

**MADGINFORD PRIMARY SCHOOL**

**Minutes of the Full Governing Board Meeting on  
Monday 13<sup>th</sup> May 2019 at 5pm held at the school**

Present: Toby Butler (Chair), Amanda Woolcombe (Headteacher), Carolyn Christie, Jo Considine, Ian Hayne, Shirley Lall, David Parfitt, Shelley Shrimpton, Charles Tanswell, Natalie Wensley, Yvette Best (Assistant Headteacher (Inclusion))

Attending: Ann-Marie Butler (Finance and Personnel Officer (FPO)) for item 12, Charlie Hill (Site Manager) for item 12, Rose Davies (KCC Clerking Service)

	Meeting started 17.11.					
1	<p><u>Welcome and apologies</u></p> <p>Kelly Barnett: other commitment</p> <p>Apologies accepted.</p> <p>The meeting was quorate.</p>					
2	<p><u>Declarations of business interests</u></p> <p>No changes declared and nothing to declare against any item on this agenda.</p>					
3	<p><u>Quorum</u></p> <p>The meeting was quorate.</p>					
4	<p><u>Minutes of last meeting (25.3.19)</u></p> <p><i>Amendments</i></p> <p>Action point 3: delete 'becne', replace with 'become'.</p> <p>The minutes as amended and confidential minutes were agreed as a true record of the meeting and signed by the Chair.</p> <p><i>Matters arising</i></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Headteacher to send out the link to the Hays online training package.</b></td> <td>There had been a problem but the link would now be sent out to each Governor.  <b>ACTION: Headteacher.</b></td> </tr> <tr> <td><b>Clerk to send alternate focus agendas to Chair and Headteacher.</b></td> <td>Completed. To be discussed at July FGB for next year's meetings.</td> </tr> </table>	<b>Headteacher to send out the link to the Hays online training package.</b>	There had been a problem but the link would now be sent out to each Governor.  <b>ACTION: Headteacher.</b>	<b>Clerk to send alternate focus agendas to Chair and Headteacher.</b>	Completed. To be discussed at July FGB for next year's meetings.	1. AW
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	<p><b>Chair to contact Yvette Best and Mr. Wicken with the outcome of their applications to become a co-opted Governor.</b></p> <p><b>Governors to send out their monitoring reports to all Governors for the Chair to put the actions onto a summary report.</b></p> <p><b>Clerk to ask the Area Governance Officer why there were so few Governor training courses on offer in this area.</b></p> <p><b>Chair, H &amp; S Governor, Charles Tanswell, and David Parfitt to review the accessibility Policy with the Site Manager and identify a programme of accessibility of work.</b></p> <p><b>Clerk to add SRE Policy to next agenda.</b></p> <p><b>Headteacher to add the emergency staff contact list to the Emergency Management and Business Continuity Plan</b></p> <p><b>David Parfitt to talk to the Site Manager about to buy hedging plants in the bare root season.</b></p> <p><b>Headteacher to add report from the SENCO and a case study on a PP child to next Focus Day agenda.</b></p> <p><b>Chair to put the Marking Policy on the website once agreed.</b></p>	<p>Completed.</p> <p>Completed. The Chair would now put the actions onto a summary sheet. <b>ACTION: Chair.</b></p> <p>Completed but there had been no reply.</p> <p>Item 8.</p> <p>Item 8.</p> <p>Carried forward but this would just be a printout from the staff system.</p> <p>Completed. Monitoring report submitted.</p> <p>Completed.</p> <p>Carried forward. Headteacher to send to Chair. <b>ACTION: Headteacher.</b></p>	<p>2. TB</p> <p>3. AW</p>
5	<p><u>Governing Body matters</u></p> <p><b>The Chair reported that:</b></p> <ul style="list-style-type: none"> <li>• there were no membership issues.</li> <li>• He had circulated the letter of introduction from the new West Kent Area Education Officer.</li> <li>• He had received an invitation from Viridor for the school to take place in a ‘waste busting’ exercise. He passed this on to the Headteacher as this was an operational matter.</li> <li>• He had received a letter of thanks from the parents of a Year 4 Pupil about his progress. They were delighted with this, and with his last report which had focused on what he had achieved, rather than what he had failed to achieve.</li> </ul>		

	<ul style="list-style-type: none"> <li>• He had received complaints about tree matters from neighbours, one of whom had also written to Paul Carter, the Leader of KCC. GEN2’s advice had been that the school should entertain these requests but he disagreed because this would mean they would be endless.</li> </ul> <p><b>A Governor said that so long as the trees were not excluding light from the dwellings or posed a danger the school was not obliged to do anything.</b></p> <p><i>Monitoring visits</i></p> <ul style="list-style-type: none"> <li>• SEN.</li> <li>• Sports.</li> <li>• Website. Some of blank pages were where they were awaiting content.</li> <li>• Year 1 transition.</li> <li>• Boundary screening. The gardener was very capable. The Forest School would need to move to another part of the grounds because the current part was looking rather worn.</li> <li>• H &amp; S. The Site Manager did need to update the spreadsheet as he did the checks. The number of head injuries was rather worrying.</li> </ul> <p>The Headteacher explained that unfortunately some children did enjoy bumping heads and others falsely complained they had because they liked the attention. It did create a lot of paperwork.</p>	
6	<p><u>Governor training and development</u></p> <p><b>The Training Governor reported that the 2 New Governors were booked on induction courses.</b></p>	
7	<p><u>Policies</u></p> <p><i>SRE</i></p> <p>Relatively minor changes but only circulated this afternoon.</p> <p><b>The Chair asked Governors to send him any comments.</b></p> <p><b>ACTION: Governors.</b>  <b>ACTION: Clerk to add to July agenda.</b></p> <p><i>EYFS</i></p> <p><b>A Governor said anything implying or suggesting that there should be a certain number of Teaching Assistants per class should be taken out.</b></p>	<p>4. All  5. RD</p>

	<p><b>A Governor was concerned about the phrase ‘free from stereotyping’.</b></p> <p><b>ACTION: Chair to redraft.</b></p> <p><i>Equality objectives</i></p> <p><b>The Chair said a new Policy was needed, with new objectives and targets that were measurable. He had tried to produce something based on several model policies. He asked for volunteers to work on the draft with him.</b></p> <p><b>ACTION: Chair, David Parfitt and SLT.</b></p> <p><i>Accessibility Plan</i></p> <p>This was an outstanding action (see item 4). There should be a plan of priorities to enable children to access curriculum fully should money become available.</p> <p><i>Data Protection/ GDPR and FOI Publication Scheme</i></p> <p><b>ACTION: Chair to take forward.</b></p> <p><i>Behaviour Management</i></p> <p><b>AGREED</b> to discuss this on next focus day.</p>	<p>6. TB</p> <p>7. TB/ DP/ SLT</p> <p>8. TB</p>
8	<p><u>Headteacher report (circulated in advance)</u></p> <p>The Headteacher advised that much of the content had been discussed at focus day, together with the data.</p> <p>The Assistant Headteacher (Curriculum) had attended a Fischer Family Trust (FFT) course as FFT would be used next year. This would be discussed at the next focus day.</p> <p><b>A Governor said it was useful to have a summary for each Year group in the report.</b></p> <p><b>The Chair sought questions.</b></p> <p><b>Q: how many places had been allocated for next year’s Year R?</b></p> <p>A: allocated 90 but the actual number who would join the school would not be known until all appeals had gone through. The budget had been based on 90.</p> <p><i>Attendance</i></p> <p>Attendance was going up again (96.2%). She needed to look at ‘lates’, the same children arriving after 9 a.m. when the gates were closed. The school could issue fines after a certain</p>	

	<p>total of school minutes had been missed but did try to support a family if there was a real issue.</p> <p><i>Staffing</i></p> <p>There had been two further teacher resignations: both had found posts nearer home. Interviews were taking place on Monday if any Governors wished to be involved.</p> <p>Report <b>NOTED</b>.</p>	
9	<p><u>School Improvement Plan and Self Evaluation Form</u></p> <p>The Headteacher said that the School Improvement Plan priorities were set out in her report (page 2). For next year she needed to design some way of measuring how well the school was working towards them. All the data was in-house data rather than statutory data. This was another area for discussion on focus day. She had not updated the SEF since the last meeting but would do so for the July FGB.</p>	
10	<p><u>SEN</u></p> <p>The Assistant Headteacher, Inclusion said there was no update since last meeting which had been only 7 weeks ago.</p>	
11	<p><u>Safeguarding</u></p> <p>The Headteacher told Governors:</p> <ul style="list-style-type: none"> <li>• there were no incidents to report.</li> <li>• The new arrangement with the gate was working well.</li> <li>• There might be a need to replace the temporary metal ramp sooner rather than later.</li> </ul>	
12	<p><u>Budget (item taken out of order)</u></p> <p><i>Outturn figures 2018-19</i></p> <ul style="list-style-type: none"> <li>• Rollover: £35,682, within the Balance Control Mechanism (BCM).</li> <li>• In year deficit: £79,288.</li> </ul> <p>The Headteacher said there had been an overspend on High Needs top up Funding (I03). The Local Authority had made it very difficult for schools to employ 1-2-1 support staff but the budget had already been set and she had told staff their contracts would be rolled over for another year.</p> <p>The Assistant Headteacher (Inclusion) added that these children might have a diagnosis.</p>	

The children had been making really good progress and this might mean that the school would get no additional funding for them.

**Q: did the staff have specialist training?**

A: yes.

*Budget 2019-20*

**The Finance Governors reported that the Governors had gone through the budget line by line on focus day. They had expressed surprise at how much money was taken by the Local Authority for services. There had been much discussion around staffing generally. They had asked for another column to be added to compare easily to last year but the report format did not allow for this. They had looked at Value For Money (VFM) from Learning resources (not ICT) (E19). They had discussed whether staff could be asked to commit to remaining at the school if they undertook certain training courses: this was not enforceable but it would give a message.**

The FPO advised that:

- she was confident the school would receive £15K HNF (103) for targeted children. Education and Healthcare Plans would only be applied for where there was a realistic chance of success.
- Money would come in for student placements.
- The school was to receive a £500 grant from County Councillor Gary Cook for Forest School.
- This was the 3<sup>rd</sup> year the school had paid for the Accelerated Reader licence so needed to consider what to do next year.
- A rollover of £45K forecast into 2020-21.

*3-year budget plan*

**The Chair said he was confident that there would be stringent in-year management by the school and that this would be subject to Governor oversight through monitoring.**

The Governor **AGREED** the 3-year budget plan unanimously.

*Quotes for converting IT suite.*

The FPO said that £15K had been put aside in capital for this project.

The Site Manager reported that:

- 3 quotes had been obtained, all from companies used before.
- 2 had quoted about £8450 but there were hidden extras.

- The 3<sup>rd</sup> (Manor Services) was just over £10K for all the work required.
- A lot of the quote related to wiring etc. The server would be moved into the music room.
- This work could be done over half term.
- Furniture would come from within the school.

**Q: was the site manager happy with this Manor Services?**

A: based on experience, yes.

**Q: would it be possible to afford an interactive white board for the new classroom?**

A: it had been decided to keep the overhead projector and board for time being

17.18: David Parfitt arrived.

**Q: would the IT suite work involve removing asbestos?**

A: no.

**The Chair asked Governors if they were in favour of accepting the quote for £10K for the conversion of the IT suite to a classroom.**

Governors **AGREED** unanimously.

The Site Manager said there were other items needing attention if any capital money was left over:

- the posts for the Year 1 banking had rotted and needed replacing which would cost about £3K.
- The car park soakway was overflowing when it rained because it was silted up. He had had a quote of £102 to dig this out to provide clearance.
- Various windows round the school were blown (replacement cost £1,230) and a door needed attention.
- 18 lights were out in the hall and he had been quoted about £3K to replace these with LED. This included scaffolding costs which were high.

**Q: could the site manager ask for the quote to be amended to include extra sockets for stage lighting, while the scaffolding was up?**

A: possibly.

**A Governor said some of these items would have to wait until later in the year, to see if further money became available.**

13	<p><u>PP and Sports Premium</u></p> <p>The Headteacher said she was about to allocating some PP money to staffing Forest School. It was essential to ensure that Forest School had an impact, not just that children enjoyed it.</p> <p>The Assistant Headteacher (Inclusion) said that she could go through the PP strategy and impact with Governors on focus day.</p>	
14	<p><u>The Education People information for Governors</u></p> <p><b>NOTED.</b></p>	
15	<p><u>Any Other Urgent Business</u></p> <p><i>Training</i></p> <p><b>The Training Governor said he did not believe the Governing Body was getting VFM from The Education People training: there were not many relevant courses offered and there was the issue of not having local courses.</b></p> <p>The Clerk said that much training was now online which was more convenient for Governors to access. Also, buying training courses from other providers piecemeal might be considerably more expensive.</p> <p><b>A Finance Governor said this training contract cost £1600 a year.</b></p> <p><b>ACTION: Training Governor to write to The Education People.</b></p> <p><i>Compliance visit</i></p> <p>The Headteacher reported that she had been notified of a compliance visit in term 6. She would let Governors know the date (subsequently confirmed as 4<sup>th</sup> July).</p> <p><b>ACTION: Headteacher.</b></p> <p><i>H &amp; S</i></p> <p>The Headteacher advised that she would have to find the money to pay for Evolve, the online risk assessment system for trips.</p>	<p>9. IH</p> <p>10. AW</p>
16	<p><u>Confidentiality</u></p> <p>Items deemed confidential are recorded in a separate part of these minutes.</p>	
17	<p><u>Meeting dates</u></p>	

FGB term 6: 8 <sup>th</sup> July Focus Day term 6: 10 <sup>th</sup> June	
Meeting ended at 18.58.	

<b>SUMMARY OF ACTIONS</b>			
<b>Number</b>	<b>What</b>	<b>Who</b>	<b>By when</b>
<b>1</b>	<b>To send out the link to the Hays online training package.</b>	<b>Headteacher</b>	<b>25<sup>th</sup> May</b>
<b>2</b>	<b>To put the monitoring report actions onto a summary sheet.</b>	<b>Chair</b>	<b>10<sup>th</sup> June</b>
<b>3</b>	<b>To send Marking Policy to Chair.</b>	<b>Headteacher</b>	<b>20<sup>th</sup> May</b>
<b>4</b>	<b>To send any comments on the draft SRE Policy to the Chair.</b>	<b>Governors</b>	<b>1<sup>st</sup> July</b>
<b>5</b>	<b>To add SRE Policy to July agenda.</b>	<b>Clerk</b>	<b>1<sup>st</sup> July</b>
<b>6</b>	<b>To redraft EYFS Policy.</b>	<b>Chair</b>	<b>1<sup>st</sup> July</b>
<b>7</b>	<b>To work on a new equality objectives and Equality Policy.</b>	<b>Chair, David Parfitt and SLT</b>	<b>10<sup>th</sup> July</b>
<b>8</b>	<b>To take forward Data Protection/ GDPR and FOI Publication Scheme.</b>	<b>Chair</b>	<b>10<sup>th</sup> July</b>
<b>9</b>	<b>To write to The Education People about the VFM offered by the training contract.</b>	<b>Training Governor</b>	<b>10<sup>th</sup> July</b>
<b>10</b>	<b>To let Governors know the date of the compliance visit.</b>	<b>Headteacher</b>	

Signed

\_\_\_\_\_ (Chair)

Dated

\_\_\_\_\_