

Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Wednesday 15th November 2017 at
Misterton C of E First School at 5:00pm (GB2)

In attendance: Richard Barratt (RB), Liz Clemow (EC), Anthony Mulligan (AM), Nicola Ball (NB), Eleanor Kading (EK), Craig Sinclair (CS), Liz Popham (LP), Lisa Carter (LC)

Leanne Haldane (LH) Clerk

No.	Procedural Matters	Action
1	Apologies received and accepted from Kay Dawson.	
2	Declaration of interests – None declared.	
3	<p>Minutes of last meeting – 17th October 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.</p> <p>It was asked if there was a date had been set for Child Protection Safeguarding. NB advised no but that this piece of work would begin soon.</p> <p>Nothing further raised, therefore agreed and signed.</p> <p>Action Points</p> <p>GB1 Point 6 - Calendar of works. RB has sent to Clerk and NB. This will be released following tonight's meeting.</p> <p>GB1 Point 6 – The proposed actual dates for future GB meetings will be on the calendar of works.</p> <p>GB1 Point 7 – Roles of Governors. Adam Pilton has stepped down from his role, but is now going to reconsider his decision and let RB know within 1 week. All other roles are being restructured and this will be released once Adam has made a final decision.</p> <p>GB1 Point 8 – Annual declaration of business interests – KD still to sign.</p> <p>GB1 Point 9 - Visits protocol forms – Apologies from AM due to workload this month this has not been finished. Will complete and circulate next week. Old form to still be used until this is done.</p> <p>GB1 Point 10 - Health & Safety email sent to Clerk for Filing – completed.</p> <p>GB1 Point 11 – Safeguarding Audit – the deadline now moved to Mid January. Other schools have experienced technical difficulties completing this deadline so NB will complete once this has been fixed.</p> <p>GB1 Point 12 - School website report moved to GB2 – No time on tonight's agenda, will move to GB3.</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p> <p>ACTION</p>

	<p>GB1 Point 13 – Governor visits with Will Pearse – Will has advised pop in any time and arrange this, AM will do this soon. EK can document the welly walks in reception class for this term.</p> <p>GB1 Point 16 - SDP priorities to be reviewed as agreed – as Number 3 needed more detailed outcomes. NB has met with SLT and has made them more measurable, will send out to GB in next 2 working days for governors to agree.</p>	<p>ACTION</p> <p>ACTION</p>
4	<p><u>Annual Declaration of Business Interests</u></p> <p>KD to complete this form and Edubase 2 Website consent form – move to GB3</p> <p>LH to send electronic copy of the form to LC to amend and sign.</p>	<p>ACTION</p> <p>ACTION</p>
5	<p><u>EVC</u></p> <p>The Governors agree to delegate the responsibility of approving Category A external visits/activities as recorded in the Standing Order.</p> <p>RB proposed and Liz P seconded. Chair and Head signed form, Clerk to file.</p>	
6	<p><u>Governor Skills Audit</u></p> <p>Skills Audit received from LP, EC and CS.</p> <p>Outstanding from KD, EK, AM. Copies passed to Governors to complete at home and return to Clerk.</p>	<p>ACTION</p>
7	<p><u>Governor Code of Conduct</u></p> <p>Confirmation read and sign forms given to all Governors. Governors to complete and return to Clerk.</p>	<p>ACTION</p>
8	<p><u>Change to Governor role</u></p> <p>Adam Pilton has asked for one week to consider his position on the GB. To confirm to RB.</p>	<p>ACTION</p>
9	<p><u>CISP Update - confidential</u></p> <p>Please see separate confidential minutes.</p>	
10	<p><u>Month 6 Reports – includes Unofficial Funds (Benchmarking moved to GB3)</u></p> <p>Unofficial fund reports received from Auditors for Ashlands CofE and Misterton CofE first schools.</p> <p>LC ran through the details as outlined in both reports (details filed with minutes). The audits were signed by Chair of Governors.</p>	

	<p>Month 6 report received from LC. LC gave a short presentation based on the content of the report.</p> <p>LC advised that there is a vacancy for a TA coming up in December, the school would like to replace this experienced TA with an apprentice and asked whether Governors can agree. There is a need for this support so not appointing at all is not favourable. Governors will discuss this at the pay committee and let LC know.</p> <p>LC advised the company that provide hot meals also pay a contingency to support staff costs, so this is viable.</p> <p>LC advised that local contractors are being used for maintenance and this is making savings. Anticipating a year end balance for premises.</p> <p>LC advised that after school clubs are now being paid for and there are minimal costs involved. The money raised will be used either to enhance the clubs in the future or be put in the contingency pot for future plans.</p> <p>LC advised that extended wrap around care has been very successful. Year end prediction is a £4k balance. The areas used to provide the clubs are being improved.</p> <p>LC is working on a bid to put an adventure climbing area at Ashlands. A PE and Sports Grant could be used for a similar item at Misterton.</p> <p>Budget movements – Lisa C confirmed she is reporting the movements of budget that has come in – BUF 1 and then it will mirror where it has been allocated.</p> <p>LC advised that following advice from HR, if the fifth classroom continues next year then a new NQT cannot be appointed as Mr Will Hopkinson cannot be made redundant if a post still exists. Idea to appoint an NQT for another class (i.e. Hazel) and keep Will in post. NB is seeing 2 agency staff for interview next week to fill the current vacancies.</p> <p>LC was thanked for her time in preparing the report, it was very thorough and appreciated by the GB.</p> <p>AM advised that he had met with LC and been through the budget for the first 6 months. Full details from LC filed but a but a brief summary follows:</p> <p>There is a £22.5k increase that had not been anticipated. LC replied that you can't document unexpected income.</p> <p>Pupil premium being down is unfortunate. LC advised she has asked if any of this money can be clawed back and is waiting to hear.</p> <p>LC advised that for next 6 months she will be applying the new funding formula but does not have these figures yet.</p> <p>The deficit ends up at £58k and the numbers on Roll have dropped. LC replied she anticipated a full intake for both schools and used SCC</p>	ACTION
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	<p>predictions for this. LC advised she will look at exact numbers on Roll and do another report by Month 9, using exact figures and the funding formula to give a truer picture.</p> <p>The GB has challenged LC over the calculation of pupil premium and asked if this is understood for next year. LC replied yes it was.</p> <p>The GB commented that maybe the Ashlands Budget should be referred to as the Federation Budget.</p> <p>Estimated budgets have been reviewed by AM including staffing. All staff movements in one budget including any change to NB's contracted hours.</p> <p>Any Governor to contact LC with anything further they would like explained in more detail.</p> <p>LC added she is looking into Waitrose Green Token funding scheme to fund a defibrillator for the school site.</p>	<p>ACTION</p> <p>ACTION</p>
11	<p><u>Unofficial Fund report</u></p> <p>Already discussed in Item 10</p>	
12	<p><u>Review of Staff Pay</u></p> <p>Staff pay meeting held and Governors in attendance agreed to all recommendations of the headteacher. EK to write up minutes from this meeting to insert here.</p>	
13	<p><u>School Website</u></p> <p>Moved to GB3</p>	
14	<p><u>PE and Sports Grant Review</u></p> <p>There will be £10k available this year and due to the limited time to discuss the PE spending - if the governors have any questions concerning the review they should email NB who will respond accordingly</p>	<p>ACTION</p>
15	<p><u>Policies Review</u> –.</p> <p>Security Policy – to be discussed at GB3</p> <p>The following agreed – signed by Chair and Head:</p> <p>Health & Safety E-Safety Federation Security Policy & Procedures</p>	<p>ACTION</p>
16	<p><u>Feedback from Meeting</u></p> <p>Nothing to report back to change for next time.</p>	
17	<p><u>Date and time of next meeting</u></p>	

	<p>RB will release January meeting date ASAP.</p> <p>Extraordinary meeting may be held prior to this.</p>	ACTION
18	<p><u>Next meeting Focus</u> Vision and Values – A 5 Year Vision SDP Review, Data Update and Safeguarding Audit SIP/SEP Reports Chart of Accounts Policies review update from Headteacher Attendance report Governor visits reports</p>	
19	<p>Confidential Item – Head teacher flexi working request.</p> <p>Please see separate confidential minutes</p>	
Meeting closed at 7:30pm		

MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 15th November 2017

ITEM	ACTION	BY	TIMESCALE	COMPLETE
GB1 - 6	Updated Calendar of Works to be sent. To include agreed date of GB3	RB	ASAP	
GB1 - 8	Annual declaration of Business Interests (and Edubase form) to be signed by KD	KD	At GB3	
GB1 – 9	Protocol Visits New Form – to be circulated by AM once completed	AM	Week following GB2	
GB1 - 12	School Website report – moved to GB3	LC	GB3	
GB1- 13	Governor visits – EK and AM to meet with Will Pearse to arrange.	EK and AM	GB3	
GB1 - 16	SDP Priority 3 – NB to send reviewed priority to GB within next 2 days for agreement	NB	2 days following GB2	
4	Clerk to email copy of Business Declaration form to LC to sign	Clerk	ASAP	
6	Outstanding Skills Audits to be completed and returned to Clerk for collation	KD, EK and AM	Before GB3	
7	Code of Conduct – all GB to sign and return to Clerk	All GB	Before GB3	
8	Adam Pilton to confirm to RB whether he will continue as Governor	AP	1 week	
10	Pay committee to discuss and approve apprentice being recruited to fill upcoming TA vacancy	Pay Committee	Before GB3	
10	LC to report again at GB4 using exact figures on school Roll and new funding formula	LC	GB4	
10	Any further questions on Month 6 report, Governors to contact LC direct	All GB	Before GB3	
14	Governors to contact NB if any questions concerning the PE and Sports grant review.	All GB	Before GB3	
15	Security Policy to be reviewed at GB3	Clerk to agenda	GB3	