



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 17th October 2017

Present: Mr M Taylor (MT) Chair
Ms. J Kanisius (JK) Head Teacher
Mrs J Obin (JO)
Mrs E Wordsworth (EM)
Mrs S Marston (SM)

In Attendance: Mrs M Tillett (clerk/BM)

Meeting started at 7pm and closed at 8.55pm

Documents Considered at meeting

- Minutes of 19th Sept 2017
- Governor NGA Skills Matrix Summary
- Governor Financial Skills Matrix
- Governor 20 Questions
- Governor Development Plan 2017/18
- Pupil Progress FFT Data KS2
- Governor's Budget Monitoring Report for Main, Sports & Capital- P6 Sept 2017
- Main Budget & Forecast Report 2017/18
- Headteachers Monthly Financial Checklist
- Reconciliation of Agresso to FMS
- Statement of Internal Control
- 2017 VAT Statement
- Contractors report
- Draft Budget Deficit plan 2017/18
- Illustrative Impact of the NFF
- Health & Safety Policy
- Governor Visits Policy
- Lone Working Policy
- Marking & Feedback Policy

01. Apologies: Received from Mike Unsworth and from John O'Brien
The meeting is quorate.

02. Items for Any Other Business: Head teachers review

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 19th Sept 2017

Minutes were reviewed, and signed by Chair with no further changes.

05. Matters Arising & Review of Outstanding Actions

- Recruit a new Governor with Financial expertise-Completed, EW advised that she had met up with a lady known to her who was a chartered accountant who would be very interested in joining the Governing body in Jan 2017, her name is Kathryn Hasty and EW will get her to contact BM. JK has also spoken in detail to a parent of a new reception child.
- Governors calendar to be updated & emailed to all-Completed
- Abbreviated version of Ofsted statements for Governors-Completed
- Contact St Barts re MAT Academy process- Completed, awaiting further contact in November when they are going out to consultation.

06. Governor Skills Matrix NGA

Governor skills matrix tabled and this again identified the Governing bodies need for a Governor with Financial acumen and a Governor with links in the community. If EW's friend joins the team it would assist with the financial requirement. So for the Local Authority Governor we can confirm that Financial Oversight would benefit and links with the community.

Governor Financial Skills Matrix

As we have now amalgamated the Finance committee with the FGB we do need to undertake a Financial Skills Matrix of all. This forms part of the WB Audit, helps identify training needs and any short comings. Again if a new financially experienced Governor joins, it will enhance the Governing body's skills set. Also with 2 new Governors, who as yet have not undertaken a Budget approval it is understandable that some Governors knowledge is lower.

07. Governor's Development Plan.

MT prepared the Development plan in advance answering the 20 questions, to assist and now requires clarification and input from the Governors. We will by Jan 2018 require 3 Governors as SM will be stepping down at start of new year. Discussion followed about the Governor 360 review and the Governors self-reviewing to cover possibly number of areas, Visits to school, training, & area of responsibility that these would be undertaken in Sept 2018 and thereafter annually. It was also agreed that the Bulletin for the local magazine could also occasionally be done by the Chair of Governors instead of Head Teacher. MT will update document and come back to FGB at next meeting for approval.

08. Pupil Progress FFT KS2 Data

JK explained the NCER data which is showing the school at +0.9 for reading against national figures & +0.6 for Maths. Writing is lower with -0.5. These are progress figures and if the children have done well in KS1 it is much harder to make good progress in KS2. If a child achieves 106 against "AT" of 103 they will not have made enough progress as the next measure is 113, "Above". JK said that the KS1 is now much harder to attain but it is felt that schools do need to be careful when reviewing/moderating KS1.

The FFT data are easier to see and understand, with attainment top 25% and progress top 40%. Progress is the important area, particularly of the children who don't achieve. Greater depth is so much higher now than previously. With the new system at KS1, it will change things as it moves through the years. A lot of data is/can be irrelevant as we have such small numbers in the various categories E.G. Free School Meals (FSM). We do though still need to be aware and spot these anomalies if it's referring to one child in a category.

09. Main Budget Forecast & Governor summary for Main, Sports & Capital budget P6 Sept 2017

BM advised Governors that variances greater than £1k & 20% need to be reported to Governors. At this point P6, six months through the year there are none to report.

Budget is now showing a greater carry forward due to increased funding as a child now has an ECHP plan and funding has been approved. However this child may at some stage be moving to a special needs school and the funding will follow with Inkpen being awarded the funds for the time period he is with us. At that stage staff can then be reduced as 1-2-1 for him will not be required.

BM advised Governors that the change in contracts for Teaching 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

JK & BM feel there are further reductions in spending E26 has £1.9k which we do not feel will be used but needs to be "allocated" at this point in case of need. Also E02 also has £3.4k to be spent some of which will be but some will not. Difficult at this stage to second guess teacher absence via sickness.

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 not reflected in the summary provided as yet, but will next month.

On the Income stream is showing an additional £5.2k 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 £12,926, against an April Forecast of £5,590, a "saving of £7.3k with more potentially 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 in Oct Census), so with £7.3k budget savings to date, £5.7k of additional child funding is £13k to offset the £20k deficit, just a further £7k to save either this year or reduce spending 2018/19.

Sports Budget-Fund 13

This is showing an increased carry forward due to the increased funding- this is funded Sept17-Aug18, and JK & MT are reviewing various opportunities to enhance sporting activities. Discussion followed along with a review of the criteria of where/how the money can be used to enhance/increase sports activities.

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.

10. Statement of Internal Control & VAT Statement

This is an annual statement that the Governing body has to approve & sign. Clerk will then send onto WB. Governors discussed & then approved & signed document, BM to send to WB.

The VAT statement also needs to be minuted following the WB auditors in April 2016.

The governors discussed the need for the school to be registered for VAT. It was felt that as the school only has one letting, Inkspots and that we do not have any further lettings/income that the school would not benefit or be legally required to be VAT registered. The school does claim VAT back via WB. It was agreed that this should be reviewed annually and minuted by the FGB incase circumstances change.

11. Contractors report

BM advised Governors that these are the contractors that the school uses that we have contract with. In past year we have moved from British Telecom to SCS with costs moving from approx. £800 to less than £500 a year. For Legionella, Eaton Environment this is an area that BM has looked into. Discussion followed as Eaton have offered a revised contract to undertake the quarterly checks with the schools maintenance man doing the monthly check. Even with slight increased costs due to his contract needing to be increased from 1.5 hrs to 2 hrs a week the school would save approx. £400+. It was agreed that this option should be taken and to give the 3 months notice to Eaton Environment to change the contract.

Governors were surprised at the cost of £800 the Parish Council charge for the school to use the playing fields and feel that this should be challenged. BM to contact Gloria to try and negotiate a reduction.

12. Draft Budget Deficit Plan 2017/18

Student Numbers- Sept 17 reception class has 13 children giving us 2 more (from 77to 79)children to be funded following Census in Oct. Funding is set from that Census, any increases/decreases in children's numbers will not have any impact of AWPU funding in April 2018. Pan for school is 84, just Year 1 is still very small, all other years are full.

Funding- The National funding impact is now known (Inkpen's illustration provided) for funding for 2018 calculation based on 2016/17, when we did receive £363k shows a small increase to £366k, so very little impact, indicative budget should be known in Dec 17.

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 £12k+ with other potential savings identified. Proactive monitoring and savings are essential.

13. Safeguarding Update

Fencing is now complete, a few teething issues but resolved within first few days. All staff has been issued with a fob for access, gates will be open when first member of staff arrives until 9.10 and 3.05 until last Teacher leaves premises. We have not had any complaints and all feel they look much better and blend in with the surroundings well. The double gates are on a coded padlock, to enable rubbish collection during holidays and also the ambulance service have the code to enable access to the defibrillator.

Health & Safety Update

No issues to report, term started and all well. No Accidents/Incidents to date.

Health & Safety policy has to be reviewed annually & this version is the updated version issued by West Berks. Policy approved, signed by chair & head teacher, mark on for annual review.

14. Academy Update

JK contacted St Barts, replies were emailed out to all Governors on the 26th Sept & 2nd Oct. Last contact advised that they would shortly be going out to consultation on their plans within the next 4 weeks and that they would send all the consultation papers at that point.

15. Policies for review

- **Governor Visits** -Governors had not had the opportunity to review this and it was felt that this should be reviewed at next month's meeting.
- **Lone Working Policy**- Reviewed, and approved, mark on for 3 year review
- **Marking & Feedback Policy** - Reviewed, and approved, mark on for 2 year review

16. Training & Governor Visit Update:

EM completed their Governance training for 5th Oct

EM completed the Universal Safeguard training on 11th Oct which she found very interesting.

EM & MT have also met up to cover Governor Induction.

MT booked on New Chairs Induction for 7th Nov.

17. Any Other Business

Head Teachers Review- JK has heard from Sue Cantwell, dated booked Mon 13th Nov, who is undertaking JK's review, is a retired head of Downsway school and is now working as the SIPP. She will meet with JK at 11am then the Governors at 12 for an hour and then at 1pm for 30mins JK & Governors. Governors attending are MT, SM & MU, paperwork handed to governors to enable preparation. JK needs to email to all the Self Evaluation & the targets by start of Nov.

18. Date of Next Meeting:

Tuesday 21st Nov at 6.30pm

19/9/2017	Clerk	Governors calendar to be updated & emailed to all Governors	Completed
19/9/2017	JK	Contact St Barts re MAT-Academy process	Completed
19/9/2017	All	Actively try & recruit a Gov with Financial expertise	Completed
19/9/2017	JOB & EM	Ask on course if an abbreviated version of Ofsted	Completed

		statements is available for <i>Governors</i>	
17/10/2017	MT	Update <i>Governor Development Plan</i> and to be bought back at next month's meeting for approval- <i>Agenda Item</i>	Outstanding
17/10/2017	BM	Contact <i>Parish Council</i> regarding £800 charge for <i>Recreation ground</i> per year.	
17/10/2017	JK	Email <i>SIPP & Targets</i> to <i>Govs</i> for review for meeting on <i>Mon 13th Nov</i>	

Approved by *Chair of Governors*

Mark Taylor.....

Date.....