



Minutes of the Full Governors Meeting held at Hindhayes School on Tuesday 3rd December 2019 (Birch Class 5.30pm)

Present: Janet Day (Chair), Danielle Hart, Helen Clark, Kim Todman joined at 17:45), Sue Court, Kate Nester, Lucy Shakesby, Hannah Herbert (Observer), Elaine Cave (Observer), Mike Greedy (took minutes until 18:00), Martin Lukins (part left 18:45), and Mike Sales (Clerk – joined at 18:00)

Agenda No Item

- 01/12 **Welcome and Apologies** – Janet welcomed everyone to the meeting and each Governor introduced themselves to the two prospective governors attending as observers (Hannah and Elaine). Apologies were received and accepted from Mary Whitaker (unwell).
- 02/12 **Opportunity to declare Pecuniary Interests** – None received.
- 03/12 **Minutes of the last meeting** – The minutes of the meeting held on the 14th October 2019 were approved by the Board and signed by the Chair as an accurate reflection of the Meeting.

Helen asked a supplementary question in relation to PFSA funding which was mentioned in the previous meeting. Kate reported that at a recent Sapco meeting, it had been announced that the current PFSA funding would be protected until the end of the 2020/21.

Kate also reported that the meeting had been addressed by a member of the NHS Clinical Commissioning Team who announced that they were having a major review into the impact of reducing services particularly in respect of provision to education. Paediatricians were in very short supply and virtually unavailable to respond to requests for assistance by schools. The NHS needed to understand the impact if there were further funding cuts. Not very positive but at least it provided the opportunity for Head Teachers to put forward their points of view.

Signed.....

Dated.....

04/12 **Action points from the previous meeting** – All the Action Points from the 14th October Meeting have been actioned.

05/12 **Month 6 Review including Governor Summary** – Mike S had previously circulated detailed information for the Month 6 Finance Report on the 25th October. This included 'Headline' information about the changes since the proposed budget at the start of the 2019/20 financial year was set.

Mike updated the group on the latest information available and had produced a one page summary for Governors, which Kim had reviewed before the meeting. It was felt that this 'Executive Summary' was helpful and that if any further detail was needed that by Mike cascading the information between meetings, it gave group members a chance to ask questions and for him to have answers available. Reports are scrutinised by SSE, Mike and Kim prior to Governor Meetings.

The summary below was referred to in the meeting:

Governors Finance Summary					
Month	Budget - £	Actual spend	Actual % Spent to date	Ideal %	Notes
1 April	1,146,997	104,465	9.11%	8.33%	Months 1 - 6 include one off costs (see notes below)
2 May	1,146,997	184,494	16.08%	16.67%	
3 June	1,146,997	302,161	26.34%	25.00%	
4 July	1,146,997	384,457	33.52%	33.33%	
5 August	1,146,997	484,686	42.26%	41.67%	
6 September	1,146,997	572,935	49.95%	50.00%	
7 October	1,146,997	663,498	57.85%	58.33%	Actual % spend vs ideal lower - Will reduce further
8 November	1,146,997		0.00%	66.67%	
9 December	1,146,997		0.00%	75.00%	
10 January	1,146,997		0.00%	83.33%	
11 February	1,146,997		0.00%	91.67%	
12 March	1,146,997		0.00%	100.00%	
Notes					
1	Months 1 (April) to 6 (September) include the costs of a 9th Class Teacher. From Sept '19 reduction to 8 Classes, therefore reduced staffing costs will be incurred for months 7 to 12.				
2	Month 7 'Actual spend' includes several 'one-off' costs, which won't be seen in the remainder of the financial year.				
3	Expenditure and Income are realistically projected but careful monitoring and a drive to ensure best-value on all budget lines will require close monitoring throughout the year				
4	Careful planning for 2020/21 financial and academic years will be needed when forward year planning in February 2020.				
5	There are falling pupil numbers (244 Oct '18 Census, 227 Oct '19 Census and predicted 222 for Oct '20). This supports the recent Population Forecast Report by SCC which highlights, especially for Infant and Primary Schools in Somerset. Less pupils = less grant funding. Example 244 - 227 = Diff of 17 * £2,750 per pupil = £46,750				
6	Increased staff costs not being met with equivalent funding - Example Teacher Pay Grant, Pension and National Insurance				
7	As discussed in the Finance Governor Training there is minimal ability to reduce non staffing costs as these represent approx. 15% of the total budget spend				
8	All non-staffing costs are regularly reviewed and scrutinised for value for money				
9	All income streams are maximised such as the School Hall from Lettings (must consider costs incurred for caretaker etc)				
10	Grant Funding is capped where there are surplus and why Carry Forward reduced				
11	One-Off costs like the Nurture Building were part funded by Centrally held DFCEG and the school wouldn't have had the opportunity to invest had they not this year. The Nurture Building will last for many years, is being used daily for parents and pupils and will be a feature for perspective parents in the future when choosing a school.				

Signed.....

Dated.....

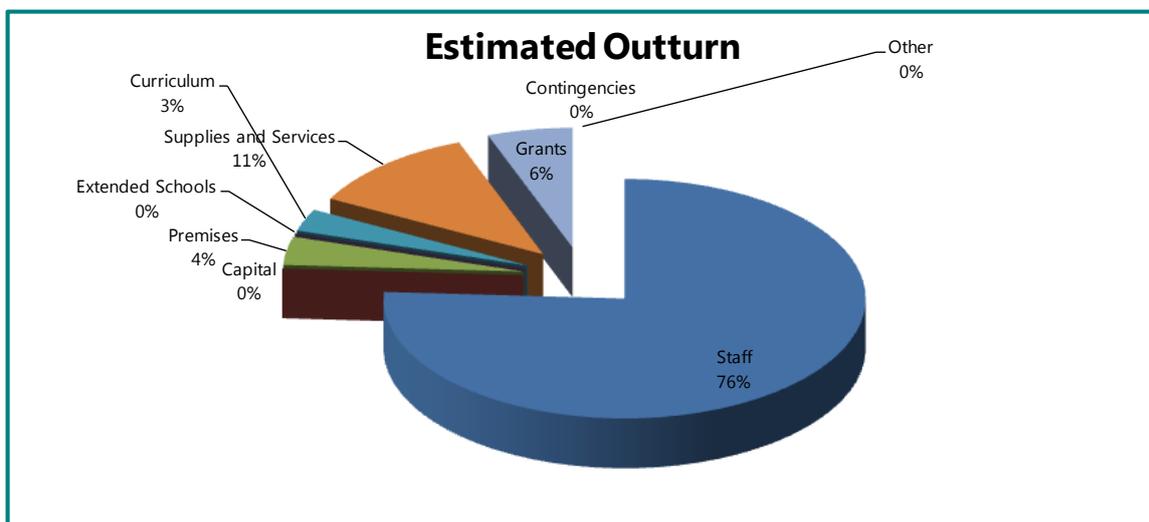
Mike explained that the actual spend vs. budget remained on target for the small projected surplus. It was discussed that staffing remains the bulk of the spend against the budget and that there are very few areas within the budget that savings can be made effectively. However, all spend is reviewed for value for money and maximised.

Kim raised about falling pupil numbers and the need to profile these. Mike S said that we can do this with the reporting tools we have which cost current year and 2 will forward years. Mike circulated on the 02/12/19, the SCC Schools Population Forecast, which highlights that there is a reduction in pupil number in the coming years, not just specific to Hindhayes but primary schools in Somerset.

Mike G asked what happens if we have projects that we need to fund. Mike S explained that if these were urgent in year, that other projections would need to reduce or if non-urgent, we would wait until we have sufficient budget to allocate to the project.

OUTTURN SUMMARY - EXPENDITURE

This graph shows the total estimated expenditure of each cost group, as a proportion of the total expenditure for the school.



Mike also took the group through how he quality assures the financial information vs. actual spend. This is important to do so one-off and large value spend (and income) are deducted from the actual spend to date, and then extrapolated for the whole of the financial year.

Budget updates can always be requested at any time by Governors and Mike is happy to produce summary reports when required.

Signed.....

Dated.....

Mike also updated the group following his attendance at Finance Training earlier in the day delivered by SSE, where it was discussed that the (net) minimum funding guarantee for primary schools was increasing from £3,500 to £3,750 from April 2020. For Hindhayes, if there were no other deductions, it would mean an additional £56k into the budget. With the imminent general election and potential change of administration, there were some concerns whether this additional funding would happen. Current guidance is that the funding will be received.

06/12 **Headteacher updates** – Kate and Lucy took the Board through the following documents:

- **SEND Report** – Kate took the Board through how Hindhayes understand special educational needs in school. Also, what barriers there are to learning and that we support children with communication, speech or language difficulties, learning barriers, social and emotional struggles and physical and sensory conditions such as Autism and hearing/visual impairments. Kate discussed the 4 waves of practice to support children. Mike G is the SEN Lead Governor and has met with Kate to review the report and budget.

Mike G said that he was impressed with what he had seen and would revisit in January '20.

Lucy said that since Kate has been SENCO at Hindhayes she has really seen an improvement in this area and values her drive and determination.

Kim asked how Hindhayes know about new children coming into school and knowing what support they may require. Lucy said that links are kept with Social Services, Rainbows etc. but can be difficult to track as some children may have changed setting several times before they start at the school.

Sue said that adequate funding is very time consuming to source and doesn't always come through.

Kate said that there haven't been any parental complaints re SEN. When Kate shows prospective parents around the school she lets them know that she's the SENCO. Hindhayes have received good external feedback about the SEN provision. Lucy gave some good examples where some older children that had had interventions had helped younger children.

Signed.....

Dated.....

- **Effectiveness of Leadership Management** – Kate and Lucy took the Board through the key areas and the RAG status.
- **Personal Development and Behaviour Plan** – Kate and Lucy took the Board through the key areas of the plan and the RAG status.

07/12

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

- **Sex & Relationships Education** - Lucy S explained the rationale behind the suggested policy and expressed some difficulty in that most of the available advice related to Primary schools. She had extrapolated the points that she felt were relevant to adapt to our school needs. There was general agreement on the policy but it was recognised that it was still a work in progress document.

Mike G raised an issue with regard to the 'Consultation with Stakeholders' section of the policy which was unclear as how effective consultation was carried out and how parent's views have been used in shaping the curriculum particularly how and when?

Action: Lucy S to continue to develop the policy in line with the above points and bring back for signing off when ready

- **Governor Visits to School** – Policy agreed. Danielle asked if there was a standard feedback form available to provide feedback after meetings. The general view was there was not a single form but this needed to be bottomed out

Action: Mike S to check if there is a generic feedback form. If there is not, Mike to come back to the next meeting with a suggested form to use for future meetings.

- **Safeguarding** – This is a very comprehensive document. Danielle as Governor Lead confirmed that it was very much the same as last years and once minor typos were corrected, the policy was agreed.

Hannah asked whether there was a separate 'Safer Recruitment Policy' which was referred to in the Safeguarding policy document. Lucy confirmed that there is a separate policy and procedure document.

Signed.....

Dated.....

- Model Pay Policy** – This policy had been reviewed by Kim and Mike S. It is the suggested model policy by SSE (Support Services for Education) and the majority of schools in Somerset have adopted it with only 7 initially looking to set their own Pay Policy. 5 of the 7 schools later referred back to the model policy. Mike S explained that where decisions were needed on the Pay Policy these were highlighted and in many areas, decisions had already been made in previous years, so no further action for this year was required. When looking at the 2019/20 specific information, the decision had been taken that Hindhayes would budget for the maximum teachers pay award of 3.5% (and on costs). The actual agreed % increase was 2.75%. Hindhayes projected realistically to avoid having to find budget from elsewhere, which was felt a sensible approach. A lower Pay Award allowed for the difference to be allocated elsewhere within Curriculum spend Policy agreed.

Action: Mike S to confirm that both of the above documents are up to date and accessible on the school website

08/12 **SFVS** (Schools Financial Value Standards) – Will become a standing agenda item. The SFVS has changed for 2019/20 and is due for completion by 31/03/20. As there are now 29 questions and financial benchmarking, Mike S will complete a draft of the SFVS and then discuss with Kim, prior to it being discussed and agreed at future Governor Meetings.

Action: Mike S will complete a draft of the SFVS and then discuss with Kim

09/12 **Governor Training and visits** – These are below:

Governor Visits/Training and involvement spreadsheet			
Date	Governor name	Description	Status
18/10/2019	Danielle Hart	Review of Single Central Records with Vicki	Completed
04/11/2019	Hindhayes Governors	Governor Finance Training (delivered by SSE)	Completed
05/11/2019	Janet Day	Chairs Meeting	Completed
12/11/2019	Kim Todman	Review of Month 6 Report with Mike S and Finance review	Completed
19/11/2019	Danielle Hart	Role of the Governance Safeguarding Lead	Completed
November	Danielle Hart	E-Safety Governor discussions with Dean Matthews	Ongoing
November	Kim Todman	SFVS (Schools Financial Value Standards) - Discussions with Mike S	Ongoing
Awaiting	Elaine Cave	New Governors Course	To do
18/01/2020	Hannah Herbert	New Governors Course	To do

Signed.....

Dated.....

Danielle feedback that the Safeguarding course she attended was really helpful and was pleased to hear of Hindhayes involvement with the NSPCC visit.

Kim updated the group on her meeting with Mike S and how useful it was to go through the budgets (see attachment):



Financial discussion with Mike Sales regard

10/12 **Elmhurst Governor and Federation updates –**

Kim feedback to the group about her positive attendance at the Elmhurst Governors Meeting and provided feedback about her visit (see attachment).

Kim also said that it is helpful not to have as much printing and Janet agreed that having the screen for people to view documents was very positive.

Kim also raised that she was concerned about the baseline tests which are done for new year 3 children in school and whether these were needed and the timing of them.

Action: Kate and Lucy to discuss further with Tracy Edwards at Elmhurst.



Elmhurst Governors Meeting Kim Feedback

11/12 **Dates of future meetings –** These had been circulated previous set as follows:

Hindhayes - Governor Meeting Dates		
14/10/2019	Term 1	Held
03/12/2019	Term 2	Held
03/02/2020	Term 3	To be held
17/03/2020	Term 4	To be held
19/05/2020	Term 5	To be held
14/07/2020	Term 6	To be held
6 Meetings to be held in each academic year		

Signed.....

Dated.....

12/12 **Any other business** – None raised.

Janet thanked everyone for their hard work and support and wished them a Happy Christmas and New Year.

Agreed Action points:

Agenda item	Action by	Agreed action
07/12	Lucy S	Lucy S to continue to develop the policy in line with the above points and bring back for signing off when ready
07/12	Mike S	Mike S to confirm that both of the above documents are up to date and accessible on the school website
07/12	Mike S	Mike S to check if there is a generic feedback form. If there is not, Mike to come back to the next meeting with a suggested form to use for future meetings.
08/12	Mike S/Kim T	Mike S will complete a draft of the SFVS and then discuss with Kim
10/12	Kate & Lucy	Kate and Lucy to discuss further with Tracy Edwards at Elmhurst.
Other	Mike S	Contact Elaine and Hannah becoming a Hindhayes Co-Opted Governor
Other	Mike S	SFVS - To include monthly on agenda
Other	Mike S	Mike to follow up on Safeguarding mop up session with CLP
Other	Mike S	To follow up Elmhurst Co-Chair references made in their meeting

Governor Roles and Responsibilities around the school	
Role	Governor
Health and Safety/Site Management	Martin and Helen
Quality of Teaching, Learning and Assessment	Mary and Sue
Personal Development, Behaviour and Welfare	Janet and Danielle
Effectiveness of Leadership and Management	Danielle & Mike
Finance	Kim
Pupil Premium and SEN	Mike & Kim
Safeguarding	Janet & Danielle
E-Safety	Martin & Danielle

Signed.....

Dated.....