



# Elmwood Infants School

## Minutes of Full Governing Body meeting – Part A

### 24 April 2017 at 7 pm

Mrs G Douglas (GD/Chair)	Local Authority Governor	Present
Mr W Saul (WS)	Co-opted Governor	Absent
Mrs S Williams (SW)	Co-opted Governor	Absent
Miss Z Harris (ZH/Head)	Headteacher	Present
Miss E Payne (EP)	Staff Governor	Present
Miss P Thomson (PT)	Co-opted Governor	Present
Mr N Burrows (NB)	Co-opted Governor	Present
Mrs D Kuti (DK)	Co-opted Governor	Absent
Ms A Williams (AW)	Co-opted Governor	Absent
Mr M Ali (MA)	Parent Governor	Present
Mrs S Turawa (ST)	Parent Governor	Present
Mrs V Maltby (VM)	Parent Governor	Present

**In attendance:**

- Miss J Clarke - Clerk
- Ms I Oyejobi-Mabadeje - Observer

AGENDA ITEM	MINUTES	ACTION NO:
	<p><b>Welcome</b></p> <p>The Chair welcomed all and opened the meeting at 7.15 pm. PT was presented with flowers from the Governing Body as this was her last meeting and thanked for her contribution to the school and being a valuable member of the FGB.</p>	
1	<p><b>Apologies</b></p> <p>Apologies for absence were accepted from Wayne Saul who had a flat tyre, Annette Williams who was studying for exams and Stephanie Williams was unable to get to the meeting. All apologies were accepted.</p>	
2	<p><b>Declaration of Interest</b></p> <p>There were no new declarations of interest at this meeting.</p>	
3	<p><b>Governing Board Business</b></p> <p><b>Governing Body Membership</b></p> <p>PT leaving the FGB has created a vacancy. Miss Ifelouwa Oyejobi-Mabadeje had submitted an application via Octavo to join the governing body. Miss Oyejobi introduced herself to the GB and left the room.</p> <p>A vote was taken and Miss Oyejobi was unanimously voted on to the GB as a co-opted governor. Miss Oyejobi returned to the room and was welcomed to the GB by the Chair.</p>	

	<p>ZH proposed that a governor from the Curriculum Committee chair the next meeting and that a new Chair should be appointed in September when roles and responsibilities are reviewed. PT was the link governor for SEN and safeguarding. ST to cover these over the next term as she had attended the last meetings with PT. Governors agreed to this proposal.</p> <p><b>Governor Visits</b>  MO reported on the visit to school by Steve Reed MP. He was aware of the issues facing schools as during canvassing the subject of funding had been raised. Steve Reed said that when he returned to Parliament he would raise issues facing schools. He had also tweeted about the school which will raise the profile of the school. He met with the Parent Group who extended an invitation to International Day and parents were also positive in the playground speaking about the catering contract and the inclusion of halal meat. Overall it was a good visit and photographs were taken.</p> <p><b>Q:</b> Can the photographs be uploaded to the website?  <b>A:</b> Yes when the website is working again. Parents have been notified via text about the website.</p> <p><b>Governor Training</b>  ST had attended external workshops on Awareness of Child Exploitation and PANTS provided by the NSPCC.</p>	
4	<p><b>Year End 2016-17</b>  This item was moved up the agenda to allow MT and LB to present the year end accounts for 2016-17.</p> <p>LB spoke to the financial documentation circulated prior to the meeting. The carry forward at Q3 was £84,500 this has now increased and the carry forward at year end is now £107,322.</p> <p>Governors noted the following variances under income and expenditure.</p> <p><b>Income</b></p> <ul style="list-style-type: none"> <li>• Capital - £40k from revenue for works. During the year the LA gave funding to the Nurture room resulting in the school not having to contribute as much as previously planned.</li> <li>• I01 Delegated Funds - £-4941 clawback due to LA reduction in funded hours.</li> <li>• I03 High Needs – £-10845 new children and agreement of EHCPs has changed so funding should have been increased. LB informed governors that it is hard to show this has been received except for when the balance increases.</li> </ul> <p><b>Q:</b> Will there be room in the budget for this?  <b>A:</b> Yes, this should even out when funds come in.</p>	

- I11 Insurance Claims - £330 from an illness claim
- I12 Visits - £1583 income from contribution to school visits.

### **Expenditure**

- E01 Teaching Staff - £7219 due to change in staffing and in house cover for maternity leave between a staff member leaving and one returning.
- E08 Indirect Employee Expenses – £2273 pension deficit costs were lower than expected and recruitment costs were budgeted for but the school has subscribed to TES which is an annual package resulting in savings.
- E12 Building Maintenance - £4781 savings made due to caretaker undertaking work.
- E16 Energy - £6000 due to the revised spreadsheet from the LA not being received until very near year end. Other savings have been made due to the caretaker has undertaking training in order to carry out PAT testing.

**Q:** How much did the training cost?

**A:** £500 including equipment and certificate.

**Q:** Is the training undertaken yearly?

**A:** No

**Governors extended thanks to the site manager for all his hard work.**

- E19 Canon Copier – costs have increased and measures have been taken to monitor use. Changes have been made to default copying to black and white as well as double-sided and this started to make a difference.

**Q:** When printing does the copier show the cost? This would make staff aware of the cost of printing and they would reduce the amount they print.

**A:** No, school would have to purchase the software.

- E27 Bought in Services Curriculum- £680 due to Ed Pysch costs being lower than budgeted.
- E28 Bought in Services Professional - £1942 this appears in the budget twice.

LB drew governors' attention to the balance sheet that shows a breakdown of the assets and liabilities and the analysis of balances. The following items were highlighted:

- Self Insurance – this has been included in the budget plan for 2017-18
- Carpets for corridors
- Redecoration of classrooms
- New flooring to staff and reception toilets.

ZH informed governors that the school has to be mindful of resources over the coming years and these items will be reviewed over the school year.

**Governors asked the following questions.**

	<p><b>Q:</b> Is there a reason why building related works is on the back list?  <b>A:</b> These were looked at during the audit of the building. The flooring in the boys reception toilets was judged to be necessary but not essential. A programme for repainting of the classrooms will be produced. Carpeting of the corridors is on the wishlist. ZH informed governors that the resources can only be used for one off items and not staffing.</p> <p>LB spoke to the paper showing the funding received from Croydon Council showing that the balance outstanding to school is £1487.14. LB informed governors that the bulk of this is SEN income that cannot be identified resulting in an estimation having to be made.</p> <p><b>Q:</b> What happens when a situation like this occurs?  <b>A:</b> The statements are sent to Croydon who upload to their systems that will show any errors. Croydon will then rectify this.</p> <p>LB informed governors that the CFR has been uploaded to the benchmarking website.</p> <p><b>Q:</b> What is the Roehampton Students?  <b>A:</b> School had two students last year and received funding for this.</p> <p><b>Governors approved the year end 2016-17 and all documentation was signed by the Headteacher and Chair.</b></p>	
5	<p><b>Budget for 2017-18</b>  LB talked through the detailed budget. The in year deficit is £12,974, surplus is £107,322. The total surplus being carry forward to 2017-18 is £94,348. It was noted that if the school continued to show a deficit year on year that the surplus will be reduced. ZH informed governors that the national funding changes could see Elmwood lose up to £70k income. This means that the school needs to consider increasing income or making savings.</p> <p>ZH reported that work had been done with MT, LB and EP using £70k as a deficit and looked creatively at what could be done to reduce this. Not replacing staff and reducing hours has been looked at and governors were informed that up to £4k will be taken off the deficit of £12,974 in the next quarter. One main change in the budget is Pupil Premium that has been reduced by £100k over the last two years to £58,080. ZH informed governors focus is being placed on this area between now and January 2018 in order to increase income. LB informed governors of the following:</p> <ul style="list-style-type: none"> <li>• Apprenticeship Levy – every business with a staffing bill over £3m has to contribute 0.5% to supporting apprentices. As Elmwood is a Croydon school a contribution has to be made, this is expected to be £6355.</li> <li>• Pensions, NI, Croydon Council Wage – increased and has caused some schools difficulty. A contingency fund has been introduced and schools can apply via a form.</li> </ul>	

LB summarised by informing governors that the rest of the budget had been achieved by looking at last year and adding inflation. The budget looks healthy but the school has to be mindful with regard to sustainability year on year.

ZH reported that deficit of £70k was reduced to £12k by the following:

- Looking through SLAs.
- Changing the way the curriculum budget is allocated. The budget is now given to each subject lead who then allocate to staff.
- Governors training and clerking through Octavo. The school will directly employ a clerk and scrutinise costs for training. Professional development and CPD will be approached using a coaching model such as Schools Stand Out.
- The EWO will be in school once a fortnight.

**Q:** Will the school receive the same level of service?

**A:** EWO attended on Monday mornings which is lost due to bank holidays and inset days. This will move to another day and will be reviewed.

- Staffing is reviewed every time a staff member leaves and no additional hours have been allocated which is challenging when looking at support. Staffing will continued to be reviewed and work will be done to reduce the supply budget by looking internally. An EAL Specialist teacher is needed and a decision was made to change the non classed based teacher to class based paired with another teacher two days a week. This has reduced the need for a full time teacher and saving 3 days salary of a teacher. ZH assured governors that these decisions are not impacting on the progress of children. Support staff are anxious because of the possibility of redundancy but school is taking the transparent approach and not looking at a big restructure but looking at natural savings. Staff have been encouraged to help with such things such as photocopying. A governor raised a concern over the approach to making savings, pointing out that a balance should be struck and consideration should be given to impact in relation to the SIP. School should be cautious but, if resources are needed for children then money should be spent.
- After School Club – there will be initial expenditure for set up which should be offset by income.
- Salary costs at Elmwood is 75-80% which is at the higher end due to EAL and inclusion but will come down over the years to 70%. Roles that are not impactful will be looked at, for example, a TA leaves next week and SLT are looking at whether if this role is not replaced what the possible impact be. Having the Literacy Lead as a non classroom based role was also considered but judged to be too impactful. EP informed governors that this is an area that will be reviewed and discussed throughout the year.

**Q:** Would it be appropriate to set a target for an in year deficit/income generation?

**A:** This would be difficult to do because of areas that are not controlled by school such as a challenging child or a EHCP to support needs.

	<ul style="list-style-type: none"> <li>ZH raised the option of self insurance with governors. The cost of insurance is currently £9k and the school is awaiting an annual quote for insurance. Other schools have taken the option to self insure by ring fencing a pot of money to use for cover that can be rolled over year on year. A sensible approach has been adopted to look at the risks associated and what the cost is on an annual basis. This year a teacher has been off and there has been one maternity cover. The school has the capacity as the AH is non class based and this role would initially be used for cover. A premium has no cover for the first 10 days and does not include existing conditions. School has not had to use supply this year and the cost of maternity leave has been £2k.</li> </ul> <p><b>Q:</b> What is the worst case scenario?  <b>A:</b> The site manager could be covered by agency, admin could be covered by MT but this will include having to train another member of staff.</p> <p><b>Q:</b> If the £9k is paid is there cover beyond this?  <b>A:</b> No, One member of staff was on long term sick and the school had to pay an additional premium.</p> <p>Governors discussed the benefit of keeping £9k this year and a governor asked if the school could add to this. ZH informed governors that £10k had been identified this could be increased by £1k as there is capacity in the surplus to take the risk.</p> <p>LB and MT were asked that individual pupil names be taken off the budget in relation to high needs funding. It was agreed that as this funding needs to be tracked that initials and year groups will be used.</p> <p><b>Decision</b>  <b>Following discussion and questions governors agreed to self insure.</b></p> <p><b>Governors agreed the budget for 2017-18 and documentation was signed by the Chair and Headteacher.</b></p> <p>MT and LB were thanked for their work and left the meeting.</p>	
6	<p><b>Minutes of the meeting held on 20 February 2017</b>  The Part A minutes of the meeting held on 20 February were signed as a true record with the following amendment:</p> <p><b>Review of Actions</b></p> <ol style="list-style-type: none"> <li>Summary of finances in school meeting – open (Action)</li> <li>Feedback on mentoring – open (Action)</li> <li>Promoting school with MP – complete</li> </ol> <p>The Part B minutes of the meeting held on 20 February 2017 were signed as a true record.</p>	<p>1 2</p>

7	<p><b>Review of Pupil Premium Strategy 2016/17</b></p> <p>ZH spoke to the Pupil Premium Grant Strategy 2016/17 previously circulated and has been updated to reflect Ofsted requirements. The document outlines the current barriers to future attainment, what the school will do to overcome these and the impact of PPG spend. A date for review has been added and governors were informed that this was no longer a report but a strategy.</p> <p><b>Q:</b> Do schools look at other factors that impact on the disadvantaged nationally?  <b>A:</b> There is a separate register for those who are vulnerable such as housing, parent in prison, bereavement, large families. No assumptions are made that only PP are disadvantaged. The average number of vulnerable pupils are not PP. This is discussed with teachers at pupil progress meetings, shared and updated.</p>	
8	<p><b>Policies</b></p> <p>The Social Media policy previously circulated was presented for ratification by governors. The policy included safer use of the internet by staff and being mindful of their responsibilities . The policy is a model from Croydon. SW had some queries on the policy. ZH recommended adoption of the policy pending the queries. The policy also covers personal phone use.</p> <p><b>Q:</b> Will this be difficult to police?  <b>A:</b> The is about professional conduct in and out of school.</p>	
9	<p><b>Future Meetings</b></p> <ul style="list-style-type: none"> <li>• 22 May 2017 at 1.30 pm – Governors’ Afternoon</li> <li>• 12 June 2017 at 7 – 8 pm – Resources</li> <li>• 12 June 2017 at 8 – 9 pm – FGB</li> <li>• 3 July 2017 at 3.45 pm - Curriculum</li> </ul>	
10	<p><b>Confidentiality</b></p> <p>There were no confidential items.</p>	
11	<p><b>Any Other Business</b></p> <ol style="list-style-type: none"> <li>1. Health and Safety – ST raised the concern over the amalgamation of health and safety with the Resources Committee and that some discussions in this area have been left behind. GD pointed out that the agenda should reflect health and safety issues and this area can be prioritised. Amalgamating the two committees was done to keep the costs down. It was agreed that ZH should look at the costs for separate committees compared to an amalgamated committee. ZH informed governors that safeguarding and inclusion does not sit well in Resources Committee but Health and Safety is broader and school has lost the rigour in this area. It was agreed that consideration of this should take place and a decision made in the new academic year. <b>(Action)</b></li> <li>2. Skills Audit – This is to be looked at and discussed over the summer. <b>(Action)</b></li> </ol>	<p>3</p> <p>4</p>

	The meeting closed at 20.45 pm.	
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## Action Points

Action points arising from Full Governing Body meeting held on 24 April 2017

<b>No:</b>	<b>Action</b>	<b>By</b>	<b>Status</b>
1	Summary to be produced following Finances in School meeting and presented at the next GB meeting.	VM	Open
2	Feedback on mentoring at the next GB meeting.	ZH/EP	Open
3	Review sub committees	ZH	Open
4	Review Skills Audit	ZH/NB	Open

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Chair of Governors

Date: \_\_\_\_\_

Chairs initial

Chairs initial

Signed by.....Mr A Rose weir, Chair of Governors. Date .....