

**Minutes of the Summer Term Meeting of the
Full Governing Body
at Ashley Junior School
on Wednesday 17th May 2017 at 6.30pm**

Present: Mr N Bullen (Vice Chair), Mr T Bradley, Mr P Cousins. Mrs A Edgson, Mrs N Fisk, Mrs N Hutchins, Mr J Hutson, Miss I Pennycook, Mr I Rix (Headteacher), Mr J Rand, Mrs T Stevens, Mrs R White, Mrs F Wood.

In attendance: Mrs S.Kealy, (Clerk), Mrs L Locke, (Finance Officer) Mrs N Hutchins (parent governor nominee).Mrs L Henville Associate member

Absent: Mr D Barlow

The meeting started at 6pm. **Mr Bullen took the Chair.**

	Actions to be taken
<p>1. <u>Apologies and declaration of pecuniary interests</u></p> <p>Governors accepted apologies from Mrs White would arrive later from another meeting. There were no pecuniary interests declared.</p>	
<p>2. <u>Appointment of parent governor Naomi Hutchins.</u></p> <p>Mr Bullen invited Mrs Hutchins to introduce herself. She has a son in Year 3 and wanted to offer her support for the school. No other nominees had come forward for election. Governors appointed Mrs N Hutchins for a 4 year term of office as a parent governor. Mrs A Edgson is to mentor her. She agreed to join the Curriculum Standards and Pupil Welfare committee.</p>	
<p>3. <u>Re-appointment of Lorraine Henville as Associate member.</u></p> <p>As Mrs Henville's associate member's status had ended on 31.12.16 the clerk asked governors to re-appoint for a further term of office. Governors agreed to a new associate membership 3 year term of office for Mrs L Henville.</p>	
<p>4. <u>Minutes of the Spring Term Meeting 15th March 2017 and matters arising.</u></p> <ul style="list-style-type: none"> • Mr Hutson asked that his attendance at this meeting be noted. • Under item 3 page 11 Mr Rix apologised that he had not sent the enrichment outline to governors. • The Health and Safety sub committee had not met. Time to be arranged at the end of the meeting. • P13 Mr Bradley had liaised with Mr Cousins regarding checks of the school website to ensure it met requirements. This was ongoing but currently mostly good with a few additions recommended. • Raise on Line is being replaced with a new data analysis package, Analysing School Performance ASP. Mr Rix and Mrs Henville were to receive training first and then share with governors. The Chair recommended the governors' bulletins and Hants circulars to governors for latest information. • The signage in reception had not been amended. • 'Achievement for All'. The Chair asked if this had been implemented. Mrs Williams (SEnCo) is to be the lead within school but all staff would benefit from the training package. It was about the teaching and learning approaches for pupil premium children and so did not have to be disseminated to parents. The programme would start in September. • Safeguarding – Mrs Henville confirmed that not all governors had 	<p>IR to send out enrichment outline to governors. H&S meeting date:AE, JR, TB</p> <p>IR signage in reception.</p> <p>NF and NM</p>

<p>completed the elearning. The new governor was invited to do it. Channel – general awareness of radicalisation should also be completed but individuals would need to print their own certificates.</p> <ul style="list-style-type: none"> NB gave his apologies for the curriculum meeting 24.05.17. <p>Governors approved the minutes of the above meeting signed on their behalf by Mr Bullen.</p>	<p>safeguarding elearning asap</p> <p>Curriculum committee</p>
<p>5. <u>Approval of the 2017/18 Indicative budget 1 and 3 years.</u></p> <p>Mrs Locke gave a power point presentation of the budget to governors with a breakdown of the different categories of income and expenditure to demonstrate how the budget was in deficit.</p> <p>6.25pm Mrs White arrived.</p> <p>Governors raised a number of questions about expenditure:</p> <ul style="list-style-type: none"> Breakfast Club has a break even point at 10 children. There are usually more. There is no compensation for training costs if a member of staff leaves. Most organisations have to accept this liability. Insurance costs have been justified with maternity cover recently which pays after 20 days. The cost of insuring support staff is the same even though they are lower paid so this needs to be monitored. Development of the quad is justified because it is very visible in the centre of the school and it is used as a differentiated area for play so has to be made safe as well as for growing plants. There is to be a bid for Tesco money for this purpose. Electricity and gas figures are based on last year rather than actuals because there are still some outstanding account queries. The refuse and recycling collection is being investigated by Hants and a new provider sought but no figures are published yet. The figures are therefore based on the current provider but could possibly decrease. HCC will only pay for repair of dining hall tables and not replacement; it will therefore be jointly funded over a period of time. The PTA are to donate £400. The cost of trips is matched by income. Parent contributions are included but despite the best efforts of staff to obtain payment they run at a loss. The £20k cost to the school of free school meals is not taken from the pupil premium budget but it does come out of the school's total budget. This seems a potentially disproportionate cost for some schools. The Finance Officer will investigate how this is met as a point of information for governors. 'Cool Milk' is allocated to FSM children and parents pay for other children. It has to be requested online. Library Service meets the cost of lost books. The school borrows 900 books and receives 3 visits a year from the Library van. The mainstream SEN funding does not cover the cost. <p>The following issues were raised re: income and funding</p> <ul style="list-style-type: none"> Mrs Locke highlighted that the resourced provision currently receives funding based on a PAN of 10 and the school has been funding an additional 6 children. County have agreed to provide funding for 16 next year which means that the deficit is reduced by £60,000 per year, from the figures quoted. Currently the school receives funding for 3 classes in Year 3 and this will continue next year. It has not been possible to include this additional funding for the following 2 years as it has not been confirmed, though there is an email to say that it will be awarded. This makes a significant increase in the predicted deficit. Mr Rix answered governors that there was no possibility of reducing the year group if the additional funding was not provided. The only option would be 	<p>Finance Officer</p>

<p>to try and fill the places.</p> <ul style="list-style-type: none"> • Governors discussed the lack of income from the Rugby club and their use of AJS facilities and the costs of maintaining the pitches and parking. The school had been unsuccessful in making contact with them to discuss a rent review and the damaged drain covers which the school had to repair. • Further possible reductions in costs could result from staff changes: NQTs to be employed to replace staff leaving, some senior staff reducing their hours, admin replacement with staff on a lower grade. <p>Governors asked about HCC approval to set a deficit budget. The in year deficit budget figure had improved because of additional funding and would be accepted. Many schools faced similar difficulties or worse.</p> <p>Governors agreed to approve the 2017/18 1 and 3 year budgets as outlined below. 11 approved 2 abstained</p> <p>Income and Expenditure agreed as follows:</p> <p>2017/18 Income: £1,381,394 (one million, three hundred and eighty one thousand, three hundred and ninety four pounds); Expenditure £1,419,559 (one million, four hundred and nineteen thousand, five hundred and fifty nine pounds). In year deficit £38,165 (thirty eight thousand, one hundred and sixty five pounds); Budgeted c/fwd £90,546 (ninety thousand five hundred and forty six pounds).</p> <p>2018/19 Income: £1,313,940 (one million, three hundred and thirteen thousand, nine hundred and forty pounds); Expenditure £1,407,817 (one million, four hundred and seven thousand and eight hundred and seventeen pounds). In year deficit £93,877 (ninety three thousand, eight hundred and seventy seven pounds); Budgeted c/fwd - £3,331 (deficit three thousand, three hundred and thirty one pounds).</p> <p>2019/20 Income: £1,258,465 (one million, two hundred and fifty eight thousand and four hundred and sixty five pounds); Expenditure £1,433,756 (One million, four hundred and thirty three thousand, seven hundred and fifty six pounds). In year deficit £175,291 (one hundred and seventy five thousand and two hundred and ninety one pounds); Budgeted c/fwd - £178,622 (deficit one hundred and seventy eight thousand and six hundred and twenty two pounds).</p> <p>Mr Bullen (acting Chair) signed on behalf of governors.</p> <p>The clerk was asked to inquire what the repercussions would be if governors failed to approve the annual budget.</p>	<p>Rugby club contact asap IR, Finance Officer.</p> <p>Associate members cannot vote on FGB decisions</p> <p>SK</p>
<p>6. <u>Site Manager's House</u></p> <p>Mr Rix had a form to apply to the Secretary of State for permission to sell the house. In the event of a sale the money would belong to the school but be held by HCC with the interest payable to them. There were restrictions as to how the money could be spent on capital projects; improvements and refurbishments of the buildings. e.g. solar panels but not replacement of blown double glazing windows.</p> <p>The finance officer had obtained 5 estimates for the sale of the house and the options available. After some discussion it was decided that the Resources committee needed to meet first to consider whether the house should be sold or</p>	<p>IR to provide list of desirable capital projects which qualified</p> <p>Resources 6pm 14.06.17</p>

<p>let in the short term. The Resources are to meet 14.06.17 at 6pm prior to the later time of 6.30pm for the FGB.7.55pm FW, NF, IP and FO left the meeting.</p>	<p>FGB 6.30pm</p>
<p>7. <u>Staffing Update. IR</u></p> <p>2 members of staff are re-locating. 2 NQTs are being sought. 2 senior teachers are reducing their hours. 1 LSA, retiring will not be replaced. 2 members of staff are on fixed term contracts. Admin assistant and clerk to the governor roles to be examined.</p>	
<p>8. <u>Governor Body membership matters</u></p> <ul style="list-style-type: none"> • Governor vacancies Currently there are no vacancies <p>Mr Bradley informed the meeting that he was no longer able to attend the Understanding School Finance training on 6th June. A replacement was sought.</p>	<p>IP to be asked.</p>
<p>9. <u>Health and Safety:</u></p> <ul style="list-style-type: none"> • Mr Bradley had been attending monitoring visits to the school. • Mr Rix had been working with the site manager regarding audit inspection reports. <p>Health and Safety meeting planned.</p>	
<p>10. <u>Timetable of governor visits</u></p> <p>Mr Rix will send out potential visits form. Areas of responsibility should be the basis of visits. The reporting form would be re-examined. It was observed that Ofsted hold governors increasingly accountable as part of the management team so school visits need to be planned with a focus and reports written and published as evidence. The FGB should complete monitoring checks.</p>	<p>IR All.</p>
<p>11. <u>Any Other Business</u></p> <p>1. The Clerk proposed that the Chairs of the committees should write reports for the FGB as reviewing the minutes was unnecessary and a duplication. This practice was adopted in other schools.</p> <p>8.12pm meeting ended.</p>	
<p>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?</p> <p>The next meeting of the governing body will be Wednesday 14th June 2017 at 6.30pm.</p> <p>Signature of Chair of Governors Date.....</p>	