



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 19th December 2017

Present: Mrs E Wordsworth (EM) Vice Chair Governors
Ms. J Kanisius (JK) Head Teacher
Mrs J Obin (JO)
Mrs S Marston (SM)
Mr M Unsworth (MU)
Mrs K Hastie (KH)

In Attendance: Mrs M Tillet (clerk/BM)

Meeting started at 6.30pm and closed at 8.05pm

Documents Considered at meeting

- Minutes of 21st Nov 2017
- Nomination Form from Katharine Haste
- Timetable Governor Monitoring Visits
- Governor Development Plan
- ASP Data & Ofsted Dashboard
- Governor's Budget Monitoring Report for Main, Sports & Capital- P8 Nov 2017
- Main Budget & Forecast Report 2017/18
- Headteachers Monthly Financial Checklist
- Reconciliation of Agresso to FMS
- Budget Deficit plan 2017/18
- Illustrative Impact of the NFF
- Recruitment Policy

01. **Apologies:** Received from Mark Wilson, John O'Brien & Mark Taylor
The meeting is quorate.

02. **Items for Any Other Business:** Sarah Marston's Resignation

03. **Declaration of Interests in Agenda or Any Other Business:**

Governors were asked if they had any interests to declare in any relation to the agenda, or any other business items. No interests were declared.

04. **Approval of the Minutes from 21st Nov 2017**

Minutes were reviewed, with a couple of small changes, and the addition under Section 5 Matters arising, that the £800 charge for use of the recreation ground for the weekly sports activities to be paid from the Sports Funding budget. Minutes approved and signed by Chair.

05. Matters Arising & Review of Outstanding Actions

- Update Governor Development plan-Completed
- Governor Letter re changes to update parents- Completed
- Hand in a photo to BM 2inches x 3 inches please for Gov Board- JK, JOB, MW, KH-Outstanding
- Set up Generic email address- Completed
- Draw up monthly timetable of visits- Completed

06. Appointment of New Governor (Clerk)

We have received the nomination form for Katharine Hastie to join the FGB of Inkpen Primary and she very much has the skills that we would benefit from. Governor's unanimously voted for Katharine to join the FGB.

07. Governor Development Plan

MT emailed through to clerk the plan being tabled with the amendments agreed at last meeting. Document was then further reviewed with further updates approved.

08. Governor Monitoring Visits

JK has drawn up the Governor Visits & Workshop timetable. For Jan, EW will come in and observe the Friday Reading and followed by pupil voice. Discussion then followed regarding the timings of some items but was agreed to keep as per the document. SM suggested to all Governors that they visit the school, see the various events and activities that are part of the school life of Inkpen.

09. ASP Data & Ofsted Dashboard

The Governors, MU, EW & JO met up with JK at 5.30pm to enable her to train & explain in detail this data. All agreed it was very beneficial and felt that as & when the data becomes available that further sessions with the head would help all to understand.

10. Head Teachers Targets for 2017/18

JK talked through a document which showed the Head Teachers main objectives and the detail. The 2 objectives are Pupil Progress and Leadership & Management (which is year 2 if a year target). With the curriculum we need to be proactive and link topics for cross curricular working. JK reported that she has already sought an additional person to provide football on Friday's afire school, a PE teacher from Park House and that a Sports coach is now employed for the netball team and has offered to run a rounder's club in the summer term.

11. Main Budget Forecast & Governor summary for Main, Sports & Capital budget P8 Nov 2017

BM advised Governors that variances greater than £1k & 20% need to be reported to Governors. At this point P8, eight months through the year there are none to report.

Budget is now showing a greater carry forward partially due to increased funding as a child now has an ECHP plan and funding has been approved and also we have received the Dis-appropriate funding.

The carry forward is higher than reported in October, as the year is progressing and some costs will not now be incurred and on the staffing side, although a larger saving was reported in Oct as the change of

teachers contract had a positive impact, this has been eroded by the head teachers' pay award as JK was awarded a 2 point increase and budget was for a 1 point increase.

BM advised Governors that the change in contracts for Staff from Sept 17 has a saving of approx. £3k although at this stage that amount is still "allocated" to be spent on teachers should additional cover be required E.G. sickness, training etc and the recruitment of another teaching assistant.

JK & BM will continue to manage costs closely and aim to increase the carry forward for end 2017/18 further.

E22 will see a cost saving of approx. £400 with the change from BT to SCS, previously paid on average £70 per month now only £30, this is now reflected in the summary provided.

On the Income stream is showing an additional £5k (£8941+£866-£4820) which is the Dis-appropriate SEN Funding, if the school has more than 1.47 children, above that we will be funding additionally, we are expecting 0.53 of the basic funding rate of £10k.

So budget is showing a carry forward of £16,205, against an April Forecast of £5,590, a "saving" of £10.6k with more potentially savings identified.

The forecast in 2018-19, showed a deficit of £20k which we need to reduce, so with 2 additional children in census (April 17 forecast was 77, but we had 79 children in Oct Census), so with £10.6k budget savings to date, £5.7k of additional child funding is £16.3k to offset the £20k deficit, just a further £4k to save either this year or reduce spending 2018/19. However the announcement of the Government to award staff both teachers and Support staff a 2% pay rise will have an impact. The support staff that are on the lowest pay some will actually see a rise of up to 7.8% and that will be from April 2018. The teachers' pay rise will be from Sept 2018 so for the 2018/19 budget we will only see the impact of seven months, but this will put further strain on the budget. There has not been any announcement from the Government to increase the funding to schools, so income is staying the same but costs will increase.

Sports Budget-Fund 13

This is showing an increased carry forward due to the increased funding- this is funded Sept 17-Aug 18, and JK & MT are reviewing various opportunities to enhance sporting activities. We have now booked Ufton Court Adventure Day for Y3/4 in June 2018. Discussion followed regarding Forest Schools and that it is an adventure type activity for Reception & Year 1 every Weds afternoon and for Yr 2 monthly that we need a min of 4 members of staff which is a cost of £3,120 per year (£10 per staff member x 2 hours each, x 4 staff for 39 weeks). At present the staff wages are paid from the main school budget but the sports funding could cover this cost. Discussion followed regarding the work the BM does to organise, co-ordinate and book the various sporting activities and it was agreed that the cost of the BM's salary (£872) for 1 day a month also be charged to the Sports Funding budget. It was agreed that BM will arrange for this cost of £3,992 to be transferred to Sports Funding.

We are also now employing the sports coach to run the netball team and she will be paid via sports funding for practices, matches & tournaments.

We also have the PE Teacher from Park House School starting in Jan to run the afterschool football team through until Easter.

Capital Budget- Fund 76

In line with expectations but we do need to look at options for using these funds- Increasing the IT resource and making improvements to the IT suite to make it larger and therefore hold more computers.

However we do need to relocate a large unit before we can undertake these works and this is causing some concerns as to where we can relocate it to.

12. Budget Deficit Review Report

Student Numbers- No change 79 children on role, Pan for school is 84, just Year 1 is still very small, all other years are full.

Funding- We are awaiting the funding for 2018-19 which BM should receive in Jan 2018, but there is no expected to be any great increases.

Ofsted- With the schools Ofsted inspection now completed, and the school rated as "Good", this should no longer impact on the Budget deficit plan, agreed to retain this section so that it will be on the radar for 18 months' time, in preparation for the potential Ofsted in 3 years.

Overspend in 2017-18- as we have already seen at this point carry forward is £16k+ with other potential savings identified. Proactive monitoring and savings are essential. Concern of the impact of the announced Government pay rises to all staff

13. Safeguarding Update

Health & Safety Update

MU visited the school and has undertaken the Governors H& S inspection covering over a 1/3rd of the report, the next 1/3 will be done in 2018. EW asked MU about the climbing frame and MU advised that he had undertaken a review of the climbing frame following the accident and the injured leg and is now assured of the safety of the equipment

Safeguarding

MU & JK have completed the annual Safeguarding report and it has been submitted by the due date.

14. Academy Update

Noting to report

15. Policies for review

- **Recruitment Policy** -JK advised of a number of changes that she felt were required, Governors agreed, policy amended and approved. Mark on for 3 years for review.

16. School Uniform Suppliers

Tesco's can provide parents with uniform with it being purchased over the internet. We have had a sample made up to enable us to review the quality, the logo and the costs. At present our uniform can be purchased from Trutex in Newbury. Discussion followed about parent's ability to purchase uniform on line and as we do have a number of parents who do not have online access it was felt that it would cause issues for some parents. So whilst the commission of 5% would be beneficial it was agreed that we would stay with Trutex in Newbury as the schools supplier of uniform.

17. Training & Governor Visit Update:

Visits-SM attended the Nativity; MU has completed the H&S checks & the safeguarding audit.

Training- MU, EW & JO attended the data training with JK today.

18. Any Other Business

Sarah Marston formally resigned her position as a Governor of the school. Governors thanked her for all her hard work and commitment to the school and presented her with a card and an orchid.

19. Date of Next Meeting:

Tuesday 16th Jan at 6.30pm

21/11/2017	Clerk	Set up Generic Governor's email address & add to website	Completed
17/10/2017	MT	Update Governor Development Plan and to be brought back at next month's meeting for approval- Agenda Item	Completed
21/11/2017	SM	Governor letter to update parents of changes	Completed
21/11/2017	JK	Draw up monthly timetable of visits	Completed
21/11/2017	JK, MW, JH, J'OB	Hand in photo for Governor Board 2 inches x 3 inches	Outstanding
19/12/2017	Clerk	Update Governor Development Plan & email to Governors	Outstanding

Approved by Chair of Governors

Mark Taylor.....

Date.....