



## **Minutes of the Full Governors Meeting held at Hindhayes School on Tuesday 8th May 2019 (Willow Room 5.30pm)**

Present: Mary Whitaker (Chair), Helen Clark, Emma Western, Danielle Hart, Mike Greedy, Kate Nester, Lucy Shakesby, Sue Court, Martin Lukins, Rosie Harris (left @ 6.30pm) and Mike Sales.

### **Agenda No   Item**

- 01/13      **Apologies** – These were received and accepted by Janet Day (holiday).
- 02/13      **Opportunity to declare Pecuniary Interests** – None received.
- 03/13      **Minutes of the last meeting** – These were approved by the Board and signed by the Chair.
- 04/13      **Action points from the previous meeting** – The Action Points from the 2<sup>nd</sup> April 2019 Meeting were reviewed. It was discussed that any actions which had not been completed were awaiting responses or were being discussed as part of this Meeting.
- 05/13      **2019/20 Budget Plan** – The Budget Plan was agreed to be reviewed as the first item, due to Rosie needing to leave the meeting early. Following the April Governors Meeting, where the 2018/19 position had been discussed, Mike S had circulated paper copies of the full Budget Plan for 2019/20 to all Governors with an Executive Summary highlighting key areas for review. There was also the opportunity for Governors to ask questions in advance of this Meeting. Emma had raised several questions which Mike had responded to and then circulated to the rest of the Board for their information.

The Executive Summary which was discussed is below for information:

Hindhayes Infant School Budget Plan 2019/20

**NOTE - Current 2019/20 budget plan based on 9 classes until 31/03/20 - See profile 2 for revised costs by going to 8 classes from Sept '19**

	2018/19	2019/20	
	Estimated Outturn	Projected net expenditure	
Budget allocation	1,167,431	1,162,818	There could be additional funding but this isn't known at present
Estimated BUF2 & 3			
<b>Total budget allocation</b>	<b>1,167,431</b>	<b>1,162,818</b>	
Net projected expenditure	1,090,202	1,158,208	
<b>Variation (Surplus)</b>	<b>77,229</b>	<b>4,610</b>	Awaiting exact figure but estimated to be this
Estimated 2018/19 Outturn		1,090,202	On target against 2018/19 Budget Plan
Estimated 2019/20 Outturn		1,158,208	
<b>Movement in projection</b>		<b>68,006</b>	
<b>Reasons for movement</b>		<b>68,006</b>	
<b>Balance - Must be nil</b>		<b>-</b>	

**Reasons for movement**

Teachers incremental Pay (within scale), performance increments & changes to structure (LS non teaching to support SENCO role) - <b>Unfunded</b>	18,948	
Teachers Pension cont. (16.48% to 23.6% from Sept '19 - 85% funding anticipated & built into the budget allocation (SSE guidance) - <b>Part funded</b>	18,704	
Teacher Pay Award (cost of living rise) 3.5% - <b>Funded</b>	6,960	
Pension Deficit (employers cost - Increased pressure (non teaching) - <b>Unfunded</b>	5,345	
Office Apprenticeship Scott C Year 2 (to continue increased cost + FYE of Vicki S - <b>Unfunded</b>	5,475	
All other staff groups (non teaching) costs (increments (within grade) and Pay Award) & full year effect of staff who commenced in 18/19 - <b>Unfunded</b>	9,892	
<b>Staffing additional costs</b>	<b>65,324</b>	<b>Explainable movement</b>
Premises (net)	1,521	
Curriculum (18/19 included one off expenditure & coding not expected in 19/20 see notes)	11,020	
Supplies & Services	2,579	
Grants - Increase re Nurture Building (One off cost for 19/20)	17,372	
Contingencies	1,650	
Income	962	
<b>Non-staffing budgets</b>	<b>2,682</b>	<b>Explainable movement</b>
<b>Total</b>	<b>68,006</b>	

**2019/20 Notes:**

Maximum Teachers Pay Grant estimated @ 3.5% but funding predicted at 85% as per SSE guidance  
 Staffing structure for 2019/20 allows for 9 classes - BUT decision to revert to 8 Classes from Sept '19 to help reduce costs and impact into 2020/21 - See profile 2 below for impact of revising these costs  
 There is currently no capacity for an additional apprenticeship (at present). Previously considered Forest School Apprenticeship  
 2019/20 Projection includes One off costs for Nurture Building - One off costs only  
 Potential for Librarian post savings £3k (Not built in)

**HEALTH WARNING - 2020/21**

If funding doesn't increase inline with expected staff costs (Pay Awards, Increments, National Insurance and Super) then there will be a deficit position - **Without** any changes to the structure/staffing position this could be approx. £81.7k for 20/21 financial year

**Profile 2 - Assumes 8 Classes from Sept '19**

	2018/19	2019/20	2020/21
	Estimated Outturn - £	Projected net expenditure - £	Projected net expenditure - £
Budget allocation	1,167,431	1,162,818	1,144,339
Estimated BUF2 & 3			
<b>Total budget allocation</b>	<b>1,167,431</b>	<b>1,162,818</b>	<b>1,144,339</b>
Net projected expenditure	1,090,202	1,158,208	1,198,283
Teacher savings	-	20,581	41,626
Estimated TA savings	-	7,212	14,424
<b>Total net projected expenditure</b>	<b>1,090,202</b>	<b>1,130,415</b>	<b>1,142,233</b>
<b>Variation (Surplus)</b>	<b>77,229</b>	<b>32,403</b>	<b>2,106</b>
Estimated 2018/19 Outturn		1,090,202	
Estimated 2019/20 Outturn		1,130,415	1,130,415
Estimated 2020/21 Outturn			1,142,233
<b>Movement in projection</b>		<b>40,213</b>	<b>11,818</b>

Mike took the Board through the 2018/19 position and that the projected surplus remained 'on target', so confidence could be taken that the projections for staffing, expenditure and income had been robust. The process for projecting was the same used for the new financial year (2019/20). Colleagues from SSE (Support Services for Education) as well as Rosie in her Lead as Finance Governor had reviewed the Report, so the information had been challenged where needed.

The 2019/20 Report had initially been projected on 9 classes and this gave a calculated projected surplus of £4,610 with no contingency built in for the year. This gave movement in the projection between financial years of £68k and Mike took the Board through the reasons for this of which £65.3k related to staffing increases. £2.6k related to non-staffing budgets.

Mike took the Board through the decision which had been taken by the Senior Leadership Team to reduce to 8 classes from September '19. He then took them through 'Profile 2' which assumed the reduction to 8 classes (staffing costs account for 77% of the budget). The savings for the 19/20 budget would be £27,793 and give a revised surplus of £32,403. Maintaining this structure for 2020/21 (assuming known additional costs without additional income) would leave a further reduced surplus of £2,106.

Discussion held about funding for schools generally is not keeping pace with increases in costs. This has been well publicised recently. Kate explained that there were options such as finishing at 2pm on a Friday, which would generate savings.

Rosie asked when revised timings could be implemented and Kate confirmed that a consultation period would need to be undertaken with the Local Authority, Parents and Carers and timescales would be Sept '20 onwards (if decision was taken forward).

Emma asked about the one-off funding for the Nurture Building and how this was funded. Mike confirmed that this was funded by Pupil Premium and DFCG budget lines totalling £34.5k.

Following these discussions, the **Board Approved the budget for 2019/20** based on 8 Classes and Mike will tweak the Budget Plan to reflect profile 2. The Board thanked Mike for his work on the budget and presentation of the information which was clear for them to understand.

**Action** – Mike to update the 2019/20 Budget Plan to reflect profile 2 and action remaining work for SSE. Report to be signed by Janet and Kate.

06/13

**Headteacher updates** – Kate took the Board through updates since the April Meeting. There were updates on staffing with 2 existing staff (CA & EH) due to go onto maternity leave from September onwards. Cover arrangement discussed (AJ to job share with CA replacement) plus SS going full time for a fixed period of time).

Nurture Building to commence 28<sup>th</sup> May and will be completed for w/c 3<sup>rd</sup> June onwards. Kate looking to visit Oakland's School, Yeovil to look at their building and ideas for possibly furnishing our new facility. Mary asked whether there was funding in the budget for items to ensure the building is useable and Mike confirmed that there was sufficient built in.

OPAL (Outdoor Play and Learning) session with Parents on 25<sup>th</sup> April was well received and feedback from Michael Follett was that he was very impressed by the new Scrap Store.

Safeguarding continues to demand a lot of time.

Discussion also that we had several new pupils join the school mid-term.

PFSA – Kate confirmed that there was funding of £55k over the next 5 years from the County Council. Andy Leafe is interested in applying for the PFSA post which would cover the local Street schools. Kate said that Andy could be based in the Nurture Building at Hindhayes and would be line managed by her. There could be some funding that would come with Andy being based at Hindhayes which would help with the budget position.

07/13

**Policies for review** – The policies for review had previously been circulated to Governors. The policies reviewed were:

- Arson – Mike G asked about preventative measures and some of the specific plants and fruits mentioned. Guidance for developing a plan on pages 2 & 3 will be removed by Lucy. Lucy and Mike S confirmed that there was nothing available online to refer to since 2012, so this policy to update with changes was appreciated. Mike S to discuss with David A. re outside lighting and PIR sensor.
- Attendance – Mike G asked about children who arrive late for school, with parents who have legitimate reasons for lateness. Kate said that children are welcomed and encouraged to come

into school and if there are genuine situations that these are understood. Mary asked how registers are maintained and Mike S confirmed that Scott and Vicki are responsible for SIMS and he is back up if needed.

- CCTV – No amendments suggested.
- First Aid – Mary asked whether there were enough staff trained at Paediatric and Emergency First Aid level for the School. Lucy confirmed that there are enough staff trained. Mike G asked about the Duty of Care for visitors to School and Lucy will update the policy to include accordingly.
- Health & Safety – Martin Lukins offered to take on the H&S Lead Governor role.
- Induction - No amendments suggested.
- Safer Recruitment – Discussion that probation period is 6 months and to reflect that the barred checklist is reviewed as part of the enhanced DBS. Danielle queried the SCR (Single Central Record) and that this is a requirement of the checks.
- Whistle blowing – No amendments suggested.

The Board thanked Lucy for her hard work on revising the policies and condensing down some of the longer policies into more user friendly ones.

**Action:** Lucy to update the above polices and recirculate changes to the Governing Board. Once the changes are agreed (which can be done via email) these can be approved and signed.

**Action:** Mike S to update the Governor responsibility list to reflect Martin being the H&S Lead Governor.

**Action:** Mike S to discuss with David Alger (Caretaker) re outside lighting.

08/13 **Safeguarding** – Kate confirmed that she had undertaken recent training.

09/13 **Governor Training & Visits:**

<u>Governor Visits/Training and involvement spreadsheet</u>		
Date	Governor name	Description
29/04/2019	Helen Clark	Elmhurst Governors Meeting
08/05/2019	Danielle Hart	Classroom and teaching observations

Mike S has contacted SSE to rearrange the Governor Finance Training which was previously postponed. Mike is waiting to hear back on dates and will circulate these once received.

Helen feedback about her attendance at the Elmhurst Governor Meeting and updated the board about how their meetings were run, using Google Drive. There is also the Governors Open Morning on the 13<sup>th</sup> June. Governors start at Elmhurst at 9.30 and then Hindhayes at 11am. Helen also confirmed that there were lots of building maintenance issues. Helen has done a report and will Mike S will circulate to the other Governors (only).

Danielle said that she has experience in her current role for SCR (Single Central Record) and would be happy to come into school to check Hindhayes SCR. Mike S said that Janet does this in her Chair's role but sure that she would be happy to pass SCR over. Mike confirmed that Vicki Spencer is responsible for SCR and will ask her to contact Danielle to arrange to come into school.

**Action:** Mike S to ask Vicki to contact Danielle to arrange times termly to come in and review SCR. Mike to also contact Janet about SCR being undertaken by Danielle.

**Action:** Mike S to forward Helen's Governors Meeting feedback via email to other Governors.

10/13

**Co-Chairs** – Discussion held that Janet is looking to step down from the Chair responsibilities. This had previously been raised at the April Meeting and no one had come forward to take this role on. Janet has previously said that Co-Chairs would be a good transition to someone else picking the role up.

Mike G asked how Co-Chairs would work in practice. Mike S explained that this would initially to be share responsibilities. Mike G asked if there was specific guidance on being a Chair and Mike S said that he would obtain the latest role expectations and circulate to Governors for a further discussion at the July Meeting.

**Action:** Mike S to obtain information on being a Chair from Governance Services and will circulate to the Board.

11/13

**Vacant Governor role** – Following Stephanie Martin stepping down as Governor there is a vacancy on the board. Mike S had contacted Governance Services and they have confirmed that the recent election where we had a strong runner up could be appointed if there were no objections. Kim Todman's nomination had been circulated to the Board and everyone is in agreement that Kim would make an excellent addition to the Board.

**Action:** Mike S to contact Kim Todman and invite her to the next Governor's Meeting in July. Also to let Governance Services know of Kim's appointment as well as organise new Governor training etc.

12/13 **Future Meetings** – The next meeting was previously scheduled for Tuesday 9<sup>th</sup> July 2019 but has now been rearranged to Wednesday 10<sup>th</sup> July. Dates for future meetings will be set at the July Meeting.

13/13 **Any other Business** – Non raised.

Agenda item	Action by	Agreed action
05/13	Mike S	Mike to update the 2019/20 Budget Plan to reflect profile 2 and action remaining work for SSE.
07/13	Lucy S	Lucy to update the above policies and recirculate changes to the Governing Board. Once the changes are agreed (which can be done via email) these can be approved and signed.
07/13	Mike S	Mike S to update the Governor responsibility list to reflect Martin being the H&S Lead Governor.
07/13	Mike S	Mike S to discuss with David Alger (Caretaker) re outside lighting.
09/13	Mike S	Mike S to ask Vicki to contact Danielle to arrange times termly to come in and review SCR. Mike to also contact Janet about SCR being undertaken by Danielle
09/13	Mike S	Mike S to forward Helen's Governors Meeting feedback via email to other Governors
10/13	Mike S	Mike S to obtain information on being a Chair from Governance Services and will circulate to the Board.
11/13	Mike S	Mike S to contact Kim Todman and invite her to the next Governor's Meeting in July. Also to let Governance Services know of Kim's appointment as well as organise new Governor training etc.