

**Minutes of the Summer Term Budget Meeting of the
Full Governing Body
at Ashley Junior School
on Wednesday 18th May 2016 at 7pm**

Present: Miss E Ward (Chair), Mr N Bullen, Mr P Cousins. Mrs A Edgson, Mrs N Fisk, Mr J Hutson, Mr R Matthews, Mr I Rix (Headteacher), Mr J Rand, Mrs T Stevens, Mrs F Wood,
In attendance: Mrs S.Kealy, (Clerk), Mrs J Davies, Mr D Burden
Absent: Mrs L Henville
The meeting started at 7pm. Miss Ward took the Chair.

| | Actions to be taken |
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| <p>1. <u>Apologies and declaration of pecuniary interests</u></p> <p>Governors accepted apologies from Miss Pennycook. There were no pecuniary interests declared.</p> | |
| <p>2. <u>Governor presentation.</u></p> <p>Miss Ward thanked Mr Burden on behalf of governors and expressed the appreciation felt for his commitment as a governor. He accepted the AJS engraved glass with thanks and wished the governing body well for the future.</p> <p>7.04 Mr Burden left.</p> <p>Miss Ward presented Mr Rand, retiring Chair, an engraved glass and offered thanks for his Chairmanship on behalf of governors.</p> | |
| <p>3. <u>Approval of the 2016/17 Indicative budget 1 and 3 years.</u></p> <p>Mrs Davies asked for governors to approve the budget on the recommendation of the resources committee. She indicated that with careful management to reduce the deficit over 3 years this would be achieved. There were no questions.</p> <p>7.05 Mrs Fisk arrived.</p> <p>Mr Matthews added that procedures were in place to ensure the data for planning in the future could be tracked.</p> <p>Mr Matthews proposed the budget for approval and Mr Rand seconded.</p> <p>Governors unanimously agreed to approve the 2016/17</p> <p>Income and Expenditure agreed as follows:</p> <p>2016/17 Income: £1,280,667 (one million, two hundred and eighty thousand, six hundred and sixty seven pounds); Expenditure £1,321,477 (one million, three hundred and twenty one thousand, four hundred and seventy seven pounds). In year deficit £40,810 (forty thousand, eight hundred and ten pounds); Budgeted c/fwd £99,027 (ninety nine thousand and twenty seven pounds).</p> <p>2017/18 Income: £1,293,405 (one million, two hundred and ninety three thousand, four hundred and five pounds); Expenditure £1,329,068 (one million, three hundred and twenty nine thousand and sixty eight pounds). In year deficit £35,663 (thirty five thousand, six hundred and sixty three pounds); Budgeted c/fwd £63,364 (sixty three thousand, three hundred and sixty four pounds).</p> <p>2018/19 Income: £1,296,097 (one million, two hundred and ninety six</p> | |

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| <p>thousand and ninety seven pounds); Expenditure £1,351,997 (One million, three hundred and fifty one thousand, nine hundred and ninety seven pounds). In year deficit £55,900 (fifty five thousand, nine hundred pounds); Budgeted c/fwd £7,464 (seven thousand, four hundred and sixty four pounds).</p> <p>7.12pm Mrs Davies left</p> | |
| <p>4. <u>Staffing update</u></p> <p>Mr Rix reported on arrangements for staff returning to work following maternity leave and a member of staff going onto a part time contract. The TLR will continue but pro rata. LSAs and the cover supervisor are to cover the class for the rest of the term. This involves a cost saving for the school. From September a new teacher has been appointed to cover this and a maternity leave. An NQT and a teacher who will have completed NQT training are appointed for September. Advertising for an LSA to cover the extra Year 3 class in September has been placed but the dilemma of securing support staff for the EHCP children whose applications for support hours had yet to be determined remained a problem.</p> <p>Staff absence data showed improvement. Mr Rix cited warmer weather, frank discussions about the impact on the school and measures to contribute to good morale such as improvements to the staffroom. Overall staff absence had decreased from 3.48% in Sept – Dec to 1.85% in Jan – May. There had been one 5 day absence from stress and this had been addressed appropriately.</p> | |
| <p>5. <u>Governor Body membership matters</u></p> <ul style="list-style-type: none"> • Governor vacancies Miss Ward asked Mr Rand for details of access to the ‘one stop governor shop’. Mr Matthews said he would canvas for a ‘solicitor or accountant’ individual, preferably with a connection to AJS. | <p>JR RM</p> |
| <p>6. <u>Health and Safety: Governor and BM updates.</u></p> <p>Mr Matthews reported that the site manager was instructed to maintain a daily log with property services. Health and Safety meetings occurred monthly and tours of the school including the checks of the play equipment and electricity and fire safety were highlighted. Health and safety issues were always a cause for concern but identifying them to ensure the site was adequately protected was being adhered to. There had been a recommendation by the working group to monitor children with individual health care plans. Office staff had been given security with a shutter that could be rapidly closed in the event of a breach of safety.</p> <p>The Chair asked if a notice regarding verbal and physical abuse against staff had been posted in reception. It was agreed that this should be actioned.</p> | <p>IR.</p> |
| <p>7. <u>Staff absence policy 2014-17</u></p> <p>Mr Rix offered his amendment to the policy as a compromise for staff absence due to dependents ill health. Governors discussed the implications but decided that the SMT should use discretion regarding this and that the policy should not imply a legal right to paid leave. Approval for the exact wording of the policy to be agreed via email correspondence with governors.</p> | |
| <p>8. <u>Any Other Business</u></p> <ul style="list-style-type: none"> • A governor asked if parents will be notified of changes from the teacher going part time. Mr Rix agreed. • Mr Matthews appealed for members for the resources committee in order to ensure meetings were quorate. | |

- The Chair notified governors of the NUT proposed strike action ballot.

7.35 meeting ended.

- Evaluation 1:** How have we acted strategically?
Evaluation 2: How have we supported and challenged?
Evaluation 3: How have we held the school to account?
Evaluation 4: How have we benefited the children?

Meeting closed

The next meeting of the governing body will be Wednesday 15th June 2016 at 7pm.

Signature of Chair of Governors

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