



FGB Meeting Minutes 14 November 2018 PART ONE

Present:

Elaine Joyce (EJ)
Victoria Abbott (VA)
Adam Boshoff (ACB)
Carol Edmans (CE)
Aaron Twaits (AaT)
James Bingham (JB)
Nicola Riley (NR)

In attendance:

Pam Langridge (Clerk)
Laura Edmonds (guest)
Carolynne Ballard (School Business Manager)

PROCEDURAL MATTERS

Apologies

Apologies were accepted from Giles Bedloe, Steve Turnbull & Andrew Turner.

Declarations of Interest

CE declared married to ST.
ST declared married to CE.
EJ related to staff member.

Constitution

Governors welcomed Nicola Riley and James Bingham to the Governing Board.
Governors welcomed Laura to observe the meeting as potential staff governor.
VA and JB to agree a date for a school tour.

Acceptance of the Minutes

Accepted

Matters Arising

The updated SDP front sheet has now been uploaded to Governor files.
James and Nicola will take on joint strategic lead for curriculum matters identified within the SDP eg Woodland School.

Update from the Chair

Chair thanked CE and ST for their Governor Visit Reports.
Governors were encouraged to complete a report after they visit. ACB to submit for recent H&S visit and AaT to submit for recent Finance visit.

In line with GDPR all Governors have been issued with Microsoft 365 log ins and new school email addresses comprising of the initial of their first name followed by their surname @moss-lane.surrey.sch.uk.

Clerk to send test email to all Governors.

CS NET

Discussion:

Governors were asked to consider the full report from CS Net. It was noted there were no real concerns from the wider community, parents or Local Authority.

Governors were advised it is still unclear if Moss Lane will be able to become a Foundation member due to land / assets. It is understood that if all 4 schools agree to change to Co Operative Trust status, Stone King will take up the responsibility of clarifying Moss Lane's position.

AaT queried what impact joining the Co Operative Trust would have on the current rent charges.

JB asked if the schools within the Co Operative Trust would become homogenised and was advised that this model allows each school to maintain unique qualities.

CE asked to see the tables referred to in the report.

Proposal:

Governors were advised there could be three possible outcomes: Accept, Delay or Reject. Governors were asked to consider:

The Governing Body, having carefully considered its statutory responsibilities hereby resolves to proceed to implementation of a change of category from Community School to Foundation School and simultaneously acquiring the Foundation to be known as Godalming Learning Partnership.

The Governing Body further resolves to delegate to the Head Teacher and Chair of Governors, to work in partnership with the local authority and other bodies where appropriate in order to complete the work required as set out below.

To work together with CSNET to develop the necessary documentation and formal registration for

1. The model Articles (legal constitution) for the Trust
2. The reconstitution of the Governing Body, providing for two Foundation Governors to be appointed
3. The appropriate initial arrangements for meetings of the Trustees
4. To confirm the appointment of Stone King as legal advisers to the Governing Body, subject to contract to undertake:
5. Formal incorporation of the Trust through registration at Companies House
6. Oversight of and guidance for the Governing Body in respect of matters relating to Land and Assets transfer from the local authority to the Trust.

They will report back to the full Governing Body on progress towards the proposed implementation date of 1 December 2018.

Governors agreed unanimously to accept the change of category to Foundation School.

Governors witnessed EJ sign the resolution for schools going to Foundation or Trust Status with regards eligibility for active membership of the Local Government Pension Scheme.

EJ to email local school Chairs to confirm decision and cc Andy Withers.

Governors noted two Foundation Governors must now be appointed. It was agreed to reconstitute the Governing Board and increase total number of members from 10 to 11 and reallocate a Co-opted Governor to Foundation Governor.

The Reconstituted Governing Body would comprise of:

	Foundation	2
COP	Co-opted	3
STH	Headteacher	1
LA	Local Authority Governor	1
PA	Parent Governor	3
ST	Staff Governor	1

CE agreed to move from a Co-opted Governor to a Foundation Governor. The Governing Body will recruit externally for the remaining vacancy.

Head Teacher Report

Governors thanked HT for report. Governors asked for the report re PPG monies of spend and impact be uploaded to the school website.

Governors understood the urgency in replacing the interactive white board in Year R class but were saddened that funding has come from the PTA for what should be considered to be part of core provision / basic resource.

It was agreed a working party would be set up to explore an alternative provision to swimming to include NR JB & AB. AaT asked for budget to be considered within any proposals.

Governors asked if a second fire drill had been undertaken to include all YR children.

It was noted the alarm should be tested out of hours on the Intruder alarm setting to ensure the sound is intermittent throughout to avoid confusion.

GDPR party to meet post audit.



Governors were asked to consider the proposal of an external modular building to provide additional space for learning / clubs and interventions. Governors agreed in principle.

Governors asked for comparable quotes and a detailed list of other school spend priorities in advance of next FGB.

Governors were keen to set out a rolling program of school redecoration prioritising classrooms to be actioned in the summer holidays each year, budget permitting.

FMR & Draft Budget

Governors were advised the deadline for the draft budget has been pushed back from 30 Nov to 7 Dec as Surrey have not published details. CB will provide details of the draft budget and three-year plan at the next FGB on 5 Dec.

Governors reviewed the FMR and were pleased with the carry forward amount of £43k as this was an improvement on what was expected. Governors were encouraged to read the notes within the FMR.

Governors noted that changes to staffing had had a positive impact.

Governors noted a significant improvement in supply teacher costs and asked if the remaining funds should be reallocated. It was agreed to keep allocation for contingency purposes.

The increase spend in SEN / Supply was due to the retention of an LSA who was attached to a pupil who has now left the school, whilst waiting for an EHCP to follow for another pupil.

Total staffing costs are broadly in line with the budget.

It was noted that the number of pupils on roll for the budget was lower (170) than previous years (175). The draft budget will now assume this reduced number which unfortunately has an impact on school income.

Governors queried why pupil numbers had reduced and were advised that the school often struggles to fill places in Y1 and Y2 where families have moved area / country or school to be nearer siblings. All Parent Tours have been over subscribed. Governors noted next year is a low birth year.

Governors agreed it may be useful if a letter was sent to the Local Authority from the Confederation recommending a shorter time scale for parents to accept / decline school places which is currently set at 2 weeks.

Governors noted that the future changes to pension provision could impact future budgets, as it is unclear how long this will be funded for.



Governors thanked AaT and CB for presenting the figures and their work to date on the draft budget.

Policies

Pay Policy: AaT and CB will offer recommendations at next FGB.

Freedom of Information Act: AaT & CE to review.

Health & Safety: need to clarify frequency – annual or three yearly and update front cover / spreadsheet.

Charging and Remissions: ratified.

Relationship and Sex Education: on hold pending legislation

Confidential Matters

None

Feedback from the Meeting

Governors were delighted to have unanimously agreed to move from Community School to Foundation member of new Co-operative Trust.

Date of Next Meeting

5 December 2018 6.15pm.