

KINGSKERSWELL PRIMARY SCHOOL
MINUTES OF FULL GOVERNING BOARD MEETING ON 25 APRIL 2017

GOVERNOR		PRESENT	APOLOGIES RECEIVED	ABSENCE SANCTIONED
Sue Bailey	SB	No	Yes	Yes
Jenny Benney	JB	No	Yes	Yes
Liz Clements	LC	Yes		
Claire Grove	CG	Yes		
Mike Haines	MH	Yes		
John Leonard	JL	No	No	No
Kev Mathieson	KM	No	Yes	Yes
Rachel Miller	RM	Yes		
Jo Perrott	JP	No	Yes	Yes
Alec Stokes	AS	No	Yes	Yes
Amy Vine	AV	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 Jenny Benney, Sue Bailey, Kev Mathieson, Jo Perrott and Alec Stokes.			
2	Minutes of Last Meeting			
	The minutes of the last meeting on 28 March 2017 were agreed and signed.	D		
3	Matters Arising			
(i)	LW confirmed that one application had been received for the clerk's vacancy but had not met the criteria. The vacancy will be mentioned in a newsletter and may be re-advertised. Arrangements are being considered for LW to cover the duties meanwhile.			
(ii)	CG asked for an update on the cleaning contract. AV confirmed the service is now being provided by Betterclean and is working well. A caretaker, who will be on the school payroll, has been appointed and starts next week. AV still has to resolve outstanding issues with the former cleaning provider.			
(iii)				

KINGSKERSWELL PRIMARY SCHOOL

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	<p><i>CG asked if governor details on the governor section of the website have been updated.</i> JE confirmed this has been done and that LC and SB are aware of need to supply photos to Kay Oram.</p>			
4	Declarations of Interest for agenda items			
	MH declared an interest in item 9 (Lettings policy).			
5	Headteacher's Report			
	<p>RM provided some updates to her written report.</p> <ul style="list-style-type: none"> • Wraparound care has started successfully. One child attending has also returned to the school • difficulties in providing sufficient cover remain for the admin team. The new team member is settling in and a phased return to work is in place for the other • Two TAs have been appointed this week and will start shortly. Both are trained teachers. • Teacher vacancies to be advertised – one for maternity leave cover and the other for an anticipated vacancy • RM urged governors to consider succession arrangements when LW and KM step down as co-chairs. CG said she is unable to take on the role because work commitments would prevent her giving the time and commitment she would wish. LW agreed to discuss further with KM. RM will speak to a former governor to ask if he would consider returning. 			
6	Key School Improvement Priorities			
	<p>Key priorities remain the same for now but KS is reviewing and will report any new action points to governors at the next meeting. Further intervention work will take place between now and the end of term to address an issue with year 3 and 4 maths.</p>	A	KS/JE	June agenda
7	Budget Closing 2016-2017			
	<p>AV had met the Finance Officer yesterday to review the recovery plan and agree final figures. A carry forward sum of £27,500 was agreed with the proviso that there are two outstanding invoices to be paid which will reduce this by about £13 -14,000.</p> <p>The position is better than expected partly due to increased pupil numbers but also because staff have made economies. The forecast for reception numbers in September is 44 and several families have been shown around recently for other year groups.</p> <p><i>MH asked if the issue he raised at the last meeting about</i></p>			

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	<i>rates and whether a rebate had been received.</i> CG said she had been unable to find evidence of a rebate in minutes; it was agreed AV would re-check.	A	AV	asap
8	New Budget Plan			
	<p>The new budget plan was agreed in principle based on the headline figure which had been circulated as part of the budget recovery plan.</p> <p><i>CG emphasised that, as specified in her Lead Governor terms of reference, she needed to scrutinise the individual detailed budget lines.</i> AV will send this to her this week and CG (with SZ's support) will do this and let all governors have any comments.</p>	D A	AV/CG	immediate
9	Review of Finance Policies			
	<p>CG explained that she had reviewed this group of policies with AV to ensure they are robust and fit for purpose.</p> <p>Finance Policy CG explained that the School Fund has now been identified separately with aims and objectives set out as required by Audit and SFVS.</p> <p>Procurement Card Policy This has been amended to take account of DCC's changed procedures.</p> <p>School Meals Debt Recovery Policy This policy had been written only a year ago in response to a particular situation and required a good tidy up. CG and AV have now produced a workable document.</p> <p>Lettings Policy The previous version was based on a DCC model but had not included appendices. Those are now included and a list of approved users still has to be added. There is no change to the scale of charges.</p> <p>Charging and Remissions Policy Minor changes have been made to update the policy.</p> <p>Governors Expenses Policy Has been updated.</p> <p>All the changes were approved and the policies formally re-adopted. The Chair thanked CG for her diligent and thorough work.</p>	D		
10	MAT Developments			

KINGSKERSWELL PRIMARY SCHOOL

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	<p>RM reported on recent developments and meetings.</p> <ul style="list-style-type: none"> • Earlier discussion concerning a soft federation of five primary schools has not been pursued by all the possible member schools • She has attended meetings to consider the formation of a new MAT involving secondary and primary schools. She believes that any issues raised by the Diocese can be resolved and that primary and secondary schools will be equal partners. The next meeting is on 4 May and she hopes KM will be able to attend with her • KS had attended a meeting at which the DfE's Regional Commissioner for Schools spoke • RM is to meet with the Diocese's Director of Education later this week. She will see if a Foundation Governor is available to go with her. It is important to reassure the Diocese that this school will maintain a C of E ethos if a decision is made to join a MAT <p>She advised governors that the arrangements being discussed feel right for this school and that being part of the discussions from the outset is significant in terms of influencing decisions and structure. Governors agreed that RM should pursue these discussions.</p> <p><i>MH wondered if the election in June could change the government view on MAT development.</i> RM thought this unlikely.</p> <p>She went on to explain how the funding to support the MAT application process and legal fees will be arranged. Each school will draw down £25,000 and this will be held in a common fund.</p> <p><i>CG asked about Governing Board arrangements.</i> RM said that each school would retain a Local Governing Board with agreed delegated powers. The initial MAT Board will include the heads and one governor from each school but will not necessarily expand if other schools join later.</p>	D		
11	Dropbox			
	This item was deferred until the next meeting when KM expects to be present and will explain.	A	JE	June agenda
12	Chair's Other Business			
	There was no other business.			

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THESE MINUTES ARE AGREED BY THOSE PRESENT AS BEING A TRUE RECORD.

SIGNED: DATE:

Next Meeting: TUESDAY 6 JUNE 2017 AT 6pm