

Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Tuesday 27th February 2018 at
Misterton C of E First School at 5:10pm (GB4)

In attendance: Liz Clemow (EC), Nicola Ball (NB), Craig Sinclair (CS), Liz Popham (LP), Lucy Gosden (LG), Eleanor Kading (Chair – EK), Kay Dawson (KD)

Guests: Lisa Carter (LC)

Leanne Haldane (LH) Clerk

No.	Procedural Matters	Action
1	<p><u>Apologies</u> received and accepted from Richard Barrett & Anthony Mulligan</p> <p>EK to chair the meeting</p>	
2	<p><u>Declaration of interests</u> – None declared.</p>	
3	<p><u>Minutes of last meeting</u> – 23rd January 2018 were circulated prior to the meeting.</p> <p>Minutes were agreed and signed.</p> <p>Clerk to ask Ann Adams if the Business Manager is allowed to have a copy of the minutes if they include actions that are for them. If they are not then actions will be passed through the Headteacher.</p> <p><u>Action Points</u></p> <p>GB1 – Point 9 : Protocol Visits new Form – AM to confirm if this has been circulated to GB. Moved to GB5</p> <p>GB1 – Point 13 – Governor Visit – EK and AM to arrange to meet with WP – the date was rearranged so this will now happen before GB5</p> <p>GB2 – Point 10 – Done</p> <p>GB2 – Point 12 – EK to provide Clerk with minutes of staff pay meeting held before GB2 meeting for the Governor file – to do before GB5</p> <p>GB3 – Point 1 – NB to send proforma of Ofsted observation to the board – Done.</p> <p>GB3 – Point 1 – LG to produce a file for Governor’s reference regarding curriculum for PSHE – to do before GB5</p> <p>GB3 – Point 6 – Skills audits – EK, KD and LG to complete – will submit before GB5</p> <p>GB3 – Point 9 – Parent questionnaires – Report completed and survey monkey on website. In future reception only questions will be at the bottom of the questionnaire to make it clear.</p>	ACTION

	<p>GB3 – Point 10 – Health & Safety Policy – AM to look into burgundy pact regulations about 6 monthly risk assessments and advise when the policy can be signed – rolled over to GB5</p> <p>GB3 – Point 10 – Pay Policy – Clerk to send out the original policy as well as amendment for Governors to agree at GB5</p> <p>GB3 – Point 11 – Health & Safety visit by AM to Ashlands in Jan 18. This visit has been completed, to be reported on at GB5.</p> <p>GB3 – Point 13 – Data overview adding % to track figures – Done.</p>	
4	<p><u>Annual Declaration of Business Interests</u></p> <p>Forms (including Edubase) handed out to LG and KD to complete and return to Clerk</p>	ACTION
5	<p><u>Governor Skills Audit</u></p> <p>Skills Audit Forms handed out to LG, KD and EK to complete and return to Clerk</p>	ACTION
6	<p><u>Governor Code of Conduct</u></p> <p>Code of Conduct forms handed out to LG and KD to sign and return to Clerk</p>	ACTION
7	<p><u>CISP Update</u></p> <p>NB confirmed that this is still ongoing but nothing further to report at this meeting. A longer report will be given in the Headteacher's report at the next meeting.</p>	
8	<p><u>Month 9 Report 2017/18</u></p> <p><u>Draft Budget 2018/19</u></p> <p>LC handed out copies of the Financial Report 2017/2018 as at Month and the Ashlands and Misterton Federation Proposed Budget 2018/19. LC presented her documents:</p> <p>Month 9: On Track but a cautionary message....</p> <p>This report will make for interesting reading, I think I've made it clear about the position moving forwards and that you as Governors should be under no illusion that the B02 may not be enough to balance next year's budget so adjustments will need to be made. All this in an uncertain climate in terms of the three tier system I would advise that you take this as an early warning and advise you to exercise caution moving forwards. The narrative is in-depth and I will address a few questions posed by our Finance Governors during the presentation. Now on to budgeting and see how that all maps</p>	

out.

Extract from Month 9 Report:

With in-year adjustments made at month 9, our current level of funding stands at £798,962 which includes our 2016/17 carryforward of £47,860 (£4,634 of which was committed underspend of PE&Sport and UIFSM grants, reappropriated accordingly). Our Budget Plan for this year set out with a funding figure of £766,992 including our anticipated carryforward so in effect we are £31,970 up at this point. This does include an additional in-year PE Sport Grant payment (£9,695) and the income generated through our After School and Wrap Around Care clubs.

*We started September this year with 177 NOR across the Federation with a budget allocation supporting a joint 156 NOR (depicted by the October Census 2016). **A difference of 21 children which will equate to an additional £59,787** (£2,847 per child) in 2018/19 - on par with what was predicted in the 17/18 three year budget plan. However, this will only be sustained if we have a Federation intake of 38 Early Years children (across the Federation) this September and early indication is positive (no account for in-year movements).*

As predicted, moving to five classes at Ashlands has continued to prove a success. We have maintained a full compliment of 30 in year 4 at Ashlands (our PAN is 30/13 YrR, 29/12 KS1 30/13+ KS2 Ashlands/Misterton). Based on our PAN there are 16 spare places at Misterton with 17 places available at Ashlands.

*Through the year our allocation of Pupil Premium for x34 PP Ever6 children was adjusted in-year in accordance with NOR in October 2016 (-9) and has resulted in a total loss of £11,880 (plus £600 - x2 Ever3). However, we actually had 32 Ever6 children on roll in October 2017 **so in effect are working with these children without their funding (£9,240 short)**. This has had a huge impact on the school budget and cost centres have been adjusted accordingly with the largest impact shown within the Support Staff A004 cost centre. The LSA vacancy in January was filled by an apprentice as an attempt to re-address the balance within this cost centre (fixed term contract until the end March 19).*

Although the I have endeavoured to build a healthy Contingency fund balance of £19,393 and we boast a profit margin of £4,533 to date reference Wrap Around/AfterSchool Club balances (see the FMS Data sheet), when compared to that of the anticipated uncommitted Revenue balance (see below) Governors should note that the majority of the uncommitted balances are soaked up to balance this year's overspends in staffing which has been impacted not only by the reduction of Pupil Premium Grant but by that of the unplanned increase in HT costs (circa - £30,000).

Committed Revenue balances include Pupil Premium, PE Sport. Last year we carried forward £43,226 in uncommitted Revenue. This year I have anticipated just £8,533 but have boosted this to £17,884 by converting UIFSM and FSM balances to BO2 (£9,351).

Anticipated funding: Spring Term High Needs Top Up funding is anticipated (see V903) and will be allocated to A004 upon receipt. BAM funding to year end is included in the Contingency Estimate (see U501). Our anticipated funding for 2018/19 will reflect our NOR more accurately (anticipating sustained NOR in September) but Governors should be mindful that we will not have the flexibility in our Contingency balance to support a substantial shortfall in funding allocation next year. External funding sources should now feature as a high priority to offset any expenditure related to the curriculum. More emphasis should be placed on utilising PTA funds according to need (maybe looking at supporting staffing cuts) and implementing Unofficial Fund balances where appropriate for resources. The SLT and Governors should recruit early (May) to secure high quality NQT recruit (Hazel Class) for September 2018 to keep rising staff costs to a minimum.

SFVS – deadline for submission of your Governing Body's self-assessment is **31 March** as usual. Pro-forma to be completed by the Clerk and the SFVS added to the agenda for the next meeting **prior to 31 March 2018**. There is a lot of information available on iPost. Responsibility of the Finance Governors.

Budget: The big one!

SCC are still applying the 'soft' formula moving towards the hard National Funding Formula in 20/21. So, there are some elements that have changed following consultation with schools. Headlines are:

ELEMENT 1 - BASIC ENTITLEMENT: Total Allocation £719,322 (increase of £82,883)

Comprising:

- **£486,219 Per Pupil value (primary) allocation.** This has been reduced by £100 per child to £2,747 (**total loss of £17,700**). However, our numbers are up by 21 across the Federation which results in an **increased allocation of £42,074** (it would have been **£75,387** at last year's rate)
- **£220,000 Lump Sum** allocation (£110,000 per school) **increased allocation of £36,462**
- Though the Sparsity Funding factor has been revised and now picks up more Somerset Schools than in the previous local formula our schools are not included.
- **£13,103 allocated to offset Rates increased allocation of £4,347** – Misterton was exempt last year but has been included in this year's allocation.

ELEMENT 2 – ADDITIONAL EDUCATIONAL NEEDS/SEN: Total Allocation £ 94,167 (increase of £43,067)

- **£6,883 EAL funding** is now for the first THREE years, not two as previously. So, whilst the value will drop to £515 (from £535) per

eligible pupil, we will receive it for longer than in previous years. Total allocation: £6,883 (13.36 NOR up 5.79 = **increase of £2,834**)

- **£10,560 New additional PRIMARY FSM** factor @ £440 per eligible pupil (x24). This is based on October census current eligibility, and is in addition to the Ever6 measure. **Increase allocation £10,560**
- **£15,564 Ever6** Primary per pupil (x28 v 31.54 last year) funding is reduced to £540 (from £720), Secondary increased to £785 (from £720). **£4,936 allocation reduction**
- **£60,960 Low Attainment** per pupil (x58.06 v 26.85 last year) value increased to £1,050 for Primary and (from £980): **£34,648 increased allocation**
- Overall this is where schools are gaining.

Minimum Funding Guarantee & Cap on Gains

- **-£62,740 claw back (-£44,063 claw back increase)** Consultation and Schools Forum agreed that 0.5% of the total Schools Block funding for 18/19 can be diverted to support the High Needs Block. Therefore, where the DfE place a 3% cap on gains, we don't have 3%, there is only have 2.5% available in Somerset so the cap on gains is 2.5% Even though there is "more money in the system" it is still not enough to fully support the National Funding Formula so there will be caps.

DE-DELEGATION:

- **-£8,839** claw back (**-£2,109 claw back reduction**) There is a small reductions here but only because services are being removed and schools have to fund them from the devolved funding, if we want them. The Key falls off the list this year. The Funding Guidance Document published with the School Budget Share details everything you need to know about de-delegated services as well as much more detail generally.

EDUCATION FUNCTION FOR MAINTAINED SCHOOLS:

- **-£1,837** claw back (**-£885 claw back increase**) This is the factor introduced a year or so ago, enabling the LA to carry out statutory duties on behalf of maintained schools following the removal of the ESG funding from the DfE. The list includes the statutory requirements for Health & Safety, HR, Funding and Audit functions that LA teams carry out on behalf of all maintained schools and de-delegated amount has increased this year.

PER PUPIL FUNDING COMPARISON WITH MFG (Minimum Funding Guarantee):

- This is a new section for 18/19
- take value 'J', subtract Rates funding, divide by NOR. If this is lower than the Minimum Funding Level then the Minimum applies.

ELEMENT 3: FUNDING FROM HIGH NEEDS BLOCK

- This has always been a bit of a worrying factor, we are advised to estimate income in a climate where every penny counts and this is on the back of guidance that says you should NOT anticipate any income that you cannot guarantee is coming in. Hurrah for common sense then, as SFAT are no longer including this estimate in the School Budget Share. Too many schools have been burnt by anticipating income that has not been realised due to changes in HNTU funding.
- We are advised that where an SEN Funding statements gives an indication of any income for 18/19 Summer Term we anticipate this only.
- We need to bear in mind, the February SEN moderation exercise may impact on some decisions, so we will only anticipate income for children we know will still be with us and whose needs remain unchanged or indeed increased.
- Simon Heritage will be advising schools of their allocations.

PROVISIONAL GRANT FUNDING: RINGFENCED

- **£33,300: Pupil Premium** per pupil values remain unchanged. Values are based on January 2017 census data and will be updated on a BUF in the summer term when January 2018 census data has been validated, as usual. (61.10 NOR FSM Ever 6 & x1 Service child)
- **£33,311: PE grant** allocations are at the new higher rate of £16k lump sum and £10 per pupil. Again, these are estimates based on January 2017 numbers and will be revised on a Summer Term BUF when January 2018 census data has been validated.
- **£31,683: UIFSM** values remain the same. It's provisional at the moment and the final 17/18 allocation will be based on the average number of meals recorded in the October 2017 census and January 2018 census. The Summer Term BUF will make the adjustment.

DFCG:

- **£9,991:** Same as before, £4k lump sum plus £11.25 per Primary pupil, £16.88 per Middle/Secondary and £33.75 per Special.

Other budget info:

Not to over anticipate vulnerable learners income, especially as the EAL funding isn't coming that way anymore. No details yet but expect a policy change in relation to traveller children funding. Less families are travelling, many traveller pupils are on census data and therefore funded through formula. Don't be surprised to see this go. Exercise caution here.

Building Maintenance Contingency: with the demise of BMIS we will ring-fence a nominal amount as a contingency for building maintenance that will build up over the next three years for example: If you we can afford £5k per annum, set this aside in Building Maintenance and hold this with any surplus from the previous year there for the rainy day when the boiler blows

	<p>up or the roof blows away. Education Finance have made allowance for this in the School Balances Information Worksheet which I will complete at year end closing, understanding that schools will want to hold balances in support of larger buildings maintenance projects and even though it's uncommitted revenue, SCC is satisfied that this is a reasonable use of B02 carry forward balances.</p> <p>Lisa Carter School Business Manager 27/02/18</p> <p>LC was asked about the school admissions for next year. LC advised predicted figures are used in the budget but official figures are not known until April. NB advised that all families are staying within Crewkerne schools this year.</p> <p>There is a £17k deficit where the impact from last year's budget is being felt now, LC will work to balance this. LC is recommending that care is taken with all spending and that changes and savings are made wherever possible.</p> <p>LC made available copies of Guidance Notes for 2018/19 school funding formula allocations.</p> <p>LC was thanked for these reports and the work that she does. LC advised that if anyone has any further questions regarding these documents then they can contact her.</p> <p>LC left the meeting at 6:40pm</p>	
9	<p><u>SFVS</u></p> <p>The Schools Financial Value Standard is an annual Governing Body's self-assessment audit. This is due this year by 31st March 2018.</p> <p>Clerk to provide the pro-forma to the GB so Governors can begin completing this document. LC will provide last year's completed audit to support this process.</p> <p>The SFVS then needs to be presented and agreed at a GB meeting. It was agreed to move GB5 to W/B 16/04/18 and hold an extraordinary meeting W/B 19/3. This is due to current workloads. 50% of Governors need to attend for the meeting to be quorate.</p> <p>Clerk to arrange extraordinary meeting.</p>	<p>ACTION</p> <p>ACTION</p>
10	<p><u>SIP/SEP Reports (if available)</u></p> <p>This visit has not happened yet, these reports are not available yet.</p>	

17	<p><u>Date, time and venue of next meeting/training</u></p> <p>Extraordinary GB meeting W/B 19/3 to review/agree SFVS. 50% attendance required.</p> <p>GB5 – W/B 16/4 – date TBA</p>	
16	<p><u>Next meeting focus</u></p> <p>Headteacher Report 2 – SEND/Pupil Premium Update/ SDP Update Finance Focus C – Final Budget/Year End Reports</p> <p>The following was agreed:</p> <p>Accessibility Plan Update – will be sent by email Safeguarding Audit (& actions produced) – will be sent by email Visions & Values – will not be finished by GB5. Once the information is received from parents, NB will email Governors to arrange a meeting to begin discussions on this.</p>	
Meeting closed at 6:55pm		

MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 27th February 2018

ITEM	ACTION	BY	TIMESCALE	COMPLETE
GB1 – Point 9	Protocol Visits New Form – AM to confirm if this has been circulated to the GB	AM	At GB5	
GB1 – Point 13	Governor visit – EK and AM to arrange to meet with WP	EK & AM	By GB5	
GB2 – Point 12	EK to provide minutes of staff pay meeting held before GB2 meeting – for Governor file.	EK	2 weeks	
GB3 – Point 1	LG to produce a file for Governor's reference regarding curriculum for PSHE	LG	GB5	
GB3 – Point 10	Health & Safety Policy: AM to look into burgundy pact regulations about 6 monthly risk assessments and advise when the policy can be signed	AM	By GB5	
GB3 – Point 10	Pay Policy: Clerk to send out the original policy as well as amendment for Governors to review. Any amendments/comments back to LC and NB with a view to signing policy at GB5	All GB	By GB5	
GB3 – Point 11	AM to write up Health & Safety visit at Ashlands school in Jan 18 – feedback at GB5	AM	GB5	
3	Clerk to ask Ann Adams if the Business Manager is allowed to have a copy of the minutes if they include actions that are for them.	Clerk	By GB5	
4-6	Forms outstanding - Skills audits, Edubase, Code of conduct & Annual declaration of interests – LG and KD to forward to Clerk before GB5	LG and KD (and EK – skills audit)	Before GB5	
9	SFVS - Clerk to provide the pro-forma to the GB so Governors can begin completing this document. LC will provide last year's completed audit to support this process. Clerk to arrange extraordinary meeting to agree the document	Clerk	ASAP	
13	The Safeguarding Audit is due in 2 weeks. NB will finish working on this this week and then will pass to LP to review	NB & LP	2 weeks	