



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 24th April 2018

Present:

- Mr M Taylor (MT) Chair
- Ms. J Kanisius (JK) Head Teacher
- Mrs J Obin (JO)
- Mrs E Wordsworth (EM) Vice Chair
- Mrs K Hastie (KH)
- Mr M Unsworth (MU)
- Mr C Sanders (CS)

In Attendance: Mrs M Tillett (clerk/BM)

Meeting started at 6.30pm and closed at 8.05pm

Documents Considered at meeting

- Minutes of 6th March 2018
- DFE Benchmarking data 2016-17
- Governor's Budget Monitoring Report for Main, Sports & Capital- P11 March 2018
- Main Budget & Forecast Report 2017/18
- Salary Summer 2018-19
- CFR Budget Forecast
- CFR Chart
- Pupil Numbers
- Pupil Teacher Ratio
- Management Costs
- Spend per pupil CFR
- Sports Funding Budget
- Capital Budget
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Tabled Documents-

- Headteachers Monthly Financial Checklist
- Reconciliation of Agresso to FMS P12
- WB Budget Submission 2018-19

01. **Apologies:** No apologies received, however Mr M Wilson (MU) did not attend, Clerk to contact as this is the 2nd meeting he has not attended and no apologies received.
The meeting is quorate.

02. Items for Any Other Business:

- Ofsted Annual Review
- Conflict Resolution
- Website 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. JO declared an interest in the staffing plans for 2018-19. No other interests were declared.

04. Approval of the Minutes from 6th March 2018

Minutes were reviewed, with a small number of typo changes, signed by Chair.

05. Matters Arising & Review of Outstanding Actions

- Hand in photo for Governor board 2 inches x 3 inches Outstanding for JK MW, & CS
- Find & Update a Policy for Governor email privacy- Completed

06. Governor Recruitment & Governor Roles

As agreed at the last meeting, BM did send a text to all parents regarding the Parent Governor vacancy and this then triggered a positive response and Mr Christopher Sanders has been appointed to the Governing body as the Parent Governor.

We have also had a response very recently with regard to another parent/guardian who would like to join the Governing body and as we have a vacancy for a LA Governor. Clerk has contacted WB and they were progressing the application, but the party has now withdrawn so we still have one vacancy for a Governor.

With regard to the Staff Governor we have had further conversations with a particular member of staff who is now showing some interest and may take on the role from Sept 2018.

07. Benchmarking Data 2016/17

This data usually become available in Jan/Feb so is much later this year and the site that the information is collected from has also been updated/changed.

The criteria for comparison is primary schools in West Berks who have between 60 and 100 children. This is the criteria we have used previously and seems to give us a good representation. The data is in monetary value and also for some Amount Per Pupil or as a percentage of budget.

Staffing Costs-the school spend 75% of its budget on staffing, this will fall in the following year slightly as we have less support staff.

Teaching Staff-However we do spend the highest amount on Teaching staff at 53.9% which is as expected as the staff at Inkpen are very experienced and top of pay scales. If a teacher left we would possibly recruit at a lower level. Support staff costs are at 11% which is mid-range.

Admin staff- costs we are the lowest at 5.4% as this is just BM salary the downside would be if BM was unwell/absent, no one else is available to step in. Some schools spend excessively in this area, having several staff and therefore can cover.

Other staff costs is also quite low at 1.8%.

Self Generated Income- Here the school is highest at £42k, this is because with the Staff Insurance claim income that year was approx. £26k. Also the BM was organising the PGL trip for 5 small primary schools for 2 years and these funds are collected by the school organising and then are paid to PGL and this is in excess of £14k, so this section is about understanding the activities/events within the school.

In Year Balance shows that we spent £2,523 more in 2016/17 than we received as income (£433k in £435k out).

MT asked is this data has always been available & BM said it was and that we have previously taken it to the Finance committee only hence he will not have seen it before.

8. 2017-18 Budget Review as at P12

Variances of £1,000 & 20% need to be brought to Governors attention and there are two areas, both to the schools benefit, which is E02, supply teaching we have spent 60% of budget & more than £1.8k underspend, which is supporting the increased carry forward & E12, Building Maintenance at 72% & £1934 underspent. KH raised that E25 is also close to being reported at 119% and £3,106 overspend, this is to pay for the children's school meals and the overspend is slightly offset by the I09 income from catering. BM said this can be a difficult line to estimate a budget on, as it is very reliant on how many children eat the school meal throughout the year.

This report is at the end of P12 and shows a carry forward figure of £20,611. At the end of last week BM received P13 which is West Berkshires "mop up" month, a few slight amendments have gone through. The Educational Psychologist, School Improvement and the Governor services charges are for the period Sept 2017- Aug 2018 but they have charged the full amount in one go, so 5 months has been refunded in P13 & will be recharged in P1 2018. Also The Sports coach salary for Feb & March was charged to main school this has also been refunded to the main school budget & recharged to the Sports Fund.

So the main schools budget outturn for 2017-18 is a carry forward of £22,430.

Governor's Budget Monitoring Report 2017-18

The Governors report reconfirms the position in summary format.

The Sports fund is in deficit as expected but this has also slightly increased due to the Sports Coach salary amendments at the end of the financial year but this budget is issued in 7/12's & 5/12's so on the 1st April the next tranche of money will be paid to the school. The Sports Budget runs on an academic year not a financial. This will not cause any issues with WB, as overall we have a credit carry forward position. Sports Fund deficit carry forward is now £1,120.

Capital budget has a larger carry forward we had expected to pay the fencing contribution to WB of £1,027, but this has not been passed and will be in P1 2018. The computers have now been charged and will be installed on Thursday this week.

9. 2018-19 Budget

INCOME

This budget allocation is awarded and calculated by West Berks using the new National Funding Formula for the first time this year and the school has received an increase income but this is partially from the increase in student numbers.

Inflation is not included in any of the costs or the income, however annual pay rises of 2% is included.

It looks as though the income is falling compared to last years but we are not anticipating any insurance income and the PGL trip is just for Inkpen, not the other 4 schools and the donations is a non budgetable figure, also offset via by cost on E19 (which has fallen dramatically).

The High Needs Top up Funding is lower (down to £1600) as this is calculated on the child with the ECHP plan leaving us in the summer, so just one term of income and previously we had 2 children.

PPG is slightly lower as there are changes in children who qualify.

EXPENDITURE

The schools main cost is the salary budget as we have seen in the bench marking data at approx. 75%of the budget. This budget includes the 2% increase for all staff (some support staff will receive a higher percentage from April 2018 & teachers' pay rise is Sept 2018, although the unions have not agreed this figure as yet for the teachers) and the budget has been written with the staffing structure as at April 2018.

Staffing Structure- we will have the existing staffing structure in place until end of Aug and then as the child who receives 1-2-1 support is leaving and that we only have 7 children starting in Sept we have reviewed the arrangements. EW asked how many children were leaving from Year 6 and JK advised 13, so we will have fewer numbers in school when the October Census is undertaken which will be the formula for the Budget in 2019. Since these papers were prepared a teacher has requested she reduce her hours from full time to 0.6 and as she is the Reception class teacher and with numbers small JK advised we have been able to accommodate this. Infants classes from Sept will be a total of 23 children so on Mon & Tue the staffing arrangement will be one teacher & two Teaching Assistants. On Tuesday they will also have PE with Mr Bint in the morning and Forest schools will move to Tuesday afternoons for reception only. For Weds-Fri it will be 2 teachers and a Teaching Assistant some of the time. JK said that these year groups are the only year groups that you can merge for periods of time without the impact being detrimental, and we do have small numbers, Reception 7 children, Yr 1 -13 Children, Year 2 -3 children.

BM has estimated that this will save over £10k in salary costs this year, which will assist in reducing the potential deficit in 2019-20. JK & BM have also identified other areas of small savings that can be made in the staffing costs. Governors approved the staffing structure for 2018-19

Inflation is not included in any of the costs or the income.

Most lines of expenditure are in line with 2017-18 expenditure except for

E19-2017-18 includes the PGL trip for the 5 schools, and this year it will just be for Inkpen

E20 sees a slight increase as the school is not purchasing some of its IT support via an external company rather than WB which would be charge in E28.

E25 we spent less this past year on catering equipment but we do need to budget for a new fridge/freezer etc but it may not be required.

E27 is lower as we are just buying back from WB the Head teachers review package 1 day visit & the data spreadsheets rather than the full package as JK felt this was not required.

So with the change in carry forward figure up to £22k but the charges being reapplied in P1, the budget surplus for the main school budget in 2018-19 is estimated to be £17,000.

SPORTS BUDGET

The carry forward deficit figure for 2017/18 has increased slightly re Sports Coach salary charges to £1,120 and the Sports budget has been adjusted to account for this so the expected credit balance as at March 2019 will be £100.

CAPITAL BUDGET

With the carry forward figure of £3,099 the planned expenditure to improve the ICT, the Fence WB contribution and an amount allocated for works as yet unknown, this budget will have a credit carry forward as at March 2019 of £1400.

JK & BM requested the Governors to approve the budgets submitted and discussed. Governors approved & JK & MT signed the Budget Submission for BM to send onto WB.

10. Safeguarding including Health & Safety

This month MU has does not have anything to report. BM has just one incident reported to WB, parent collapse in playground, ambulance called, no further action taken by school.

Legionella- WB has commissioned a Legionella Risk Assessment which was undertaken during the Easter break and the previous survey being 2012. This previous survey identified that the school has 2 dead legs that should have been removed. This was before JK's time although she does vaguely recall hearing something about dead legs and before the BM's time. The report we should receive in a few months' time. Q-CS asked if it would be looked at by any other professional body? BM advised prior to it being issued to the school WB Property Dept and the Schools Surveyor will be reviewing it. BM said that the assessor was happy with all other areas and with the arrangements the school has in place for monthly water temperature checks and the quarterly checks undertaken by the contractor.

A Condition Data Collection Programme has been commissioned by the Government and the school was visited today by the company who have been appointed to undertake these reports. He viewed the whole school, took a lot of photographs & information and discussed various aspects of the buildings with several members of staff. He said we should receive the report in approx. 3-6 months. However we possibly will not hear anything following the reports.

12. Academy Update

Nothing further to report.

13. Policies for review

- Confidentiality Policy-Policy approved and marked on for 3 years.

14. Training & Governor Visit Update: KH has visited the school but has had to leave slightly earlier tonight so will be covering this at the next meeting.

No other training/visits have been undertaken.

MT will contact the three new Governors to arrange a meeting to undertake some Governor induction.

JK advised Governors of the Family Learning afternoon on Friday 25th May and that it would be good if some of the Governors could attend if possible.

15. Any Other Business-

-Ofsted Annual Review- EW suggested that as we are nearing the annual review time of Ofsted's visit would it be beneficial to review the feedback and look closely at the progress we are making? It was agreed that JK would host an Ofsted Review meeting on Tuesday 19th June at 6pm prior to the FGB meeting at 6.30pm on that date.

-Conflict Resolution -Q-EW asked how the work and the activities that were being undertaken with regard to Conflict Resolution. JK said that every avenue of assistance has been sought, and various works are in progress. EG mentor roles. The Police have also been in and held a session and that observations in the classroom had been undertaken of the issues. This is a process and will take time to resolve if it can be.

-Website Review-EW has been reviewing the schools website and noticed one or two typos, she has offered to undertake the role of regularly checking the website. MT asked if there was a list of what should be on the website? BM said that the DFE do have a list on their website of what should be on. EW will do this work over the coming months. BM will forward the DFE link. EW also said that the remarks by Ofsted were dated 2012 could we update them? JK said we could not as we only had a short Ofsted visit. So it was agreed that the date would be removed.

JK & JO felt that BM was doing a fabulous job with the schools website and felt it was very up to date whereas many schools can be years out of date.

16. Date of Next Meeting:

Tuesday 15th May 6.30pm

6/3/2018	BM	Find & Update appropriate policy for Governor email privacy	Completed
19/12/2017	JK, MW & CS	Hand in Photo for Governing Board	Outstanding
24/4/2018	MT	Contact MW, KH & CS to arrange a meeting for Governor Induction	Outstanding
24/4/2018	BM	Remove date from Website re Ofsted & send DFE link to EW	Outstanding
24/4/2018	BM	Complaints Case Study as an agenda item at next meeting	Outstanding

Approved by Chair of Governors

Mark Taylor

Date.....