupil performance has to be failing.</b></p> <p>d) Capital budget – FR briefly covered the capital budget.</p> <p><b>Q Is there any money to be spent by a certain deadline?</b></p> <p><b>A £1013 is to be spent by March 2020 - this is allocated to ICT.</b></p> <p>FS thanked FR for her report and FR left the meeting.</p>	
8.1117	<p><b>Premises, Health &amp; Safety</b></p> <p><b>Q Is the converted outbuilding working well?</b></p> <p><b>A There has been a problem with damp and HT is using borrowed equipment to dry it out. The lights have been done in Sycamore class and are now LED energy saving.</b></p> <p>HT reported on other premises matters including the need for piles of wood to be</p>	

	<p>moved across to the other end of garden as it has nails in it. FS agreed to move it. It will be left to rot and be used as a bug hotel.</p> <p>HT reported that a health &amp; safety audit had been done by a new health &amp; safety officer who advised that the school risk assessments should be reprinted and dated but the HT has not had time to do this. They also advised on new signage which the HT will action.</p>	<p>FS</p> <p>HT</p>
9.1117	<p><b>Staffing update</b> HT reported on changes to TAs as a result of two children moving from EYFS to KS1 with needs.</p> <p><b>Q Is the extra support enabling the child to access PE?</b> <b>A Yes and the other child is watching the PE activity.</b></p> <p>HT outlined the impact that the new arrangements were having on staff time and in the classes. HT also covered what action had been undertaken to try to get education healthcare plans in place but noted that this can be a long and difficult process but can result in a personal budget being allocated to the child to meet their specific needs.</p> <p><b>Q How can the personal budget be used?</b> <b>A In discussion with parents, who can decide if to use in the school or in a special unit.</b></p> <p><b>Q Does process take into account there are 2 in the same cohort?</b> <b>A No, they are assessed individually.</b></p> <p>HT went through the sort of evidence that needed to be submitted as part of the assessment. The GB discussed what the critical point is in terms of the impact on school performance bearing in mind previous staff changes.</p> <p><b>Q Did changes to TA staff create a shortage?</b> <b>A No, the children came into the KS1 with new requirements. The TAs employed were not employed for these new demands.</b></p> <p><b>Q Could volunteers come in to do reading?</b> <b>A We need to have someone trained and it would be a long term commitment.</b></p> <p><b>Q Is there anything that the GB needs to do to help move this along?</b> <b>A Not currently.</b></p> <p>The GB agreed to give HT the freedom to progress the matter as required.</p>	
10.1117	<p><b>Update on pupil premium and sports funding</b> HT advised that the school receives pupil premium funding for one of the above children so all pupil premium spend is on that child.</p> <p>HT covered how additional sports funding was being spent including an extra GTA; PE teaching; more gymnastics and dance teaching for KS1+KS2. The school has also bought new playground equipment and is using a 5 a day exercise programme.</p> <p><b>Q How does the school have the budget for this?</b> <b>A Sports funding is earmarked for PE/sports and allocated by the government and has been increased this year.</b></p>	
11.1117	<p><b>Policies</b> HT referred to a number of pre-circulated policies which governors had been asked to comment on, these were: Computing Lettings Pay Collective Worship</p> <p>The GB approved the policies with the following amendments: Lettings – include a printing services as well as the photocopying service and publish these more widely Collective Worship – it is not clear what the rota referred to is. HT to expand to say where it can be found.</p>	HT
12.1117	<p><b>School Development Plan</b> HT reported on changes to the SDP and progress with actions. There are three pupil</p>	

	<p>premium children and one is receiving a lot of extra provision. There are interventions to improve reading and the school is looking at a new planning system to help with reading and writing. In the celebration worships a lot of reading is being done which is beneficial and the school is using the children's interest in these sessions to promote more. The school has been doing a lot of training. For example, TAs are doing some LA training on reading. Two teachers are going on the Understanding Christianity course.</p> <p>FS provided some training on developing in computing. A twilight PE session was held. The school has started to do indoor playtime for the two children with needs as an option.</p>	
13.1117	<p><b>Correspondence</b> None reported.</p>	
14.1117	<p><b>Committee updates</b> FS reported that the HT performance committee met and agreed to recommend a pay increment point for the HT. This has been checked with FR against the budget. The GB approved the recommendation.</p> <p>Other teacher performance has been appraised but they are not due an increment point.</p>	
15.1117	<p><b>NYCC Clerking Service</b> LW advised that new data protection guidelines are to be discussed at the next GSIN meetings in January which governors can attend.</p>	
16.1117	<p><b>Impact of GB decisions on pupils</b> Trying to limit impact of 2 children by making decisions we need to make. New outbuilding also improving staff planning/provide quiet time with children. (HT noted paid for furnishing it herself not from school budget).</p> <p><b>Q what is plan for the 2 children at Christmas?</b> <b>A parents have permission to take them out if necessary from any events; other measures also in place.</b> Governors noted measures to manage behaviour at school Christmas events.</p>	
17.1117	<p><b>Next meeting and planned business</b> Next meeting 6<sup>th</sup> February at 5pm</p>	
18.1117	<p><b>Close</b> AB closed the meeting with a prayer.</p>	