

FULL GOVERNING BODY MEETING**Meeting no 5 held at the school on Wednesday 25th April 2018 at 5:30pm**

Present:

Ms. K. Knudsen (Chair)	Ms. D. Cobden
Mr. S. France (Head teacher)	Ms M Sammons
Mr. D. Dorrell	Mr D Newman
Mrs J Murray	Mr A More
Ms R Thynne	

In attendance:

Mrs. A Clothier (Clerk)
Mrs L Dominey

The meeting commenced at 17:37.

No.	Description	Responsibility	Status
2.1	Amend the Administering of Medicines Policy and email to the Governing Body for approval.	SF	Complete
3.2	Review Data Protection Policy	PFM Comm	Ongoing
3.3	Arrange medical training in use of needles for staff	KK	Ongoing
4.1	Send feedback on SFVS to Chair.	All Governors	Complete
4.2	Authorise the drawing down of the £25,000 made available to school to investigate becoming part of a MAT	SF	Complete
4.3	Remove "Report on National Curriculum Requirements from the Headteacher" from the annual meeting agenda schedule.	AC	Complete
4.4	Make amendments to Child Protection Policy, Esafety Policy and Attendance Policy	AF	Complete
4.5	Re-issue Social Networking Policy	AC	Complete
4.6	Investigate Safeguarding training.	All Governors	Complete

1. Welcome, Apologies and Vacancies

The Chair welcomed the governors to the meeting and welcomed Mrs Dominey back from maternity leave. Governors gave their thanks to Mrs Foster for her service as a staff governor and for her role on the governing body whilst Mrs Dominey was on maternity leave. Apologies were received from Mr A Bush and Mr N Burton, and were accepted by the committee. It was noted that the school has one co-opted governor vacancy.

2. Declaration of business interests

Full Governing Body Meeting 25.04.2018

Page 1 of 4

Chair's Signature..... Date:

Ms. Knudsen asked the governors if they had any changes to their Business Interests Form and there were none.

3. Minutes of previous meeting, matters arising and actions

The minutes of the FGB meeting no.4 held on 28th February 2018 were agreed and signed by the Chair.

Item 2.1 The Administering of Medicines Policy is complete.

Item 3.2 The school is still waiting for advice on GDPR so this is ongoing.

Item 3.3 The arrangements for medical training for the use of needles is ongoing.

Item 4.1 Feedback for SFVS was received and submitted. Item completed.

Item 4.2 The school have drawn down the money to investigate becoming part of a MAT. Item completed.

Item 4.3 The “Report on National Curriculum Requirements from the Headteacher” has been removed from the annual meeting agenda schedule. Item completed.

Item 4.4 Amendments made to Child Protection Policy, Esafety Policy and Attendance Policy. Item completed

Item 4.5 Social Networking Policy reissued. Item completed.

Item 4.6 All Governors have investigated Safeguarding Courses. Mrs Cobden has completed an update on Level 3. Item completed.

4. Report on SEND Provision from Headteacher and SEND Link Governor

This item was covered in the previous FGB meeting.

5. Safeguarding Review

The Safeguarding Audit was presented to FGB in a previous meeting. Mr France outlined that the school has had to escalate one particular case and it has been raised by the MP in Parliament – it is not the school that are at fault but the supporting services. Since it has been escalated the school have now had agreement that actions are going to take place. Governors asked that FGB be informed if this is followed through as part of their safeguarding role. Governors also asked if a clear outline of the case has been recorded and stored as things can be questioned in years to come. Mr France is confident that the paperwork is in place and everything is stored. The appointment of Mrs McGrail has been key in this case. The Governing Body sent thanks to the Pastoral Team for all their hard work.

There is Staff training on Esafety at 3.45pm Wednesday 27th June 2018,

6. Review purchase of services including LA and Governor services

This was covered in PFM in relation to the transition to Hamwic. In this financial year (18/19) the services are still provided by the Local Authority and at the end of the financial year these services will be transferred to Hamwic. Governors questioned whether the financial year will be different and it was answered that it is likely be the academic year although there is no confirmation of this. The purchase of services follows a very similar pattern to last year. Governors thanked Ms Palmer for her work on this. Governors questioned

whether the school would still be buying in the services of Deborah Zackery and it was confirmed that this is still the intention.

7. Approve budget for 2017/18 Financial Year

The headline report was placed on Dropbox before the meeting and circulated to Governors. Mr France outlined that the financial situation was similar to how it has been in the last few years. In the longer term there is a predicted deficit going forwards. The staffing costs are particularly difficult to predict and staffing is unlikely to stay constant over 5 years therefore this part of the budget may change. If pay awards are not made then there may be problems recruiting and retaining staff. In terms of other costs, they are remaining mostly the same – the ICT budget has not been predicted to increase as the school would not be able to afford an increase. Governors challenged the Pyramid Expenditure in terms of how much pyramid involvement would be needed when the school joins Hamwic. Mr France commented it would be exactly the same if not more as they need to pay for items like transport costs for music festivals. Governors commented that, historically, long term financial predictions do not prove accurate.

Governors challenged that the information needed to consider the budget was not circulated in time for the meeting. Mr France commented there was an issue with the IT system but the information was available in relation to the last PFM committee. Governors challenged the costs associated with catering supplies, and with the income remaining stagnant. It was questioned whether it was possible to grow student numbers but Mr France confirmed that the school was at capacity. Governors challenged whether they could approve a deficit budget. Mr France commented that the accuracy of a 5 year forecast is questionable because there are so many variations – if the school believed there was going to be a deficit then they would take action. The staffing costs are the item most likely to change but they have to predict on current staffing and costs.

Governors also questioned whether County Council would claw back some of the surplus in the short term and Mr France outlined that this may happen. In the longer term, Hamwic will take 5% of the budget to provide the services but the school pay DCC for services at present. Governors questioned whether the money held by the County Council would come back to the school, and if so should it be invested? Mr France has a meeting with Hamwic so will discuss these issues.

The budget was proposed, seconded and a vote was taken. 8 voted for, 1 voted against and 1 abstained. The budget was approved.

8. Lockdown Policy

Mr France outlined that the blinds are fitted on external windows, cameras changed to allow staff to see out, and the children have been spoken to about what happens in a lockdown. It has thrown up other issues and the building can only be protected so much. Governors questioned whether the school have done a practice and whether parents have been spoken to. This has not happened yet but it is the intention after SATs. The children have been told that the fire alarm will be different in the case of a lockdown – eventually it will be a completely different noise. There was a discussion of different ideas such as software that flashes up a message on every PC. There is lots of information on the Key for Governors and example policies. Governors sent thanks to Mr Burton for his work on this.

9. Agreement of SFVS

Feedback was received from Governors and it has been agreed and sent off.

10. Chair's correspondence

Governors questioned whether the school had completed a gender pay gap report. They are not a large enough employer to warrant this at present but potentially will take place once the school is part of the academy.

11. Items For Next Agenda

- Review Written Report from the Headteacher
- Review Draft School Development Plan
- Review Financial Policy
- Approve Standing Orders and Terms of Reference for 2018/19
- Review Financial Risks and Controls
- Review Report from SEP Visit
- Review the Effectiveness of the FGB and Committees
- Committee membership for 2018/19
- Agree election process for chair and vice chair
- Draft Meeting Schedule for 2018/19

Future Meeting Dates

PPC Meeting no.4	Mon 11 Jun 2018	09:00
Curriculum Meeting no.4	Wed 20 Jun 2018	09:00
PFM Meeting no.4	Thu 28 Jun 2018	17:30
FGB Meeting no.6	Wed 4 Jul 2018	17:30

The meeting closed at 18.30