

## Barley Lane School Full Governing Body Meeting 1 (Part 1 Minutes)

# DRAFT

Date / Time:	30 <sup>th</sup> September 2014 at 17.00	Location:	Barley Lane School
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Attendees:	Initials:	Governor Type:
Vanessa Newcombe	VN	Chair (AGOV)
Simon Robinson	SR	STT
Michael MacCourt	MM	STH
Debbie Henderson	DH	PAR

Attendees:	Initials:	Governor Type:
Jacqui Dye	JD	PAR
Christine Vince	CV	FOU
Kevin Goodey	KG	STN

Apologies:	Initials:	Reason:

Absent without Apology:	Initials:
Damian Furniss	DF

In Attendance:	Initials:	
Kirsty Forbes	KF	Clerk
Anne Hannaford	AH	Bursar

Minutes To:
Attendees

Min. No.	Actions & Decisions:	Owner:	Date Due:
1/1.1	<b>Apologies</b> No apologies had been received from the meeting.		
1/1.2	<b>Election of Chair &amp; Vice Chair</b> The nominations received for Chair were VN and JD. KF asked the GB to undertake a secret ballot. The majority vote went to VN who was willing to stand as Chair for one more year. VN then proposed that JD stand as Vice Chair for succession planning as she would be looking to step down from the GB after this academic year. The GB agreed unanimously.		
1/1.3	<b>Declaration of Business Interests</b> The Declaration of Business Interest forms were updated and signed accordingly by all members of the GB attending this meeting. KF could not find forms for DH and DF and she will bring new ones to the next meeting for them to sign.	KF	12/11/14
1/1.4	<b>Agree Instrument of Government &amp; Committee Membership</b> VN told the GB that, under new Government legislation, all schools who have not reconstituted since 01 <sup>st</sup> 2012 will need to do so before 31 <sup>st</sup> August 2015. KF noted that unfortunately, BL had reconstituted as per Babcock's advice on 31 <sup>st</sup> August 2012 which means that they would now have to do this again. As the GB had not long since reconstituted, they agreed that the number of 10 Governors was sufficient as the school still struggled to find Governors on occasion. It was agreed that KF will look at the ratio of types of Governor required using 10 as the total number. This information will come to the next FGB.  The GB agreed the Instrument of Government for the time being and the Committee membership. It was noted that any 2 <sup>nd</sup> Committee hearing would be difficult due to the low number of Governors on the GB and that Governors may need to be taken from other schools if required.  VN informed the GB that Kelly Goss was standing down from the GB with immediate effect due to time constraints. It was also noted that once the reconstitution takes, the GB would like KG to remain as a Co-opted Governor as he provides valuable expertise.	KF	03/12/14
1/1.5	<b>Agree Terms of Reference</b> The Terms of Reference were agreed for all Committees, please see the Governor Handbook.		
1/1.6	<b>Review Delegation of Responsibility</b> The GB were happy to approve the delegation of responsibility.		
1/1.7	<b>Agree Annual Cycle</b> The GB agreed the Annual Cycle with one amendment, to add in reconstitution.	KF	03/12/14
1/1.8	<b>Agree Meeting Dates</b> The GB agreed the meeting date for this term as:		

	GPC – 12 <sup>th</sup> November at 5pm FGB – 03 <sup>rd</sup> December at 5pm		
1/1.9	<b>Correspondence</b> SR had received a card from one of the PGCE students thanking Barley Lane.		
1/2.1	<b>Minutes of the Meeting 04/06/14</b> The minutes were agreed as a correct record and signed accordingly by the Chair.		
1/2.2	<b>Minute 4/1.3 (2014)</b> It was agreed that KF would put together a training record to see where the requirements are for are future training. KF asked Governors to email her with any training they have done in the past for Governance. VN advised that she had recently attended the Performance Management Training and renewed her Safeguarding training. SR will be attending a Raising Aspirations for Children in Care Conference as he is now the nominated teacher for Children in Care. The following training was agreed: <ul style="list-style-type: none"> <li>• DH to attend New Governor Training on 11<sup>th</sup> November. KF will ask DF if he can also attend this training.</li> <li>• VN to attend SEN training.</li> <li>• VN, DH, CV and JD to attend Pupil Exclusions.</li> </ul> KF will book these ASAP and advise Governors of the details.	KF	03/10/14
1/2.3	<b>Minute 3/3.4 (2014)</b> The website still requires updating. It was agreed that KF will send KG the policies so that he is able to upload them to the website. KF will copy MM in on the emails just in case he has up to date versions. VN noted it was important to put together a statement on how pupil premium is spent as this was also a legal requirement for the website.	VN/KF	03/12/14
1/2.4	<b>Minute 4/2.4 (2014)</b> With regards to joining the West Exe Trust, MM thought BL may be able to join them as a partner but could not join the full Trust unless they removed themselves from SENTient Trust. VN noted that due to the controversy with Millwater it was obvious that the SENTient Trust did not provide the support that was expected for one of their schools. Millwater are now looking to leave the Trust but the Trust would like them to stay. CV advised that BL are spending a substantial amount of money on being in the Trust and felt they did not add anything to the school or provide support. CV thought that, at this juncture, she would be happier with the support that West Exe could offer. CV suggested that the GB make enquiries into joining the West Exe Trust and if this is something that the GB felt was worthwhile then BL should remove themselves from SENTient Trust. MM explained that he had spoken to the Head of West Exe and they are looking to make connections with BL for them to work together in order to develop staff at both BL and West Exe. MM also agreed it would be better to be part of a Trust that was meaningful and local. VN thought the possibility of integrating children would also open up more opportunities for them. SR agreed with MM and he felt that what happened to Millwater is frightening. JD thought that the decision BL made originally was a necessary one at the time, but now times have changed and the support is clearly not what the school thought. VN agreed to look into this option more carefully.	VN	03/12/14
1/2.5	<b>Other Matters Arising</b> VN had spoken with another school regarding the transfer of cleaning staff over to the school and noted that they would need to purchase their own equipment. KG advised that currently all cleaning materials are paid for by the cleaning company. MM was concerned because there had been a big turnover of cleaners and he would not be confident of their abilities. CV advised that taking over the cleaning was only a good idea if the school has an excellent team other wise it is likely to be a difficult as the school would be duty bound to keep on those staff that are currently working here. VN asked how many cleaners there are at present and if the school were happy with them. KG advised that there are currently 3 cleaners who all work well. MM asked that the school do not go through this process at present and asked that it is reviewed in January. KF will add to the annual cycle. KG went through the works carried out over the summer including; painting and re-carpeting in the hallways, reorganisation of the Reception area to provide a space for parents to wait, the wireless computer system was installed, MM now has an office which opens up into the corridor, 2 air conditioning units were installed, ceiling tiles have been replaced, disabled parking for AH and repairs to heating pumps. MM asked KG if he could also price up some indestructible lighting as the school are currently spending out approximately £30 per light bulb. KG advised that work to the trees is still outstanding and will be done during the half term week. KG also noted that a Kiln had been recently purchased but the room that		

	<p>was used many years ago had its electrics removed when the kitchen was built. This means that KG will need to find somewhere to locate it. KG thinks it can be located to the rear of the art room as there is a rear entrance which can be made into a separate locked room at a cost of £1950. The GB agreed for KG to go ahead</p>		
1/3.1	<p><b>Headteacher Report</b></p> <p>VN was happy with the letter that MM sent out to Governors and felt it was very encouraging. MM advised that the exam results are similar to other 'SENTient Trust BESD schools' and noted that 85% of the children who were in the school got 5 A-G results. SR showed a presentation on the exam data. MM explained that the 85% figure was without 2 students who did not attend school in 2014. These results are similar to those 2 years ago. SR noted that 2 students got 9 GCSE's which is excellent. On the 'GCSE by Subject' data it showed that ICT pupils achieved more than one grade above what was expected of them. MM noted that ICT are still able to access examinations that use course work whereas English and Maths are now 2 hour exams hence there are differences in the achievement of pupils.</p> <p>More data will come to the next FGB once the points progress is known.</p> <p>The GB congratulated the staff on their achievements especially in light of the changes to examinations.</p>		
1/3.2	<p><b>Budget</b></p> <p>The following points were noted with regards to the budget:</p> <ul style="list-style-type: none"> <li>• VN noted that was a variance on nearly every budget line and asked if money was showing in the wrong lines. AH advised that changes were currently being made to the budget lines which is why there is a difference. CV and AH met in summer and got everything up to date on SIMS which is why the budget looks different. AH is now linking in with a couple of other schools in order to obtain help when needed which has been useful. AH and CV are going on new financial reporting training next week. VN explained that she had heard schools will now have to buy in at a higher standard of monitoring in order to get the same level they are currently receiving under the new system.</li> <li>• JD advised that overall the budget was in a positive position. VN asked how there was an overspend on many lines with still a positive outcome. CV explained that additional income had come into the budget.</li> <li>• CV explained that the budget is based on the number of pupils on role and other funding they come with. Lots of pupils are now coming into the school on a lower banding so less money will be coming in. CV noted that, year on year, this will have a bigger impact on the budget. MM explained that he had identified 6-8 pupils who may be entitled to extra funding and will put in a request.</li> <li>• CV noted that Premises had overspent its budget but at the last FGB Governors agreed money could be moved over from the Capital budget to cover these costs.</li> <li>• VN asked how it was possible to over spend on LA services. CV explained it was due to the mutual fund changing, which was more than expected.</li> <li>• VN was concerned about transport and asked how there was a £7000 variance on hire transport when 2 new cars had been purchased. MM advised that SB had a detailed record of what has been used and the reason for its use. CV explained that the hire transport budget may not all be used and that it has just been allowed for at present. MM noted that the school will need to use some hire transport at times but generally they use their own transport.</li> <li>• VN asked why the budget is £60,000 out on staffing. CV advised that this cost is due to taking on the Assistant Heads and the supply cost being much higher this year. Premises staff have also incurred an additional one off cost this year. CV thought that the cost for premises work should be allocated to buildings rather than adding additional costs to staffing this should also be the same for getting someone to close up after lettings.</li> <li>• JD asked if she could come in and sit with AH &amp; CV to look at the system as she would be very interested in assisting them as JD works with lots of financial systems. AH asked JD if she could also attend the training on the new reporting system. JD advised she could and AH agreed to try and book JD a place.</li> <li>• CV advised that BL will be carrying forward less next year and Governors will need to be clear on why this is. VN explained that this had been due to some one off costs on buildings and the staffing restructure.</li> <li>• AH asked if some of the money in the budget for HT inclusion could be moved into external provision. MM advised that this money has been being used for external provision already. Agreed.</li> </ul>		

	<ul style="list-style-type: none"> <li>AH noted that MM is not in school it is sometimes difficult to get signatories for cheques as both she and SR can only sign cheques for up to £50. Ah asked if it would be possible to change the Finance policy in order to make this a larger amount. VN asked how often this is required. AH advised that this happens quite often as she is only in a few times per week and it is sometimes difficult to get together with MM to sign cheques. CV recommended that the approval is changed to £400. The GB were happy to agree this proposal. AH will change the policy and forward to KF for GB approval.</li> </ul> <p>AH advised that she is slowing getting to grips with the budget and thanked the GB for their patience. The GB thanked AH for all her efforts.</p>		
1/3.3	<p><b>Staffing Restructure</b></p> <p>MM is aware that he needs to put together a staffing structure diagram for the new team.</p>	<b>MM</b>	03/12/14
1/3.4	<p><b>Audit Report</b></p> <p>KF advised that there are a number of outstanding actions that need to be completed by Governors. It was agreed that KF and VN would get together to look more closely at these items and report back to the GPC.</p>	<b>KF/VN</b>	12/11/14
1/4.1	<p><b>Security Policy</b></p> <p>KF and VN will check the audit report to see exactly what is required.</p>	<b>KF/VN</b>	12/11/14
1/4.2	<p><b>Attendance Policy</b></p> <p>MM still to forward his new copy of the policy. MM asked KF to chase him.</p>	<b>KF/MM</b>	12/11/14
1/5.1	<p><b>Part 2 Minutes of the Meeting 04/06/2014</b></p> <p>Agreed as a correct record and signed accordingly by the Chair</p>		
1/5.2	<p><b>Minute 4/3.6 (2014)</b></p> <p>The GB agreed to Part 2 and all staff left the meeting.</p>		
	Meeting Closed: 18.53		

<b>Next Meeting:</b>			
<b>Date / Time:</b>	03 <sup>rd</sup> December 2014	<b>Location:</b>	Barley Lane School