



SHIRLEY COMMUNITY PRIMARY SCHOOL AND PRE-SCHOOL

Minutes of the meeting of the Full Governing Body

held at 6.30pm on 9 May 2019

at Shirley Primary School

Present: Iain Smith (IS) (Chair), Mark Lewis (ML), Martin Campbell (MC), Ruth Adams (RA), Caiomhe Murton (CM), Mark Abbas (MA), Jennifer Thomas (JT), Mark Broadbent (MB), John Cattermole (Head) (JC), Louisa Meynell (LM), Nicole Went (NW)

Also Present: Suzanne Wernham (Co-Headteacher) (SW), Jennifer Abecina (JA) (Prospective Governor), Andrew Pulham (CK) (Clerk)

The meeting remained quorate throughout.

1. Apologies for Absence

Apologies had been received from Sarah Joomun and these were recorded as authorised.
Apologies had been received from Phil Henderson and these were recorded as authorised.

2. Declarations of Interests

None received.

3. Minute of FGB on 21 March 2019

Acceptance of the minutes without amendment was proposed by LM, seconded by NW and agreed unanimously.

4. Matters Arising

In respect of the actions summarised at the foot of the 21 March minutes:

- JC confirmed contact had been made with the Headteacher of Chesterton CC and he awaited their response.
- RA has now transferred from Standards to Resources.
- JA will take on the role of Lead Governor for H&S once she can be confirmed as a Governor.
- Recruitment to the Family Inclusion Officer post is well underway.
- The policy review schedule has now been completed and is tabled for the current meeting.
- JC and CK continue to work on a schedule of meetings for 2019/20 based on FGB's agreement to reduce Standards and Resources meetings to one per term.

- The letter to local business has not yet been issued, but will go out before the coming half term break.

5. Approval of the 2019/20 Budget

ML updated the meeting on discussions held at the Resources Committee on 7 May. He explained that there would be a reduction in revenue in 2019/20 linked primarily to a reduction to the school roll on census day this year. At the same time, the school's expenditure continues to increase.

The Resources Committee had noted that the proposed 2019/20 budget would eat substantially into the school's 2018/29 carryforward of £157k resulting in a reduced reserve of £44k at the end of 2019/20.

The Resources Committee had recognised that the school's budget proposals are very much linked to its delivery of its School Improvement Plan and that as a result all pupils, including those with a higher level of need will be well supported.

The downward trajectory of the budget in subsequent years was noted and a view was expressed by the Resources Committee that a move towards multi-year budgeting, if possible, might aid in budget planning.

The FGB was further advised that the Resources Committee had requested a review of the financial position in October 2019, following completion of the next census, which would be tabled at the next available Resources Committee. Should it appear that anticipated increases to the school roll and other strategies for reducing costs were not in place, the school would be required to bring forward proposals for savings. Some options for reducing costs had been discussed by the Resources Committee – e.g. moving to providing only the statutory minimum levels of support in some areas - but these were agreed as being a last resort. Governors at both the Resources Committee and FGB agreed that a high level of TA support is necessary to deliver necessary support to the pupils and this comes at a cost.

ML confirmed that with the above findings and requirements in place, the Resources Committee had elected to support the 2019/20 budget proposals.

IS reminded the FGB that the budget is actively managed and reviewed every month by the school and at every Resources Committee.

Governors were advised of a recent benchmarking exercise undertaken by ML which had suggested that the school may be paying a disproportionate amount for its utilities. It was agreed that the position with regard to utility costs would be monitored and reviewed post the installation and operation of the new boiler.

Governors agreed that there needed to be a drive towards increasing the number of pupils on the roll as this links to the main source of funding for the school. It was noted that discussions on 'marketing' strategies had taken place at Resources and actions were planned.

JC advised that when he and the SLT are able to give tours of the school to prospective parents/guardians the response is invariably positive, in particular in the areas of the school's ethos, learning and integration. SW confirmed that the school is regarded as performing particularly well for pupils for whom English is an additional language.

Governors asked a number of questions in relation to the budget proposals:

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Q. What will the additional £100k to be drawn from the 2018/19 carryforward be spent on?

A. JC advised this would be addressed in his report scheduled for later in the meeting.

Q. Are the staffing assumptions set out in Section 4 of the budget summary accurate?

A. JC advised these should not be relied on; however they had no bearing on financial considerations and on the budget proposals currently under discussion.

Q. In respect of pupils excluded by other schools who are now at Shirley, is the school recouping its costs?

A. SW advised that at present these pupils are technically regarded as 'visiting'. Only once the pupils leave the roll at their previous school and come onto the roll at Shirley will the funding transfer.

It was proposed by ML, seconded by MB and agreed unanimously that the Governing Body approves the School Budget Plan for the financial year 2019/2020 in the sums of:

Revenue income plus 2018/19 carryforward – £2,430,020.90

Revenue expenditure £2,385,730.01

Capital income plus 2018/29 carryforward - £25,763

Capital expenditure - £25,765

6. Headteacher's Report

JC introduced Governors to his report which had been presented to the Resources Committee on 7 May.

Staff leavers and joiners were notified and JC was able to confirm that the school's full complement of staff is either in post or shortly to be in post.

In respect of his 2019/20 budget proposals, JC explained how these were linked to the school's delivery of its SIP.

The benefit of putting four TAs through the HLTA training over the coming two years was noted as this would not only reduce substantially the school's reliance on expensive supply teachers, but would also provide those TAs who were interested with a career path towards becoming a fully qualified teacher.

JC explained the rationale behind the appointment of a Family Inclusion Officer including the clear benefits it would bring by reducing the workload that currently falls on the Senior Leadership Team.

JC advised Governors would be welcome to attend the first day of the 'Building Learning Power' training that had been scheduled for 2 September.

Action: Governors to notify JC in advance should they wish to attend this training.

In respect of the 'extras' in JC's proposals, JC particularly drew Governors' attention to the 'PIXL' product and explained the benefits it would bring to the school. MC confirmed this package is in use at his school, North Cambridgeshire Academy and spoke positively of both the organisation and the package. MC advised he would be happy for Shirley staff to visit his school and see the package in use.

7. Safeguarding

JC updated Governors of three planned actions in this area:

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- The Family Inclusion Officer, who should be appointed from late July, will further strengthen the school's safeguarding capabilities.
- Staff will undertake a safeguarding survey/quiz in the summer term to further embed knowledge and understanding of the subject.
- Future Governor visits will focus on the understanding and experience of safeguarding by all at the school, including pupils.

MC advised Governors he had recently completed an inspection of the Single Central Record and no issues of concern had been noted. He did however note that a considerable amount of information was being recorded in addition to the mandatory information, making the current document somewhat unwieldy. He also suggested that if the school's intention was to continue to gather and record this additional data, it should be done consistently and comprehensively, which did not appear to be the case at present. A valid, alternative option would be to cease to gather this additional information altogether.

MC also advised he had recently reviewed the school's website. Again, no issues of concern had been detected, although he suggested that there could be some potential for improving the provision of information and assurance in the safeguarding area and also access to relevant policies.

Actions:

- **JC to amend safeguarding information on website to reflect the work of the school and emphasise this more accurately. A more fundamental revamp of the website to be undertaken in the longer term.**
- **RA to assist with proposals based on her experience in this area.**

8. Updates from Other Committees

This had been covered under agenda item (5).

9. Governor Monitoring Groups

- **SEND** – CM advised there was currently nothing to report.
- **Curriculum** – NW advised there was currently nothing to report.
- **Maths** – JT advised she had undertaken a maths visit in March which would be discussed at the Standards Committee on 14 May.
- **Writing** – ML advised he was yet to set a date for his second visit.

10. Proposed Policy Review Programme

Governors' attention was drawn to the table that had been issued at the meeting. The school's statutory and non-statutory policies had been listed and a fresh review programme would now be implemented, starting with statutory policies and prioritising those an overdue or imminent review date.

It was agreed that a named Governor would review and comment/approve each policy once the designated staff member had completed their revision/update.

Governors noted that with the exception of statutory policies where the review frequency is fixed, the school has some flexibility in terms of how often policies are reviewed and expressed their support for a review should this lessen the burden on staff and Governors.

11. Governor Matters

Governors noted that JA hoped to receive her NI number in the near future, from which point she can assume her functions as a Governor.

In respect of committee date proposals for 2019/20, JC reminded Governors of their agreement that the current number of meetings would be reduced, primarily by reducing the number of Resources and Standards committees from two to one each term.

Governors noted a concern expressed by RA that the current frequency of meetings helps to maintain a collegial spirit among Governors and that this risked being lessened should the frequency of meetings be reduced. It was agreed that strategies to ensure this doesn't happen were important and the effect of any change on this 'soft' aspect of the Governors' role would be monitored.

IS drew Governors' attention to the need to appoint a Lead Governor for EYFS and sought a volunteer. CM suggested she had a number of contacts who might be interested in taking on this role although it was appreciated that in order to do so that person would need to become a Governor for the school.

Actions:

- **JC and CK to work on committee date proposals for 2019/20 which will be circulated to Governors for discussion at FGB on 11 July.**
- **CK to schedule review of the changed meeting arrangements for Summer 2020.**
- **CM to seek a volunteer to fill the currently vacant slot of Co-opted Governor at Petersfield and to take on the SFVS lead.**

12. Correspondence

JA tabled a letter from the 'Friends of Shirley', a copy of which was given to each Governor. Governors were asked to approach business contacts seeking contributions towards the school's Summer Fayre, to be held on 15 June.

Actions:

- **Governors able to offer help to contact JA direct.**
- **Governors encouraged to attend the Summer Fayre on 15 June if available.**

13. Updates from CCC

Nothing to report.

14. Date and Time of Next Meeting

Thursday, 11 July at 6.30pm

The meeting closed at 8.00pm

I confirm that at a meeting of the Full Governing Body on _____ these minutes of the Full Governing Body meeting held on 9 May 2019 were approved and agreed as being a true and correct record.

Signed: _____

Name: _____

Position: _____

Date: _____

Summary of Actions (not part of minute)

Agenda Item	Item	Lead
Item 6	Governors to notify JC should they wish to join the 'Building Learning Power' training on 2 September.	All Governors/JC
Item 7	Amend/update safeguarding information on school website.	JC/RZ
Item 11	Agree committee dates for 2019/20	JC/CK
Item 11	Recruit Co-opted Governor to also take on SFVS Lead	CM
Item 12	Assist 'Friends of Shirley' by securing help and contributions towards the Summer Fayre	All Governors
Item 12	Attend Summer Fayre on 15 June if available.	All Governors