

ACTION POINTS

GOVERNING BOARD OF LINGFIELD PRIMARY SCHOOL

MEETING HELD ON WEDNESDAY, 10 MAY 2017

ACTION POINT	ACTION	RESPONSIBLE
6.1	The results from the Pupil Survey would be shared with governors at the next meeting of the Governing Body.	HT

POLICIES/DOCUMENT APPROVED/ADOPTED AT THE MEETING

- 2017/18 Budget
- Statement of Internal Control
- SFVS
- Policies
 - Recruitment and selection Policy (HR)
 - Staff Code of Conduct (HR)
 - Marking and feedback Policy
 - Positive Handling
 - Behaviour Policy

GOVERNING BOARD OF LINGFIELD PRIMARY SCHOOL

MEETING HELD ON WEDNESDAY, 10 MAY 2017

PRESENT:

Parent Governors: Mrs K Eve and Mrs L Maycock

LA Governor: Mr J Madden

Staff Governor: Mrs C Jones

Co-opted Governors: Mrs V Blunsdon (part of meeting), Mr M Maguire (part of meeting), Mrs J Marron-Shepherd (Chair), Mrs E McNulty, Mrs S Prince and Mrs T South-Fitzhugh

Head Teacher: Mr P Thackstone

OFFICIAL: Mrs C Hogarth, Governor Development Service

ACTION

1. APOLOGIES FOR ABSENCE

No apologies for absence submitted to the meeting.

2. DECLARATIONS OF PECUNIARY INTEREST/CONFLICT OF LOYALTY

There were no declarations of interest/conflict of loyalty declared at the meeting.

3. APPROVAL OF ITEMS FOR DISCUSSION UNDER ANY OTHER BUSINESS

Governors wished to consider Governor Visits issue under Any Other Business.

4. MEMBERSHIP UPDATE/APPOINTMENT OF GOVERNORS

The following documents were circulated for completion by Governors. The completed forms were returned to the Head Teacher accordingly.

- Disqualification by Association Form
- Right to Work Form
- Pecuniary/Business Interest Form

5. MINUTES OF THE PREVIOUS MEETING

RESOLVED that the following amendment be made to the minutes of the meeting held on 1 February 2017:-

- 5.1 Page 5 9.2 - Amend to read ' Mrs Jones had been able to speak to the PCSO the following day who had then visited the resident concerned'.

RESOLVED that the minutes of the meeting held on 1 February 2017, be approved and signed by the Chair.

6. MATTERS ARISING FROM THE MINUTES

6.1 Pupil survey

The results from the Pupil Survey would be shared with governors at the next meeting of the Governing Body.

HT

6.2 Shared Fence

The repairs to the shared fence ie replacement and installation of 6 posts damaged by excess water loosening the foundations had been carried out.

6.3 Car Parking

Although overall the situation has calmed down, there has been some further incidents regarding parents and residents including a 'face off' incident between two cars. One way to address the traffic problem would be to introduce a one way system and this is being explored.

7. HEAD TEACHER'S REPORT (Including Annual Report on Children Looked After, Pupil Premium/Sports Funding)

The Head Teacher presented his report on the organisation and progress of the school.

Staffing

On the 30 April three members of staff (two teachers and one teaching Assistant), who had been on long term sickness absence, left the school after negotiating settlement agreements. Each case had been dealt with in a fair and transparent manner, in accordance with the sickness management policy and in consultation with the staff concerned (who were given the opportunity of union representation) and HR. ***Had the members concerned been informed of their rights to appeal?*** Yes all members had been fully informed of their rights. Final acceptance of the settlements would mean that the matter was closed and there would be no further recourse to the school. The collective cost of this to the school was £30k. All expenses have been borne from the budget and governors need to be mindful of this fact.

The school had the capacity in-house to cover one of the teacher vacancies and an advert had recently gone out for the remaining teaching post. The post of teaching assistant however would remain vacant for the moment.

This issue had taken a significant amount of the Head Teacher's time and he commended the SLT and governors for their support, commitment and challenge in ensuring the school continued to move forward.

(Mr M Maguire joined the meeting.)

8. FINANCE REPORT

8.1 Outturn 2016/17

Governors considered the copy of Lingfield agresso report 2016/17 which demonstrated an outturn figure of £75,331.

(Mrs V Blunsden joined the meeting.)

8.2 2017/18 Budget

The Indicative Budget Plan had been drawn up on a school needs basis and linked into the School Development Plan. The draft Budget Plan showed that total revenue income for 2017/18 financial year was £922,283. As to be expected the major expenditure of the school was for total staffing costs which included staffing changes, as previously discussed, pay awards and 1% cost of living increases. The budget showed an in-year deficit of -£37,387 reducing the cumulative surplus to £37,613, although there could be additional income and further savings by the year end. **Where is the money for the settlement figure allocated in the budget?** The amount will come out of E08 Indirect Employee Expenses.

Budget projection for 2017/18 to 2021/22 demonstrates that if nothing changed, the school would be sustainable using the cumulative outturn until 2021/22 (£-44,694). This was a worse-case scenario and savings could be made with effective spending. The change to an Academy as part of a MAT would also make a difference as the school with opportunities for economies of scale and the accessibility of further grants etc. As an Academy there would be the requirement to employ a Finance Director to oversee the finance of the four schools and accessing grants/ funding would be part of this role. It was envisaged that the Finance Director role would become almost self-funding over time.

The budget had been shared with all staff so that they would understand the need for effective spending etc.

RESOLVED that the 2017/18 budget plan be approved.

8.3 Schools Financial Value Standards (SFVS)

Governors considered the SFVS guidance and were reminded that there are twenty five questions that they are required to consider and answer, identifying what evidence is in place to support the responses. The questions are split into four sections:-

- The Governing Body and School Staff;
- Setting the Budget;
- Value for Money;
- Protecting Public Money.

Completion of the SFVS by the 31 March is an annual requirement. Governors formally considered the 25 questions. After consideration, governors were able to answer 'yes' to all questions and give assurance that they have secure financial management in place.

8.4 Statement of Internal Control

Governors reviewed their Statement of Internal Control 2016/17 supported by

- Pre-certification checklist
- Financial risk and control checklist

which confirmed that governors were satisfied that the internal control systems in operation at the school during the year were adequate and effective.

RESOLVED that the SIC be approved, signed by the Chair of Governors and forwarded to the LA by the end of May 2017.

8.5 Financial Benchmarking

Schools need to demonstrate value for money by effective spending to achieve the best outcomes for children. One way of showing that resources are being used effectively is by comparing finances with that of similar schools through benchmarking. Schools can then, if necessary, tailor their spending and reallocate resources to ensure spending is effective

Governors' considered and noted that the school financial benchmarking report, circulated demonstrated that overall, spending was broadly in line with that of similar schools.

9. DISCUSSION/VOTE ON WHETHER LINGFIELD PRIMARY SCHOOL SHOULD GO AHEAD WITH THE APPLICATION PROCESS TO GAIN ACADEMY STATUS UNDER A MULTI ACADEMY TRUST MODEL AND AGREE TO BEGIN A PROCESS OF CONSULTATION WITH ALL STAKEHOLDERS

The DFE Regional Commissioners had requested a meeting last week regarding the schools' proposal to convert as an Academy as part of a MAT. Initially the application to convert had involved 6 schools however Chandlers Ridge, because of their recent RI judgement could not be included and, as the Head Teacher of Acklam Whin was on long term sick, Acklam Whin would also not be included (although they could join at a later time). It was now proposed that Lingfield, The Avenue, Captain Cook, and Marton Manor would form a MAT.

A brief overview was given on the proposal to convert as an Academy as part of a MAT and discussion followed on the pros and cons of conversions

Up until this date, it was always thought that it was not right for Lingfield school and community to convert to an Academy. Why has this changed? What has made the difference?

The deciding factor ultimately had been what had been happening with the LA. There was very little support coming through from the LA. New funding was available in the LA however this was being earmarked for school deprivation and would not benefit the school. As discussed at a previous meeting, Lingfield school's funding would reduce significantly in the next few years and joining the other schools as a MAT would ensure sustainability. After further discussion it was

RESOLVED that

Lingfield Primary School should go ahead with the application process to gain academy status under multi-academy trust model and begin a process of consultation with all stake holders.

10. REVIEW OF POLICIES

The following policies were considered for and approved/adopted

Kier HR Policies

- Recruitment and selection Policy (HR)
- Staff Code of Conduct (HR)
- Marking and feedback Policy
- Positive Handling
- Behaviour Policy

11. ANY OTHER BUSINESS

11.1 Governor Visits

- Mrs T South Fitzhugh in her role as Literacy Link Governor had met with Mrs C Jones, Deputy Head Teacher, and Literacy Lead to look at literacy in school and had found the meeting beneficial.
- Mr J Madden – Safeguarding Link Governor had visited the school on the 29 March 2017 and had checked the single central register; which he had found generally up to date. His visit had highlighted some omissions regarding members of staff on long term sickness; however this had now been addressed.
- Mrs E McNulty would arrange a visit to look at assessment data in school for the near future.

12. APPROVAL OF DOCUMENTS FOR INSPECTION

RESOLVED that the agenda, supporting documents and draft minutes of the current meeting (when approved by the Chair) be made available for inspection in school.

13. THANKS

The Chair recorded her thanks to Governors for their attendance.

The Chair, on behalf of governors wished to record their thanks to staff for all the work undertaken to ensure that children were fully prepared for the SATs tests.

Approved by the Governing Body on _____ (date)

Signature (Chair) _____ Name _____