

**MINUTES OF THE MEETING OF THE
GEORGE TOMLINSON PRIMARY SCHOOL GOVERNING BODY
HELD ON THURSDAY 25 MAY 2017
AT 18:00, AT THE SCHOOL**

Present: Mrs Debbie Strowbridge – Chair, Co-opted Governor (arrived at 18:15)

Local Authority Governor
Ms Gillian Barker

Co-opted Governor(s)
Mr Alun North
Mr Andrew Warren

Headteacher
Ms Verity Carter

Clerk to the Governors: Mrs Donna Miller

Also present: Mrs Gillian Hart, School Business Manager
Miss Chloe Alder, Assistant Headteacher

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2	Action: Finance training date to be agreed	Governors	September 2017
3.2	Action: Mrs Hart to complete a review of the school policy review schedule	Mrs Hart	September 2017
4.6	Agreed: to ratify the school's budget as proposed to this meeting	To note	NA
4.6.2	Agreed that the school fund be moved into the school's main account	Mrs Hart	September 2017
4.6.2	Mrs Hart complete a school fund audit	Mrs Hart	August 2017
4.6.2	Resources Committee agenda item: School Fund Audit Report	Clerk	October 2017
5	Agreed: that the board buy into a gold level SLA for 2017/2018.	Governor Services	ASAP
6.1	Agreed to adopt the Inclusion and SEND policy	To note	NA
6.2	Agreed to adopt the Anti-Bulling policy	To note	NA
8.1	Date of next meeting: 29 June 2017 @ 18:00 Agenda items: Head teacher's report	Clerk	June 2017

Chair of Governors
Initials:

	School Data Audit report Pupil Premium Feedback from Link Governor Complaints Policy SENDCO Learning Walk Feedback on recent Ofsted inspection experiences School Group Size		
8.3	Agreed: annual meeting schedule	To note	NA

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Ms Barker opened the meeting and welcomed all those present, apologies for lateness were received from Mrs Stowbridge. Governors welcomed all visitors to the meeting and thanked them for their attendance.
- 1.2 Apologies for absence were received and accepted from Ms Ross and Mrs Peyton-Nicoll.
- 1.3 The clerk confirmed the meeting was quorate with four governors present.
- 1.4 Notice of any other business was the School’s Fund.

2. DECLARATIONS OF INTEREST

- 2.1 The clerk confirmed that all declarations of personal and pecuniary interest forms were in place for all governors.
- 2.2 There were no declarations to consider relating to any agenda items.

3. MINUTES OF THE LAST MEETING

- 3.1 Governors received the minutes of the meeting held on 27 April 2017 and agreed these to be an accurate record of the meeting subject to the following amendments: The amendment of the spelling of Ms Carter’s name in action 4.2.

Having agreed the amendment, Mrs Stowbridge signed a copy of the minutes and these were retained by the school.

3.2 Matters arising

Minute 3.2: The school had advertised staff governor vacancy; a ballot was pending as there were three applications received.

Minute 4.2: Mrs Barker had circulated details of managing agents for school lettings.

Minute 4.2: The School’s Financial Value Standard submission had not been submitted by the interim school business manager, the Resources Committee had now reviewed this and had made a submission to the Local Authority.

Minute 4.2: Ms Carter was continuing to follow up the status of the executive Headteacher payment liabilities.

Minute 7: The school’s complaints policy was an agenda item for the next GB meeting.

Minute 5.6: Ms Carter had shared the school’s behaviour report with governors

Minute 8.7: Mrs Hart had shared information on the energy contract with the Resources Committee, this had been approved on 25 May 2017 and the Local Authority was working to back date the effective date of this.

Minute 8.9: The School’s Photocopy lease had been agreed with the Local Authority, delivery of copiers was pending.

Minute 10.2: Ms Carter had shared the parental feedback summary document along with details of future school events.

Chair of Governors Initials:

Minute 11.2: Finance training to be arranged
Action: Finance training date to be agreed

Minute 11.3: The governor Competency framework was incorporated within the skills audit.

Minute 15.2: School policy review schedule to be reviewed by Mrs Hart

Action: Mrs Hart to complete

Mrs Strowbridge arrived at 18:15 – the clerk confirmed the meeting was quorate with five governors present. Mrs Strowbridge took the chair.

3.3 Confidential minutes

Governors received the confidential minutes of the meeting held on 27 April 2017 and agreed these to be an accurate record, Mrs Strowbridge signed a copy of the minutes and these were retained by the school.

4. **BUDGET**

4.1 2016/2017 Outturn

Governors duly noted this was considered and approved at the meeting held on 27 April 2017. The 2016/2017 outturn was recorded as £145,246; £96,977 Revenue and £48,169 Capital.

Governors noted that the budget presented had been considered by the Resources Committee.

4.2 2017/2018 Income (appendix A)

The school's income was recorded as £3,253,721, with an extended Services Balance £96,977 totalling £3,350,698

Income:

IO1-IO7 £2,912,262

IO8-IO18 £338,459

I17 £5,000

4.2.1 **Governors discussed** the high needs funding received. Mrs Hart informed governors that the school was pending receipt of approximately £116,000 due to PCP's pending submission. **Governors discussed** the need for assurance around spends being allocated for one to one provision for those children prior to the funding for the provision being received. Mrs Hart assured governors that the school had received some funding, **governors challenged** the staffing allocations from September and Mrs Hart assured governors that those colleagues would not be employed past September if funding was not received for those children as anticipated; agency staff were being used currently. **Governors asked** that the school submit plans as soon as feasibly possible to ensure maximum income and assurance around income is secured prior to September.

4.3 2017/2018 Revenue Expenditure

The school's revenue expenditure was proposed as £3,350,698

4.3.1 **Following the Recourses Committee**, Mrs Hart noted that the school had reduced E26 to £328,500, to account for 10 supply colleagues. Mrs Hart noted that this accounted for the four teachers in post currently, but not from September.

- 4.3.2 **Governors reviewed** the staffing spends and **noted their concern** that this was at 90% of the school's expenditure; E01-E07 £2,323,789 – income on I01 and I07 was £2,912,262.

Ms Carter informed governors that staffing spends had been reviewed in great detail and assured governors that this was a result of the volume of children in the school (including vacancies) and the need for one to one support for several classes. **Mrs Strowbridge informed colleagues** that the Resources Committee had also reviewed the budget in detail with a three year plan pending to ensure forecasts review the whole staffing structures and the pupils on roll.

- 4.3.3 **Governors challenged** the volume of premises staff as the total spend was detailed as £128,937. Mrs Hart informed governors that this accounted for site services officers and cleaners, cleaning resources were detailed within budget line E14. Governors discussed the possible need to review this area of spend and look into alternative methods of employment/securing cleaner i.e. via external service suppliers – this was agreed to be done in line with when the contracts are due for review.

- 4.3.4 **Governors challenged** the changes to the allocation of spends in E12-E28 and noted that these had been increased by £58,907 **following the Resources Committee** meeting.

- 4.3.5 Governors duly noted the small allocation of £40,000 in contingency.

4.4 Revenue Balances

- 4.4.1 The schools Capital Resources were noted as an opening balance of £48,169

- 4.4.2 The school's in year capital income was noted as £10,680, totalling £58,849.

- 4.4.3 The school's capital expenditure was proposed as £48,849 for the planned premises work of Library refurbishment £25K, library build £7,500, Hall refurbishment £4,830, new server £10,000, computer £839 and £10,680 for ICT resources.

- 4.4.4 The school's Capital carry forward balance was £0.

4.5 Carry forward balance

The school's proposed planned carry forward balance was £0.

- 4.6 **Governors held a vote and unanimously agreed to ratify** the school's budget as proposed to this meeting; the headline totals were highlighted and voted upon: Revenue Income £3,253,721 + £96,991 C/fwd balance **£3,350,712** ***Governors duly noted the £14 difference in the budget and acknowledged that the school's system rounded figures.**

Revenue Income £3,350,712 (see note*)

Revenue Expenditure £3,350,698

Capital Income of £10,680

Capital spends of £58,849.

Carry forward balance £0.

- 4.6.1 In completing the system forms, **governors noted** section 6 referred to a dated document and should refer to the financial regulations.

- 4.6.2 **Governors held a discussion** and agreed that the school fund be moved into the school's main account to ensure there is one bank account that is audited.

Action: Mrs Hart

Governors asked that Mrs Hart complete a school fund audit before the transfer into the school bank account is commenced to **ensure financial assurance** of the account and its status.

Action: Mrs Hart

Resources Committee agenda item: School Fund Audit Report

Governors recorded thanks to Mrs Hart for her work on the budget and the presentations received.

5. GOVERNOR SERVICES SLA

5.1 **Governors unanimously agreed** that the board buy into a gold level SLA for 2017/2018.

6. SCHOOL POLICIES

6.1 Inclusion and SEND

Governors noted receipt of this policy, a vote was held and **governors unanimously agreed** to adopt the Inclusion and SEND policy as presented.

6.2 Anti-Bullying

Governors noted receipt of this policy, a vote was held and **governors unanimously agreed** to adopt the Anti-Bullying policy as presented.

7. GOVERNANCE

7.1 School's strength and areas for development

Governors noted they felt the school's strengths were:

- Safeguarding; evidenced by external reviews
- Behaviour for learning; evidenced by internal and external reviews, mocksted and data.
- School leadership; evidenced by senior leadership interviews and governance review
- SEND; progress and provision being evidence to support this.

Areas for development were identified as:

- General attainment
- Quality of teaching and learning
- Improve outcomes for disadvantaged pupils

8. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

8.1 Date of next meeting: 29 June 2017 @ 18:00

8.2 Agenda items:

Headteacher's report

School Data

Audit report

Pupil Premium Feedback from Link Governor

Complaints Policy

SENDSCO Learning Walk

Feedback on recent Ofsted inspection experiences
School Group Size

8.3 A schedule of meeting dates for the academic year 2017/18 was agreed as:

Autumn 2017		
Thursday 28 September	Governing Body	18:00
Friday 13 October	Resources Committee	15:30
Thursday 14 December	Governing Body	18:00
Spring 2018		
Friday 19 January	Resources Committee	15:30
Thursday 1 February	Governing Body	18:00
Thursday 22 March	Governing Body	18:00
Summer 2018		
Friday 20 April	Resources Committee	15:30
Thursday 10 May	Governing Body	18:00
Thursday 5 July	Governing Body	18:00

8.4 Governors were reminded of the governance review meeting with Mr Miller, National Leader of Governance Advocate on Monday 26 June 2017.

9. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

9.1 **Mrs Barker and Mrs Peyton-Nicoll had visited** the school to complete a review of the single central register, the record was now accurate and clear. There was one query raised and this had been responded to accordingly.

9.2 **Mrs Strowbridge and Mrs Peyton- Nicoll** had completed a learning walk with the SENDCO and Inclusion meeting, the outcome of this would be provided at the next meeting.

10. CONFIDENTIAL ITEMS

10.1 There were none to consider.

There was no other business.

Governors were thanked for their attendance and participation in the meeting. The meeting closed at 19:40.

Chair: (print)

..... (sign)

Date:

Chair of Governors Initials:
