



Minutes of the Full Board of Governors – Summer 2018
Meeting held at St Helen’s Primary School
Thursday 3rd May 2018 – 1900hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF]	Barbara English [BE]
Barry Smethurst [BS] (Chair)	Val Ford [VF]
Deborah Ellmer [DE]	Matthew Sampson [MS]

In Attendance:

Mary-Lou Tyler [MLT] Business Manager
Rebecca Berton [RB] Associate Member
Alison Jackson [AJ] Clerk

The meeting was quorate, 6 governors were present out of 11 in post.

Apologies for absence

Sheila Anthony [SA], Lucy Beadles [LB], Ann-Marie Elding [AME], Deborah Moss [DM], Claire Macdonald [CM] and Julia Walker [JW]. The apologies were accepted by the Board of Governors. Nicola Bodnar [NB] absent with no apologies.

The Chair advised the GB that Sarah Reeson had resigned from her position as Staff Governor with immediate effect.

Declaration of interest

No declarations of interest were declared.

Minutes of last meeting: FGB 24th April 2018

The FGB Minutes 24th April 2018 were agreed and signed as a true record of the meeting with the following amendment: Page 2: Correct spelling of Rosemarie Sadler.

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
Review HW Pre-school rent	MLT	To be presented at FGB meeting on 10 th July 2018. ACTION MLT
Arrange a date with LA for the Governance Review and notify Governors	MLT	Actioned
Contact Jon Lewis PA to arrange a visit to all 3 schools	BS	ACTION BS
Write to Darren Young supporting the EHT’s actions	BS	Holding letter sent to allow governors time to comment.
Contact Ray Byford to query the deficit	BS	Awaiting response.

Committee reports to note:

- HW Standards 12th January 2018
- Som Standards 25th April 2018
- St H Standards 5th January 2018, 12th January 2018 & 26th January 2018
- Personnel 15th March 2018
- Finance & Premises 19th March 2018 & 17th April 2018
- Somersham Standards 2nd November 2017, 18th January 2018 & 13th March 2018 available on governor portal in Somersham, Live Minutes section

All governors received and noted the above committee minutes.

The Clerk advised that the following committee minutes have not been received:

- HW Standards 13th November 2017
- HW Pupil Premium Meeting 8th January 2018
- HW Standards 2nd February 2018
- St H Standards 20th November 2017
- St H Standards 8th December 2017

GDPR Data Protection Officer (DPO)

The Business Manager has arranged a meeting with **MS** on 4th May 2018 to discuss options for this position. Currently DfE guidance contradicts other guidance about the DPO. Business Manager will report back to the GB. **ACTION MLT**

Budgets 2018/19

HW Budget

The consultation letter and criteria matrixes have been completed and will be shared with the affected sections at HW tomorrow morning.

Staff hours to reduce by:

- TA hours 63.5 hrs
- Office hours 10 hrs
- Premises hours 5 hrs

Business case and all paperwork has been completed and submitted to the LA for support with redundancies.

There are 2 x HLTA's that are on a Federation contracts and a few TA's on Federation contracts.

Challenge: The Chair asked if an impact assessment had been included on the school.

The EHT confirmed this has been included in the pack for the staff and includes details how the school will function under the new structure.

It is a tight budget for 2018/19 however numbers are on the increase.

HW 2018/19: Balanced budget with a predicted c/f of £3k.

St Helen's Budget

Points to note:

- Reduced roll: funded for 177 pupils – predicted 173 pupils in October
- Moving away from 60:40 contracts to 50:50 or 60:60, 60:60 contracts provide PPA cover
- Budgeted for: Cornerstone Curriculum, additional resources, 2nd part time office position to support finance functions

- There is a c/f £30k in the Premises budget which will be used for the fabric of the building eg. Fire doors and some windows. This will be presented to the Finance & Premises committee for approval. **ACTION MLT**
- Business Manager to complete roofing application to the LA to be submitted by next week to be considered. **ACTION MLT**

Challenge: A governor queried how many UPS staff were employed at St H due to the increase on staff costs next year.

The Business Manager replied there are 2 x M6 and a few UPS 2or 3, the system allows for all staff to progress however this may not be the case so the staff costs for next year may reduce.

Challenge: The Chair asked what the biggest threats to St H's budget were.

The Business Manager replied any major disaster, however the £30k in the premises budget will be used to pre-empt any end of life items on the fabric of the building.

Challenge: The Chair queried what happens if the school goes into a category.

The Business Manager replied if judged as Special Measures it would be an automatic academy conversion into a MAT, the budget would go to the academy and the academy would take over.

Challenge: A governor queried whether the TA hours were at the right level at St H's.

The EHT replied TA hours have been scaled back by natural wastage and there are currently 5 TA's and 1 HLTA.

Challenge: A governor asked if there was enough in the budget to cover sickness.

The Business Manager replied the problems occur if lots of staff are off for less than 10 days, at 10 days the insurance kicks in. Staff absence since January: 2 teachers have had 1 day off each. There is a HLTA that has covered for this. There is currently 1 TA with attendance concerns.

St H 2018/19: Balanced budget with a predicted c/f of £4.8k.

Somersham Budget

Governors are aware that Som had a £30k loan to repay. The budget has been difficult to balance and the following has been taken into consideration:

- TA with a named child in Yr 6, contract will be terminated at the end of the year. Due to the TA being employed for more than 2 years they are entitled to redundancy payment.
- Fixed term TA will be terminated at the end of the year.

This still left £10k deficit.

Due to the 3% cap on fairer funding Somersham did not receive full funding, it is predicted the cap will increase to 4% next year therefore Somersham's funding should increase.

The Business Manager has applied to repay the £30k loan over 2 years. Budget now includes £15k repayment this year and £15k to repay in 2019/20.

Som 2018/19: Balanced budget with a predicted c/f of £2.9k.

In all budgets:

- Catering figure remains as CCS cost – the new contract for catering will not exceed this figure. The catering contract has gone out for tender with interested parties able to view the schools 14th – 15th May and then the companies will be shortlisted.

- 2019/20 & 2020/21 figures are not accurate due to adjustments not having been done. Business Manager does not consider Arovia as good as the previous system.
- Business Manager will have monthly meetings with the HOS's and finance administrators to review budgets and to ensure any issues are flagged early. **ACTION MLT**
- Business Manger to be more proactive with the schools PTA to encourage them to access funds that charities are able to and to target funds to supplement the budget. **ACTION MLT**
- Cleaning is all in house at all 3 schools

A discussion took place around TA staffing and cleaning hours at HW.

- Business Manager highlighted that she benchmarked the staff and in 2016/17 HW staff figures were 74% and have risen to 95% in 2018/19 this is due to increase in TA's.

Challenge: The Chair queried if the increase in TA's were approved by the Personnel Committee. The Business Manager confirmed this would not have been presented to the Personnel committee due to the increase being for named children.

A governor queried why new TA's were employed instead of re assigning existing TA's.

The EHT advised governors that there are TA's that are not providing support within classes but undertaking an admin role.

The Chair confirmed there were no more questions re the budgets.

The Chair proposed approval of the Holywell Budget 2018-19 to be submitted to the LA. **The FBG voted unanimously in favour of this proposal.**

The Chair signed the budget.

The Chair proposed approval of the Somersham Budget 2018-19 to be submitted to the LA. **The FBG voted unanimously in favour of this proposal.**

The Chair signed the budget.

The Chair proposed approval of the St Helen's Budget 2018-19 to be submitted to the LA. **The FBG voted unanimously in favour of this proposal.**

The Chair signed the budget.

Moving forward the Business Manager asked governors how often they would like the BCR's.

The Chair of Finance suggested that any concerns were raised on a monthly basis.

The Business Manager will review each budget on a monthly basis and will ensure clear systems are in place for any expenditure. A form will need to be submitted and authorised before any purchase is made. If the procedure is not followed the purchase will not be reimbursed.

A discussion took place regarding the monitoring of the budgets last year.

Challenge: A governor queried which member of staff was monitoring the budgets within the schools last year.

The EHT confirmed that the budgets last year were built by the EHT and the Finance Advisers. HOS's were not involved in the budgets and purchases up to £1000 could be authorised without seeking permission from the EHT. Termly meetings were held with Ray Byford, EHT and the Finance administrator from each school, therefore the Finance administrator should have flagged budget concerns to the HOS.

This year the Business Manager will provide training for the HOS's and will meet monthly to review budgets.

HW overstaffing was flagged at the Finance & Premises meeting on 21st Nov 2018 however there was no action linked to that information.

Minutes of FGB meeting held on 3rd May 2018

Signed and agreed as a true record by the Chair

The EHT reviewed TA hours at that time ie. temporary and permanent hours. However the work did not progress further and further added it is the responsibility of the Finance committee to monitor the budgets.

The structure of the GB will be reviewed following the Governance review on 9th May 2018.

Any Other Business (previously raised with the clerk)

- Strategic Board meeting will be scheduled after 9th May 2018
- The EHT has received 2 requests for deferred entry at St H's with different reasons. GB discussed the 2 requests.

The EHT recommended supporting the LAC application due to emotional reasons. **ALL AGREED.**

The EHT recommended not supporting the other application due to evidence showing the child's development is age appropriate. **ALL AGREED.**

Date and time of next meeting

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

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

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 to present to GB on 10 th July 2018	MLT
Contact Jon Lewis PA to arrange a visit to all 3 schools	BS
Present findings on DPO role to GB	MLT
St H Premises expenditure to present to F & P committee	MLT
Complete roofing application to LA by next week	MLT
Ensure monthly BCR meetings with HOS & Finance Administrator	MLT
Engage with PTA's to encourage application of funds for each school	MLT