

ACTION POINTS**GOVERNING BODY OF LINGFIELD PRIMARY SCHOOL****MEETING HELD ON 2 NOVEMBER 2016**

ACTION POINT	ACTION	RESPONSIBLE
2	Governors to complete the Self Disclosure Form previously circulated and return to Governor Development Service who will collate the information and provide a report to schools to enable them to update Edubase accordingly.	GB/Clerk
3	The Pecuniary Interest Forms be brought to the next meeting for completion, prior to their publication on the school's website.	Head Teacher
10.3	<ul style="list-style-type: none"> • Governors note the report. • Louise Maycock be the Governor responsible for monitoring Pupil Premium. 	LM
13	Regarding parents of children in classes affected by staff absences:- <ul style="list-style-type: none"> • A letter be sent to parents informing them of developments • A Parent Evening be arranged for parents to see their children's' work 	Head Teacher
14	<ul style="list-style-type: none"> • The Health and Safety report be noted • The Head Teacher make arrangements to attend Risk Assessment Training • The responsibility and ownership of the fence to be joint 	Head Teacher GB

POLICIES APPROVED/ADOPTED AT THE MEETING

- Pay Policy

GOVERNING BODY OF LINGFIELD PRIMARY SCHOOL

MEETING HELD ON 2 NOVEMBER 2016

PRESENT:

Parent Governors: Mrs L Maycock (part of the meeting)

Authority Governor: Mr J Madden

Staff Governors: Mrs C Jones

Co-opted Governors: Mrs V Blunsdon, Mr M Maguire, Mrs J Marron Shepherd, Mrs S Prince and Mrs T South- Fitzhugh

Head Teacher: Mr P Thackstone

OFFICIAL: Mrs G Nicholson, Governor Development Service

ACTION

1. APOLOGIES FOR ABSENCE

RESOLVED that the apologies submitted on behalf of Mrs K Eve and Mrs E McNulty be approved by the governing body.

2. MEMBERSHIP UPDATE/APPOINTMENT OF GOVERNORS/DBS CHECKS/SELF-DISCLOSURE FOR EDUBASE

There were no membership issues.

DBS CHECKS

Governors were reminded that new legislation come into force on the 18 March 2016 to make Enhanced DBS checks mandatory for governors in maintained schools.

Governors noted that: Governor Service will continue to provide information on new governors to Schools who are now responsible for arranging for the DBS checks and ID verification to be undertaken. DBS for volunteers including governors are free however Academies will be charged an admin fee currently £10.

SELF DISCLOSURE FOR EDUBASE

As part of the drive to increase transparency on who governs our schools governors under [section 538 of the Education Act 1996](#), maintained school governing bodies will be under a duty to provide a range of information to be recorded on Edubase from September 2016, and to keep it up to date as those involved in governance change

RESOLVED that Governors note the requirement to complete the Self Disclosure Form previously circulated and return to Governor Development Service who will collate the information and provide a report to schools to enable them to update Edubase accordingly.

GB/Clerk

3. ANNUAL DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST

Governors were advised the annual declarations of personal or pecuniary interest forms were due for completion. The Head Teacher agreed to manage the process. It was

RESOLVED that the Pecuniary Interest Forms would be brought to the next meeting for completion, prior to their publication on the school's website.

Head
Teacher

4. DECLARATIONS OF PERSONAL OR PECUNIARY INTEREST IN ANY OF THE AGENDA ITEMS

Governors declared that they had no pecuniary/personal interest in any item on the agenda.

5. APPOINTMENT OF CHAIR/VICE CHAIR

Governors considered the appointment of a Chair/Vice Chair and following discussion it was

RESOLVED that Mrs J Marron-Shepherd be appointed as Chair and Mrs T South-Fitzhugh be appointed as Vice Chair until the Autumn term meeting 2017.

6. APPROVAL OF ITEMS FOR DISCUSSION UNDER ANY OTHER BUSINESS

There were no items for consideration under Any Other Business.

7. MINUTES OF THE PREVIOUS MEETING

Page 2 Attendance amend Mr John Madden present at the meeting to read not present, apologies were accepted at the meeting.

RESOLVED that the minutes of the meeting held on 29 June 2016 as amended, be approved and signed by the Chair.

8. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes which are not included on the Agenda for today's meeting.

9. REVIEW OF COMMITTEES/WORKING PARTIES/TERMS OF REFERENCE

The Committee/Working Party structure document, Terms of Reference, Membership and delegation to the Head Teacher were reviewed and following discussion, it was confirmed Governors were happy with the present arrangement of two full governing body meetings per term. It was

RESOLVED that no changes were required

GB

(Mrs Maycock joined the meeting)

10. BUDGET REPORT INCLUDING PUPIL PREMIUM/SPORTS/PE FUNDING/EYFSPPG

Governors considered the budget report dated 31 October 2016 the following points were noted:

- E03 - Education Support Staff is demonstrating an overspend of £13,135.89 due to the appointment of a Level 2 Teaching Assistant to support a child with additional needs as approved at the last meeting of the Governing Board and overtime payments of a Teaching Assistant currently covering long term sickness absence.
- E05 – An underspend of £75.00 as a result of the Governor Services Service Level Agreement being less than originally anticipated.
- E07 – Other Staff Costs is currently carrying an underspend of £600 due to a vacancy for a lunchtime supervisor. ***What has been the impact of this?*** The Head Teacher reported that there are sufficient members of staff including himself who cover lunchtime supervision, however, it would be nicer to have an additional person but it is important it is the right one. Last year a university student who had been a volunteer at the school had been employed who was excellent in his level of engagement with the pupils but had now left to take up teacher training.
- E08 – Indirect Employee Expenses of £415.06 is due to a coding error for the Y6 leaver's hoodies and is offset by income.
- An underspend of £908.58 in E09 – Development and Training is course related savings.

E11 – Staff Related Insurance – has generated a saving of £3,351 due to the cover commencing in September as opposed to April. ***Does the cover also include Teaching Assistants?*** Yes, although the reimbursement for Teaching Assistants is at a different rate. The Head Teacher reported that having staff insurance isn't a mandatory requirement, however, they haven't got the spare capacity of teachers in the school to allow him the luxury of not having it and they did have an experience from long term sickness two years ago. He went on to state he currently has two Teachers and one Teaching Assistant absent on long term sick and following their fifteenth day of absence was able to make a claim of £185.00 per day for each teacher and is paying out £140.00 each for two NQTs from a Supply Agency. Savings generated from the difference in costs would be offset against the non-claimable first fifteen days absence. ***Are there cheaper schemes that could be considered?*** Yes, there are different companies that offer additional benefits that have been used in the past but from past experience the preference is to use the scheme provided by the Local Authority. ***With the school making claims for three members of staff will the premium go up in the future?*** No it's a blanket scheme and he was not aware that this would increase.

- The over spend identified in Premises costs is a result of miscoding. An underspend in building maintenance was utilised to offset the overspend in grounds maintenance as a result of the costs for the safety matting installed in

the play area. The Head Teacher reported the safety matting proved to be a better option to the bark that had been used previously.

Electricity costs were identified as a potential pressure due to the costs from the last quarter of the previous year being taken out of this year's budget, however, if the last quarter of this year was collected in a reciprocal arrangement the pressure would be alleviated.

- E18 Other Occupation Costs current demonstrating an overspend of £14,474.41 and is due to a coding error which will be partly offset by the saving in Agency costs and the reimbursement from Long Terms Sickness Insurance as identified in I08 Income from Facilities and Services.
- Supplies and Services is demonstrating an overspend overall as a result of the income from Transport and Educational Visit costs being unknown at the beginning of the year, costs of which are offset by income received from Parents contributions, an adjustment of the lease agreement for computers, income of £4,452.56 for books and publications paid into 2015/16 accounts which resulted in an inflated final outturn.
- E20 – ICT Learning Resources reports and overspend of £655.00 due to an adjustment in the Service Level Agreement and Lease Agreement for One IT.
- E25 – Catering Supplies and Services is demonstrating a saving of £2,789.84 which will be utilised support the shortfall in Universal Free School Meals funding.
- A £3k saving on E26- Agency Supply Teaching Staff is to be utilised to offset Agency Costs identified in Hired and Contract Services.
- I05 – Standards Fund is demonstrating a £6k shortfall as a result of funding received from the Doe being less than expected. The Head Teacher explained the Local Authority set an indicative budget at the beginning of the year and following Census the actual amount of funding received is adjusted, and in terms of Pupil Premium funding Lingfield receives the lowest amount of funding in the town.
- Costs Transfers to Schools totalling £350.00 is received as a result of the school being used as a Polling Station. The Head Teacher explained the current arrangements in place were not ideal as a result of both Safeguarding and Health and Safety implications; however, given that the school is on Local Authority premises there was nothing they could do as they had a legal obligation to allow for the premises to be used. A recent letter informed them that the school did have an option to close for the day and an additional days teaching be added to the end of the term, however Governors felt that this would not be a viable option for parents especially those who have children in multiple schools.
- The forecasted 2016/17 Outturn currently stands at a surplus of £77,681.16

10.1 2015/2016 Pupil Premium Report

Copies of the 2015/16 Pupil Premium Expenditure Report were tabled at the meeting. 15 pupils were eligible for Pupil Premium totalling £19,800.

The Head Teacher drew governors' attention to the performance of Y6 pupils. In total three pupils in the year group were entitled to pupil premium, therefore if all

three pupils achieved the required standard it would be 100%, two pupils achieving the standard would be 67% and one would be 33%.

- 100% of pupils achieved the expected standard in maths.
- 97% of all pupils achieved the expected standard in reading with all three pupils eligible for Pupil Premium achieving the expected progress.
- 80% of all pupils achieved the expected standard in writing, none of which were pupil premium children.
- 97% of pupils achieved the expected standard in Grammar Punctuation and Spelling (GPS), 67% of pupils eligible for Pupil Premium achieved the required standard.
- 80% attaining the expected standard in Reading Writing and Maths (RWM) combined none of which were pupil premium children.

The Head Teacher stated two of the three pupils were identified as SEN with difficulties which impacted on spelling and writing Pupil Performance will be discussed in detail at the next meeting of the Governing Board to be held later in the month.

Confirmation was given that the Pupil Premium report is included on the school's website for information.

10.2 2016/17 Pupil Premium Report

Governors' attention was drawn to the 2016/17 Report, a total of £13,800 was received to support 10 pupils entitled to receive Pupil Premium Grant.

A summary of the objectives for 2016/17 is as follows:

- To make sure all pupils achieve their full potential and make at least expected progress.
- To provide extra support where necessary.
- To improve self-confidence, self-esteem and independence.
- To ensure all pupils are fully included in the life of the school and are able to take part in residential visits.

It was RESOLVED that the 2016/17 Pupil Premium report be approved.

10.3 Pupil Premium Audit

Governors' attention was drawn to the draft Pupil Premium Audit Report tabled at the meeting. The Head Teacher reported that a two day audit of Pupil Premium had been scheduled commencing 10 October 2016, however, given the small amount of Pupil Premium received the audit was completed within one day. Governors were informed overall, the school is considered a Good Control Environment with areas for improvement in relation to the following points:

- At present it cannot be demonstrated that Governors receive termly pupil progress data relating to the progress of pupil premium pupils against non- pupil premium pupils and how any attainment gaps are being reduced via current

initiatives instigated by the school. The Head Teacher reported following the introduction of the new assessment system he had intended producing annual data reports, however, following the recommendation as stated he has spoken to the data technician with a view to producing termly data reports as requested.

- The school receives annual Gap Reports detailing the progress of pupil premium pupils compared to their non- pupil premium counter parts. These reports highlight areas that the school may wish to look at in order to reduce any gaps in attainment that exist. At present the specific areas in the latest report are not included in the School's annual pupil premium action plan or the School Improvement Plan (SIP). The Head Teacher reported that he had recently received the Arbour reports which included 'closing the gap' data and if appropriate would update the SIP accordingly.
- The schools five year budget plan contains the original indicative amount of pupil premium allocation for the 2016/17 year. The following years allocations are also based on this incorrect figure. It was

RESOLVED

- Governors note the report
- Louise Maycock be the Governor responsible for monitoring Pupil Premium.

LM

11. PAY POLICY – (IN LINE WITH 2016/17 TEACHERS PAY AND CONDITIONS DOCUMENT)

The following policies were considered:-

- Pay Policy

RESOLVED that the above policy be approved and adopted

12. MULTI ACADEMY TRUST UPDATE

The Head Teacher reported that he had met with Sean Hogg, Finance Officer from the Local Authority to put together a business model if Lingfield, Captain Cook, The Avenue, Marton Manor, Chandlers Ridge and Acklam Whin were to become a Multi Academy Trust (MAT). It identified that as with Lingfield in year three of a five year budget forecast all schools experience a shortfall in their budgets, however, if they were to become a MAT they would have greater leverage through efficiencies and economies of scale, which would free up funding to spend on pupils.

Governors were informed that the announcement from the Government for all schools to become academies by 2022 had been abandoned. In addition the Local Authority had presented a proposed business model for six groups across the town which would include a group leader to be paid a salary of £100k, with funding provided for the first year, a 50% reduction in funding for the second year and by year three to be self- funded, which if the school continues as a Local Authority school would be obliged to follow. An in depth discussion ensued, the Head Teacher stated that a meeting with the LA was arranged for later in the month and the sensible approach would be to explore all available options open to them to ascertain what would be best for the pupils of Lingfield. It was

RESOLVED that Academy update remain on the Agenda of future meetings.

13. STAFFING UPDATE

The Head Teacher provided an update on staffing the following points were noted:

- A Level 2 Teaching Assistant had been appointed to support a child with additional needs. Three candidates were interviewed for the post, it is anticipated the successful candidate would start work towards the end of November.
- Sports provision and PPA cover is being provided by Craig Archer which is going well, however After School Sports clubs are now being offered from an outside agency which has resulted in a cover charge being introduced. Governors were informed the school had received feedback about the charges, however, overall, parents were happy to support.
- Two teachers and a teaching assistant are currently absent on long term sickness. The Head Teacher reported that he is managing the absences in accordance with the Managing Attendance Policy in conjunction with HR. **Have parents raised any concerns.** Yes, parents want consistency for their children. We have managed to get two NQTs but it takes time to get them established. The other members of staff in school have been absolutely brilliant in supporting them, however, one of the NQTs will be absent on Monday and Tuesday as they have an interview. Following further discussion it was agreed that a letter should be sent to parents to keep them fully informed of developments and to give parents the opportunity of a Parents Evening for them to come in to see their children's work. It was

The Chair, on behalf of the Governing Board, wished to acknowledge the time and effort the Head Teacher had committed to try to maintain consistency for the children in those classes affected by staff absences as this had been very time consuming and taken considerable effort.

HT

RESOLVED that regarding parents of children in classes affected by staff absences:-

- I. A letter be sent to parents informing them of developments
- II. A Parents Evening be arranged for parents to see their children's' work.

14. PREMISES/HEALTH AND SAFETY UPATE

A copy of the Annual Health and Safety Inspection Report was tabled at the meeting. The Head Teacher reported that General Risk Assessments for school

activities used to be completed by the Local Authority and schools could access the relevant reports, however, the member of staff who used to carry out that role had left the organisation and had not been replaced so schools would had to complete their own assessments. During the inspection three minor recommendations were identified

- Finger guards were damaged on the doors of the KS2 Girls toilet and the Y6 kitchen and required replacing.

- In the nursery the rubber edging between the linoleum and the door mat was loose and needed to be secured.
- The door handle into the pupil's kitchen area appeared broken and required attention.

The Head Teacher confirmed that the areas requiring attention had all been addressed and completed and he would attend the Risk Assessment training so that he could carry out assessments.

Premises

- Refurbishment to the ceilings in the Y5 and Y6 kitchen and hall have been completed and new lights installed making them more cost efficient.
- The Head Teacher reported that he had received a complaint regarding a problem with flood water from the playground entering a neighbouring garden. He had contacted the Engineers department at the Local Authority. Following a site inspection the engineer discovered that playground had a gentle slope leaning towards the school and therefore could not be the cause of the problem. He did identify that a stretch of grass between the playground and the fence had a gentle slope and recommended a Bund be created that would act as a dam. The Head Teacher reported that the suggested work had been carried out the previous week and would hopefully rectify the problem.
- A separate issue has arisen pertaining to problems with the fence, the Head Teacher confirmed that overall the fence was in good condition but requires some areas of strengthening to its supports. Following information from the Legal Department at the LA governors were asked whether to consider having the responsibility of total ownership of the fence or joined ownership.
- The Head Teacher reported that there had been an ongoing problem with the drains and had employed two different companies to rectify the problem and although the problems now appear sorted costs for the work was approximately three thousand pounds.

RESOLVED

- The Health and Safety report be noted
- The Head Teacher make arrangements to attend Risk Assessment Training
- The responsibility and ownership of the fence to be joint

Head
Teacher
GB

15. PERFORMANCE MANAGEMENT/ARRANGEMENTS FOR HEAD TEACHERS APPRAISAL

Governors were reminded that they were required to complete the annual appraisal of the Head Teacher before the 31st December 2016, and to appoint an external advisor to help them through the process. After discussions it was RESOLVED that

- i) Angela Downing remain as the external advisor
- ii) Mr M Maguire and Mrs T South- Fitzhugh are appointed to undertake the Head Teachers Performance Management review.

16. GOVERNOR DEVELOPMENT/TRAINING

The Head Teacher expressed his thanks to Mr Maguire for the very inspiring event on what is regarded as important at Lingfield school that was held at the beginning of the academic year. The visioning event was seen as enthusiastic and inspirational and a huge success.

17. KEEPING CHILDREN SAFE IN EDUCATION

A copy of the Keeping Children Safe in Education guidance was circulated at the meeting. Governors were informed that they were required to read section two of the document. It was

RESOLVED that Governors note the information.

18. APPROVAL DISPOSAL OF INVENTORY ITEMS

There were no items for disposal.

19. ANY OTHER BUSINESS

There were no items for consideration under Any Other Business

20. 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.

21. DATE AND TIME OF NEXT MEETING

Governors were informed the Christmas Fayre will be held 5:00pm -7:00pm on 28 November 2016

Autumn

- Full Governors Meeting – 5pm Wednesday 23 November 2016

Spring Term

- Full Governors Meeting – 5pm Wednesday 1 February 2017
- Full Governors Meeting – 5pm Wednesday 5 April 2017

Summer Term

- Full Governors Meeting – 5pm Wednesday 24 May 2017
- Full Governors Meeting – 5pm Wednesday 5 July 2017

22. THANKS

The Chair recorded her thanks to Governors for their attendance.

Approved by the Governing Body on _____ (date)

Signature (Chair) _____ Name _____