



ST LUKES C of E CONTROLLED PRIMARY SCHOOL
Church Road, Tiptree, Essex, CO5 0SU

**MINUTES OF THE SPRING TERM MEETING OF THE GOVERNING BODY HELD
ON THURSDAY, 17TH MARCH 2016, COMMENCING AT 7.15PM**

Membership:	* Mr P Butcher	Authority Governor	
	* Mrs P Wakeling	Co-opted Governor	
	* Mrs S Spall	Co-opted Governor	
	* Mr D Glasson	Co-opted Governor	
	* Mr A Jones	Co-opted Governor	
	* Rev A M Renshaw	Foundation Governor (ex officio)	Chairman
	Mr S Eastbrook	Foundation Governor DBE	Vice Chairman
	* Mr S Morgan	Foundation Governor PCC	
	Mr R Potter	Parent Governor	
	vacancy	Parent Governor	
	* Mrs A Lomer	Parent Governor	
	* Mr M Bishop	Parent Governor	
	Ms J Canning	Staff Governor	
	* Mr G Malcolm	Head teacher	

* indicates attendance

Also in attendance: Mrs M Cox - Clerk to Governors
Mrs C Walker – Deputy Head
Mrs D Riley – Prospective Governor
Mr P Burt – Governor, Baynards Primary School

Action

1. WELCOME

The Chairman welcomed the new Governors to the meeting, and Mr Burt from Baynards who was observing the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for absence had been received and accepted from Ms Canning, Mr Potter and Mr Eastbrook.

3. **NOTIFICATION OF ANY OTHER URGENT BUSINESS**

It was agreed to take the following item:-

Renewal of photocopier lease.

4. **DECLARATION OF NEW BUSINESS INTERESTS/CONFLICTS OF INTEREST**

There were no new business interests or conflicts of interest declared.

5. **MEMBERSHIP UPDATE**

The Governing Body noted the election of Mrs Lomer and Mr Bishop as Parent Governors for a four year term of office and the appointment of Mr Jones as a Co-opted Governor for a four year term of office.

It was noted that Mrs Riley's term of office as a Parent Governor had expired; the Chairman reported that the school was in the process of requesting nominations for the vacancy. Mrs Riley had indicated that she wished to continue as a Governor and had applied for the Parent Governor vacancy. However, it was **agreed** that in the interim period Mrs Riley should be appointed as an Associate Member on the Governing Body. If she was successful in her application for the Parent Governor vacancy she would then cease to be an Associate Member.

Committee membership –

It was **agreed** that Mr Jones would become a member of the FPP Committee and Mrs Lomer a member of the Curriculum Committee. Mr Bishop would attend an FPP Committee before deciding which Committee he would like to join.

6. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 16th November 2015 were **agreed** and signed by the Chairman as a correct record. A matter arising is set out below.

7. **MATTER ARISING FROM THE MINUTES**

Minute 9 – the Head teacher reported that a contractor would be coming into school after Easter to replace the fence post.

8. **COMMITTEE REPORTS**

The minutes of the following Committees had been received and noted:-

Curriculum Committee 24.2.16

FPP Committee 29.2.16

It was noted that the SFVS required completion by Governors by 31.3.16.

9. 2016/17 BUDGET APPROVAL AND STAFFING IMPLICATIONS

The proposed 2016/17 budget had been circulated – the Head teacher thanked the School Business Manager (SBM) for the easy to read format.

The Head teacher went through the budget with Governors and highlighted that funding for schools had been reduced nationally. This had been exacerbated by the fact that there had been a reduction in SEN funding and a slight reduction in pupil numbers. It was noted that the budget was indicating a contingency amount of £9,500.

The Head teacher circulated a report setting out possible areas of cost savings for the 2016/17 budget plan and the current staffing structure. The Chairman commented that the school and Governing Body had previously been aware that the budget would be challenging for 2016/17. The Head teacher explained that these reports would normally have been submitted to the FPP Committee but due to the SBM not being in school, this had not been possible.

From the staffing structure, the Head teacher highlighted that the school had a high number of TAs, mainly due to the numbers of SEN pupils. It was noted that the school had to pay the first 13.5 hours of any Education and Health Care Plan (EHCP) which was very costly. There were 34 children on the SEN register at school but the school was only funded for 5 of those.

The Head teacher reported that staffing was currently 91% of the budget, compared to the Essex average of 85%. He commented that in order to reduce this, the school could look at the way it recruited staff, for example not replacing staff through natural wastage.

Governors were informed that 2 teachers had been paid an extra 10% for 18 months in error and had also received their 10% PPA time; however, HR had advised that the school could not request the repayment of this money due to the timescale that had elapsed.

It was noted that the capital funding allocation for 2016/17 was £7,465; the school planned to accumulate this amount for 2017/18 to cover the cost of the playground repair. It was noted though that this funding could be spent on IT and buildings.

The Governing Body considered the items in the budget that could be removed or delayed in order to increase the unallocated contingency for 2016/17 – this would amount to £27,000 plus the existing £9,500.

In relation to the breakfast/twilight club, a **Governor questioned** whether the school needed to recruit a replacement supervisor or whether this role could be filled by existing staff. The Head teacher explained that this was a possibility but that in order for the school to 'grow' this service and for the school to make it a success, he felt that a competent person should be recruited. This would enhance the provision and explained that the cost saving by not employing someone was not that significant.

A Governor asked that if agreement was given to the reduction in administrative and education support hours, whether this would create a sense of animosity amongst those staff. The Head teacher explained that this proposal, if agreed, would need to be undertaken sensitively with a clear and consistent message from himself and the Governing Body. It was noted that staff were aware of the budgetary constraints for next year.

A Governor asked whether all the TA and MDA hours were necessary at school. The Head teacher reported that himself and the SENCO would be looking at this more closely. The Deputy Head went on to explain that there were ways that the TAs could be redeployed at school.

The Head teacher acknowledged that the school had a large number of staff compared to similar sized schools. However, he pointed out that historically the school had earned a good reputation in the community for supporting children with special needs and for being an inclusive school, but that this came at a cost.

Following a thorough discussion of the options, the following was **agreed** by the Governing Body to be removed or delayed to increase the unallocated contingency for 2016/17 (in priority order):-

1. Premises jobs not identified as high priority health and safety issues or a requirement of site security – cost saving £11,333.
2. Reading diaries to be produced on site to reduce cost and personalise content and make them more robust – cost saving £1,000.
3. DfE formula capital – cost saving £2,610.
4. Removal of paid PPA time from some members of staff – cost saving £7,282.

The 2016/17 budget was **approved**.

The Governing Body **agreed** that it did not wish to reduce the administrative and education support hours by 10% but asked that the Head teacher speak to support staff to ask if anyone was wishing to reduce their hours and to also look at redeployment.

The Head teacher pointed out that there may be some difficulties for budgets for future years due to the contingency being used to balance the 2016/17 budget. He was pleased to report though that the school was oversubscribed

for September which would result in an increase in pupil numbers for the 2017/18 budget.

It was noted that the school would include a piece in the school newsletter on parents applying for Pupil Premium funding.

10. HEAD TEACHER'S REPORT

The Head teacher's report was received and noted. The Head teacher reported that he would send Governors the autumn term data for the percentage of children at ARE or above.

Head

11. UPDATE ON SCHOOL IMPROVEMENT PLAN

The SIP was noted.

Mr Butcher had indicated that whilst this was a school led SIP he did not believe that the Governing Body had established a long term strategy; this was deemed to be good practice and necessary for the Governing Body in order to comply with its governance statement. Mr Butcher circulated a process cycle for producing a Governing Body strategy for 2016 – 2019.

The Deputy Head reported that subject leaders had been involved in the production of the SIP in order to retain staff engagement in the school's long term priorities.

It was **agreed** that a working party consisting of Mr Butcher, Mr Bishop and Mr Jones should be set up to consider the Governing Body's long term strategy for school development and to report back to the Governing Body.

12. CHAIR'S ACTION/BUSINESS CORRESPONDENCE

The Chairman reported that she had responded to 2 parental complaints.

13. EQUALITY OBJECTIVES

The Equality and Diversity Action Plan was circulated. The Head teacher reported that the school had undertaken an audit on where it was in relation to equality and that this information and the Action Plan needed to come together to create an Equality Scheme. It was noted that the SIP reflected equality and diversity, cultural diversity and British Values. It was **agreed** that Mrs Lomer, Mrs Riley and Mr Butcher would meet with the Head teacher to look at the production of some equalities objectives and to report back to the next Governing Body.

Head, Mrs Lomer, Mr Butcher, Mrs Riley

14. **2016/17 NON PUPIL DAYS**

The following non pupil days were **approved**:-

1st September 2016; 2nd September 2016; 5th January 2017; 6th January 2017;
18th April 2017.

15. **POLICY REVIEW**

The **Child Protection Policy** had been updated.

It was agreed that Policy would be considered **approved** if no Governor had submitted any comments on it by the end of term.

16. **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**

Governors noted a number of monitoring reports in relation to Health and Safety, guided reading and SEN.

In relation to monitoring responsibilities for the new Governors, it was **agreed** that Mr Bishop would look at health and safety, Mrs Lomer would look at British Values/equality and diversity, and Mr Jones would look at community learning.

It was noted that Mr Butcher and Mr Bishop had completed their Governor induction training.

Mrs Riley undertook to e-mail suggested training courses to Governors.

Mrs Riley

17. **WHAT HAVE WE DONE THIS EVENING THAT HAS IMPROVED THE OPPORTUNITIES FOR PUPILS AT TIPTREE ST LUKE'S C OF E PRIMARY SCHOOL?**

Governors summarised that they had approved a budget that prioritised the needs of the children, assigned new Governors to Committees and monitoring areas, highlighted the school's excellent SEN provision, and agreed to look at the strategic vision.

18. **DATE OF NEXT MEETING**

It was noted that the next meeting would be held on 7th July 2016 at 7.15pm.

19. **ANY OTHER URGENT BUSINESS**

Photocopier lease -

The Chairman reported that the photocopier lease was coming to an end and that the current photocopier was not fit for purpose. The school had received 3 quotes for a lease for a new photocopier.

Action

Upon consideration of these quotes, the Governing Body **approved** Risograph as the preferred supplier. It was noted that the cost had been included in the budget.

20. CONFIDENTIAL MATTER

A confidential matter is set out as an Appendix to the minutes.

Mrs Spall, the Deputy Head and Mr Burt left the meeting at 9.20pm.

MEETING CLOSED 9.40PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
10	Governors to be sent the autumn term data for the percentage of children at ARE or above.	Head	
13	Mrs Lomer, Mrs Riley and Mr Butcher to meet with the Head teacher to look at the production of some equalities objectives and to report back to the next Governing Body.	Mrs Lomer, Mrs Riley, Mr Butcher	
16	Mrs Riley to e-mail suggested training courses to Governors.	Mrs Riley	