



Governor Meeting

Reason for Meeting: Full Governing Body Meeting	Start: 01/10/2018 13:00:00	End: 01/10/2018 15:00:00
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Governing Body: Sean Pond, (Chair), Sarah Edwards (Headteacher), Jill Shaw, Paul Lewendon, Glenis Redhead, Peter Manning, Sophie Hartley, Andrew Sudron

Our mission is "to strive to create an exciting and challenging curriculum tailored to each pupil in a safe learning environment with the use of specialised facilities. Where teaching and learning focuses on gaining key academic and life skills and our expert staff work in close partnership with pupils and their families to help pupils achieve their greatest potential".

Core Functions of the Governing Body

1. **Ensuring clarity of vision, ethos and strategic direction;**
2. **Holding the Headteacher to account for the educational performance of the school and its pupils;**
3. **Overseeing the financial performance of the school and making sure its money is well spent**

Agenda

Item	Description	Led by
	PROCEDURAL	
	Welcome	Chair
FGB.17.18	To receive apologies and record acceptance of apologies	Clerk
FGB.18.18	To remind governors to declare any pecuniary or non-pecuniary interests	Clerk
FGB.19.18	To remind governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection	Clerk
	BUSINESS	
FGB.20.18	To discuss the summer term Data Dashboard	Headteacher
FGB.21.18	To discuss and review the 2018/19 Budget Position	Bursar
FGB.22.18	To report and confirm the dates for Headteacher Performance Management & the Pay Review Committee	Chair
FGB.23.18	To Review the Use of School Fund	Headteacher/Chair
FGB.24.18	To receive feedback from the Lead Governors on the following	



Governor Meeting

	<ul style="list-style-type: none"> • parental exit survey • new parents survey 	Vice-Chair JS
FGB.25.18	To approve the updated Home School Agreement	Headteacher
FGB.26.18	To approve the following policies <ul style="list-style-type: none"> • Charging & Remissions • Equalities 	
FGB.27.18	AOB	
	Date of next meeting – Monday 22 nd October 2018 at 1pm	

Minutes of the FGB meeting on Monday 1st October 2018 at 1pm

Governors present: Sean Pond (Chair), Sarah Edwards (Headteacher), Glenis Redhead, Peter Manning, Sophie Hartley, Andrew Sudron, Jill Shaw

Also present: Sandra Searle (NYCC Clerk), Louisa Hopwood (Bursar)

Item

	PROCEDURAL	Actions
	Welcome The Chair welcomed everyone to the meeting	
FGB.17.18	To receive apologies and record acceptance of apologies No apologies had been received from Paul Lewendon so they could not be consented to	
FGB.18.18	To remind governors to declare any pecuniary or non-pecuniary interests None were declared	
FGB.19.18	To remind governors of the need for confidentiality and to determine if any part of the minutes needs to be a confidential item and excluded from the minutes to be made available for public inspection The Clerk reminded the meeting of the need for confidentiality, items requiring confidential minutes will be decided during the meeting	
	BUSINESS	
FGB.21.18	To discuss and review the 2018/19 Budget Position	

Governor Meeting

	<p>A copy of the Bursar's September report had been sent out to the governors prior to the meeting.</p> <p>The Bursar explained the layout of the report and what each column heading meant & highlighted the main points in her report</p> <ul style="list-style-type: none"> • The budget had only been finalised in July due to late confirmation of funding so this was the first monitoring report of the year. • Following further investigation into the apparent overspend showing under Tech/Teaching staff support costs an error has been found and the costs shown are overinflated by £18,000. This therefore means the budget position is better than that shown in the report. • The annual cost of services charged by NYCC are taken in April and can therefore skew the actual to date percentage figures for some budget headings • Salary costs are predicted by the system to the end of the year <p>Question: Are the salary increases due from 1st September 2018 included in these figures?</p> <p>Answer: Yes, the system automatically applies increments, manual adjustments need to be done where these are not due.</p> <p>Question: What about additional increments awarded?</p> <p>Answer: These can be added after the pay committee has made the decision</p> <ul style="list-style-type: none"> • The column headed 'Other' is where costs known to be due but not yet paid are added • A deficit of £148,747 is predicted by the end of the year • Capital follows the same process, building costs from the work done in the summer have come in higher than expected • Personal Care Assistant (PCAs) are averaging about 200 hours of overtime per month at present but they are being used in place of supply staff which are more costly and not known to the pupils <p>Question: Are agency workers used at all?</p> <p>Answer: They are but it's rare and costs can sometimes be covered by the sickness insurance scheme</p> <p>Question: What are Techs?</p> <p>Answer: They are for example GTAs, generally it means all types of support staff</p> <ul style="list-style-type: none"> • Additional costs are showing under teaching salaries as a member of staff opted back in the superannuation fund and backdated their contributions so the school also have to pay their backdated contributions <p>Question: Can you explain how that works?</p> <p>Answer: Staff can choose to opt out of the pension scheme, an existing member of staff decided to opt back in and the scheme allows for contributions to be backdated. We were not</p>	
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Governor Meeting

	<p>The Headteacher explained to the governors that now the licence deficit had been approved NYCC would put money into the school bank account to allow invoices to be paid. As the school was not allowed to have an overdraft decisions about which invoices to hold payment for had to be made which increased workload and stress.</p> <p>Question: Wasn't there a discussion forum with NYCC for funding in schools?</p> <p>Answer: A new allocation of resources system will be in place from April 2019, it has been modelled with 3 schools and there is confidence it will be better but as yet we do not know the implications for this school</p> <p>Question: What is the latest on the school meal deficit of £10,000 reported to the July F&R committee?</p> <p>Answer: We are now able to claim 6th form school meal costs from the bursaries. The £6,000 is coming in on track, we are following up on the FSM funding from County.</p> <p>Question: What do you mean by 6th form bursaries?</p> <p>Answer: It is funding available to 6th form students based on their family situation, it can be used to pay class fund, cooking in class costs. Last year it was used to pay for the Prom and the trip to the seaside but this year it may be needed to pay for school meals.</p> <p>Question: Would we not want to avoid using it for school meals?</p> <p>Answer: The guidance says it can be used for meals, it is a bursary for the education of the pupil in total. There is a disconnect with funding for 16-19 year olds and for the younger age pupils. FSM funding is included in the pupil funding figures for the lower years why should it be different at 16-19?</p> <p>Question: The insurance on heavy equipment queried last term, is this the school or NYCC responsibility?</p> <p>Answer: The costs were based on the number of meals, these costs have now been reworked after discussions with NYCC and they will now be charged at the same rate as last year</p> <p>Question: So we are still paying it?</p> <p>Answer: Yes, we have paid £200. We are currently charging £2.75 per meal following the recent large increase but NYCC say the cost of the meal is £3.26, is it fair to charge the same price across all age groups, a 19 year old pupil having a primary meal would mean a smaller portion but secondary meals would be more expensive?</p> <p>Question: What is the update on the volunteer driver that left in July?</p> <p>Answer: There is now a cost as we use a NYCC driver, we are using £5,000 from the PE funding following a discussion with the PE Lead in school.</p>	
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Governor Meeting

	<p>This had been discussed at the last F&R meeting in July and it was noted that under the terms of reference for the F&R committee it was their responsibility to be involved in the decisions made about the fund.</p> <p>The Headteacher confirmed that the Terms of Reference for the Fund gave responsibility for the Fund to the F&R committee & that the Fund was administered in the school office.</p> <p>She also confirmed she had sent a working paper on how the Fund could be managed to some of the governors recently. This proposed a panel made up of governors and representatives from the staff group, which would consider paper bids submitted by members of staff periodically.</p> <p>Question: How much is there in the fund? Answer: There is a substantial amount as fund raising was done in the past for the sensory room which has now been paid for by Variety</p> <p>Question: How was it donated? Answer: It has been donated directly to school, through the Stray FM appeal and through other charitable sources such as local organisations, sponsored events by staff and gifts</p> <p>It was agreed the Chair and GR would consider the working paper put forward by the Headteacher and report back to the FGB.</p> <p>The Vice Chair confirmed she had experience of the bidding process and offered support for reviewing bids received</p> <p>Question: How is the Fund audited? Answer: It is audited by an external company, the last audit report has been presented to the F&R committee</p> <p>Question: The £10,000 donated by the Environment Agency, what has happened to that? Answer: This has not yet been spent but must be spent on an environmental positive project, so it will probably be used for the playground work.</p> <p>A governor said it would be good to have more transparency in the School Fund as staff fundraise but are not always sure what the money raised is used for. Acknowledgements and thank you could also be posted onto the school website</p>	
FGB.24.18	<p>To receive feedback from the Lead Governors on the following:-</p> <ul style="list-style-type: none"> • <u>Parental exit survey</u> The Lead Governor reported that 8 parents had said they would be willing to take part in the online survey, responses were received from 5 which is a good response. 	

Governor Meeting

	<p>It would be possible to re-use the server next year and directly compare the results, possibly using either phone calls or meetings instead of online surveys.</p> <p>Governors noted that parents were not using the feedback forms for Ofsted or the school website.</p> <p>Governors also noted there was only 1 negative response given and all parents were happy for their comments to be used by the school.</p> <p>The Lead Governors gave the headlines results of her survey and agreed to put them in a report with the Deputy Headteachers data on assessment and pupil progress, to be discussed at a future FGB meeting</p> <p>Question: The negative comment, is there anything we need to pull out from it?</p> <p>Answer: It came from the parents feeling the school was dismissive of them</p> <p>Question: Was there a chance to comment at the end of each question or just at the end of the survey?</p> <p>Answer: There were 2 questions where comments could be given and then final comments at the end, the whole survey was only designed to take about 6 minutes.</p> <p>The governors thanked the Lead Governor for her work on the survey</p> <ul style="list-style-type: none"> • <u>New parents survey</u> The Lead Governor reported that the survey was ready but had not yet been put to the new parents. This was planned for the coming parents evenings which were due to take place on the 23rd October and 6th November. 	
FGB.25.18	<p>To approve the updated Home School Agreement</p> <p>The new agreement had been sent out to all governors prior to the meeting.</p> <p>The Headteacher explained it had been updated to let the parents know explicitly that the school would act on concerns of child protection robustly and to explicitly set a standard for parent behaviour/expectations.</p> <p>It was felt there should be a statement about child protection and the schools' safeguarding responsibilities.</p> <p>Governors approved the home school agreement pending this change of wording</p> <p>Action: The Deputy Headteacher to look at wording the statement and amending the agreement</p>	Deputy Headteacher
FGB.26.18	<p>To approve the following policies</p> <ul style="list-style-type: none"> • <u>Charging and Remissions</u> This was now approved following the change of wording 	

Governor Meeting

	<ul style="list-style-type: none"> • <u>Equalities</u> The updates for pupil progress and pupil premium were still to be done, these would be done for the next FGB. It was agreed to adopt the policy as it was now and amend and re-adopt later. <p>Question: Is there a review period or is it constantly under review?</p> <p>Answer: The objectives are reviewed annually so would be looked at again next year</p>	
FGB.27.18	<p>AOB</p> <ul style="list-style-type: none"> • <u>Data Dashboard</u> The Headteacher asked the governors when they wanted the next update. It was agreed the Autumn data should be presented at the first meeting in the spring term • <u>Dates of future meetings</u> It was agreed the dates originally set for the spring and summer terms would be circulated for governors to note <p>Action: Clerk to e-mail schedule of dates</p> <ul style="list-style-type: none"> • <u>Possible new Associate Member</u> The Headteacher reported that Michelle Farr had not been able to attend this meeting but had had a conversation with the Chair. It was agreed she would be invited to attend future meetings to support the governing body, and felt it would be very useful if she could attend one or both of the planned half day meetings with the SLT <p>Action: Headteacher to liaise with MF</p> <ul style="list-style-type: none"> • <u>Playground work</u> Question: What are the plans to minimise the disruption to the pupils with the imminent start of the playground work, which will come right up to the classroom windows? Answer: The Facilities Manager is considering boarding up the windows in the affected classrooms to try to soundproof and protect the children. Further delay may cause one of the charities involved to reconsider their funding. If staff have any ideas they would be welcome. <p>Governor statement: Moving one of the classes to the sensory room or splitting the hall and using part of that for a classroom could be options to consider</p> <p>Question: When is the planned go ahead? Answer: It was approved by the Council on Friday so should go ahead in 2 weeks.</p> <p>Question: Who is project managing?</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Headteacher</p>



Governor Meeting

	<p>Answer: Our Facilities Manager has a project plan but we don't not know the exact details and will have to take each day as it comes</p> <p>Question: Is there scope for using the free weeks we have to do the worst parts?</p> <p>Answer: Half term is a possible opportunity, we are working with transport at the moment as the car park will become the fire safety point.</p> <p>It was agreed a meeting with the Project Manager, the Facilities Manager and the Staff governor would needed</p>	Headteacher
	Date of the next meeting – Monday 22 nd October 2018 at 1pm	

There being no further business the meeting finished at 2.35pm

Signed:

X

Name
Governor