

Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Tuesday 5th March 2019 at
Ashlands C of E First School at 5:10pm (GB4)

In attendance: Eleanor Kading (Chair – EK), Lucy Gosden (LG), Richard Barrett (RB – joined meeting 5:25pm), Nicola Ball (NB), Liz Popham (LP)

Leanne Haldane (LH) Clerk

Guests: Lisa Carter (LC)

Prior to the meeting, NB sought advice from the GB re: logos on uniform. The current prospectus says about logos but it is not a strict requirement. It is now thought that it should be and NB would like to relaunch the uniform. Logos on uniform can make a pupil part of the community, both at school and when out and about. It is understood that this has a cost implication.

As part of the uniform relaunch the GB recommended: All PE kits to have a Logo. All Jumpers/Cardigans to have a Logo. Look to phase out white shirts as red shirts last longer so need to buy fewer. The expectation for shirts to also have a Logo but this may have to be phased in and the school support parents with: pre-loved shop (pupils leaving in Year 4 donate clothes), LC to look into producing uniform with logos on through the school or alternatively asking Tesco for a discount for guaranteed sales, stitch or iron-on logos to be researched to give parents options. Parents to receive a clear policy including guidelines on other items such as black school shoes, neutral colour tights etc.

No.	Procedural Matters	Action
1	<p><u>Apologies</u></p> <p>Apologies were received and accepted from Kay Dawson & Elizabeth Clemow</p> <p>No apologies received from Anthony Mulligan</p>	
2	<p><u>Declaration of interests</u></p> <p>None declared</p>	
3	<p><u>Minutes of last meeting</u> 23rd January 2018 were circulated prior to the meeting.</p> <p>Minutes and confidential minutes were agreed and signed. LC asked for any financial discussions on minutes to be forwarded to her in the future, CLERK to ACTION</p> <p>Amendments – none</p>	

	<p><u>Action Points</u></p> <p>GB2 – Item 8 – School Servers – LC has sent an email to all Governors which has been approved. Details held on file</p> <p>GB2 – Item 11 – Links with International Schools – LG and EK to meet and discuss their progress with this action. EK is contacting her cousin, LG has signed up to an online organisation.</p> <p>GB2 – Item 17 – School Dog – Rogue has now visited Ashlands, after school hours. LG will arrange more visits soon to continue to acclimatise her. LG will visit other schools with schools dogs shortly.</p> <p>GB3 – Item 4 (i-iii) – New chair updated on paperwork, Clerk updated GB role document, Gov terms ending to be discussed at this meeting.</p> <p>GB3 – Item 5 – Visions to be weaved into every policy – For Foundation Governors once appointed.</p> <p>GB3 – Item 5 – Clarification on role of Designated Safeguarding Lead & their availability – Following completion of the Safeguarding Audit, a new DSL Job Description is about to be released, NB will wait and see what this involves before deciding how to proceed with this situation . RB advised an out of office could be used with details of how to contact DSL. LP advised that it is very rare for Social Services to contact schools during the school holidays.</p> <p>GB3 – Item 7 – SFVS – Clerk to obtain copy of document and forward to EK and LC.</p> <p>GB3 – Item 8 – Comments from AM re: policies discussed at GB3 not received yet. AM to forward to Clerk.</p> <p>GB3 – Item 8 – LP has met with Alice Wines as eLIM lead and discussed how the Federation is compliant as per this policy. No further action required, GB can now agree the policy.</p>	<p>ACTION</p> <p>ACTION</p>
4	<p><u>Governor Terms ending</u></p> <p>Governor terms ending in April 2019:</p> <p>RB advised he was happy to serve another term as LA Governor. The board discussed and agreed this proposal. EK proposed and LP seconded. RB's term will run 4 years from the date of this meeting.</p> <p>Other Governor terms ending in April 2019:</p> <p>EK, AM and EC. Clerk to speak to Ann Adams for advice regarding EK's position as Parent Governor and holding an election so close to her being voted Chair. One idea suggested is that EK moves into another position and a Parent Election is held searching for specific skills to bring to the board. Clerk to also seek advice about the Foundation and Ex-Officio vacancies as</p>	<p>ACTION</p>

	the board is struggling without these positions being held.	
5	<p><u>Finance Focus B</u></p> <p>LC presented Financial Report 2018/19 as a Month 9 – Copy signed by Chair held on file. EK had previously met with LC and gone through the report in depth. LC was thanked for her work on this report.</p> <p>The following was discussed re: Month 9 Financial Report:</p> <ul style="list-style-type: none"> • The GB asked if grants have timeframes for when they need to be spent. LC advised they don't, the money is there to sustain whatever it is for as long as it can • The GB noted that pupil premium funding was ringfenced and asked if this could be used for teaching costs. LC advised yes as long as outcomes are linked back to pupil premium. LC advised that PE and Sports funding cannot be used in this way. • The GB queried what the DFCG allocation can be used for. LC advised this money can be used for items such as leaky roofs and new carpets etc. • LC advised that the LA has given a top up grant to all schools to help with the increase of teacher pay from 1% - 3% • LC advised that a cheaper insurance had been taken out that year to cover staff sickness as it was presumed that HTLAs would cover until the member of staff returned. This does not apply to any periods of long term sick so the GB may wish to reconsider this in the future. • Discussion around trips and not enough voluntary contributions being made. Wherever possible trips are being subsidised and payment plans are being offered. If trips are not viable then they may not be able to be run. <p>LC presented the Proposed Budget 2019/20 for Ashlands & Misterton Federation. A copy is held on file.</p> <p>LC advised the board that there is an expected drop in NOR in the Year 2020/21 which will impact on the budget and put it into deficit. LC presented 4 scenarios (copies held on file) of how this anticipated situation could be resolved; some scenarios have included possible redundancies.</p> <p>LC and NB submitted a Gateway report to HR outlining the situation and asking for support with redundancy costs, this has been declined by SCC as the situation will not arise this year or next (Copy of report & email reply held on file). SCC have indicated they may support these costs in the future but any changes made now, the school would bear the cost.</p> <p>Cuts already made this year: A HLTA left Ashlands and hasn't been replaced. A HLTA that previously worked at Misterton and is now working part time at Ashlands, has not been replaced at Misterton. Reduction of Teacher to 4.5 working days, to be covered by HTLA.</p> <p>The GB discussed the situation, it was agreed it was unwise to do nothing at this stage. NB to meet with TAs and discuss if anyone would be</p>	ACTION

	<p>interested in reducing/changing their hours. It was agreed this would be on a voluntary basis initially.</p> <p>LC presented the proposal and outcome for the new ICT Server in each school – copy of the proposal costs held on file.</p> <p>LC presented the proposal and outcome for a new photocopier lease for photocopiers in both school – copy of costs held on file. 3 quotes were obtained for both proposals in line with the Finance Policy. Good savings are being made on the new photocopier leases.</p> <p>LC advised that the school has not been instructed to replace the Fire Doors at Ashlands yet; LC advised that there is a balance in contingency funds for this when it does come up.</p> <p>LC now has the keys for the Get Set building at the back of the school grounds. The use of this building will need to be discussed. It is a possibility that funding will be given by SCC for adjustments that may be needed in the future. If the building was to be leased privately in the meantime, it would need to be gated and secured.</p> <p>LC was thanked for all her hard work.</p>	
6	<p><u>CISP Development Plan</u></p> <p>This situation is ongoing, any further updates will be emailed to the GB</p>	
7	<p><u>SFVS – due end of March 2019</u></p> <p>Clerk to obtain the document and review alongside the Chair</p>	ACTION
8	<p><u>Policies review and update from Headteacher</u></p> <p>Anti-Bullying Federation Policy – Agreed and signed Medical Policy – Agreed and signed Data Protection Policy – Agreed and signed Complaints Policy – Chair of Governors name changed to EK. Agreed and signed eLIM Online Safety Policy – Agreed and signed Volunteer Code of Conduct & Guidelines Ashlands & Misterton – Agreed and signed.</p>	
9	<p><u>Safeguarding</u></p> <p>New job description for DSL discussed earlier under Section 3 (Action Point GB3 – Item 5)</p> <p>NB advised that SCC are currently writing a Peer on Peer abuse policy which should encompass the Anti-bullying policy. They are keen to replace the anti-bullying policy as they feel it is too specific.</p>	

10	<p><u>Health & Safety</u></p> <p>Nothing further discussed.</p>	
11	<p><u>Church Distinctiveness</u></p> <p>Nothing further discussed.</p>	
12	<p><u>Date, time and venue on next meeting/training</u></p> <p><u>w/c 25/03/19- Ashlands</u></p>	
13	<p><u>Next meeting focus</u></p> <p>Finance Focus C – Final Budget SEN Report Accessibility Plan Update SFVS – to be completed by end of March All Governors to have done at least one visit by this meeting</p>	
Meeting closed at 7:20pm		

MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 5th March 2019

ITEM	ACTION	BY	TIMESCALE	COMPLETE
GB2 – Item 11	Links with International Schools – LG and EK to give an update at GB5	LG & EK	GB5	
GB2 – Item 17	School Dog – LG to give an update on progress at GB5	LG	GB5	
4	Clerk to contact Ann Adams for advice re: Governor terms ending & current board vacancies	Clerk	By GB5	
5	Voluntary changes to hours: NB to meet with TAs to discuss voluntary changes to hours	NB	ASAP	
7	SFVS – Clerk to obtain copy of document to be completed and work with Chair to submit by deadline	Clerk & EK	31 March 2019	