



Present: Amanda Healey (AH), Karen Ashdown (KA), Ian Davey (ID) – Acting Chair

Apologies: Stephen Lawrenson (SL), Stephen Vinall (SV), Sarah Foster (SF) – School Business Manager

Absent: Fr David Clues (DC)

Quorum: The meeting was quorate (at least three governors present)

Questions from the governors to the headteacher are highlighted in bold.

Item	Discussion and Decisions	Action
1.	<p><b>Apologies for absence and declarations of interest</b></p> <p>The GB <b>accepted</b> the apologies of SL due to sickness and SV due to work commitments. SF is on compassionate leave so some items have been deferred.</p> <p>There were no declarations of interest.</p>	
2.	<p><b>Minutes of the previous meeting held on 24.02.15</b></p> <p>The minutes were accepted as an accurate record.</p> <p><b>Matters arising:</b></p> <p>Item 3:</p> <ul style="list-style-type: none"> <li>Internet banking – deferred as SF not present.</li> <li>Title to the land – deferred as DC not present.</li> <li>Anti-climb paint – KA had checked this with caretaker during premises walk and it was still in place.</li> <li>Design of library gates – did not get through to final stage of competition but there are other grant possibilities to apply for – AH <b>agreed</b> to take this forward.</li> <li>Minutes of LA strategy meeting – minutes have not yet been shared – AH <b>agreed</b> to follow this up with Hilary Ferries (who was not at recent meeting).</li> <li>Staff/governor event – date not yet set but governors did fund an Easter present for all staff, which was well received. AH reported that staff would like an event – AH <b>agreed</b> to identify date and inform KA.</li> </ul>	<p>AH 18.05.15</p> <p>AH 18.05.15</p> <p>AH 18.05.15</p>



Item	Discussion and Decisions	Action
	<p>Item 4:</p> <ul style="list-style-type: none"> <li>Permanent Key Stage 1 Co-ordinator – interviewed but didn't appoint, another advert is out this week.</li> <li>Grant from EDF Energy's Green Fund – no further developments.</li> <li>New telephone system installed over Easter and working well.</li> <li>Building maintenance ECO – all remaining non-sensor taps replaced over Easter.</li> <li>Annual contracts – deferred as SF not present.</li> </ul> <p>Item 5:</p> <ul style="list-style-type: none"> <li>Online banking – deferred as SF not present.</li> <li>Devolved Formula Capital – SMc to add to next agenda.</li> <li>Work carried out in 2014 – deferred as SF not present.</li> </ul> <p>Item 7:</p> <ul style="list-style-type: none"> <li>Schools' Financial Value Standard – this was completed and returned to the council by the deadline.</li> <li>Pecuniary interests procedure has been added to the FGB agenda 27.04.15, as there have been some changes the regulations.</li> <li>3 year buildings plan – SMc to add to next agenda (AH lead – linked to Devolved Formula Capital above).</li> </ul> <p>Item 8:</p> <ul style="list-style-type: none"> <li>Church plans – AH has the full plans and is waiting to discuss with the church plans – AH &amp; KA agreed to write to the PCC.</li> </ul>	<p>SV 18.05.15.</p> <p>SMc 18.05.15</p> <p>SMc/AH 18.05.15</p> <p>AH/KA 18.05.15</p>
3.	<p><b>Review budget</b></p> <p>AH tabled the first draft of 15/16 budget plan and outlined the key points. The LA formula budget is lower than the previous year.</p> <p><b>Q: How is this part of the budget calculated?</b> A: This is a formula based on a variety of factors, such as Free School Meals, SEN etc.</p> <p><b>Q: Why has it decreased this year?</b> A: There are less families claiming FSM due to the introduction of universal FSM for infant aged children. It is also a challenge to ensure we receive the accurate Pupil Premium funding for the same reason, which is a national issue. Still waiting for final allocation of this – our estimate is different from the LA figure so we have budgeted for the midpoint.</p> <p><b>Q: Does this reduction have any serious consequences?</b> A: We have a healthy carry-forward and we have reduced the budget in certain areas that we have invested in previously – eg eco money. Income</p>	



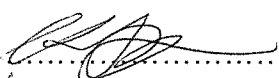
Item	Discussion and Decisions	Action
	<p>from lettings has been added – this goes into the governors' account but the school is funding heating etc so funds need to be transferred.</p> <p><b>Q: Is there anywhere else we can make savings?</b></p> <p>There is a reduction in staff training due to some funding from the Teaching School. There is also reduced buildings' maintenance as have done a lot over last few years. The staffing budget has been looked at carefully to take into consideration staff pay increments, maternity leave etc.</p> <p>AH and SF will provide a more detailed commentary at the next meeting with the final carry-forward figure and comparisons with the 2014 – 15 budget.</p>	<p>AH/SF 18.05.15</p>
4.	<p><b>Governor account update</b></p> <p>Governor account and Lettings' Policy to be added to next agenda as SF not present. Japanese club has approached the school ask about hiring some of the classrooms for Saturdays, but concern re car parking. Would be reliable income. AH liaising with Japanese club.</p>	<p>SMc to add to agenda 18.05.15</p>
5.	<p><b>Governors' Action Plan</b></p> <p>Governors discussed progress against the action plan, agreeing RAG ratings and percentages. The following key points were discussed:</p> <p>Three governor visits took place last week, looking at the 'Learners', as agreed in the last FGB meeting. There is a specific focus for each term and a focus needs to be identified for the summer term; the priorities on the action plan are More Able or Maths.</p> <p><b>Q: Which would you recommend as our biggest priority?</b></p> <p>A: Our HMI has identified that our most vulnerable area is Maths, so it would be good for governors to monitor improvements in this area.</p> <p>Clerk has recently updated the LA's Governor Visits Policy and one governor attended the recent training (to provide feedback at FGB meeting on 27.04.15). Clerk suggested having a business meeting for governors in September, to discuss a timetable of work for the year, which governors <b>agreed</b> to. The skills audit can also be reviewed, as new governors starting this term, as well as the Governors' Code of Conduct and Governor Visits Policy. Clerk to keep log of visits, linked to the school's priorities.</p> <p>Governors discussed how to ensure that the evidence for the action plan can be easily linked to the plan. SMc <b>agreed</b> to discuss using the learning platform with Schools' ICT (Gavin) to store documents.</p>	<p>SMC to update plan for FGB 20.04.15</p> <p>SMc Sept 15</p> <p>SM 18.05.15</p>



Item	Discussion and Decisions	Action
	<p>Governors recognised that the input from subject leaders at FGB meetings has been useful.</p> <p><b>Q: Can we also have some brief feedback from the teachers who are carrying out middle leader training?</b></p> <p>A: This can be arranged for the next FGB meeting that starts at 4.00pm (08.06.15), as well as a subject leader presentation. Teaching &amp; Learning Committee is reviewing the Middle Leader training.</p>	AH 08.06.15
6.	<p><b>Quotes for electrical locking system</b></p> <ul style="list-style-type: none"> <li>Deferred as SV not present.</li> </ul>	
7.	<p><b>Comparison of electricity bills pre and post solar panel installation</b></p> <ul style="list-style-type: none"> <li>Deferred as SF not present</li> </ul>	
8.	<p><b>Review Scheme of Delegation</b></p> <p>This outlines the delegation of the governing body's financial powers and duties to others. It should be reviewed annually – the model scheme of delegation from Schools' Finance has not changed so last year's document (April 2014) was updated.</p> <p>A19: An arrangement has been set up to independently audit accounts with St Mark's CE Primary School, but the Business Managers needs to organise. KA agreed to follow this up with St Mark's so that the FGB can record that this has taken place.</p> <p>B7 &amp; C13 (Contracts): Clerk <b>agreed</b> to check with other schools if the amounts were in line with others. It can take longer if decisions have to go through the GB, so need to ensure this is only happening when necessary.</p> <p>C25 (Lettings): AH to change name of the committee to Resources.</p> <p>ID agreed to report the changes to the FGB so that scheme can be ratified at meeting on 27.04.15.</p>	<p>KA – urgent</p> <p>SMc 27.04.15</p> <p>AH 27.04.15</p> <p>ID 27.04.15</p>
9.	<p><b>Premises walk</b></p> <p>KA has carried out a Premises walk with the caretaker and SBM to identify any health and safety concerns. Key points were that the carbon monoxide detector for the boiler room has already been actioned but the top of the water butt needs securing in the back playground. AH agreed to action. The detailed Premises walk report showing actions taken will be presented to the</p>	AH 18.05.15



Item	Discussion and Decisions	Action
	<p>next meeting.</p> <p>AH announced that the shared surface in Ann Street will not be extended past the school now due to lack of funds.</p>	
10.	<p><b>Review benchmarking data</b></p> <ul style="list-style-type: none"> <li>Deferred as SF not present</li> </ul>	
11.	<p><b>Matters brought forward by the Chair</b></p> <p>Lotteries permission – KA received a letter to renew this so we can be registered for prize draws. AH noted that this would be worth renewing while we have an active PTFA. KA advised if we cancel it will cost more to reinstate in the future. <b>Agreed</b> to renew. KA to complete the renewal form.</p>	<p>KA 18.05.15</p>
12.	<p><b>Dates of future meetings</b></p> <p>The next meeting will take place on 18 May 2015 at 10.15 following the LA Strategy meeting – SMC to inform absent governors and invite new LA governor. KA to chair temporarily until new Chair is voted in next year.</p> <p>Governors thanked Cllr Ian Davey for his contributions to the committee and recognised that it had been beneficial having a councillor from the community.</p>	<p>AH/SMC 27.04.15</p>

Signed .....  ..... Chair of Governors  
Date..... 18/5/15 .....

