

**KINGSKERSWELL PRIMARY SCHOOL
MINUTES OF FULL GOVERNING BOARD MEETING ON 7 MARCH 2017**

GOVERNOR	PRESENT	APOLOGIES RECEIVED	ABSENCE SANCTIONED
Sue Bailey SB	No	Yes	Yes
Jenny Benney JB	Yes		
Liz Clements LC	Yes		
Claire Grove CG	Yes		
Mike Haines MH	No	Yes	Yes
Amy Lee AL	Yes		
John Leonard JL	Yes		
Kev Mathieson KM	No	Yes	Yes
Rachel Miller RM	Yes		
Jo Short JS	Yes		
Alec Stokes AS	Yes		
Louise Ward LW	Yes		
Segil Zulhayir SZ	Yes		
In Attendance			
Jenny Exall JE			
Karen Strachan KS			

	AGENDA ITEMS	decision/ action	action by	when
1	Welcome and Apologies			
	LW welcomed all to the meeting. Apologies were received and sanctioned from Kev Mathieson, Sue Bailey and Mike Haines.			
2	Minutes of Last Meeting			
	The minutes of the last meeting on 17 January 2017 (parts 1 and 2) were agreed and signed.	D		
3	Matters Arising			
i	LW said that the advert for Clerk to Governors will appear soon with a likely closing date of 7.4.17. Interviews may be during the following week (school holiday) – CG offered, if she is available, to help LW.			
ii	JB asked about the time of safeguarding training at Decoy on 22 March. RM will check and remind.			
4	Declarations of Interest for agenda items			

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	There were none made.			
5	Headteacher's Report			
	<p>RM had the following information to add since the report was circulated.</p> <ul style="list-style-type: none"> • A recent Pupil Premium audit by Babcock had been positive and useful. Full report will be available for the next meeting • A two day exclusion made today • Improved attendance – 98% last week and includes all vulnerable groups. Education Welfare Officer soon to be replaced by one who has worked with the school previously • Curriculum development – new topics have been introduced across the school. <i>LC asked how coverage of all topics in all classes is ensured.</i> RM explained that a working group of teachers has managed this • New pupil performance data will be ready for April FGB meeting • Current difficulty with admin. support because temp. has now left and other is on sick leave. This week's newsletter asks parents to understand if response is not as efficient as usual • Response to recent parents' questionnaire was largely positive. The main criticism is usually about communication. <p><i>CG asked how often the questionnaire is done and JS asked if those voicing any criticism are invited to the parents' focus group.</i></p>			
6	Key School Improvement Priorities			
	The key priorities remain unchanged and are the focus of all monitoring. Key priorities will be reviewed and may change at the end of this term once new data is scrutinised. The start of the summer term would therefore be a particularly good time for English and maths lead Governors to visit.	A	LC/SZ	April/May
7	School Development Plan			
	KS mentioned that subsidiary subject plans are now done and that governors are welcome to see them when they visit.	A	All to note	ongoing
8	Federation Options			

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	<p>Collaborative work continues successfully. Middle leaders have had a positive session today. KS and another head intend to bid for LEA funds to support a collaborative project.</p> <p>The five schools now working collaboratively have discussed establishing themselves as a 'soft' federation before formally joining a MAT. Jointly these five schools have about 1500 pupils; the DfE seems to have a current preference for MATs to have between 3000 and 5000 pupils.</p> <p><i>LC asked what the five primary schools would be looking for in joining an existing MAT. RM said she thought a local primary focus would be essential. LC also asked if each of the five schools would retain a headteacher.</i> RM thought this would be preferred but may not be sustainable in the longer term.</p> <p>Each of the five schools in the current collaborative arrangement have agreed to seek the view of their Governing Board. SZ proposed and governors agreed that RM should remain involved in discussions locally and that governors would support her view of whatever is in the best interests of the school.</p> <p>JE will put on summer term agenda for an update report.</p>	<p>D</p> <p>A</p>	<p>JE</p>	<p>April agenda</p>
9	Budget Monitor Report			
	<p>AL reported on meetings with the Finance Officer. She expects now that there will be a carry forward amount. She will report on the closing budget position at a future meeting.</p>			
10	Budget Plan			
	<p>AL confirmed that she has submitted a Recovery Plan to the Finance Department which takes account of a likely deficit and budget reductions.</p> <p>In planning the new budget, all service contracts have been reviewed and spending on curriculum resources scrutinised. Two vacant TA posts have not been filled. She expects that in-year admissions before the October census will enhance the budget.</p> <p><i>CG said that in her role as Lead Governor for finance and as specified in her terms of reference, she would wish to scrutinise the budget plan before it comes to FGB in April for approval. SZ agreed to support her in doing this.</i></p> <p>She also spoke about the business plan for provision of wraparound care which has been submitted to DCC for approval. She expects to hear soon that this has been successful. She explained that governors will have collective responsibility for the financial aspects of the provision. She intends to report in further detail at the next meeting.</p>			

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11	Annual Benchmarking Report			
	<p>CG presented her first report. She explained that she has not used the same comparators as in previous years but has taken a larger number and has tried to identify similar schools.</p> <p>She had identified any areas where spending has been noticeably high or low by comparison. Her report ends with some questions and comments about areas of spending which may need to be investigated. She is aware that AL in her new Business manager role is already analysing many of these spending areas and identifying where savings are possible.</p> <p><i>AS asked about spending on maintenance and whether it will be reduced.</i> KS expected money would be available for essential outside maintenance but possibly not for other priorities such as a gate and refurbishment of KS1 toilets.</p> <p>The Chair thanked CG for her work on this report.</p>			
12	Schools Financial Value Standard			
	CG and AL confirmed that they have worked recently on and completed this document which is required by the LA by the end of March.			
13	Parent Governor Vacancy			
	LW agreed that she would put an item in the newsletter about the current vacancy for a parent governor. CG mentioned that she has, as requested, analysed the responses to the governor skills audit which clearly shows that a second governor with financial knowledge and skills is needed.			
14	Competency Framework for Governance			
	LW recommended governors should read this new DfE document.			
15	Teachers' Pay Policy			
	KS has amended the DCC model policy for this school. The policy was re-adopted by governors.	D		
16	Governor Training			
	<p>LC and AL confirmed that the new governors training they attended had been very useful.</p> <p>JE distributed the new edition of Devon Governor which has details of summer term courses.</p>			
17	Chair's Other Business			
	<ul style="list-style-type: none"> KS mentioned that the school will be offering Forest School experience for pre-school children. Paid taster sessions will be available later this month for children who have siblings at the school. 			

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	<ul style="list-style-type: none">• The PTA has raised money to be spent on an 'outdoor classroom.'			
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THESE MINUTES ARE AGREED BY THOSE PRESENT AS BEING A TRUE RECORD.

SIGNED: DATE:

Next Meeting: TUESDAY 28 MARCH 2017 AT 6pm