

Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Tuesday 16th May 2017 at
Misterton C of E First School (GB5)

In attendance: Richard Barratt (RB), Liz Clemow (EC), Anthony Mulligan (AM), Jonathan Morris (JM), Andy North (AN), 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 Ellie Kading and Adam Pilton. Richard Barratt attended the meeting but for the evening Andrew North will chair the meeting.	
2	Declaration of interests – None declared.	
3	<p>Minutes of last meeting – 7th March 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 GB3 – point 5 AM handed out a print out of examples of Action points that may have lapsed or have not necessarily been followed up. Are we getting to the end of formal documents and reviewing? The Governors were asked to take the document home and to have a look at and go through the points and discuss whether we need to look at again. Valuable tool to go forward. Did the reports achieve everything we wanted? Good governance. RB: It identifies that Governors need to ask more questions and this came up from the recent SIAMS inspection. We need to review the Governors visit form to include asking more questions. Thank you AM for starting that process. NB: We will add to the next meeting to review this document. Add to the next agenda. NB asked for a copy by email. I will go through to see which items are my responsibility and then I can forward to RB to go through. AM to email NB GB4 – point 8 – EC and Kay Dawson working on the SEN report, meeting tomorrow together and discussing it further.</p> <p>LC arrived at 5.15pm.</p> <p>GB4 – Point 15 – SFVA finalised and submitted.</p>	<p>Action</p> <p>Action</p>
4	<p>Budget presented by Lisa Carter. A copy of the budget was circulated to the GB prior to the meeting.</p> <p>Please see a copy of supporting notes provided by LC attached.</p> <p>School balances 2016/2017 – these were handed out at the beginning of the meeting and presented by LC. Misterton £2956 uncommitted revenue at the end of the year. Grants UIFSM and PE amounts to add in here and will</p>	

be added into this year's budget. DFCG – spent over £6000 to decorate the school. Balance to improve access. No other capital balances. LC read through the summaries. To be signed by NB.
NB: Big Classroom – communicating by email to promote citizenship. Safe social network for schools. Splitting the payment over two academic years. We will not be renewing next year.
Ashlands - Yearend balance spent 92/93% of our budget. Balance £42,148. PE and sport grant up to 2020.
£40,270 uncommitted revenue. We are going to balance the budget with £20K. Cook station has gone down really well and moving into the hall. Worth the money. All very good and as anticipated.

BUDGET

Really good meetings with AM and AP, very good questions were raised by both. Evidence of questions attached.
Going forward with the single budget. Combined budget £719,132 in the single budget.
LC went through the budget. Reserves of £21k.
By the end of the 5th year our estimates on numbers could bring in another £250k. We will continue with the NQT on a one year contract and reviewed depending on budget.

Dashboard

Budget notes – LC read down through the notes and highlighted points GB should be made aware of.
Shared contracts are going to be rolled out to all staff – NB is going talk to all the staff. All new staff will already will have in their contract to move between schools.
£18k we are now having to find for pension deficit and apprentice.
BEMIS are ceasing funding general repairs from April 2017. Will use contractors we know for general repairs. Across the CISP we have drawn up a local contractors. Larger works will still go through SCC to manage.
The money is in the budget for premises is still large but we have to make allowance in case something goes wrong for e.g. the boiler breaks. There is a ledger code for Health & Safety within the premises funding.
Ashlands are moving forward to do a wraparound service for both ends of the day as parents are asking for it. Opportunity to roll out throughout the holidays. An opportunity for increased revenues. There could be the opportunity to roll out to Misterton parents too.
After school clubs we are now charging a £1 a week this could bring in £4000 a year.
ICT lease coming to the end this year. Negotiating settlement figure and new lease on our laptops and iPads.
Photocopiers are up for renewal next year. Looking at the option to buy our copiers instead of renting and save over £39k a year.
SSTEP Services have been reviewed.
WAN (Wider Area Network) costs £4K - big impact on schools, no support or funding so we have had to find it.
Rates allocation for Ashlands and Misterton was assumed exempt but it's not so we will have money to come back in for that.
Crossing patrol at Misterton is still very important to fund as the cars don't always stop at the zebra crossing.
We've decided not to have an apprentice in the 5th class now at Ashlands, instead re-timetabling the support staff.

	<p>Pupil Premium - £6K there to support for swimming, trips, resources, clubs etc.</p> <p>DFCG Spend – projects at the back of the report. Just over £11k in the single budget. LC read through the projects which will need approving if the GB agree the budget.</p> <p>New CCTV at Ashlands is needed as the current equipment is old and not compliant. It is still needed due to larger grounds and the gate at the back of the school. Do we disconnect the CCTV for the time being and wait to see if the developers will fund it?</p> <p>We will provide an interim provision for disabled parking until we know what is going on with the car park with the developer.</p> <p>SCC have approved the projects but will need the GB to do final approval.</p> <p>AM: Curriculum costs - some of the data is bit adverse. Squeezed budget. Dropped significantly how will that impact on the children. LC: I have budgeted on what I know (F301). AM: How are we going to fund the children’s education? I would like to see it drilled down to see what the curriculum budget is going to be spent on? NB: The saving of £7k on music has influenced that drop in the figure. The impact of the 5th teacher will help across the school. LC: The lease payments are not built in to this cost centre either this year. £14k was saved from AP questions from staffing. Copy of questions from both AP and AM to be sent to clerk to support minutes.</p> <p>Wrap around care, initially we had negativity from the local child care provider in Crewkerne, Jigsaw. However, we’ve had parents who would like it. We have two ladies who are interested in running it throughout the year, but we are likely to get negativity from the community and Jigsaw. Our parents have shown a need. AN: I would still fully support this.</p> <p>LC: Key subscription – we are the only ones in the CISP that use it. Its £500. AM: I find it valuable. I couldn’t find the information on another site. JM: It is good.</p> <p>NB: You’re not paid to come to Governors, but if you feel you need it then we should run with it.</p> <p>LC: We will look to see if we can share within the CISP.</p> <p>AM: Thanked LC for all her work she has put into the budget.</p> <p>All the GB agreed with the budget and the projects with exception of the two that LC mentioned CCTV and the disabled car parking project.</p>	
5	<p>Continuity Plan – Sent out to GB prior to the meeting. Standard document presented by LC. Operational document but it does need approving and sits with the critical incident pack. We do practice the evacuation plans.</p> <p>The Chair would receive a courtesy call from the head. Any points to raise? None raised. All the GB are in agreeance.</p>	
6	<p>Health & Safety – Misterton incident. A child fell down the stairs in school. Harwoods came in straight away with a suggestion for a hand rail and half gate, plus another handle further down. Sending a report to us. We will get a 2nd person coming in to quote. Logged on the H&S risk.</p>	
7	<p>Safeguarding – Nothing to raise. Safeguarding course for all Governors and staff up for renewal in February 2018. Suggested dates 4th & 5th September. JM completed Safeguarding training at Wadham at the end of April. Chris Jackson ran the course – NB to follow up. NB and LC attending</p>	Action

	<p>Safer recruitment tomorrow.</p> <p>AN has completed a safeguarding course at the beginning of the year.</p> <p>NB: Do you think we should have a meeting for the parents to attend for safeguarding purposes, what do the Governors feel, advice please. EC: Esafety would be usefu. Link to websites on our website. AM: How about doing it on the day of the parents evening. Esafety Magazine look into. PCSO has offered to come in and introduce himself at an assembly and talk to the children.</p>	Action
8	<p><u>School Website update</u> – SENCO documentation. RE policy and collective worship policy will go on line to for good practice as well as the Ofsted report.</p>	Action
9	<p><u>Brief Data and SDP Update</u> – The GB received spring data and pupil premium update prior to the meeting. Presented by NB</p> <p>AM: Is it possible to get national benchmarking at the stage? NB: The support for the new curriculum is really poor but we are building up a benchmark within the CISP. If someone is just below, those are discussions with the SLP and teachers. There are areas to work on but we have set challenging targets. Early years is looking great, biggest impact at Ashlands. Slightly below last year’s benchmark. Misterton on 100%. Year 1 Ashlands maintained previous data and we have had children join and its had an impact. It is a progressive picture at Ashlands for Year1. We target the children who are not making progress. Overall I am pleased.</p> <p>AM: In the autumn term when we had a good level of development at Ashlands why have we lost a couple of them? How do they lose that greater depth? NB: The curriculum changes and perhaps they can’t apply the knowledge and haven’t shown the ability to take it forward. I will look more closely at those children who have a level 3 exceeded and track those children and how they fair.</p> <p>RB picked up that the maths was stronger. NB: It’s a skill sometimes the children are more interested in. It’s a gap that’s closed in pupil premium and the interventions are working.</p> <p>AN: Early Years has gone up at Ashlands, how do we make sure we maintain it with both schools losing staff from EY. NB: The combination of support from Will Pearse and Nathalie Knight we will be alright.</p> <p>Pupil Premium was really pleasing. We are working hard with interventions, high quality teaching in class and getting them into clubs. It would be unfair to challenge some children to get to ARE. The children are making good progress.</p>	
10	<p><u>Policies Review and Update</u> – Whistleblowing and Finance. All agreed. RB to sign.</p>	
11	<p><u>Ashlands Ofsted and SIAMS Update by NB</u> – In the next two weeks we will be celebrating. The school continues to be good especially with our historical data. We proved that we have made progress. Parents were keen to talk to the Ofsted Inspector during his visit to Ashlands and painted a good picture of the school. The Inspector praised the Governance support. Safeguarding was all in place along with the single central record and thank you to LC. I am very proud of everybody. Tracey Lawrence works very hard with the Attendance Officer.</p> <p>The inspector spent a lot of time looking at the books. He actually asked me what I want to do next.</p> <p>More opportunity to do more writing and giving teachers the opportunity to observe across the Federation and within CISP. I was very pleased.</p> <p>A letter will go out and on the newsletter.</p>	

	SIAMS Update – good experience. The result hasn't been officially released yet. Things to be done on the Governor side in challenging and asking questions. Stuart Huntley is going to help me with the correct use of language. Wait to get the report back and then move forward with it.	
12	Governor Visits – moving to GB6	Action
13	Staffing Updates – Will Pearse from Merriott is joining Ashlands. Very excited about his appointment. Nathalie Knight our NQT has been offered the maternity position at Misterton. Nathalie is very creative which is good for Early years. With the additional support of Will Pearse and Mandy Diaper the HLTA. EC - Miss Knight has a very good manner with the younger children. Mel Hooper is stepping up as part of the Senior Leadership Team. NB: I still want to spend equal time across the two schools and I will be looking at where LC will spend her time.	
14	Feedback from Meeting – A big thank you to LC for all her work on the budget. Thank you to NB for her presentations and getting us through the inspections.	
15	Date and time of next meeting – The next meeting will be on Tuesday 11th July 2017	
16	Next meeting Focus – Headteacher Report, Chairs Report on Year, Chart of Accounts. Agree annual calendar. Review/agree visits protocol and review/agree link Governor roles.	
17	Confidential Minutes – agreed and signed off	
18	Headteacher Pay Review – Confidential Minutes – agreed and signed off	
Meeting closed at 7.30pm		

MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 16th May 2017.

ITEM	ACTION	BY	TIMESCALE	COMPLETE
GB5 Point 3	Action Points Document – to be added to the next GB meeting for discussion.	Clerk	GB6	
GB5 Point 3	Copy of Action Points Document to be forwarded to NB	AM		
GB5 Point 7	Safeguarding Training to follow up with Chris Jackson		September 2017	
GB5 Point 7	ESafety Magazine – investigate into one for parents	Clerk	ASAP	
GB5 Point 8	SEN Report	EC & KD	ASAP	
GB5 Point 12	Governor Visits move to GB6		GB6	