



HORIZONS LEARNING FEDERATION
(Holywell, Somersham & St. Helen's)



Minutes of the Full Board of Governors – Spring 2016
Meeting held at Holywell Primary School
Wednesday 8th February 2017 – 1900hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF]	Eric Fidler [EF]
Barry Smethurst (Chair) [BS]	Val Ford [VF]
Dan Aldridge [DA]	Deborah Moss [DM]
Lucy Beadles [LB]	Sarah Reeson [SR]
Nicola Bodnar [NB]	Matthew Sampson [MS]
Deborah Ellmer [DE]	

In Attendance:

Claire Macdonald [CM] Associate Member
Emma Smith [ES] Associate Member
Alison Jackson [AJ] Clerk

The meeting was quorate, 11 governors were present out of 13 in post.

1. Apologies for absence

Sheila Anthony [SA] and Barbara English [BE]
The apologies were accepted by the Board of Governors.

Appointment of Foundation Governor: The Chair welcomed **LB** as a newly appointed Foundation governor.

All governors introduced themselves.

2. Declaration of interest

No declarations of interest were declared.

3. Minutes of last meeting: FGB 24th January 2017

The FGB Minutes 6th October 2016 were agreed and signed as a true record of the meeting with the following amendment: St Helen's edubase record is complete. Need access to Somersham & Holywell.

4. Matters arising from the minutes

Action Points	BY WHOM	ACTION
Governor information to be uploaded onto Edubase	AJ	Check password for HW & Som ACTION BF
Governor emails	AJ	Actioned.

5. Committee Reports:

Standards

The minutes were circulated to all governors.

Report to Full Governors from VF

The Standards Committee must re-visit and re-establish its remit and responsibilities in light of the proposed plans to change our status in the near future.

However it is crucial that the Standards Committee keeps abreast of the progress of pupils in each school focussing on:

- The progress of the children in each year group but particularly Years 2 and 6
- The quality of teaching in all 3 schools
- The accuracy of assessment within each school
- The quality of the curriculum that pupils access

- The development of strong leadership within the school to support the EHT and the HOS
In addition the Standards Governors must understand and be familiar with the expectation of Ofsted on Governors as identified in the latest Ofsted Framework.

Key question to explore – How will the Standards Governors ensure that we are well informed regarding the Standards across the Federation and meet Ofsted expectations?

Actions since the last meeting

- Following the very informative presentation given by our EHT at the Standards meeting, outlining the current key documents in place for tracking and monitoring students in each school – Raising Attainment Plan, Weekly Operational Plan, HOS meetings – the Committee has a clearer understanding of the work done at senior leadership level and how the EHT has the overview of each school. The advantages of shared planning and documentation are clear.
- VF has attended 2 reviews with the LA consultant present since January, one half termly review at Somersham and a primary advisory visit at St Helen's. Holywell's primary advisory visit is on Friday. These involve a very detailed look at the progress in Years 2 and 6 in each aspect of the SATS tests.
- The visit also involves a short time in a chosen number of classes to look at the teaching and pupil engagement in a particular Key Stage.

I will be sharing more detailed information with the Standards Committee at the next meeting.

Resources

The minutes were circulated to all governors.

The Chair of Resources gave a summary of the Resources meeting confirming that the Federation will have a balanced budget. The policies that were reviewed at the Resources meeting require union and staff consultation prior to ratification.

Somersham:

The Chair informed governors that since the Resources meeting Somersham has had to apply for a cash flow loan due to the forecasted £21K deficit. This is to keep the school operational until the end of the financial year. Mark Leonard has returned to his school so the deficit will reduce due to this and the LA have agreed to give Somersham £10,500 to compensate for the many leadership models it has experienced in the last year. Therefore we are confident that Somersham will end the year with a balanced budget.

Challenge: A governor asked if the cash flow loan was interest bearing and if so why the funds were not borrowed from HW and therefore could have avoided interest.

The Chair replied that currently all three schools remain individual in their budgets however this will be reviewed as the Federation moves forward.

Challenge: A governor asked why Somersham had a £21K deficit.

The EHT replied this has come about because of the HT and Deputy HT being off sick and leadership being out in place by the LA to keep Somersham out of Special Measures. The interim HT's put in place cost more than the insurance received. There were several other staff issues including having to buy in a Senco and staff sickness. However Somersham may not end the year in deficit.

St Helen's:

The EHT presented the governors with 'Staffing Reduction at St Helen's Supporting Information.' Attached as Appendix 1.

St H's predict a deficit budget for the end of this year. Funding for 2017/18 will be £50K less than 2016/17. Projected pupil numbers for 2017/18 are 179. Staffing costs represent 87% of the school budget; this should be closer to 80%. Therefore St H's can not keep a 7 class structure.

Challenge: A governor commented that all the figures make sense to move to a 6 class structure but having experienced a similar situation at HW how will this be effectively communicated to parents.

The EHT replied that we will be open and transparent with the facts. The school has finite resources and are unable to keep a 7 class structure but will ensure teachers deliver quality teaching. The same model has been used at HW which could offer parents reassurance.

The Chair also commented that parents will be aware of reductions to budgets for schools from the news coverage.

The EHT informed governors this discussion is to start the redundancy process at St H.

Challenge: A governor asked about redeployment throughout the Federation. The EHT confirmed there are no vacancies at present but if vacancies became available staff would be directed to them. The consultation is specific to St H's. Staff are contracted to the school they work in with a mobility clause in their contract that would be invoked under consultation.

Process:

- 20th Feb - Consult with Staff and Unions
- 2 weeks for staff to offer voluntary solutions (school do not have to accept the solutions if they are detrimental to the school)

There are strict timescales to serve redundancy by 31st May if necessary.

Challenge: A governor asked whether there were risks to the school calendar eg SAT's preparation in consultation at this time.

The EHT replied there is no alternative and commented that she hopes that teachers remain professional and minimise the impact to the pupils. The EHT also commented that this is often resolved before redundancy.

A governor commented that the GB needs to support the EHT through this process.

The Chair reminded governors that this item is confidential at this stage.

The Chair recommended the renewal of the Handling Redundancy Policy for ratification. **ALL AGREED.**

6. New Governance Model

The Chair informed Governors that it is a requirement for the FGB to meet a minimum of three times a year and with this new information checked that governors were still in agreement to proceed with the new model. **ALL AGREED.**

FEDERATION STRATEGIC BOARD:	
Barry Smethurst (Chair of Governors)	<i>To be elected</i> (Chair of Personnel)
Becky Ford (EHT)	Val Ford (Chair of Standards)
<i>To be elected</i> (Chair of Finance)	

FINANCE/PREMISES COMMITTEE:	
Barry Smethurst	Deborah Moss
Becky Ford	Sarah Reeson
Lucy Beadles	Matthew Sampson
Deborah Ellmer	

PERSONNEL COMMITTEE:	
Barry Smethurst	Nicola Bodnar
Becky Ford	Barbara English
Dan Aldridge	Eric Fidler
Sheila Anthony	

Terms of reference and proposed scheme of delegation will be reviewed at the first sub committee meetings.

HW Standards Committee	Somersham Standards Committee	St Helen's Standards Committee
Claire Macdonald	Rebecca Bierteron	Emma Smith
Val Ford	Val Ford	Val Ford
Dan Aldridge	Nicola Bodnar	Barbara English
Lucy Beadles	Eric Fidler	Deborah Moss
	Mathew Sampson	

7. Adoption of Cambs CC Financial Regulations

The Chair recommended the Cambs CC Financial Regulations for adoption by the FGB. **ALL AGREED.**

Minutes of FGB meeting held on 8th February 2017

Signed and agreed as a true record by the Chair

8. Calendar dates for FGB & Sub Committees & times for 2016/17

Committee	Date & Time	Venue
Personnel	Tuesday 28 th February 2017, 6.30pm	Somersham
Finance/ Premises	Thursday 9 th March 2017, 6.30pm	Holywell
FGB	Tuesday 21 st March 2017, 7pm	St Helen's
FGB	Tuesday 4 th July 2017, 7pm	Somersham

VF will liaise with EHT and HOS for suggested dates for the Standards meetings. **ACTION VF**

9. The Headteacher's Report

Nothing further to report.

10. Reported Prejudice Incidents

None

11. Child Protection School Data

None

12. The Chair's Report

The Chair informed governors of a lease for the car park adjacent to the school.

St H signed an 8 year lease in 2013 for the car park adjacent to the school at a fee of £72 paid quarterly. Within the lease St H's have agreed to maintain the condition, signage, boundary, grass cutting and to keep trespassers out. Also required to have £5 million public liability insurance.

The car park is in poor condition.

The Chair requested **DM** to review the lease and advise the governors of any necessary actions.

ACTION DM

13. Safeguarding

None

14. Correspondence

None

15. Any Other Business

- Training: The link governor for training requested all governors to inform her when they have undertaken any training courses and for a Training Evaluation Sheet to be completed in order to share the knowledge gained.
The Clerk informed governors that they can access information for governors including copies of Governor termly briefing handouts through the Knowledge Hub by requesting to join Cambridgeshire Governors and Clerks group.
The Chair receives termly reports from the Governor Advisory Group on courses attended with feedback from those courses.
The link governor highlighted that we no longer receive a free in house training session.
The link governor highlighted financial courses available for governors to attend.
Governors require an annual update for Child Protection.
The link governor asked about Elearning packages. There is Gel online learning package from Governor Services.
A governor commented that it is recommended for Safer Recruitment training to be updated every 3 years.
- The Chair will mentor the new Foundation Governor and cover the Induction training.

16. Date and time of next meeting

Personnel – Tuesday 28th February 2017, 6.30pm at Somersham

Finance/Premises – Thursday 9th March 2017, 6.30pm at Holywell

FGB – Tuesday 21st March 2017, 7pm at St Helen's

There being no further business the meeting closed at 8.40pm.

Accepted as a true record
Signature

Date

Action Points	BY WHOM
Check password for Edubase HW & Som	BF
Liaise with EHT & HOS for dates for Standards meetings	VF
Review car park lease for St H's and advise any actions necessary	DM

Appendix 1

Staffing Reduction at St Helen's Supporting Information

Financial Information Budget for 2016/17	Carry Forward £9,905 Total Revenue Funding £741,179	£751,084
Forecast Outturn for 2016/17	£8111	£759,195
Anticipated Funding for 2017/18	Carry Forward -£8111 Total Revenue Funding £691,300	£683,189
Projected staffing costs for 2017/18 based on current structure	£603,562	This represents 87% of the school's total budget.

Pupil Numbers

Currently the pupil numbers for 2017/18 are projected as: **KS1: 67 KS2: 111 Total: 179**

Year Group	Rec	1	2	3	4	5	6
Number	22	16	30	28	23	27	33

Class Structure for 2017/18

St Helen's			
Class Name	Composition / Year Groups / Numbers	Total	Teachers
Kestrel	22 EYFS	22	1 fte
Owl	16 year 1 13 Year 2	29	1 fte
Hawk	17 year 2 13 Year 3	30	1 fte
Eagle	15 year 3 17 year 4	32	1 fte
Kite	6 year 4 27 year 5	33	1 fte
Falcon	33 year 6	33	1 fte
Total	179	6 fte	

Current staffing structure (2016/17) and proposed staffing structure (2017/18):

St Helen's		
Category	Current fte / hours	Sept 2017 fte / hours
Head of School	1 fte	.91 fte
Teachers	7.11 fte	6 fte

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SENCo	0.2 fte	0.2 fte
Intervention	.42	.42
Total	8.73	7.53
HLTA	26 hours	26 hours
Teaching Assistants	124.25 hours	124.25 hours

Rationale for staffing reduction

- The school's budget for 2017/18 is £691,300. This is a reduction of £49,879 compared with 2016/17.
- Pupil numbers have fallen to 179 (Sept 17) and do not support a 7 class structure. The school needs to move to a 6 class structure.
- A reduction of 1.2 fte teachers would reduce the forecast outturn deficit for 2017/18 from £31,656 to £2066, this will be further reduced through the review of the ICT and property SLAs.
- The number on roll is more likely to decrease in 2018/19 than it is to increase with 33 year 6 pupils leaving and fewer children coming in to EYFS
- At the end of the current financial year (2016/17) the school is projecting that it will be in deficit by £8,111. This demonstrates that the £9,905 carry forward from the previous year has been absorbed into costs and the two figures together show that the budget did not balance by -£18,016 in 2016/17.
- If the school continues with the current staffing levels, the salary costs in 2017/18 will be £603,562 which equates to 87% of the total budget. The remaining 13% is not sufficient to ensure the school is adequately resourced in other areas.
- The school proposes to reduce staffing by 1.2 fte. This will result in a reduction of staff costs to £573,972 (-£29,590) representing 83% of the school's total budget for 2017/18. By saving 4% from staffing the school will have 17% of the budget remaining to allow the school to operate effectively and safely and for the budget to balance.
- Resources are being over stretched to offer a 7 class structure. This has placed additional demand on the budget in terms of educational resources and buildings and the budgets are already at a minimum level in these areas to continue to offer effective provision.
- The school requires the HLTA in order to offer a cost effective solution for PPA cover in school and provide consistency in provision in the absence of class teachers. The HLTA can provide cover for teachers thus minimising the school's supply teacher budget and supporting the continued development of the school. The quality of provision would be compromised without the HLTA.
- Support staff roles are not subject to consideration for redundancy due to the pupil numbers and the restructuring of the classes. Support Staff are already operating at a minimum level to ensure the school can operate effectively