



Minutes of the Full Board of Governors – Summer 2018
 Meeting held at Somersham Primary School
 Tuesday 24th April 2018 – 1830hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF]	Deborah Ellmer [DE]
Barry Smethurst [BS] (Chair)	Barbara English [BE]
Sheila Anthony [SA]	Val Ford [VF]
Lucy Beadles [LB]	Deborah Moss [DM]
Ann-Marie Elding [AME]	Sarah Reeson [SR] (left at 7.30pm)

In Attendance:

Mary-Lou Tyler [MLT] Business Manager
 Claire Macdonald [CM] Associate Member
 Rebecca Bierton [RB] Associate Member
 Alison Jackson [AJ] Clerk

The meeting was quorate, 10 governors were present out of 12 in post.

Apologies for absence

Matthew Sampson [MS] and Julia Walker [JW]. The apologies were accepted by the Board of Governors.
 Nicola Bodnar [NB] absent with no apologies.
 Dan Aldridge and Tony Ixer have resigned from the Governing Body.

Declaration of interest

Sarah Reeson declared a pecuniary interest in item: 2018/19 Budgets Holywell

Minutes of last meeting: FGB 9th January 2018 & 22nd March 2018

The FGB Minutes 9th January 2018 were agreed and signed as a true record of the meeting with no amendments.

The FGB Minutes 22nd March 2018 were agreed and signed as a true record of the meeting with no amendments.

Matters arising from the minutes

Action Points	BY WHOM	ACTION
Review list of Personnel policies	BF	Ongoing. ACTION BF
Research support package from NGA FOR next year.	BS	Ongoing. ACTION BS
Inform Governor Services of Ann-Marie Elding's appointment as Co-opted governor	AJ	Actioned
Review Holywell Pre-school rent	MLT	Ongoing. ACTION MLT
Resend Skills Audit to governors	AJ	Actioned – awaiting responses from: BF, SA, NB, DE, DM

Contact LA for update re Children's Centre	BF	Actioned. Updated at F & P
Email Somersham SIP to Clerk for circulation	BF/AJ	Actioned
Email Financial Statement to Business Manager for staff update	AJ/MLT	Actioned
Update GB Standing Orders	AJ	Actioned
Amend St Helen's Admissions Policy	AJ	Actioned
Business Manager to email Clerk Preparation for Ofsted documents for circulation	MLT/AJ	Actioned
Advertise Parent View in the St Helen's newsletter	JW	Actioned
Email training link to Ann-Marie Elding	AJ	Actioned
Add: Monitor Staff sickness & absence to the next Personnel agenda	AJ	Actioned
Email governor contact list to Business Manager for a text messaging service to be set up	AJ/MLT	Actioned
Contact EPM for guidance on HOS start date	BF	Actioned
Notify external candidate of decision	Sue Bowman	Actioned
Notify other internal candidate of decision	BF	Actioned
Update parents on staffing news at St H	BF	Actioned
Consult with HW HOS on notice period	BF	Actioned

Additional Agenda Item: Meeting with LA

The EHT, Chair of Governors and Vice Chair of Governors were summoned by the LA to meet with Jon Lewis, Director of Education and Rosemary Saddler, Head of Intervention.

First point raised was to ensure that the 5 key points from the LAIG meetings are being fed back to governors. The 5 key points from St H LAIG 050318 and Som LAIG 0903018 were emailed to all governors and are attached as **Appendix 1**.

The LA have expressed their concern that there are 2 vulnerable schools within the Federation. They have acknowledged there has been improvement in both schools however the data is consistent with RI or Special Measures judgement. Somersham has received 2 warning letters within the last 12 months; the first letter received was a week after Somersham joined the Federation.

The LA queried why there wasn't just one budget for the Federation.

The GB have continually been informed that the budgets must be kept separate.

Based on these concerns the LA insists that the GB have an external Governance Review, a date will be set and emailed to governors asap. **ACTION MLT**

A further meeting after half term will take place with the LA for the LA to see improvement.

If one school is judged as Special Measures the Federation will cease to exist, the GB will be disbanded and an Interim Executive Governing Body will be put in place.

The Federation exists because the LA wanted school – school support for school improvement and encouraged the expansion of the Federation following the success of HW and St H as a Federation.

The EHT commented that the Federation set out with the best intentions to achieve the best outcomes and offer equality of opportunity to receive a high quality education within the community. Jon Lewis queried whether Som was a school too far for the Federation.

The LA are questioning whether there has been rapid enough improvement for the children. The EHT commented that she feels all 3 schools are vulnerable however everyone is working hard to improve the schools. Jon Lewis was invited to come to the schools to look around. C of G to contact PA to arrange a visit. **ACTION BS**

A governor commented that the feed back from the LAIG meetings were positive. St H is in a more settled position with the appointment of the HoS and varied staff changes. Som has evident positives since the HoS has been in post.

Som data is still concerning. Work has been set in motion to improve the Curriculum and quality of teaching and learning which will impact future years. For Yr 6 teachers are supporting the children and plugging gaps in their learning. Som HoS commented that SATs results will be better this year than last year.

Challenge: A governor asked if a Governance review is a good suggestion. The C of G replied this will be a benefit to the Federation as it has been a struggle to find the ideal model to work to. Standards are working well and it is felt that the right model is in place with each school having a Standards committee reviewing: Data, TOP and carrying out monitoring visits in each school. However there is a lack of evidence and the Standards meetings need to be properly minuted.

Carol Peel will carry out the Governance review and feed back to the GB.

The Governance Review will cover:

- All paperwork and processes of the GB
- Interview C of G and EHT
- Meet with other Governors
- Provide an assessment of the GB to show strengths and weaknesses

Things to do moving forward:

- Governors to spend time reviewing the OFSTED questions, data and key points of where each school is.
- HoS reports to be presented at Standards meetings
- EHT report to FGB to include an overview of the current position of each school – strengths and weaknesses
- FGB to meet half termly
- Governor visits – Governors to keep a log of their visits to each school

SR left the meeting at 7.30pm.

2018/19 Budgets

Holywell

First run of the budget showed a £131k deficit

- Staff costs represent 97% of income for 2018/19 budget. Recommended level for staff costs is 70 – 75%
- 212 on roll, receiving funding for 202
- 7 Class structure – unable to change teaching structure due to number on roll

Other items that have impacted the budget:

- TA in place for a pupil that has not got a statement
- Low numbers in Yr 6
- Change in pension for teachers – has had a higher financial impact due to UPS teachers

Based on above information there is no alternative but to review the staffing structure

The EHT advised governors that Ray Byford flagged in November that there were nearly 100hrs more TA hours than were budgeted for.

Federation contracts have been calculated on pupil numbers for 2018/19 budgets and will be allocated in the following percentages:

- HW – 30%
- Som – 44%
- St H – 26%

Challenge: A governor queried why the fees have increased from previous version of budget when the Federation contract fees have been reduced to 30%.

The Business Manager advised governors that some of the contracts were under estimated – these have now been corrected.

Challenge: A governor queried why governors were assured that the budget was in place for a Business Manager role.

The EHT replied that the Business Manager role was built into the budget a long time ago and the Federation need the Business Manager to operate.

A governor commented that they thought the Business Manager was financed by natural wastage of office staff from Som and St H.

The Business Manager has requested the paperwork from the LA for financial support for redundancy.

The EHT commented that ideally this would be a Federation restructure however it has to be addressed in the individual school.

Budget for 2017/18 allowed for £119k for TA's actual spend was £149,978.

The redundancy will be completed in hours ie. 282.5 hrs reduced to 219hrs. The TA's will be selected for redundancy using a selection matrix.

The C of G will contact Ray Byford to find out how the budget has got to £160k deficit without informing the governors. **ACTION BS**

Challenge: A governor queried why HW are paying for Jane Green and the Business Manager.

The EHT commented that HW could withdraw from Jane Green this would give a saving of £2300.

The EHT and Business Manager are fairly competent in building the budget.

Other areas under consideration:

- Business Manager will take on the HR for the Federation
- Reduce cleaning hours or caretaker hours
- Staff training budget reduced
- Charge for requests for visits to Specialist EY lead

Challenge: A governor asked what impact the reduction of hours will have on pupils and staff.

The EHT replied that there will be a significant impact on morale, well being of staff from the reduction in the roles of support.

The Business Manager commented that the financial control was not sufficient by the GB; the Finance & Premises committee did not meet between November and March.

With all the changes the staff budget will be 87% which is still higher than DfE recommendations.

Challenge: A governor queried whether the Business Managers hours should be reduced to 4 days/week versus reducing TA hours.

The EHT replied this was not an option; the role of the Business Manager is integral to allowing the EHT to fulfil her role. The Business Manager oversees HR, Personnel, managing property maintenance, admin. HW is massively over staffed – 92% last year and 97% this year compared to other local schools that range between 67 – 87%.

The EHT advised governors that Som TA structure also needs to be addressed; TA hours are needed in the morning. There are a lot of historical contracts with hours at the wrong time.

Internal TA posts have been advertised for Som and St H's that HW TA's can apply for.

The EHT also requested governors to review the temporary SENDCO Federation post.

The EHT has discussed with the HOS's, who have all indicated that their preference would be for a SENDCO in each school and they do not feel the Federation SENDCO position is working.

The EHT proposed to terminate the Federation SENDCO role on 31st August 2018 and advertise for a SENDCO in each school for 1 day per week. **5 in favour, 2 abstentions, 1 against.**

The Business Manager requested governor's agreement for the staff restructure and submission of paperwork for redundancy to the LA. **ALL AGREED**

Any Other Business (previously raised with the clerk)

- Letter from Darren Young. All governors had received a copy of the letter by email and invited to comment.

Comments made:

1. The sequence of events demonstrates that Mr Young was bordering on harassment of staff.
2. The GB have appointed a professional leader to the Federation to make operational decisions.
3. The letter sent by the EHT was discussed at a FGB meeting and the GB supported the EHT's action.
4. A comment was made that the GB should have answered the original question at the outset.

Conclusion: The majority of the GB felt that this had been dealt with in the correct way. The C of G will write to Darren Young. **ACTION BS**

Date and time of next meeting

FGB – Thursday 3rd May 2018, 6.30pm at St Helen's

FGB – Tuesday 10th July 2018, 7pm at Holywell

There being no further business the meeting closed at 9pm.

Accepted as a true record

Signature

Date

Action Points	BY WHOM
Review list of Personnel Policies	BF
Research support package from NGA for next year	BS
Review HW Pre-school rent	MLT
Arrange a date with LA for the Governance Review and notify Governors	MLT
Contact Jon Lewis PA to arrange a visit to all 3 schools	BS
Write to Darren Young supporting the EHT's actions	BS
Contact Ray Byford to query the deficit	BS

APPENDIX 1

St Helen's LAIG 050318

The five Key points to feedback to Governors are:

- The LAIG is pleased to hear of all the positive work that is going on to improve communication with parents. The impact of this is seen through the parent questionnaire and Facebook.
- The LAIG wishes to thank the teaching staff for their positive attitude and commitment and the speed at which they are taking on advice.
- Year 6 combined reading, writing and maths predictions for attainment look good.
- There appears to be weaknesses in writing across the school; the school is analysing the reasons in each class as to why this is the case.
- Although teaching is improving there is still not enough good teaching across the school, however, it is pleasing to hear that new appointments are likely to have a positive impact on the quality of teaching.

Somersham LAIG 0903018

The five key points to feedback to Governors are:

- The quality of teaching and learning is gradually improving and a greater proportion of teaching is now good.
- Staff morale has improved and teachers are working more positively with the Head of School.
- The school will be discussing how progress will be measured across the school before the end of term.
- Year 6 combined predictions are greatly improved since last year and the school is going to be doing all it can to achieve 70% for reading, writing and maths combined.
- Governor monitoring needs to improve with a higher proportion of in-school visits; the LAIG will look at visit reports at the next meeting.