

**Wolds and Vale Federation
Minutes of the Full Governing Body Meeting
Tuesday 21st May 2019 at 5.30 pm
At Sherburn CE VC School**

Present:

V Bottomley	VB	Chair
I Taylor	HT	Head Teacher
K Childs	KC	Co-opted Governor
C Fenwick	CF	Co-opted Governor
C Moorwood	CM	Staff Governor
S Watson	SW	Parent Governor
J Kinsella	JK	Foundation Governor
N Skelton	NS	Parent Governor

In attendance:

L Waller	Clerk
J Jackson	NYCC Bursar

Apologies:

A Bowden	AB	Foundation Governor
T Webborn	TW	Co-opted Governor

No	Item	Action
1.	Welcome: The chair welcomed everyone to the meeting.	
2.	Apologies for absence: Apologies were received from A Bowden and consented. Apologies were received from T Webborn after the meeting.	
3.	Declaration of Governors' interests and reminder of Governor protocol: VB Governor at West Heslerton, JK Governor at West Heslerton and Rillington schools.	
4.	To determine whether any part of the proceedings should be treated as confidential: Staffing matter within HT report is to be confidential.	
5.	Notification of any other urgent business: None	
6.	To approve as a correct record the minutes of the meeting of the Full Governing Body Meeting and confidential item held on 9 th April 2019: KC proposed and CF to seconded the minutes for the FGB meeting. VB proposed and JK to seconded the confidential minutes.	
7.	To consider matters arising from the minutes: None.	
8.	Date of the next FGB meeting: Tuesday 9 th July 2019 at Luttons Community Primary School, 5.30pm Working party dates as follows: Standards: Thursday 23 rd May – 2pm Sherburn Vision: Summer term 2 date tbc with TW SEND, PP and SP: TBC Finance, resources and premises: 27 th June 1.30pm Luttons	

9.	Latest monthly budget monitoring report: Governors were sent the 2018/19 outturn report it was discussed under item 10.	
10.	<p>Start budget to be approved: Joanne Jackson presented the financial information to governors. Luttons outturn for 2018/19 was looked at in detail. Additional income not in the start budget was received for child/children on the SEN register, this is offset against supply costs in expenditure. The school should meet first £16k for any children who have a top up payment.</p> <p>Q Why are supply costs high? A Needs of the child/children that are taught by specialist supply at an EMS unit, unable to forecast budget as costs were unknown.</p> <p>Q Will the costs continue in September? A No the costs will end at the end of the summer term.</p> <p>Energy costs were lower at Luttons than anticipated, learning resources balances will be carried forward. Carried forward £126K to next financial year.</p> <p>Q How is future funding worked out? A Funding going forward is based on children on roll.</p> <p>Start budget for 19 / 20 is based on Oct 18 Census information.</p> <p>A couple of changes for the Luttons start budget are NI calculations for part time staff, and a reduction in TA hours. Future years funding is based on estimates of pupil numbers provided by the school as is EY funding, catering income and UFSM income. Staff costs are built in and exclude the teachers' pension contributions which may be covered by a grant from central government. Catering charges are just based on estimates as meal numbers are unpredictable.</p> <p>There is an in-year deficit, which needs to be turned around, county will want a plan from governors for the future years how the budget will be brought in line. Governors agreed to submit the Luttons start budget as presented.</p> <p>Sherburn outturn for 2018/19 was looked at in detail. Income was lower than the estimate for early years funding. Expenditure, supply costs were higher due to an additional 0.5 teacher and nursery cover for sickness. PP costs released to staffing from learning resources. Nursery ring-fenced amount to carry forward. End of 18 / 19 close to revised budget, £164k to carry forward into 19/20</p> <p>Sherburn 19/20 start budget, balance carry forward will sustain the budget for the next 3 years. Delegated budget is fixed but there may be variation with nursery funding. Same estimates and assumptions as luttons for the start budget</p> <p>Governors will look at value for money of all contracts NS proposed and CF seconded the approval of the start budgets for both schools.</p>	Finance and resources working party to look at possible cost savings and plan for savings.
11.	Report from Finance, Resources & Premises Working Group: The chair spoke about recommendations from the finance working party. It is proposed that a conditions survey is carried out on each school by Mandex partners. MASS and DBS services to be looked at. HT proposed moving from MASS to Mandex partners at Luttons school.	

	<p>Q Is there a timescale for going back into MASS in the future? A No SW proposed and CM seconded. The governors talked about meals prices charged across the federation and agreed to raise the paid cost of meals to £2.30 for children and £3.00 for adults. Proposed by NS seconded by SW. Group to look at meals and catering providers and give children more options and allow them to be involved in the process.</p>	
12.	<p>Health and safety reports: The group considered the health and safety reports for both schools and the actions that have arisen from them. Appropriate action has been taken. Q How often are health and safety inspections are carried out? A 3 per year, paperwork, visual inspection and fire inspection. VB to cover the visual inspections at both schools for this term.</p>	
13.	<p>The Headteacher presented a written report: The HT talked through the report and highlighted that the low cohort numbers in some year groups can make the report misleading. Q Do you have a plan for individual children's attendance when it is low? A Plans are in place for individual children and children are kept on watch, the next step is attendance letters home to families and challenging conversations. Q Are the numbers of safeguarding referrals high for the size of school? A Yes numbers of reported incidents and referrals are high for small schools. Q What type of incidents are reported and how are they stored? A All safeguarding / child protection reports are added to individual files for children which are kept in a locked cabinet.</p> <p>See confidential items</p> <p>Governors asked that when looking to explore further strategies for parental engagement that they should be promoted as positive, and not taken with the view that they haven't worked before. Governors commented on the comprehensive list of professional development for staff. Q Could the HT explain the changes to afterschool club? A HT advised that value for money was not achieved past 4.15pm, so this was now the revised finishing time. Q Why is there a difference in the number of after school activities at Luttons? A This is down to the take up by children which could be affected by the bus service at Luttons. The HT asked for governors views on the promotion of schools through Facebook. The group talked about the pros and cons of Facebook and twitter and how the platforms can be used. Governors asked the HT to investigate the use of Facebook for promotion of the federation.</p>	<p>HT to investigate the promotion of the schools through facebook.</p>

14.	Feedback and questions from on a page meeting: The HT worked through 'on a page' documents, and advised that this would be a termly event. Staff will update the documents termly and report to governors and teaching staff. A discussion was held around the timings of the meetings and it was suggested that staff could present at the start of each FGB meeting.	
15.	Reports from working parties were sent out for consideration: SEND PP and SP group met and discussed the on a page documents. Standards working party met and provided actions for the HT around investigating how grammar and spelling is taught in both schools.	
16.	Review of the following policies – <ul style="list-style-type: none"> • English CM and SW Proposed and seconded • Maths KC and NS Proposed and seconded • Spelling JK and SW Proposed and seconded • Data Protection KC and NS Proposed and seconded • Freedom of information SW and CM Proposed and seconded • Use of photographs VB and SW Proposed and seconded • SRE KC and NS Proposed and seconded Policies to be printed and offered to the chair for signing.	HT to investigate including LGTB in policies as appropriate.
17.	Governor vacancies and succession planning: There is still a vacancy for an LA governor and the GB need to plan for succession of the chair.	LW to look into a local volunteer's directory.
18.	Reports from governor visits: VB has been to observe SATS delivery at Luttons and witnessed security measures for the test papers. SW has been in to visit play school and EYFS and help them with their understanding of the world by letting them see chicks hatch.	
19.	Governor training: Governor Finance Training 08/05/2019 report sent on to governors Maximise expenditure on staff structure and invest in high quality teaching. Governor SIN meeting Tue 04 Jun 2019 17:00 - 20:00 The Downe Arms Hotel VB LW HT appraisal training Tue 25 Jun 2019 09:30 - 12:30 Falsgrave Community Resource Centre	Digital copy of documents from the finance training to be sent to gobs.
	Date of next meeting: Tuesday 9 th July 2019 at Luttons Community Primary School 5.30pm JK closed the meeting at with a prayer	

Meeting Closed at 8.23pm

Signed

Dated

To ensure clarity of vision, ethos and strategic direction

To hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff

To oversee the financial performance of the school and make sure its money is well spent