

SUTTON ON THE FOREST CHURCH OF ENGLAND
VOLUNTARY CONTROLLED PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY
FOCUS ON RESOURCES/FINANCE
HELD ON WEDNESDAY 20th March 2019 at 6.00 pm

Small school, big heart, aiming higher together

Our vision is to “value everyone” to enable them to develop curiosity, ignite a love of learning, discover talents and reach their full potential in a caring and secure environment.

*This vision is rooted in our Christian values of **respect, compassion, friendship and perseverance** that are at the heart of our school.*

1 Peter 3.8: ‘...be like-minded, be sympathetic, love one another, be compassionate and humble.’
Proverbs 22:6: ‘Start children off in the way they should go, and even when they are old they will not turn from it.’

Core Functions of a Governing Body:

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

PRESENT: Prof H Hall (Chair), Mrs H Pye (Headteacher), Mrs D Craig, Mrs J Fineran, Mrs V Gale, Mr G Redfern, Mrs A Williams

IN ATTENDANCE: Christine Knights (Clerk), Caroline Davies (Bursar)

Minute No.

Gov 1 Prayer

The meeting opened with the School Prayer.

**Gov 2 Apologies for absence, consents and declarations of interest.
Reminders regarding confidentiality, gifts and hospitality.**

Apologies for absence, with consent, had been received from Mr Henderson and Mrs Morris.

a) The Chair reported that Mr Henderson has resigned from his position as LA Governor with immediate effect.

b) Mrs Morris is waiting for confirmation of her re-appointment as a Foundation Governor from the Diocese.

Gov 3 Approve minutes for signature of the meeting dated 21st February 2019.

The minutes of the meeting held on 21st February 2019 were agreed and signed as a correct record. The signed copy was passed to the Headteacher to be filed in school.

Gov 4 Matters arising from the minutes and Action Plan dated 21.2.19.

There were no matters arising.

Action Plan

Item 1 – Mrs Williams would organise framing and display of photographs. The Headteacher would ask Mrs Berthinussen to arrange photography in school for staff and Governors as required.

Item 4 – Mrs Morris had forwarded her apologies for this meeting, therefore no update available.

Item 12 – completed

Item 13 – completed

Item 15 – completed

Item 16 – completed

Item 19 – completed. Whistleblowing Policy now on website.

Item 21 – Maintenance Day on 23rd March publicised at school.

Item 28 – completed

Gov 5 Chair's opening remarks

a) The Chair expressed the Governing Body's huge gratitude for Mr Henderson's contribution to the school throughout his almost 10 years as a Governor.

b) The Chair reported that a Local Authority Governor was now needed with data and finance expertise. Both the Chair and Clerk had contacted the Local Authority and been provided with the necessary application form. The Local Authority has difficulty recruiting Governors and the preference is therefore for the Governing Body to identify a volunteer. The Chair will write an article to publicise the vacancy for the Parish Newsletter.

c) The Chair thanked everyone involved with the recent SIAMS inspection. It had been a very useful and thorough process. The report would be available in two weeks.

Gov 6 Headteacher updates

a) The children and staff, accompanied by Revd Stephen Whiting, had received a warm welcome on their visit to a Mosque. The atmosphere inside the Mosque was extremely calm. There had been some concern amongst parents in view of the tragic events the previous Friday in New Zealand,

however the Headteacher reported that the children had a lovely morning and it was clear from the follow-up assembly that a lot had been learnt.

- b) The Headteacher had carried out mid-year staff appraisals.
- c) There is currently a focus on transition for Year 2 and Year 3 children.
- d) A new pupil will be joining the school next week.
- e) There had been discussions amongst Cluster schools on how best to deliver the sports curriculum.

Gov 7 Order of business

The order of business was agreed as presented.

Gov 8 Budget monitoring report

The Chair introduced Caroline Davies, the school's FMS Bursar who provided the following key information for discussion:

- a) There will be a slight saving on maternity leave and supply teaching cover.
- b) There is a slight overspend on staff training and development.
- c) There is a slight overspend on contractors, however there is now a new contract in place for grounds maintenance.
- d) There was a water leak in the school summer holidays which had given rise to an exceptionally large water bill. In response to a Governor challenge, the Bursar confirmed that the Budget has already been adjusted to reflect this.
- e) There will be some savings on the electricity budget line.
- f) School Meals need to be reviewed when the end of year figures are available. There will be a loss of approximately £4k. In response to a Governor challenge, the Bursar confirmed that the figures include the costs of catering staff. Governors discussed the costs of school meals and ways to increase the already high take-up of school meals.
- g) In response to a Governor challenge, Governors discussed the budget for the NYCC Cleaning Service.
- h) Governors discussed capital expenditure, with a focus on equipment. A Governor asked if the capital allocation could be carried over if underspent, which the Bursar confirmed is possible. The Bursar reminded Governors that the government's additional funding to schools this year, widely referred to as the "little extras" of £10295 are for capital expenditure (buildings and IT). Mr Redfern commented that work on the Electrics would be required from next year's budget allocation. It was suggested that smart boards could be funded from the "little extras," however this would need to be discussed with FOSS.

- i) Governors discussed income from Parent Pay and how this is reflected against expenditure. In response to Governor challenge, the Bursar outlined detailed process improvements.
- j) The new Grounds Maintenance contract arrangements were discussed, and a Governor suggested white-lining of the field could be included.
- k) In summary, the Bursar reported that it would be a positive end of year balance position and that the school will have reduced the deficit position.
- l) The Bursar informed Governors that NYCC expects schools who request a licensed budget deficit to present a plan demonstrating how the deficit will be cleared within 3 years.
- m) Governors discussed options for increasing pupil numbers. They were encouraged to hear from the Headteacher that 9 children are expected to join the school in September 2019.
- n) The Headteacher, having declared an interest, would organise printing of a flyer by her brother-in-law who has a printing business. Governors agreed this would be economical and efficient.
- o) The Chair committed to contact Elva Geeney re marketing.
- p) The Chair would update parents on the positive year-end position in his Easter newsletter and thank parents for their support.

Gov 9 Benchmarking

To be added to the October agenda, when figures will be available.

Gov 10 Staffing

The Headteacher reported that there had been an increase in TA hours for Mrs Alexander to support Class 1.

At this point in the agenda, the Chair thanked the Bursar for the Budget Report. The Bursar then left the meeting.

Gov 11 SFVS

The Chair reported that the School's Financial Value Statement had been submitted to NYCC. The SFVS had been circulated to Governors.

Gov 12 Premises

a) Update on monitoring maintenance plan

The School Maintenance Log had been circulated in advance. Mrs Berthinussen had contacted NYCC to make sure the log was up-to-date.

Governors requested an update on the situation with fire doors which required quick release mechanisms at a cost of £100 each. To date, one mechanism has been fitted and two more were still to do. NYCC would be returning to complete this work.

NYCC maintenance providers are continuing attempts to resolve the drainage problem outside the temporary classroom.

Governors agreed that rather than replacing poorly maintained fencing, Mr Redfern should explore the option of increasing hedging. Mr Redfern would verify the ownership of fencing shared with neighbours.

b) Update on electrics

Mr Redfern had obtained a quote of £4700 to fully fix the problems identified for a period of at least 10 years, and for which NYCC had quoted £9,500. NYCC have agreed to return to their main contractor to ask for a matching quote. If this is not forthcoming, NYCC will engage the company Mr Redfern has identified as a subcontractor to their usual contractor. The expectation in this case is that NYCC would bill the school for £3k. NYCC will contact the school/Mr Redfern in two weeks to finalise arrangements.

Mr Redfern highlighted that a safety inspection on the electrics due in September 2019 would no longer be needed, saving £800.

The Chair and Head expressed their appreciation to Mr Redfern for taking this issue forward.

Gov 13 Health and Safety

a) The HandS Safety Risk Adviser report dated 30th January 2019 had been circulated to Governors. Mr Redfern reported to Governors that many of the issues listed have already been dealt with and that he would be meeting the Headteacher to review the list for signing and returning to NYCC.

b) It would be possible address some issues at the school's Saturday Maintenance Day on 23rd March.

c) The status of fire doors, drainage and fencing had been discussed in Agenda Item Gov 12a.

Gov 14 SENCO provision

The Headteacher reported that Mrs Fineran had agreed to lead on SENCO provision in the school and had been allocated an additional half day a week for this purpose. She would start by attending the SENCO networks. The SENCO qualification would have to be completed within three years.

Governors thanked Mrs Fineran for agreeing to take on this role.

Gov 15 Governor training and governor visits

a) Mr Redfern as the Governor leading on Premises had visited the school. See reports above in Items Gov 12 and Gov 13.

b) The Headteacher had set dates for Governor visits which would be circulated to Governors after the meeting.

Gov 16 Governor vacancies

The Chair stated that he had met Mrs Comfort and discussed the expectations of the role of Governor. Mrs Comfort had a background in education and her children had attended the school. The Chair recommended appointing Mrs Comfort as a Co-opted Governor. There was a brief discussion of details in the letter from Mrs Comfort which had been circulated in advance of the meeting.

It was agreed that Mrs Comfort should become a Co-opted Governor with immediate effect. The Chair would invite her to attend the next meeting.

Gov 17 Pupil Premium

The Headteacher reported that Pupil Premium had been used to support the visit to Robinwood and also for additional classroom intervention.

Gov 18 Sports Premium

The Headteacher reported that she had discussed Sports Premium with other Cluster Heads and would be following up with a visit to Linton-on-Ouse Primary School. Ideas include: i-pads to film sports activities; projector to show films about dance/gymnastics; sports biographies for the school library; mental health resources.

Gov 19 Lettings arrangements

Currently the school has lettings arrangements with TreeTops and with a yoga class. These are ongoing arrangements and there are no issues to report.

Gov 20 Policies for approval:

a) Lockdown procedure

It was agreed that parents should be made aware of the policy and lockdown practices through the school newsletter.
This policy was approved.

b) Medical policy
This policy was approved.

c) Asthma Policy

This policy was approved.

d) Behaviour policy

This policy was approved, subject to version control and date being added.

e) Child not collected from school policy

This policy was approved, subject to version control being added.

f) Computer and internet policy

This policy was approved, subject to renewal date being added.

g) Intimate care procedure

This policy was approved.

h) Spiritual Development Policy

This policy was approved.

i) Spiritual, Moral, Social and Cultural Policy

This policy was approved.

j) Attendance and Holiday Policy

This policy had been reviewed in October 2018 and due for renewal in October 2019.

Gov 21 Correspondence

No further actions needed.

Gov 22 Any Other Business previously notified to the Clerk

None

Gov 23 Date of the next meeting

The date of the next meeting was agreed as Wednesday 8th May 6.00pm

Those present were thanked for their attendance and the meeting closed at 8:20 pm.