



Present: Stephen Vinall (SV) – Chair
Amanda Healey (AH) – Headteacher
Karen Ashdown (KA)
Rupert Bagilhole (RB)

Apologies: Stephen Lawrenson (SL), Fr David Clues (DC)

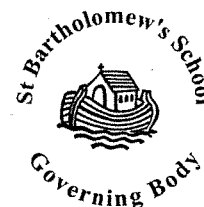
In Attendance: Sarah Foster (SF) – School Business Manager
Sharon MacKenzie (SM) – Clerk

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>Apologies for absence and declarations of interest</p> <p>The GB accepted the apologies of SL due to sickness. Governors agreed to check if DC could still attend this committee.</p> <p>SV declared an interest in Item 3 due to working for EDF Energy.</p>	SM
2.	<p>Minutes of meeting held on 20.04.15</p> <p>The minutes were accepted as an accurate record.</p>	
3.	<p>Matters arising from minutes</p> <p>Much of the discussion was around Item 2, as key members had not been present at the previous meeting.</p> <p>(2) Minutes of LA Strategy Board – Tess Gill will email the minutes to SM once agreed at the next meeting</p> <p>(2) Staff/governor event – this is likely to be 12 June – SM to inform governors and SF to check venue/costs. SM to check that the FGB have agreed to part-fund this from governors' budget.</p> <p>(2) KS1 Co-ordinator recruitment – interviewed last Friday but did not appoint.</p> <p>CONFIDENTIAL ITEM (recorded separately): Governors discussed the possibility of approaching an identified teacher from a local school</p>	SM/SF

Item	Discussion and decisions	Action
	<p>(2) EDF Energy's Green Fund – AH and SV have successfully applied for a £10K grant – need to complete paperwork.</p> <p>(2) Annual contracts – SF has sent paper</p> <p>Q: Do we attract any reduction for being part of a partnership? A: Yes, the subscription to The Key is co-ordinated through the other CE schools in the Brighton and Hove Deaneries.</p> <p>Q: Referring to benchmarking, why are we spending more on ICT than other schools? A: This was a one-off expense due to new computers</p> <p>Q: Can we include any other major expenses in the 3-5 year plan? A: We will bring the annual buildings contract to the next meeting.</p> <p>(2) Internet banking for governor account – KA has signed the forms along with AH and SF, which allows us to look at the account instantly rather than waiting for a bank statement.</p> <p>(2) Church plans – no further forward re the fire exit. Governors agreed that AH and KA will formally write to the church to invite to a meeting to find out that status of this and the Title Deed. KA will also write to the church wardens to invite them to the school sports day.</p> <p>(9) Premises / Health & Safety Walk – AH had circulated an action plan showing progress to date.</p> <p>Q: Can you add names and dates on actions, and a column in relation to the level of risk – ie RAG rating? A: SF agreed to add that in and email to AH.</p> <p>Q: Can a walk happen monthly with the Site Manager? SF: He does a monthly check – SF will circulate the proforma that he uses before next meeting</p> <p>Q: Does the Site Mgr carry out minor repairs? SF: A lot is out of his control but he can action some repairs.</p> <p>Governors noted that it is everyone's responsibility to identify risks and not to wait until the next Health & Safety Walk.</p> <p>(10) Benchmarking data – we had a healthy budget last year so did spend a lot compared to other schools. But many are for items that won't need further expenditure for some years (eg industrial washing machine for caretakers).</p>	<p>AH/SF</p> <p>AH/SF</p> <p>AH/KA</p> <p>SF</p> <p>SF</p>



Item	Discussion and decisions	Action
	(11) Lotteries permission – KA has completed the renewal form	
4.	<p>Budget Plan 2015-16 (including comparison with 2014-15 budget)</p> <p>Governors had requested both documents in order to make a comparison.</p> <p>Q: If an 'actual' is significantly over the amount allocated, could that be identified in red with a reason for the overspend? A: SF agreed to do this.</p> <p>AH informed governors that the spend on teachers includes the anticipated TLR post. AH agreed to add some comments before presenting to FGB.</p> <p>Q: Why does the benchmarking data show such low staffing costs? A: That data is from 2013/14, when we had an NQT and one in their second year of teaching.</p> <p>Q: Can you clarify why we spent more on clerical staff? A: We chose to employ an apprentice, for which we received a subsidy of £1500 – which has just come back in. We decided to pay her fairly.</p> <p>Q: What value has she been and will we be repeating the exercise? A: She has been a real asset. City College have already approached us re employing someone from the ICT & Business Admin course. Governors agreed that SF should investigate further.</p> <p>Q: Why has breakfast club staffing increased by £10K and do they add value? A: AH and SF agreed to look into this. We subsidise this heavily and it needs more staffing due to increased numbers attending. But there are many benefits from it – good social interaction, providing breakfast, welcoming to parents etc.</p> <p>SF agreed to add a comments box and circulate in advance of the FGB meeting so that governors have time to prepare questions. The revised copy of 2014/15 will come to this committee, with a summary given to FGB for formal ratification.</p>	<p>SF</p> <p>AH</p> <p>SF</p> <p>AH/SF</p> <p>AH/SF</p>
5.	<p>Comparison of electricity bills pre and post solar panel installation</p> <p>A paper had been sent for information, as requested. No action was necessary and AH confirmed that the LA scrutinises expenditure in this area.</p>	



Item	Discussion and decisions	Action
6.	<p>Review benchmarking data</p> <p>SF reported that there is a Bursars' meeting soon to discuss consistency around using ledger codes etc. The DfE holds the benchmarking data and when the 2014/15 data is available AH /SF agreed to provide a comparison of both years.</p> <p>Q: Why is teaching per pupil high? A: We had poor results at that time so we increased staffing as a result. The results then improved.</p> <p>Governors requested that this would be good to run through with FGB. SM to see if Schools' Finance can present to governors in an FGB meeting when the next set of data is out.</p>	<p>AH/SF</p> <p>SM</p>
7.	<p>Quotes for electrical locking system</p> <p>SV sent details of a national organisation to AH (only one we can find), who passed on to SF to investigate. Cars can reverse at speed into the car park, so governors discussed options for barriers. SF agreed to look into.</p>	SF
8.	<p>Governors' Action Plan</p> <p>Governors recalled that the Governors' Action Plan was originally driven by the Review of Governance, but needs to be clearer and show a 360 audit trail (monitor, identify and check on progress).</p> <p>The HMI letter identified that governors' actions should be woven into the school's plan – this would make our work more strategic. AH agreed to work with Ruth Cumming re what to incorporate in school plan – for HMI by end of July.</p> <p>Governors recognised that the plan may have served its purpose and we now need to move forward in a different way. Governors agreed to go through the plan in detail at next Resources Committee meeting.</p>	<p>AH</p> <p>SM - agenda</p>
9.	<p>Lettings policy and charges</p> <p>As a church aided school, governors are responsible for lettings. The governors' account is funded from lettings, not the church. AH had circulated a document with a list of current lettings. The council's model lettings policy is currently used.</p>	



Item	Discussion and decisions	Action
	<p>Governors recognised there is a really strong programme of lets but that security of the front door is a big issue as it is sometimes left open. It was agreed that the main parts of the policy should be outlined for lets, explaining what they need to adhere to. AH informed governors that charges are reviewed annually but they are not always increased.</p> <p>SM agreed to add to add the review of lettings charges in Spring Term 2016 as part of next year's work plan. This will give the lessees plenty of notice.</p> <p>Governors asked AH to clarify with the dance group that we haven't increased the charges this year, so they shouldn't be using this as a reason for putting their own charges up.</p> <p>Governors confirmed that the safeguarding part of this policy is urgent and would like an immediate communication with the lessees. Random checks by governors have identified the door is sometimes being left open.</p> <p>AH informed governors that other schools always have a member of staff there and that's included in cost. We have looked into using a security firm for this. Governors considered whether to include security cover into future costs – whether for all lets or just those that are more at risk – some groups are already controlling the security well. AH was concerned about losing some customers if there was a price increase. There could be a risk assessment carried out for each group – eg for Class of Their Own, the Site Manager is on the premises and the buzzer is always used.</p> <p>It was agreed that we need to identify our biggest risks and if they don't adhere to the policy then we will terminate the agreement. We do have a waiting list for some slots. They could even agree that they will provide their own security and governors will carry out random checks.</p>	<p>SM</p> <p>AH/SF</p>
10.	<p>3 year buildings plan and Devolved Formula Capital</p> <p>This is the funding we receive as a church school direct from the DfE (others receive via the LA). This has been £6K – can roll it forward but it is not substantial. It is for major building improvement and must be for projects over £2K. Anything bigger and we have to apply to the Diocese for extra funding that they have been given by the Government. Much of that is going on school expansions.</p> <p>We have to produce a three year plan. Our recent condition survey was good, as we have carried out a lot of maintenance.</p>	



Item	Discussion and decisions	Action
	<p>Q: Can this funding be used to decorate the hall? It would be more appropriate to use the funding released by receiving the EDF grant for the ceiling and lighting, and the governors' fund for decorating the hall, as the lessees are using the hall so they will be contributing to it.</p> <p>Q: How is this having an impact on the children? A: If we can improve lettings then it will improve income, which will help the budget situation over the next few years which is tight.</p> <p>Q: Can we carry out work on the lower foyer toilets to make them more adult friendly? This also benefits lettings. There are no plans for those toilets, although we have discussed re-modelling them in the past. The Diocese has a nominated architect for each school to use for designs for larger projects such as this. AH queried whether an additional disabled toilet was needed as the current one was only accessible with a radar key. KA noted a radar key is no longer needed for the disabled toilet – we just need to provide the facility. It was agreed to ask our architects (Felce and Guy) to draw up plans so that we could consider this project when funds permit, or apply to the Diocese for future LCVAP funding.</p>	AH
11.	<p>Matters brought forward by the Chair</p> <p>The school had received a notice about planning for a proposed station upgrade – new telecommunication installation. Governors noted that it was compliant with public exposure guidelines and had no other comments.</p>	
12.	<p>AOB</p> <p>AH and KA have been invited to the Bishop's Reception at the Diocese and both agreed to attend.</p> <p>SV agreed to chair this committee on a regular basis.</p>	
13.	<p>Dates of future meetings</p> <p>Friday 3 July, 9.00 – 10.30am. SM to send an Outlook calendar request. – NB This has now been changed to Monday 13 July at 6.00pm.</p>	SM

Signed Chair of Governors

Date..... 13/7/15.....