

Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Tuesday 7th March 2017 at
Ashlands C of E First School (GB4)

In attendance: Richard Barratt (RB), Ellie Kading (EK), Liz Clemow (EC), Anthony Mulligan (AM), Jonathan Morris (JM), Adam Pilton (AP), Nicola Ball (NB)

Also in attendance: Lisa Carter Business Manager (LC)

Diana Hunt (DH) Clerk

No.	Procedural Matters	Action
1	Apologies received and accepted from Andy North.	
2	Declaration of interests – None declared.	
3	<p>Minutes of last meeting – 17th January 2017 were circulated prior to the meeting.</p> <p>The GB was asked if they had anything to raise relating to the previous meetings minutes. Nothing raised, therefore agreed and signed.</p> <p>Action Points AM would like additional time to provide a list of items he would like to just re-look at and go through the past Headteacher reports. To prepare for GB5 if possible. AP has now signed three outstanding documents. EC and NB to look at the SEN report for the Website. Accessibility Report had a small typo which has been amended and is now on the website. Multi Academy Trust (MAT) – it was proposed to have an extra ordinary meeting. NB has recently attended a meeting. NB updated the GB on the latest movement on the MAT, but once we know more then we will have a meeting dedicated to it. Recently a lot of schools have been rejected from MAT status. David Derbyshire (Head of Wadham) is in contact with the relevant people to decide whether this is a viable option before we go any further down this line. There are a broad number of reasons why we are looking towards MAT status. We already work well as a group (CISP) and we wouldn't want to be group with a school which could be 400 miles away. Also if heaven forbid one of the schools in the MAT had an Ofsted report of requiring improvement or special measures we would have the CISP support locally. Really at the moment we are waiting firstly to find out if we are viable, we do fall below the remit of school numbers in children but we are not the norm as we are first, middle and upper schools so we may hear back that it's an interesting proposition. We are hoping to hear in the next month, but can't see it moving forward for September. The finances of all the schools need to be looked at too to make sure no one is in a deficit that they wouldn't be able to get out of. Personally I can see we work well as a CISP and we would continue to work well but I wouldn't want to be placed with other schools. We don't necessarily have to join in the first instance; we would have the option of joining later. I would be happy by joining the MAT as the other schools would be supporting our values and aims. RB: We will have an extra ordinary meeting when we know more.</p>	

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Month 9 Financial Report presented by Lisa Carter. Month 9 Financial report was circulated to the GB prior to the meeting.

Virements are reported at Month 3, 6 and 9 and mostly pertain to the allocation of income to appropriate cost centres (Pupil Premium adjustment, donations and contributions, PE & Sport adjustments). Virements are minuted as part of the signing off of each Report. Other than that we rarely vire funding between cost centres.

LC presented all the virements to date for both Ashlands and Misterton within the Month 9 reports.

No questions were posed relating to virements.

Ashlands Month 9 Report was presented by LC showing what has been spent to date and that estimated up to year-end. LC predicted an outturn at year-end showing between 70% and 80% against staffing costs. The uncommitted revenue balance is estimated at £32,677 - this is the funding which we may carry forward as part of a total school balance of £47,390. Capital balance held at Month 9: £2400 for forest school and adventure play area. Governors were asked to decide whether to carry this forward as Capital or, since the amount relates to expenditure offset by fundraising, move it back into the Revenue Budget to boost flexibility – recommended by LC*.

FMS Data –LC presented the cost centres and the balances which show how she arrives at the school balance.

Supporting notes – explanations of overspend/underspend balances

Pending Supply Teaching costs are anticipated. NB: Jess Craig joined us to help cover management time for MH and RC but this has increased due to additional help/support with long term sickness. Additional funding been budgeted for this and also planned in for next year. This also makes NB's four day week more viable with giving the SLT more management time.

LC: *Moving forward LC requested clarification on the £2,400 Capital balance which is currently ring fenced. GB to advise whether to ring fence for major projects next year. No clarification received.

After school clubs was set up as a separate cost centre this year to maximise on external funding and monitoring of such. From Easter all after school clubs will be charged at £1. This cost centre currently holds £980 (Ashlands) with all staffing costs and resources covered. This will be utilised to boost uncommitted revenue at year end. NB: I am a strong believer of offering these clubs at no cost, but looking at the budget next year to charge a £1 is a healthy way forward.

The GB were happy to carry forward this parental income as uncommitted revenue but perhaps leave £50/£100 in the after school clubs cost centre for resources. LC will build into next year's budget.

BAM funding income this year: £6733. Some of this balance will be used to offset costs of MDSA staff at year-end but the remainder has been allocated

	<p>to Contingency and will be used to help fund improvements to the Millennium garden/adventure play area. How reliable is that funding? (AM). The income comes in monthly and is sitting in contingency. AM: How is uptake on meals? LC: It's about 90%. We give feedback on the quality of the food all the time and we have a meeting with BAM arranged. The food quality and quantity is all audited to ensure it meets School Food Standards by SCC.</p> <p>AM: I meant to ask regarding BAM funding how confident you are that it is going to continue. LC: Very confident, there is a lot of competition out there and if we wanted to go out to tender for an alternative contract this would be an option – each company offer various incentives.</p> <p>Misterton Month 9 was presented in the same format.</p> <p>LC reported an estimated final outturn deficit of just over £3,500. In trying to further reduce this outturn figure a stop on all unplanned expenditure should be considered by the HT. One month of BAM funding has been allocated to Misterton to help reduce the deficit balance. RB: Where has the overspend come from? LC: Staff cost. NB: It is the wage of a senior teaching post at Misterton which we didn't budget for this level (see Month 9 report notes). We budgeted a level below and she was the best candidate. LC: At the time of budgeting last year we didn't actually know that Andy North was leaving. This is an example of how a change of teaching staff in-year can have an impact on the budget. RB: Basically you have a new senior teacher on a higher level pay scale than we budgeted. LC: Yes.</p> <p>The Misterton budget is always very frugal, there's not much to it on paper. The BO2 balance is never sufficient but we have brought in some income through our breakfast club. Reconciliation at month 11 will give a better position on the year-end outturn figure. LC presented the virements, which the GB have seen within the report.</p> <p>PE and sport grant – BO5 its ring-fenced and full expenditure is anticipated including new equipment for Early Years.</p> <p>LC: Any questions?</p> <p>EC – do you meet regularly with NB? LC: Yes, monthly after monthly reconciliation and NB is fully briefed on income and expenditure balances and movements. NB is still in a learning stage so we use it as a training session.</p> <p>Clerk: Do you want the GB to decide now about the money you have ring fenced for Ashlands? LC: Yes, once we have discussed the budget and the proposed class structure for Ashlands.</p>	
5	<p><u>Draft Summary Budget presented by Lisa Carter</u> – LC handed out supporting documents based on new class structures at Ashlands for the next academic year with supporting finances. A four class option and two fifth class options. Each of the GB had the documents for each scenario. NB: Basically the budget doesn't support the number of children we currently have in the school – the budget is based on the census October 2016. We have had more children come in during the year and therefore this is always</p>	

a mismatch between NOR and funding.

From September based on the number of first choices we will have 123 children at Ashlands on roll and very crowded classrooms and it doesn't give any room for growth on current classes. This is based on the 23 children coming through for 1st choice only and if we get any of the 17 2nd choice children it increases the class size again and the year 3-4 class would be 34+. This would just not be good teaching practice.

EC: What is your capacity? It sounds like you are already over. NB: Surprisingly no, even though we can't top load our classes, if SCC said that they had a Year 1 applying for our school and we've got 23 we can't say no as that is below our PAN (Pupil Admission Number), but it would make the class 31 which are not supposed to have for KS1. SCC could give us children throughout the year as we are below each year group's PAN but we haven't got anywhere to put them. Our PAN for Reception is 30.

EC: So we really need to factor this in as well that it is likely that we will get new children during the year.

NB: When families come around the school, they like what they see and we are delighted to welcome them, but next year we would feel in a position that we wouldn't want any additional children coming in as the impact on the teachers, the stress and strain of 30 plus children in your class doesn't work. Long term that is a teacher off with stress and an upset parent that their child isn't being taught in a bespoke fashion. However the class option as we have now best fits our budget! Our budget says this is the best option. I have also included in the scenarios how this will look for our vulnerable groups, SEN, Pupil Premium, English as an additional language and children with special educational needs.

NB: We have looked at two other options for a year to see how they go, it would mean moving the library to the IT suite. Which would mean a revamp of the library which I wanted to do anyway and raise its profile and the love of books. EK: How would this effect the IT suite?

NB: All our technology is portable and we have two charging units, one upstairs and one downstairs. Computer use is in the classrooms.

The other two options are 5 classes but one for just a morning. With the change in the curriculum and teaching year 1 objectives and a point where they get to secure in year one and moving towards greater depths would give us the discreet teaching for discreet age group. This is would be of great benefit to us as well as class numbers reduced but not significantly as it would still give us 27 in year 3.

The morning option – we couldn't have an NQT so it would have to be around a scale M3. The classrooms would be split into two for the teaching of maths, literacy and back to 4 classes for topic subjects, PE etc in the afternoon.

The 5 class complete option – the children would stay in these classes all day. We can reduce cost of the teacher in this class with a NQT teacher and now would be a really good time to recruit and you will get more applying.

It is now the GB job to look at the supporting figures to go along with what I have just talked through. Documents provided. You have decide what you are comfortable going into deficit with.

RB: You have given us the educational reasons and LC will give us the financial reasons.

LC: If I start from the beginning with the two budgets being brought together, the allocation is £720,629 for the joint budget. If you have the three options in front of you laid out and look at the 2017/18 the allocation is exactly the same including any top ups. You can clearly see the funding isn't sufficient to run the two schools. It is going to cost £733,629. This is the same across the country and more-so in local schools. We are quite healthy compared to a lot of other local schools. This is where your carried forward comes into play and I talked about moving money from BO1, BO5 & BO7 to help with flexibility. This is why it is so important to bring money back in to the Uncommitted Revenue element of the budget. We have a potential of bringing in just over £41,000 based on the Month 9 outturn. Our funding hasn't been increased at all this year. We've had an extra £20 per child but our numbers have decreased based on the October 2016 census. I've predicted for the next four years based on the same funding and anticipated figures for the next few years we are going to increase our numbers.

AM: Why do the numbers drop in year 2019/2020?

LC: We have a large year 4 group leaving.

RB: 5 class option – do we need all the TA's in each class if we have a class per year group and not replace them when they leave? NB- unfortunately we get very little funding for the children who need additional support, as little as £46 for one.

LC: A lot of our Pupil Premium funding will go towards supporting the cost our support staff and resources as shown Budget Plan scenarios. You have all the information of ratios to children in the report.

NB: we have looked at each class and to see if it's appropriate to develop that class on with just one TA. The only class that we haven't put a TA in is year 4 but we could have an apprentice on the minimum apprentice wage basing on having an 18 year old on a one year fixed term basis. We've costed everything low which is why we have costed an NQT teacher and again on a one year fixed term basis maximise on this.

LC: If you look at the first year costs column the four class option leaves you with £14,000 at the end. The second option gives you nearly £3,000 and the final option the preferred option takes you just slightly into deficit by £2,000. These figures don't include yet any additional funding that comes in throughout the year. These figures don't include the £1,500 grant for supporting an apprentice.

AM: Some of these models are showing we are losing £70,000 a year. LC: Yes. AM: To turn the question on its head if you modelled a five class option and then made the budget balance what would the school look like and it's the tenable? LC: If we look at the 5th year figures, which is probably what has raised your question, this doesn't include staff pay increases. If you go for your planned NQT for 5 classes we could have £145,000 deficit after 5 years. As your Business Manager I am unable to say that this be my preferred option financially but I do see the benefits this could bring regarding strategic planning moving forward. What I could say is that you could go with it for a year at least as the first year doesn't include a whole year cost. It's 7/12ths. That's why it is so important to cap spending in every other area and bolster that contingency pot so that we can keep that going and what we might see are our numbers increasing. AM: Would you like to vire across to Misterton? LC: I won't be viring anything across to Misterton as we will be moving forward with one budget. Misterton and Ashlands are as one from April.

RB: Financially risky but I think we should go for it for a year. It is bold, its brave.

LC: For marketing purposes it is attractive to parents having single year classes. If we don't increase classes we will stagnate and there will be no flexibility to admit families moving into the area in-year. The aim at Misterton would be to go back to three classes eventually. Look at it for the first year and then look again at the second year. I will be working hard to look for additional external funding. It is a gamble but we are a business but it is down to you as Governors and your responsibility.

EC: Do we know how many children are potentially coming are way over the next few years. LC: I do normally get a forecast but I haven't had it yet.

RB proposes 5 classes for 12 months with a NQT 12 month fixed term. If a TA leaves we don't replace and reduce costs/re-grading. Do we need an apprentice? NB: We are a teaching school, we support SCITT and giving apprentices a chance and support them. LC: We need to make it clear we appoint only for 1 year based on structure and funding. I emailed HR today just to check the legalities.

EC: Will it affect the quality of the NQT applying; they will be looking for a permanent position? NB: No, across the board now NQT job contracts are now more often a year contract. LC: If you know you have a good NQT and you have someone leaving you have another option.

RB: Is anyone against the 5 class option, as there is a definite financial risk element, but we only commit to a year? EC: I'm not against it at all, but how would it compare from a 5 classes for the morning in costs? LC: Similar costs as it would be a M3 position as you wouldn't get a NQT part time. RB: How would the movement impact the children? Would it be unsettling?

EC: The children do already move around not necessarily an argument, we need to look at the middle option not write it off! LC: It is an option and a cheaper option but would it be unsettling for the high number of SEN we will have it that class? EC: The children are often out of class anyway for interventions. NB: It would be unsettling as you build a relationship with your teacher and again when I first looked at it I would have gone with the 5 class am option because that was the middle ground however from my own experience with a group of boisterous boys as an example I could encourage the boys in literacy as they knew in the afternoon they had rugby with me, which I could use as a pull. There are children that go out on interventions for 20 minutes but they are back in the fold. EC: Would an NQT put a strain on the staff the support from others compared to an experienced established teacher? NB: We will have that support in place and yes some NQTs need more support than others. AP: It is all based on having a good NQT too. What happens if the NQT isn't very good? Are we attractive for the NQT, would a good quality NQT want to come here? NB: For a single age group yes. We do have the fall back plan of the morning option. It is the right time of year to advertise to get the best

RB: If we don't get the right person through the door then we advertise again. Propose the 5 class and if we don't get the NQT teacher through the door then we can drop back to morning option and get a M3 teacher. How about that that is a good compromise?

AM: If we go for the full 5 class option, do you think that the outcomes of children in that year will be better given the commitment you have already set about having one to one teaching? Is your proposal to go to 5 classes, do you think that is a concrete thing to do?

NB: Yes, educationally I am absolutely concrete in my mind that is the right

	<p>thing to do but I have to say the budget floored us both. With the way the curriculum is and the needs we have, yes.</p> <p>AM: If we have to go back at the end of year 1 to 4 classes, do you see that in hindsight as a mistake?</p> <p>NB: No, we don't know until we do it and if we will get those extra pupils through the door, there are so many variables we have no control over. It may not work and we go back to the four but we will then have a classroom downstairs fully resourced as an intervention area.</p> <p>AM: I think given your two answers we should fully support the 5th class option.</p> <p>AP: If the NQT is not doing well, would that one class impact the Ofsted for the entire school?</p> <p>NB: Yes it would if we were not giving that NQT enough support, but we would. Ofsted would look at leadership team and what they have been doing to support that NQT, which is why need to advertise now for an NQT.</p> <p>RB: I propose we move forward with the 5th class. AM seconded the proposal.</p>	
6	Health & Safety – RB: Any matters to report? Nothing was raised.	
7	Moving to a single Budget – the Statement of Association was re sent out to the GB. LC: It is a model document taken from County. RB: Any concerns or questions? Nothing raised. Document agreed and signed.	
8	School Website update – Niki has done a review of the website. We are more up to date and policies are updated as and when they come out. We have the Governor SEN report still to do.	Action
9	<p>Governor Visits – The Governor visits were moved up the agenda. The SEN and Safeguarding reports were sent out to the GB prior to the meeting. EC reported on the SEN visit and AM on the Safeguarding visit.</p> <p>AM: An unannounced safeguarding visit – it was a real pleasure to go around the school and everyone was so open and helpful and asked very good questions.</p> <p>Just one element off the back of Governor resources that indicated that children should be aware of who they can go to if they have a concern over a member of staff and I questioned Richard Coath. Richard Coath couldn't answer with a definite answer that the children would do and I don't know if there is a requirement for that. NB: there is always a difficulty but from early years upwards they all understand if they have a problem either through school or home they can go and talk to a teacher or a TA. However when a teacher is asked if a child had a problem with a teacher that is a difficult point because you don't have that broad conversation with that child, but they are aware there is a range of people they can have a conversation with. Parents will often say to their children as an example if you don't want to speak to your class teacher you can always speak to the Headteacher. It does come through in the PSHE classes. EC: It is down to an age appropriate.</p> <p>AM: It was a great pleasure that it was all in place and working towards to.</p> <p>EC: SEN – most was observations and teaching in practice. It had the impact with the children and very positive.</p>	
10	<p>Head Teacher Report – The Report was circulated to the GB prior to the meeting. NB: Similar format this time, with a few additional headings. Have you got any areas you would like me to discuss more on?</p> <p>EC: Can I just ask about the staff member being off, do you know how much longer this is going to go on for and how it is being managed? NB: It's been</p>	

	<p>sufficiently managed; we are trying to be as consistent as possible by teachers. The first supply teacher was in place for three week period. The parents have been kept updated. We have put in a third TA to make sure that the class is well covered and they are being very proactive and that timetables are adhered to. Richard Coath has been planning. The planning and expectations for that class haven't lowered. The only dip is the marking of the children's books which we are focusing on now, the supply teacher isn't quite as rigorous. We have started moderating this class today, we have spent 3 hours and identified interventions needed and we've be able to confirm the data. We are hoping that the teacher will be back before the end of term. We haven't let it impact on the school and the children are still progressing well. We are hoping the teacher will be back for the last week of this term. However we haven't let it impact across the school.</p> <p>RB: Data – when is the spring data due in?</p> <p>NB: It will be in by the last two weeks of term and ready for the next GB meeting.</p> <p>EK: Could you just outline your safeguarding review and tell me more about it?</p> <p>NB: We completed a safeguarding walk to review what we had around the school. We have now put measures in place for those areas in place which we felt we could be more compliant on. One of the major areas of this was liaising with the children's centre. Since they have been established at the base of the school there has been an agreement to allow access through the school throughout the day, that has now stopped and the gates are now both secured and no right way for that through the school. Any visitors to the children centre are now re-directed down the side road. The children centre is in complete agreement and the cost to the school is for a new secure gate at the bottom. The children's centre is costing the intercom. I feel now we are a safe environment and increased security. I have increased the hours of one member of staff to go around checking we are secure. All parents have been told when the gates will be open and closed. New signage has gone up as well at a cost.</p> <p>RB: We are running out of time, is there anything else we would like to ask?</p> <p>AM: Just really a follow up from my data course and I would have liked you to highlight some of the achievements of the data, some of the concerns and how the interventions are coming along?</p> <p>NB: I will be fully prepared to answer these questions at the next meeting along with the spring data. Raiseonline is data from last year and you had that data presented to you at GB1.</p>	Action
11	<p><u>Pupil Premium Report</u> – The report was circulated to the GB prior to the meeting. Clerk: Unfortunately due to running over time, we didn't cover this point. However I have since emailed the GB to ask if they have any questions that they would like to raise from the Pupil Premium report. No questions have been raised.</p>	
12	<p><u>Policies</u> – The following policies were sent out to the GB prior to the meeting to read through and raise any queries:-</p> <ul style="list-style-type: none"> SEND Policy Behaviour Management Anti-Bullying Home School Agreement Charging and Remissions Complaints Procedure Sex Education - EC: I think it is such a big topic, we should be teaching it in 	

	<p>our schools. It is probably mostly to do with personal relationships, which we are probably already doing.</p> <p>RB: Due to Government changes we will review again at GB6.</p> <p>All the policies were agreed and signed by the board.</p>	
13	<u>Accessibility update</u> – moved to GB5	
14	<p><u>AOB – Safeguarding</u> – From my Headteacher report and Safeguarding audit, we have pulled together a Safeguarding leaflet. Copy circulated to the GB.</p> <p><u>Update on Land at Ashlands</u> – We have been in talks with Boon Brown, the architects for the proposed development at the back of the school regarding the widening the road for pedestrians.</p> <p>The millennium garden was sold to the developer some time ago. We believe there was a land swap.</p> <p>The original plan was to have a zig zag path through the millennium garden which was shelved and instead to put a path by the left hand side of the school past the MUGA which we fully supported.</p> <p>However, Boon and Brown visited this week. The path to the left is now not going forward and they want to go back to original zig zag path through the millennium garden. This path has already been approved they just wanted us to approve verbally despite it being their land, by not verbally agreeing we could stall it.</p> <p>Basically the planners need to have a safe pedestrian access from the housing estate to the town before they can start to build and the zig zag path planning has been approved which gives them the way forward to start building. We've handed it over to our legal team as it's out of our remit. Ideally they would like to continue to move forward with the proposal that they will do the side path, but for now so that they can start building they have to go with the zig zag path but there is no guarantee that they will apply for planning for the side path.</p> <p>We did support the path down the left of the school.</p>	
15	<u>School Financial Values Audit</u> for Ashlands and Misterton were completed by Adam Pilton and Anthony Mulligan and presented to the GB. AM would just like to do a final check of the document before it is submitted.	
16	<u>Date and time of next meeting</u> – The next meeting will be on Tuesday 2nd May at Misterton.	
17	<u>Next meeting Focus</u> – Brief Data and SDP update Health and Safety matters SEN Governor Report	
18	<u>Confidential Minutes</u> – Due to the time, this will now move to GB5.	
19	<u>Headteacher Pay Review</u> – NB left the meeting. Reported as confidential minutes.	
	Meeting closed at 7.20pm	

MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 7th March 2017.

ITEM	ACTION	BY	TIMESCALE	COMPLETE
GB2 – item 3	Critical Incident Report - Appendix 4 regarding Swine Flu needs addressing internally and amend – operational.	NB		
GB3 Point 5	Should some of the action points stay on the action points to remind us? AM will email examples to us.	AM		
GB4 Point 8	School website – Governor SEN report to be written and to go on website.	NB	GB5	
GB3 Point 15	Multi Academy Trust – to hold an extra ordinary meeting for this item.	RB	ASAP	
GB4 Point 10	Present Spring Data and highlight achievements, concerns and how the interventions are helping the children's progress.	NB	GB5	
GB4 Point 15	SFVA – to be finalised and submitted by 31st March 2017.	AM/Clerk	31st March 2017	