



6	<p><b>To review the minutes of the Finance committee meeting on the 14<sup>th</sup> May 2018 and ask questions.</b></p> <ul style="list-style-type: none"> <li>• The minutes of the Finance Committee meeting of the 14<sup>th</sup> May 2018 had not been distributed prior to this meeting. PA will add these to the governor hub.</li> <li>• SA gave an update of the main points and invited any questions.</li> <li>• The budget for 2018/19 was discussed by the Committee and presented for approval by the Governors at this meeting. SA advised that the budget was in a good situation. As always, the staffing costs are most significant costs. The budget monitoring reports were also discussed, including areas of over/under spend from the last year. Approx. £39k of carry forward has been brought into the new budget.</li> <li>• Teaching staff position was discussed and PA advised of the changes due to take place from September 2018 and that the staffing requirement was achievable within the budget. A sports coach will be an addition to the teaching staff to assist with PPA time for teachers as well as for teachers to learn techniques from the coach. They will share this learning with learning about the Forest school.</li> <li>• Updating of the staff room was costing around £1500 including new units and a new work station.</li> <li>• New play equipment will be installed in the outside area of Willow class at the end of June. PA advised that the money from this equipment has been found from the Sports Grant c/f from last year, plus £1500 from the friends, and will be costing a total of £11,500.</li> <li>• A grant of £2,500 has been approved for the Golden Garden space to be reworked with a sensory garden leading up to it.</li> <li>• Capital money plus around £9k of contingency money will be used to do some works around school mostly on the front door access to school.</li> <li>• It was discussed that the school and governors could get better at applying for grants and knowing what can be applied for. PA advised that the new school office manager will be asked to take on some of this work and to work collaboratively on funding.</li> </ul>	PA
7	<p><b>To review the Education and Standards committee minutes of the 8<sup>th</sup> May 2018 meeting and ask questions.</b></p> <ul style="list-style-type: none"> <li>• The minutes of the Education and Standards Committee held on the 8<sup>th</sup> May 2018 were distributed to all governors prior to the meeting.</li> <li>• SA gave an update on the main points and invited any questions.</li> <li>• Pupil premium was discussed and the changes to teaching staff to support these children and the school in general were discussed and PA advised that the budget was sufficient to support the changes.</li> <li>• There were no further questions or updates on the Education Committee minutes.</li> </ul>	
8	<p><b>To discuss Governor visit reports and update from link governors <i>including any issues arising and confirmation of future visits.</i></b></p> <ul style="list-style-type: none"> <li>• Governor visits were shared at Education committee.</li> <li>• DM has a date booked to visit for Literacy.</li> <li>• GH also coming in on the 6<sup>th</sup> June to visit EYFS.</li> <li>• CC and JM came to the parent evening and had found it useful to meet with parents and see books.</li> </ul>	
9	<p><b>To receive the heads report and ask questions</b></p> <ul style="list-style-type: none"> <li>• The head teachers report was distributed to all governors prior to this meeting. Supporting documents on Assessment tracker for 2017/18 and current EYFS data for April 2018 were also distributed.</li> <li>• PA gave an update on the main points and invited any questions.</li> <li>• PA advised that both Reception and Year 1 classes are full but there are still some requests for places in Year 1 that may lead to appeals. It was agreed that the GB may need some training on appeals. SA to investigate training in this area.</li> </ul>	SA

	<ul style="list-style-type: none"> <li>• Reception intake for September is currently standing at 13 with 1 that PA is aware of awaiting. The PAN remains at 15.</li> <li>• PA advised that in September Oak Class will have 2 teachers sharing the role for Autumn Term. Mrs Wignall they already know well (3 days) and a new teacher (Mrs Victoria Moore) who has lots of previous experience in a large school setting (2 days). PA said that lots of planning is taking place to ensure a smooth transition, and is confident that this will be good for the year group. From Spring Term, 1 full time teacher, Miss Amy Jones, will be joining the team to teach in Oak class.</li> <li>• PA advised every Friday the Friends are organising a fun run after school for a donation of 50p, with Ice Creams for sale too. PA invited governors to attend this and any of the other diary dates listed on his report, bringing particular attention to the Oak class production that is likely to be around 2p.m. on the 18<sup>th</sup> July as well as to help on the end of year disco on Friday 13<sup>th</sup> July.</li> <li>• There were no further questions and PA was thanked for his update.</li> </ul>	
<b>10</b>	<p><b>To discuss and approve the budget for 2018/19</b></p> <ul style="list-style-type: none"> <li>• Budget documents were distributed to all governors prior to this meeting.</li> <li>• The budget for 2018/19 had been reviewed and approved at the Finance Committee. PA advised that it is a very strong and positive position.</li> <li>• As always, the provision and staffing model is the key to success of the budget. PA advised that the Sports coach will be cost neutral as will be funded from the sports premium. The school secretary has not been advertised yet but will be shortly.</li> <li>• PA advised that the contingency for 2018/19 is £47k with the following year estimated at £55k, taking account of savings across budget headings. This is dependent on spending for 2018-19 being in line with the budget, though already some additions may need to be made (for example replacement of the doors/security systems)</li> <li>• The budget for 2018/19 was approved for submission by all governors.</li> </ul>	
<b>11</b>	<p><b>To receive an update on policies</b></p> <ul style="list-style-type: none"> <li>• The policy schedule was distributed to all governors showing when each policy is due for review. PA advised that tracking policy updates and review will pass to the Office Manager though each policy now has a receiver (be it a committee or the Headteacher).</li> <li>• This term details 33 policies to be reviewed as a lot are now very overdue but advised that usually there will be around 18/19 policies for review per term.</li> <li>• There were no further comments. PA said the schedule will be published on Governor Hub so Governors can see the overall picture.</li> </ul>	<b>PA</b>
<b>12</b>	<p><b>To discuss progress towards meeting the new GDPR regulations.</b></p> <ul style="list-style-type: none"> <li>• PA and AI went on the HfL training for GDPR, which is the new regulations coming into force to protect against data breaches on the 25<sup>th</sup> June.</li> <li>• PA and AI met to discuss what has to happen for the school to be complaint. AI advised that there are governor and general checklists re GDPR. AI has saved 2 copies with initial thoughts. AI will save these on the Governor hub.</li> <li>• AI advised that the checklist and the training has provided comprehensive guidelines. There are few things to be put in place, a data breach log etc... and template are available to put these in place.</li> <li>• Staff and governors will need to be GDPR awareness trained.</li> <li>• AI advised that there are 8 principles of data protection, including, consent, and logs of consent, subject access requests, and freedom of info requests.</li> <li>• AI and PA will share role of DPO. This was clarified that PA could share the role at the training that was attended, with a Risk Assessment in place to say that if a data breach occurred usually the DPO would be the person to process the breach. However, if the breach involves either DPO, then the other DPO can be the investigator/processor.</li> </ul>	<b>AI</b>

	<ul style="list-style-type: none"> <li>• AI advised that the school already has procedures in place that are robust enough to protect the data (essentially there is little to no change in how data will be stored/processed) but do not have sufficient paperwork systems in place, e.g. logs etc... so that data management can be auditable under the GDPR requirements. These will be put in place over the next few months, and the checklist forms the action plan to track/monitor this.</li> <li>• The school Privacy statement is now on the website (under Policies) and parents will be written to this week to ensure they are aware of the changes.</li> <li>• Consent needs to be renewed every 2 years. The latest school consents meet this requirement, and mean that we will review a cohort's consent when they move class (rather than Year Group).</li> <li>• PA advised that staff will need to be advised not to use non-encrypted memory sticks. PA felt that a system needs to be in place that can be used instead, and suggested consideration was being given to teaching staff having their own laptops. There is a significant budgetary implication for this.</li> <li>• School Bus has been purchased, which is a website designed to support school management, and includes a GDPR toolkit similar to that produced by HFL.</li> </ul>	
<b>13</b>	<p><b>To discuss membership of the Governing Body</b></p> <ul style="list-style-type: none"> <li>• SA advised that DM has decided to step down when her term of office comes to an end in August this year. SA also advised that FH had decided to resign at the end of the Summer Term after 10 years as a Governor.</li> <li>• SA advised that she will also be resigning from the Governing Body at the end of the term.</li> <li>• PA advised that the PCC will help to find Foundation governors (2) in due course, and that as agreed at the last review of Governing Body membership, the Parish Council will be approached for the LA position.</li> <li>• PA requested remaining governors to consider if they feel they can take either the Chair of Vice-Chair of Governors roles as both of these will be vacant at the end of term. Anyone interested in either role can speak to Sam, Dani or Philip. SA said that it is a very rewarding role and she has enjoyed doing it.</li> <li>• To assist with considering new Governors, the skills audit was distributed. This will need to be considered with new governors joining the GB in due course.</li> <li>• PA expressed thanks to FH, DM and SA for their support to the GB, the school and to him personally. He wished them well, and hoped they would keep in contact with the school.</li> </ul>	
<b>14</b>	<p><b>To discuss dates for the diary</b> <i>Governors annual conference Saturday 17<sup>th</sup> November 2018</i></p> <ul style="list-style-type: none"> <li>• School dates up to the end of term are listed in the heads report.</li> <li>• Dates for next meetings – Education Committee meeting dates to be agreed with DB. Membership of the Finance committee will need to be discussed as many of those resigning were on the Finance committee.</li> <li>• Dates for FGB meetings for next year to be decided at next the FGB meeting.</li> </ul>	<b>DB</b>
<b>15</b>	<p><b>To discuss any other business as declared in item 4.</b></p> <ul style="list-style-type: none"> <li>• No AOB was declared to discuss.</li> </ul>	
	<b>PART 2</b>	
<b>16</b>	<p><b>Items to remain confidential</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	

	<b>PART 3</b>	
17	<p><b>Strategy</b></p> <ul style="list-style-type: none"> <li> <p><b>Review of Pupil Outline documents</b></p> <p>A document summarising the views of staff, pupils, parents, carers and governors was distributed to all. The original question was: What should a Hormead Pupil be like or have experienced (opportunities/qualities etc.) by the time they left? Discussion centred around the similarities and differences highlighted. All felt it was a powerful and useful exercise that clearly showed the Values and broad curriculum offered was appreciated by all. It highlighted a number of ways we could continue the journey into the next few years. <b>Q: How will it be monitored? How can it be achieved? A: Governor visits and future surveys could focus on key areas currently being developed.</b> e.g. PA advised that there are various awards that the school can go for e.g. International Achievement Award. PA advised that the budget for this year has provision for the Arts Mark. PA said that this will be a journey of how to transform into what you are looking for, rather than achieving the kitemark itself.</p> <p>Governors felt that the diagrams gave a good and balanced view of what the children would be like. It was noted that the word 'Christian' was not present for any group, and that this was interesting considering the foundation of the school. PA suggested that there are very clear links made between values and the Christian foundations, but perhaps these are so innate that pupils/parents and staff don't see a distinction.</p> <p>PA felt that it was important for the school to have its own sense of identity and purpose that is not necessarily incumbent on the head teacher but is the "Hormead way". This is important for ongoing sustainability of the school.</p> <p>PA will start drawing together a plan to get a longer view of where the school is going and the document shared with all that had input into the wishes for the school and the children.</p> </li> <li> <p><b>Strategic Improvement Plan – headlines/key foci</b></p> <ul style="list-style-type: none"> <li> <p><i>New structure – 5 Yr. plan, with detail for 1yr, Develop/Implement/ Embed.</i></p> <p>A document template from an academy trust showing 5-year objectives at a more executive head level was distributed to all governors prior to this meeting. PA advised that the document was more outcome focused but that could be tailored to the requirements of Hormead.</p> <p>PA advised that the 4 over-arching key priorities for the school would not change as headings. Creative curriculum could be an exciting focus. Growth and development of the school building will also be important going forward. PA advised that the school's financial security is good for the next few years, and with careful stewardship will enable the school to develop; many parts of the building will need development in the next decade. Subject leadership can also be a priority area for development for the school.</p> <p>All agreed that the structure of this template document was good and could be used for Hormead. PA advised that he will work on completing a version of this for Hormead. This will be ready in time for the Autumn FGB.</p> </li> </ul> </li> </ul>	
	<p><b>Date of Next FGB meeting: Monday 2<sup>nd</sup> July</b></p> <p><b>The meeting closed at 9.25 p.m.</b></p>	

Signed ..... (Chair of Governors)

Date .....