

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

Minutes of the meeting of the Full Governing Body

Tuesday 20 March 2018 at 5pm

Present: Chair Femi Shellard (FS) Parent Governor
Janette Wilkinson (JW) Headteacher
Andy Bowden (AB) Foundation Governor
Lucy Bannister (LB) Parent Governor
Julien Martel (JM) Co-opted Governor

In Attendance: Laura Waites (LW) (Clerk)

Fiona Robinson (FR) (Bursar)

Apologies: Nick Carnes (NC) (VC) Parent Governor
Trish Lake (TL) Foundation Governor
Ellie Barker (EB) Staff Governor

Vacant: 1 x LA Governor; 1 x Co-opted Governor

Minute	Detail	Action
1.0318	Welcome and apologies AB opened the meeting with a prayer Apologies were consented to from NL, TL and EC.	
2.0318	Declaration of interests, pecuniary or non-pecuniary. None raised.	
3.0318	Confidential Agenda Items JW highlighted correspondence items	
4.0318	Minutes of the last meeting The minutes of the last meeting held on 21 st November 2017 were agreed and signed by FS, with the following amendments: 14.02.2018 – change 121 to one-to-one 15.02.2018 -s/t arrangement for ½ day not 1 day	
5.0318	Matters Arising and review of actions AB to see if JT is still interested in being an LA governor.	AB
6.0318	Governing Body Update The LA governor vacancy was discussed above. There is also a o-opted governor vacancy. LB has been in touch with a prospective governor who may express an interest in the forthcoming parent governor vacancy (to replace LB when she stands down) and a call for expressions of interest is to be put out in the school newsletter. Training – FS/HT have been on GDPR training (general data protection regulations come into force May 25 th 2018).	JW
7.0318	Finance FR referred to a number of pre-circulated reports. Catering – the paper refers to changes in charges. A rough average is 21 meals at £3.70 cost per day and universal funding is £2.30. The school is charging £2.10 currently. Last year funding fell short at just under £2k. Q If NYCC say charge £2.10 why are catering seniors charging £3.70? A That is what the meals cost catering; there will be universal funding; the school doesn't have a lot of control Q Why is NYCC saying so low a charge below cost? A It is due to individual basic costs vs mean average and schools are paying the mean average.	

	<p>There is some lobbying for the base funding to go up from government however if prices go up this could affect demand for meals.</p> <p>Q Why have catering changed this now? A It is just what they have decided.</p> <p>Q What are our options? A Could continue or choose to have another provider.</p> <p>Q Could we offer a contract to a local provider or use another school's kitchen and does the school have to provide a hot meal? A Yes to both questions. There is also universal and free school meal provision.</p> <p>It was agreed to do an exercise to see if there would be any impact on staff if changed the contract. FR advised the catering service would deal with redeployment. The school needs to be aware of the statutory requirements of providing school meals and these would need to be included in any tender.</p> <p>JW to speak to Luttons and Sherburn schools and also ask East Riding schools nearby such as Sledmere and Wold Newton.</p> <p>Start Budget and forecast – FR said the latest position was similar to earlier forecasts. Expenditure savings are needed next financial year so the GB needs to be aware of timescales – any options would need to be looked at this Autumn term and agreed early January and consulted on in Spring.</p> <p>The GB discussed options for reducing costs and JW highlighted some possibilities including combining classes. Teaching an age range of 3-7 year olds however would mean difficult to maintain standards. JW could also look at shared headships to bring in some money as a temporary solution – for example, she could be a F/T head part time here and part time in another school and replace HT teaching with a low cost teacher.</p> <p>Q Are there any leads or are you starting from scratch? A JW will speak to EDA this week.</p> <p>Q Would it cover all the savings needed? A We don't know yet until we have explored the options</p> <p>Q What are the other employee expense costs? A They include the apprenticeship levy and various changes.</p> <p>Detailed budget summary – FR went through the final report and covered the main points including an increase of £6k in funding next year through based on anticipated pupil numbers. The nursery hours are based on numbers forecast but these are more difficult to predict. Pupil premium funding which is based on the number of eligible pupils is due to increase by one additional pupil. Income from catering has already been discussed above. There was a discussion about the cost of nursery meals – FR is to bring this into the main school meals costings.</p> <p>FR and JW responded to the following governor questions.</p> <p>Q Is £1 for the hour plus the meal costs? A Yes, and the children need to be in their own space at lunch due to safety issues.</p> <p>Q Has sports premium increased? A Yes, it has doubled. The school has discussed previously how it intends to use this for additional sports teaching. It is expected this will be provided for at least 2 years.</p> <p>FR also covered salary costs and charges due to living wage, etc. The school hasn't spent a lot on staff CPD this year as it is getting a lot more out of networks and cluster seminars and in house training so the need for supply cover has reduced.</p> <p>Repairs and maintenance are areas where the school is making more savings. However there is a need to continue decorating the main school entrance rooms, hall and classrooms as this is important to perceptions of the school. It was agreed to leave</p>	<p>JW</p> <p>FR</p>
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	<p>the underspend in the budget. The work to the path was discussed. It isn't a parish council matter but may be a NYCC matter if it is NYCC owned land – FR / JW to look into this.</p> <p>FR went through the other detailed budget headings including learning resources and ICT.</p> <p>Q Banking – does it have to be done weekly? A There are limits on how much cash can be held in school Some schools only allow online payments. Costs are generally the same.</p> <p>Governors thanked FR for her reports and noted that the position is similar to previous forecasts but that the deficit position is now a year closer which means the school will need to be more proactive in attracting new children into the school. The Start Budget was agreed.</p> <p>FR left the meeting at this point.</p>	FR/JW
8.0318	<p>Premises Health & Safety JW reported that there has been a recent H+S inspection and some of the actions have been delegated FS. A number of other minor issues are being done such as a change of light bulb in a cupboard; raising line cords.</p>	JW/FS
9.0318	<p>Staffing JW reported that a member of staff has been on long term sick (5 weeks) including Easter and cover has been arranged.</p>	
10.0318	<p>Pupil premium A TA is being used under PP sports funding as agreed previously.</p> <p>Q Are there any updates on progress with the SEN matters? A JW reported that a panel is meeting after Easter to decide on extra funding for one child. Another request has been made but is about six months behind the first in terms of progress.</p>	
11.0318	<p>SDP JW gave a brief verbal update on progress on the school development plan priorities. . The curriculum has been reviewed and details should be on the school website by the end of the week. A reading meeting took place with parents – TL has given a report. Workshops will be held in September for maths. Most teacher development time has been spent on reading and writing due to the school's current literature focus.</p> <p>Q Have you noticed any change in data with the focus? A It is still too soon to feed into the data but JW has noticed a heightened general feeling that they are getting more interested in reading from the children.</p>	
12.0318	<p>Policies JW referred to the pre-circulated Sex and Relationships policy; it was agreed that the policy be adopted.</p>	
12.0318	<p>Correspondence JW referred to a matter highlighted by a staff member from parents evening which had come about from mis-communication. Governors were reminded of the need for confidentiality in terms of certain matters discussed at the FGB and the role of governors. In particular, governors were asked to refer any parent questions on the curriculum to the HT. It was agreed that the role of the governing body, responsibilities and communication be covered at a future meeting when the current vacancies were filled. Governors agreed it would be good to cover roles as a reminder and particularly with new governors. LW has new guidance for new governors that could be covered at this session. It was also agreed that prospective governors could be invited to a FGB meeting to sit in and observe. It was also agreed that the GB could communicate what it does more proactively, such as through a regular article in the newsletter. Ideas for</p>	

	<p>topics included achievements of last year; how to differentiate role of GB/HT.</p> <p>Q Can the sports premium details be updated on the website?</p> <p>A Yes this will be arranged</p> <p>LB left the meeting at this point.</p>	
13.0318	<p>Governor visits</p> <p>FS referred to a school visit report from TL which has been circulated.</p> <p>AB attends regular school worship sessions and reported that there is a good atmosphere/expectation from the children and they get involved in activities and behave well in line with the needs of activities.</p> <p>JW noted that there is good evidence of how the children respect each other's differences.</p>	
14.0318	<p>Clerking</p> <p>The use of personal email and the new Governors Module was discussed and changes to support the school GB in meeting the new GDPRs. Governors preferred to use their own emails but will consider a school email if required – to be discussed with the school.</p> <p>LW to circulate details of training and add feedback on governor training to future agendas.</p>	<p>LW/JW</p> <p>LW</p>
15.0318	<p>Impact of GB decisions on pupils</p> <p>HT reported that having an additional TA has helped all children make expected progress given different starting points including those in need of additional support.</p>	
16.0318	<p>Next meeting and planned business</p> <p>Next FGB meeting - 22 May 2018 – to focus on School Improvement.</p>	
17.0318	<p>Close</p> <p>AB ended the meeting with a prayer.</p> <p>FS closed the meeting at 6.55pm.</p>	