



- Present:** Fr David Clues (DC) – Chair of Committee  
 Amanda Healey (AH) – Headteacher  
 Levison Kandi (LK)
- Apologies:** Stephen Vinall (SV)
- Absent:** Fiona Graham (FG)
- In Attendance:** Sarah Foster (SF) – School Business Manager  
 Sharon MacKenzie (SM) – Clerk
- Quorum:** The meeting was quorate (at least three governors present)

Questions from the governors to the headteacher are highlighted in bold.

Item	Discussion and decisions
1.	<p><b>Apologies for absence and declarations of interest</b></p> <p>The GB <b>accepted</b> the apologies of SV. There were no declarations of interest.</p>
2.	<p><b>Minutes of meeting held on 08.10.15</b></p> <p>DC confirmed that the terminology should be changed from 'church committee' to 'Parochial Church Council' throughout the minutes. Otherwise, they were agreed as an accurate record.</p> <p><b>Matters arising from the minutes not covered elsewhere in the agenda:</b></p> <p><b>Q: (Non-premises contracts) The text messaging system is expensive – do parents appreciate it?</b>  <b>A:</b> We buy a contract with unlimited texts and have checked that this is good value for money. It has improved communication with parents and it is valued.</p>
<p><b>ACTIONS</b></p> <p>2.1 <b>Clerk</b> to change wording in previous minutes to 'Parochial Church Council'            2.2 <b>SF</b> to obtain quotes from the two identified companies for electrical locking system for car park            2.3 <b>AH</b> to provide an analysis of breakfast club expenditure for next meeting            2.4 <b>FG</b> to liaise with the PTFA about funding for the canopy            2.5 <b>AH</b> to keep chasing Class Of Their Own about subsidised places</p>	



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3.	<p><b>Governors' account</b></p> <p>There is a bid with the Diocese for proposed building improvements. If the project gets the go-ahead then we will need to apply to them for a £45K loan – we will find out in February if this has been granted and we can then agree terms.</p> <p>Income from lettings goes into the governors' account. There is one regular let that is not using the space at present due to illness, but we will keep this open for them until Easter. Study Group (Bellerby's College) is interested in using the space for their students and we will let them know when there is availability.</p> <p>When the church used the school during the holidays, the alarm was triggered. Governors agreed that there needed to be a meeting between the church and school to clarify arrangements for lets and to have a written agreement.</p> <p><b>ACTIONS</b>            3.1 SF/AH to draw up a sample letting agreement between church and school; DC to contact those responsible for lettings in the church</p>
4.	<p><b>Review of budget 2015/16</b></p> <p>AH and SF presented the up to date budget, reconciled to the end of December 2015. They confirmed that they discuss this on a monthly basis, highlighting any low or high expenditure and investigating further where necessary.</p> <p><b>Q: Why is there such little expenditure in buildings maintenance?</b>            A: We have received the EDF grant for the solar panels and will have further spending on eco lights in the hall.</p> <p><b>Q: Why is the Pupil Premium funding less than anticipated?</b>            A: It is still substantial but the number of eligible pupils is falling. SF has been helping parents by sitting at a computer with them to fill in the form.</p> <p><b>ACTIONS</b>            4.1 AH to provide Pupil Premium data for governors over the last few years</p>
5.	<p><b>Health &amp; Safety Action Plan</b></p> <p>Governors reviewed the action plan from the Health and Safety Walk carried out in March 2015.</p> <p><b>Q: There was an issue with the upkeep of the water fountains – how has this progressed?</b></p>



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	<p>A: They still need to stay outside so that children don't keep coming inside during breaks. They can be difficult to clean but it is important to do so thoroughly. SF will carry out regular checks.</p> <p>Governors discussed the solar power inverter and asked AH to check the length of the warranty.</p> <p>It was agreed that another Health and Safety Walk should be carried out this term and ideally this could be carried out by Karen Ashdown with LK, SF and AH, with the aim of handing over governor responsibility to LK. AH will inform staff that there will be a walk at some point this term. This will give them chance to ensure they are storing items safely.</p> <p>Governors recognised KA's contribution to this area of governors' work. KA had recently left her role as governor, as had Sue Richardson. It was agreed the governors' account would pay for leaving gifts for both: £40 gift card for KA for serving as Chair of Governors and £20 for SR.</p> <p><b>ACTIONS</b></p> <p>5.1 <b>AH/SF</b> to check length of warranty of solar power inverter</p> <p>5.2 <b>AH/DC</b> to ask KA to carry out another Health and Safety Walk; AH to inform staff this would be happening but not specific date</p> <p>5.3 <b>SF</b> to arrange gift cards for KA and SR</p>
6.	<p><b>Schools' Financial Value Standard (SFVS)</b></p> <p>The SFVS is a form of audit to check there are good financial controls in place. Governors discussed the 23 questions and agreed that the following comments should be included:</p> <p>Question 1 (Financial skills of governors): LK has financial experience in the civil service; governors on this committee are expected to attend appropriate Finance training so Clerk will inform governors of dates.</p> <p>Question 2: The Terms of Reference for this committee were updated in September 2015 and have been published on the website. The Chair of this Committee is an experienced Human Resources professional.</p> <p>Question 3: The Scheme of Delegation needs to be reviewed at the next meeting.</p> <p>Question 7 (Staffing structure): AH has met with Human Resources and they have provided two sample staff reviews – has also asked five other one-form entry schools in the partnership to check if in line with them.</p>



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	<p>Question 12 (Benchmarking expenditure and income against similar schools): The report card from the DfE was received yesterday for our school, so can be discussed at the next meeting.</p> <p>Question 16 (Supply teacher costs): The school receives a reduction in supply teaching costs by purchasing this from a specific agency at a discounted rate negotiated by the partnership.</p> <p>Question 18 (Auditing of governors' account): Our governors' account is audited by St Mark's and vice versa. As it is a small amount there is no requirement for a formal auditor. This needs to be followed up and reported on at the next meeting.</p> <p>Question 20 (Whistleblowing Policy): Governors should be aware of this, as well as staff, so AH will send.</p> <p><b>ACTIONS</b></p> <p>6.1 <b>Clerk</b> to inform governors of dates of Finance training</p> <p>6.2 <b>Clerk</b> to the following to the next agenda: Scheme of Delegation, Benchmarking and Auditing Governors' Account</p> <p>6.3 <b>AH</b> to send Whistleblowing Policy to Clerk for circulation to governors</p> <p>6.4 <b>SF</b> to send Business Continuity Plan to Clerk for circulation to governors</p> <p>6.5 <b>AH</b> to add in comments to SFVS, as discussed</p>
7.	<p><b>Staff Appraisal Process</b></p> <p>AH had circulated the anonymised appraisal objectives, as previously requested by governors. Teachers each have three objectives that are almost identical, but can be adapted according to subject and year group. Governors recognised that the success criteria were clear and helpful. Objectives were SMART, focussing on teaching &amp; learning and pupil progress. AH had worked with the School Partnership Adviser to ensure that the objectives were tight enough and will feed into the monitoring of pupil progress.</p> <p>Governors were reassured that this information was kept on a secure drive.</p>
8.	<p><b>Matters brought forward by the Chair</b></p> <p>There were none.</p>
9.	<p><b>Dates of future meetings</b></p> <p>4 March 2016 at 8.30am</p>



Signed DC ..... Chair of Committee

Date 9 May 16

### Summary of actions

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