

KNIGHTS ENHAM NURSERY AND INFANT SCHOOL
MINUTES OF THE
FULL GOVERNING BOARD MEETING
Wednesday 24th May 2017

Present: Louise Maratos (LM) Chair of Governors
 Elise Farzam (AHT) Acting Head Teacher
 Michelle Foley (MF)
 Mike Mitchell (MM)
 Pat Wilce (PW)

In attendance: Jackie Kelly Clerk
 Sara Allen (CHT) Consultant Head Teacher
 Leanne Hollingdale (LH) Finance manager, left meeting 6.10pm

Apologies: Steven Hardstaff (SH) Vice Chair

	ACTION
<p>1. Welcome & introductions</p> <p>The Chair opened the meeting at 6pm and welcomed everyone. Sara Allen, consultant head teacher, was in attendance to contribute as appropriate.</p> <p>Leanne Hollingdale was in attendance to present the budget for approval.</p>	
<p>2. Apologies for absence</p> <p>Apologies were received and accepted from SH.</p>	
<p>3. Declaration of Pecuniary Interests</p> <p>All governors present declared verbally they had no pecuniary interests in this meeting.</p>	
<p>4. Approval of budget for 2017/18</p> <p>The budget was circulated and LH gave a summary. The budget reflects the new staff structure approved by the FGB on 7th March and includes a proposal for two acting deputy head teachers with effect from September. There have been enough voluntary solutions for staff reductions to avoid compulsory redundancies. It is anticipated that training costs will not be as high as last year for the training undertaken for Thrive and health and safety; premises repairs reflects the cost of the new play equipment, work on the courtyard and the timber trail being replaced; alterations to buildings includes the renovations to the school entrance area, and refurbishment of the family room; fixtures and fittings are the new carpets and flooring through the school and a lower sink in the nursery; the new contract cleaners will start after the half term; IT software includes Tucasi, SIMS and other school software; health and safety equipment has increased to cover new locks needed on the gates around the school to enable them to open automatically when the fire alarm goes off, as advised by HCC Fire and Safety; educational supplies and stationery is now strictly monitored with each subject leader managing their own budget with the result</p>	

that staff are now more aware of what they are spending; photocopying is reduced as the contract is now only for one photocopier and is easier to monitor usage; IT services indicates the new contract with Harrap; day activities (trips) are reduced due to tighter monitoring and making staff aware of the costs involved; research is done for trips as HCC sometimes pays for the cost of the coach depending on the venue.

Income is static with no real opportunity to increase it. Some additional income is received from hiring out the minibus. Enquiries have been made to three universities to supply teaching students, with extra funding available for the students. Making a room available for hire was considered, but this may be more feasible if there is an outside classroom.

Governor question: predictions for future years – are those figures provided by HCC?

The figures are recommended by HCC. They provide finance support to LH and help with producing the budget.

Governor question: why do premises go down in 2018/19?

It is expected that premises improvement will be completed by then. The lower figure is a more normal amount.

Governor question: 'sewerage – metered' appears to be increasing?

It is hoped that a water meter will be fitted to provide a more accurate reading. However, this can take a long time to arrange.

Governor question: does the PTA make a contribution?

The current PTA are pro-active and make regular donations, the most recent was towards 'Trim Trail'. There is not an expectation the donations will be as high in subsequent years.

Governor question: what are the implications of two acting deputy head teachers?

It provides stability and continuity of leadership while the current deputy head/acting head teacher is on maternity leave.

All agreed the staffing structure to include two acting deputy head teachers.

The budget was agreed as a planned total income of £1,460,923 (one million, four hundred and sixty thousand, nine hundred and twenty three pounds) of which £258,899 (two hundred and fifty eight thousand, eight hundred and ninety nine pounds) represents the brought forward figure from 2016/2017, with a planned expenditure of £1,359,359 (one million, three hundred and fifty nine thousand, three hundred and fifty nine pounds) leaving a planned surplus balance to carry forward of £101,563 (one hundred and one thousand, five hundred and sixty three pounds).

The budget was signed by LM and AHT.

5. Headship – the way forward

Following the third round of headteacher recruitment with no suitable applicants, it has been decided to have a break from recruitment and concentrate on arranging an interim head for the next academic year, to provide stability and maternity cover for AHT.

Andy Heyes, school improvement manager, has been working to arrange possible candidates but has not yet been successful. It is hoped there will be more positive news in June.

<p>6. Minutes of the last meeting of 29th March 2017</p> <p>6.1. Minutes of the meeting held on 29th March were agreed as true and accurate and were signed by the Chair.</p> <p>6.2. Matters arising, not on the agenda:</p> <p>Item 7, 29/3/17: MM visited with the focus on attendance protocols. It was suggested that it would be informative if MM sat in on an attendance meeting with AHT and the family partnership manager.</p> <p>Item 12, 29/3/17: it was suggested that a parent leaver survey be issued with the school reports at the end of term.</p> <p>Item 14, 29/3/17: the governor skills audit has been revised. MM has offered to complete as a trial.</p>	
<p>7. Acting headteacher report - verbal</p> <p>It was confirmed that attendance had reached 95%, which is an improvement on last year which ended at 94.6% attendance.</p> <p>Governor question: has there been any unauthorised absence?</p> <p>There hasn't been any. The family partnership manager has been working hard with families.</p> <p>Governor question: Have there been any fines issued?</p> <p>There has been some issued and two have been referred to HCC legal panel.</p>	
<p>8. Policies for review and ratification</p> <p>8.1. <u>Equalities Information</u></p> <p>8.2. <u>Governor Allowances</u></p> <p>8.3. <u>Data Protection</u></p> <p>8.4. <u>Absence</u></p> <p>8.5. <u>Charging & Remissions</u></p> <p>All agreed to approve the above policies and they were signed by the Chair.</p>	
<p>9. Assess impact of GB on school improvement</p> <p>9.1. A governors impact statement has been produced and was circulated (attached to the minutes) which includes information that Ofsted will expect governors to know.</p> <p>Action: governors to read for discussion at the next FGB meeting</p> <p>9.2. The governor monitoring plan had been revised to include an impact statement. Governors were allocated monitoring visits to be completed before the end of the summer term as follows:</p> <p>MM – reading</p> <p>PW – safeguarding</p> <p>SH – maths skills progression</p> <p>LM – learning walk to assess the new doors and learning environment</p> <p>MF – collection policy check</p> <p>9.3. There will be a whole GB training session with Portway Infants GB about governor influence on school improvement on 5th June, 5-7pm.</p>	FGB
<p>10. Date of next meeting</p> <p>It was agreed to re-schedule June's FGB meeting and this will now take place on Wednesday 14th June at 5.30pm.</p> <p>The meeting finished at 6.50pm.</p>	

ACTION SUMMARY

Agenda item	Person/s nominated	Actions from 24th May 2017	Date to be completed
9.1	FGB	Governors to read impact statement for discussion at the next FGB meeting	14/6/17

Agenda item	Person/s nominated	Actions from 29th March 2017	Date to be completed
7	MM	To report on visit to monitor pupil premium children	✓
12	FGB	Discuss at next meeting surveys to complete for summer term	✓
14	SH	Circulate revised governor skills audit	✓

Agenda item	Person/s nominated	Actions from 1st February 2017	Date to be completed
10.3	Chair / AHT	Equalities / Accessibility to be finalised for the next meeting	✓