

# CHANDAG INFANTS' SCHOOL FULL GOVERNING BODY MEETING

WEDNESDAY 17<sup>th</sup> MAY 2017

**Present:** Amanda Haskins (Chair), Trish Nethercott, Joy Mounter, Catherine Phillips, Andrew Muncer, , Claire Langley, Simon Butler, Joanna Sammons (Clerk)

**Apologies:** Stuart Mcmanus, Emma Arblaster Annie Smart (Headteacher), Graeme Savage

**Absent:** None

	MINUTES
1.0	<p><b><u>WELCOME AND APOLOGIES</u></b> Apologies and absences were noted and agreed as above.</p>
2.0	<p><b><u>PECUNIARY INTEREST</u></b> There were no pecuniary interests declared at this meeting.</p>
3.0	<p><b><u>MINUTES OF PREVIOUS MEETING</u></b> CL is to pass DBS information to AH.</p> <p>Governors were reminded that the Safeguarding online training confirmation is to be sent through to Claire Weeks in the school office. Governors were reminded that if they are having any issues accessing the training site to contact B&amp;NES IT support.</p> <p>SEF – the chair suggested that due to the Headteacher’s period of sickness the move from good to outstanding is deferred until AS return. JM is to check the SEF.</p> <p>The minutes of the previous meeting were approved and signed.</p>
4.0	<p><b><u>COMMITTEE MINUTES</u></b></p>
4a	<p><i>Standards and Curriculum 30<sup>th</sup> November</i> <b>Action: TN to send minutes to Chair and Clerk for signing at next meeting.</b></p> <p><i>Standards and Curriculum 20<sup>th</sup> March</i> Governors Day was cancelled due to the Headteacher’s ill health and has been rescheduled for 22<sup>nd</sup> June in the morning. Governors were asked if they were happy with SLT planning the day. The chair suggested maths and EYFS were included in the plan for the day.</p> <p>The lesson study feedback had been successful but there would be a cost implication to re-run this.</p> <p>Wellbeing will also be added as a topic for Governors’ Day.</p> <p>The minutes were agreed and signed.</p> <p><i>Standards and Curriculum 8<sup>th</sup> May</i> Governors were informed Joy Donovan was positive about the Governors. Rob Siddaway had given ideas for the next steps.</p> <p>The new RAP was reviewed.</p> <p>Governors were informed Claire Weeks had been working on the parent surveys on survey monkey.</p> <p>The minutes were agreed and signed.</p>

4b	<p><i>Finance, Buildings and Personnel 25<sup>th</sup> January</i> The minutes were agreed and signed.</p> <p><i>Finance, Buildings and Personnel 17<sup>th</sup> May</i> The Chair updated the committee regarding AS period of sickness and informed governors that a phased period of return requires signing off by occupational health. JM has been acting up for term 5 and will possibly do so for term 6 depending on what happens with AS phased return. Governors were informed it was anticipated that AS would undertake the academisation work during her phased return. If this is not allowed then JM will do the work. (Governors took a vote on this later in the meeting).</p> <p>Governors were updated on staffing issues and appointments. They were informed that the teacher who had been on long term sick had now returned to full time work.</p> <p>The money from the hall floor is being paid on a payment plan.</p>
4c	<p><i>Health and Safety 7<sup>th</sup> February</i> Governors were informed the issues with the outdoor play equipment were being managed. The actions planned for the path were due for completion in term 5.</p> <p>The review of risk assessments will be completed for the next meeting.</p> <p>The minutes were agreed and signed.</p>
5.0	<p><b><u>BUDGET</u></b> The carry forward of £25k that was predicted earlier in the year will be less than expected due to a number of further expenditures as detailed below: -</p> <ul style="list-style-type: none"> <li>• Staff long term sick costs (£7k insurance cover loss)</li> <li>• Year 2 TA (£1k additional)</li> <li>• Additional supply costs due to long term sick –3 teachers / headteacher absence - £10 each day as insurance doesn't cover full cost of supply cover</li> <li>• Extra £5k spent on supply than expected – lesson study, compassionate leave, short term sick, times when Annie could not do subject leader cover</li> <li>• £3.5k overspend on energy</li> <li>• EHC commitments of £18k as we have to spend £6k per child and we didn't predict that.</li> <li>• Revised budget miscalculated admin costs £6.5k allocated which should have said £16.5k</li> <li>• Additional costs to BANES finance as didn't academise in January</li> </ul> <p>Governors were informed that the carry forward will be £3,426.12</p> <p>The actual budget commitment for the year is £743,922.88</p> <p>The surplus anticipated forecast will be approximately £19k.</p> <p>Governors were informed the money for conversion will be held by CIS – Governors agreed with this decision.</p>
6.0	<p><b><u>HEADTEACHER'S REPORT</u></b> Governors were informed that the differences in attendance for FSM children were due to medical reasons.</p>

	<p>The exclusion issue can now be managed as a plan has been implemented.</p> <p>Governors were asked to contact JM if there are any queries regarding the HTR. Thanks were given to JM for completing the HTR.</p> <p><b><u>ACADEMISATION</u></b></p> <p>JM was asked by the Chair to temporarily leave the meeting.</p> <p>Governors were informed advice had been sought regarding the position of JM acting up and academisation.</p> <p>Governors were asked that if the head teacher does not return prior to 1<sup>st</sup> July will they be happy if JM signs off academisation paperwork.</p> <p>Governors were informed the Chair and JM are to meet with Tim Howells on 19<sup>th</sup> May. The Chair will attend meetings with JM. Due diligence work had been undertaken with AS and CW; Governors assumed all due diligence work had been completed therefor the next steps such as understanding the top slice commitments need to be taken. TN noted the Headteacher of Saltford had also offered support.</p> <p>Governors expressed confidence in the support available to JM.</p> <p>Governors questioned whether the school would want to defer academisation any longer? The Chair felt 1<sup>st</sup> July was better (CJS are pushing for July) and governors were informed that until the next stage of the process is started it cannot be confirmed that July deadline will be reached.</p> <p>Governors expressed concern at possible impact on workload and welfare for JM. This was discussed and support is in place.</p> <p>Governors agreed that JM can sign off paperwork in AS absence with appropriate support from the Chair, MAT and other leads.</p> <p>JM was recalled to the meeting and advised of the decision made by the Governors. If 1<sup>st</sup> July proves to be too much work then will defer to 1<sup>st</sup> October.</p> <p>Governors were asked if the CTA document had been reviewed. Governors questioned why the freehold of the school is not transferred to Wellsway MAT and the implications of this for future development as well as maintenance responsibilities. Governors to send question to the Chair or JM in advance of meeting on 19<sup>th</sup>.</p> <p>Governors were offered the opportunity to read the MOU document if they wished.</p>
8	<p><b><u>MATTERS FOR DISCUSSION/APPROVAL</u></b></p>
8a	<p><i>Link Governor Feedback / Confirmation date set</i></p> <p>All Governors who had not yet held meetings to do so by the end of the academic year. JM suggested this could be an addition to Governors Day.</p>
8b	<p><i>Governors Day</i></p> <p>This will be held on 22<sup>nd</sup> June in the morning. JM to draft an agenda.</p>
9	<p><b><u>POLICY RECOMMENDATIONS</u></b></p> <p>Governors ratified the decision of committees on the following policies: -</p> <ul style="list-style-type: none"> <li>• Medicines</li> <li>• Confidentiality</li> </ul>

	<ul style="list-style-type: none"> <li>• Data Protection</li> <li>• Online Safety</li> <li>• Social Media</li> <li>• Flexible Working</li> </ul> <p>The Chair informed Governors policies may change and some become the responsibility of the MAT. Governors questioned if there were would be the ability of Governors to look at them. The Chair explained the process for MAT policies.</p>
10	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p>The chair reported GS had resigned with immediate effect. This means there are now two vacancies on the Governing Body – 1 Parent Governor and 1 Co-opted Governor. CP offered to speak to anyone who was interested. Clerk to send documents to Claire Weeks at the school.</p>
11	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The date of the next FGB meeting is Wednesday 5th July 2017 with a 6.30pm start.</p> <p>The meeting closed at 8.10pm.</p> <p>Signed Approved: ..... Date: .....</p>

**Items for the next Agenda:**

- Governor Vacancies
- Roles and Responsibilities update following GS resignation
- Committee Structure post academisation
- 2017/2018 meeting dates – committee and FGB
- Policy review following academisation
- Standards and Curriculum 30<sup>th</sup> November minutes
- Competency Framework
- Toolkit for reviewing governance