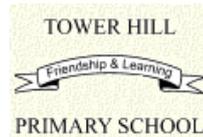


Wednesday 21st November 2018 at 6.30pm



Present: Chris Caswell (CC)
 Camilla Collins (CJC)
 Kieran Collins (KC)
 Owen Gardner (OG) **Chair**
 Gemma James-Moore (GJ-M)
 Nick O'Shea (NO'S)
 Laura Ovenden (LO)
 Linda Tansley (HT) **Headteacher**
 Mark Whitehead (MW)

Apologies: Terry Genis (TG)
 Roger Panter (RP)

Absent: Simon Forder (SF)

In attendance: Flavia Coleman **Cover Clerk**

1.	Welcome and Apologies for Absence. The Chair opened the meeting at 6.30pm. Apologies were received and accepted from Terry Genis (work commitments) and Roger Panter (personal reasons). Simon Forder had called the Chair to say he had been delayed at work. The meeting was confirmed as quorate.	Action
2.	Declaration of Pecuniary Interests No pecuniary interests were declared for the meeting. Next of kin records had been completed by all governors.	
3.	Governor Vacancy The HT advised that nothing further had been heard from Cllr Rod Cooper. The HT suggested that appointing a parent to the Co-opted Governor vacancy would not upset the balance of representation on the governing body. The Chair will draft a note for parents and will share this with the HT. It was noted that a skills audit would identify the experience needed.	OG/HT
4.	Minutes of the Meetings Held on 13th and 20th September 2018 The minutes of the meetings held on 13 th and 20 th September 2018 were agreed as accurate records and were signed by the Chair.	
5.	Actions Arising <u>Recruitment Problems (Item 6 - 13/09/2018)</u> The Chair will interview Natalie Stratton to provide content to the School website as part of the review of KAD4. <u>Revision to Password Policy (item 10 – 13/09/2018)</u> Completed. <u>Outstanding Financial Policies (item 11 – 13/09/2018)</u> Completed. <u>Update to complaints flowchart (Item 11 – 13/09.2018)</u> Completed. <u>NOS annual pecuniary interest form (Item 1 – 20/09/2018)</u> Completed. <u>Safeguarding training (Item 7 – 20/09/2018)</u> Completed.	

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<p>6.</p>	<p>Committee Reports Finance and Personnel – Meetings Held on 4th October (rescheduled to 9th October) and 13th November 2018 MW advised that the recommendations of the Pay Committee had been approved at the meeting on 9th October.</p> <p>The 2018/19 budget revision had been discussed at the meeting on 13th November and it was agreed to recommend it to the governing body for approval. Despite movement in a number of areas, the carry forward remains at 4% for this year.</p> <p>Premises – Meeting Held on 8th November 2018 In TG’s absence, OG advised that the condition of the kitchen skylight was the main area of concern and will be inspected during the Governors’ Annual Site Visit.</p> <p>Governors had been pleased to note that the remedial works to the playground re-tarmacking had been completed during the half-term holiday and that activity markings had been completed at no cost and had thanked the team for negotiating the deal.</p>	
<p>7.</p>	<p>Finance School Teachers’ Pay Awards and Pay Progression – impact for TH It was noted that full details of the impact were recorded in the minutes of the Finance and Personnel Committee meeting of 13th November.</p> <p>All schools had received a Pay Grant for teachers from the DfE, distributed by County, to help offset the greater than forecast increase for all Main Pay Range teachers. . Prudently, the Hampshire EFS budget tool had included a 2% uplift for the pay awards for all teachers. Although the actual value of the award was 3.5%, only 1.5% had been awarded to teachers on the leadership scale, which will offset some of the impact.</p> <p>Q. Has there been any feedback from the teaching staff? A. Not yet, as the increments will be reflected in the November salaries.</p> <p>Summary of Performance Management process at TH MW advised that the Pay Committee had reviewed a significant amount of anonymised evidence and that it was clear that a very rigorous process was in place. Governors had commented on the very detailed and thorough documentation, which, in their corporate and private business experience, far exceeded that provided in other organisations.</p> <p>Summary of recent revisions to funding streams and impact on TH budget The HT reported as follows:</p> <ul style="list-style-type: none"> • On the advice of EFS, the teachers’ pay grant had been included in the 3-year plan for 2018/19 and 2019/20 but no further as future pay awards could not be forecast. • SENSEA funding, which had been introduced in 2016 to bridge the funding gap in the transition from statements of special educational need to EHCPs, will be withdrawn from March 2019. This would have an adverse impact of approximately £10k over a full financial year. Ways of mitigating the effect had been explored and the Headteacher had been able to ensure that a 4% carry forward would still be achieved this year and a 2% carry forward in 2019/20 and 2020/21. This could be affected by winter ‘staffing’ (illness) pressures, however, but it is hoped that the carry forward can be maintained at the same level or higher. 	
<p>8.</p>	<p>Budget 2018/19 The rationale, summary and detailed reports, together with the recommendation from the Finance and Personnel Committee meeting on 13th November, had been circulated to governors prior to the meeting and uploaded to the portal.</p> <p>As discussed, the withdrawal of SENSEA funding had reduced the forecast amount of carry forward for 2019/20 and 2020/21 but, depending on the year-end outturn for 2018/19, this could still increase.</p> <p>It is possible that 4 more children eligible for Pupil Premium funding have been identified, which would generate income of approximately £5k. However, this had not been included in</p>	

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	<p>the revised budget as it will depend on whether they are included in the NOR of FSM on PLASC day in January 2019. There may also be a change to a member of staff's hours from FT to a 0.8 contract, which could impact positively on staffing costs.</p> <p>The HT drew governors' attention to changes to the teachers' pension scheme contributions, which would also impact on costs in the coming years of the plan.</p> <p>By a show of hands, governors unanimously APPROVED the 2018/19 budget revision, as shown below, noting that it represented the worst case scenario.</p> <table border="1" data-bbox="244 539 1356 792"> <thead> <tr> <th>Nov. Revision Figures</th> <th>2018/19</th> <th>2019/20</th> <th>2020/21</th> </tr> </thead> <tbody> <tr> <td>Total Income</td> <td>£1,778,865</td> <td>£1,913,389</td> <td>£2,017,061</td> </tr> <tr> <td>Total Expenditure</td> <td>£1,830,128</td> <td>£1,935,374</td> <td>£2,018,649</td> </tr> <tr> <td>'In-Year Surplus(Deficit)</td> <td>(£51,263)</td> <td>(£21,985)</td> <td>(£1,589)</td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td>Cumulative Bgt Fwd</td> <td>£101,965</td> <td>£50,702</td> <td>£28,717</td> </tr> <tr> <td>End of Year Balance</td> <td>£50,702</td> <td>£28,717</td> <td>£27,129</td> </tr> <tr> <td>End of Year % Balance</td> <td>4%</td> <td>2%</td> <td>2%</td> </tr> </tbody> </table>	Nov. Revision Figures	2018/19	2019/20	2020/21	Total Income	£1,778,865	£1,913,389	£2,017,061	Total Expenditure	£1,830,128	£1,935,374	£2,018,649	'In-Year Surplus(Deficit)	(£51,263)	(£21,985)	(£1,589)					Cumulative Bgt Fwd	£101,965	£50,702	£28,717	End of Year Balance	£50,702	£28,717	£27,129	End of Year % Balance	4%	2%	2%	
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<p>9.</p>	<p>Governor Monitoring Governors' Self Evaluation CJC suggested that the outcomes should be combined with the results of the skills audit and carried forward to the December meeting. This was AGREED. It was noted that skills audit returns from MW and TG are awaited.</p> <p>SIDP monitoring in 2018/19 The draft plan had been circulated before the meeting and uploaded to the portal. KC was thanked for putting the plan together. It was noted that three KAD monitoring visits for this term had already been booked and that monitoring of KAD4 might take place on 4th December. KC will follow up on SF's availability.</p> <p>Governors were asked to arrange other visits, for monitoring the PE & Sports Premium for example, via KC in the first instance.</p> <p>Feedback on Governor Visits <u>Parents' Evening</u> The Chair had attended the recent Parents' Evening and advised that feedback from parents was very positive.</p> <p>It was agreed that the opportunity that Parents' Evenings gave parents to speak to governors if they wished to was beneficial.</p> <p>The next Parents' Evening will take place on 19th and 20th March 2019 and CJC will attend, if she is available.</p> <p><u>Remembrance Day Assembly</u> The Chair and MW had attended the Remembrance Day Assembly, which they had found very moving. It had also demonstrated the children's respect for the school's values and showed British Values in operation.</p> <p>Annual LLP Visit 5th December The HT advised that Nicola Tettmar, the LLP, would be carrying out her annual visit on 5th December and would be following an exciting line of enquiry, centred around the Blue Movement and KAD4 on Growing Your Own.</p> <p>The Chair will join the visit for the feedback of the visit at 1.30pm and all governors were invited to attend the feedback session if they wished to.</p>	<p>CJC</p> <p>MW/TG</p> <p>KC</p> <p>CJC</p> <p>All</p>																																
<p>10.</p>	<p>Safeguarding HCSB Annual Audit Return The HT advised that CC, as the Safeguarding Governor, had reviewed the return with her. The return had subsequently been approved by the Full Governing Body and submitted by</p>																																	

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	<p>the deadline of 30th September. It is not yet known whether the school will be one of those chosen at random for a separate audit.</p> <p>Child Looked After (CLA) Policy review The HT advised that, although this is not a statutory policy, it is a key part of the school's role and had been circulated for information.</p> <p>First Aid Policy Review with consideration to Medical Needs Assessment The HT advised that this was not a statutory policy but had been circulated so that governors were aware of the process. The policy sets out the school's approach to first aid, and, unlike the statutory Supporting Children with Medical Needs policy, includes named first aiders. Qualified first aiders are trained in adult, as well as children's first aid.</p> <p>The Medical Needs Assessment had been carried out by the HT at the beginning of the autumn term, using the LA Health & Safety template. All support staff had attended Emergency First Aid at School training.</p> <p>Q. Does the training have a lifetime and is there a cost? A. Yes. It lasts for 3 years. In the summer term 2018 we bought in training to be delivered and undertaken at school for a number of staff whose training was due to expire, which was more cost-effective.</p> <p>Feedback on autumn term InVac drill (Lockdown) The outcomes of the drill were reported in the minutes of the 8th November Premises Committee meeting.</p> <p>Parents had been sent a letter at the end of the day so that they were aware that the drill had taken place. The children had responded well.</p>	
<p>11.</p>	<p>Policies Statement of Financial Expectations The HT advised that the Statement of Financial Expectations is to be replaced with an annual audit report.</p> <p>Pay Policy 2018/19 The model policy, personalised to the school, had been circulated before the meeting and uploaded to the portal.</p> <p>The HT proposed that the policy is no longer published on the website, due to the level of detail it contains. This was AGREED and the policy was signed by the Chair.</p> <p>Performance Management and Capability Procedures 2018/19 There had been no change to the model policy, personalised to the school, which had been approved last year. The policy was signed by the Chair and will be circulated to staff.</p> <p>Best Value Statement 2018/19 The policy had been discussed at the Finance and Personnel Committee in October and some changes made to the "Compete" section on page 1, whereby written quotations would be sought for works of more than £3k and the regular supply of goods or services would not be renewed or extended for a total period of more than four years without being re-competed.</p> <p>The policy was approved.</p> <p>It was noted that quotes for the cleaning contract are currently being obtained, to ensure that value for money is achieved.</p> <p>Q. Was 4 years chosen for any particular reason? A. It seemed a reasonable period, given the amount of work involved in investigating provision by alternative providers/contractors should consideration be being given to changing that provider.</p>	

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	<p>Financial Standards Policy 2018/19 The policy, which sets out the protocols the school would adhere to to ensure financial probity, was approved and signed by the Chair.</p>	
12.	<p>Annual Statement Governors discussed whether to produce an annual statement, as this is no longer a statutory requirement, although it is an effective way of reporting the governing body's achievements in the previous year, plans for the future and profiling the governors.</p> <p>It was AGREED that production would continue and that CC and the HT would work together to produce it, with the aim of publishing it at the beginning of January. Concern was expressed about the significant demands this would place on the HT's time and the Chair will co-ordinate the content.</p>	CC/HT/OG
13.	<p>Good News New Parents' Open Evening/Mornings/Tours LO advised that the Open Evenings/Mornings and tours had been very well attended.</p> <p>There had been very positive feedback from one-off visits, with some parents returning for a second visit.</p> <p>40 first choice applications have already been received for September and it likely that the PAN of 60 will be met.</p> <p>Christmas Events Events planned were noted as follows:</p> <ul style="list-style-type: none"> • 30th November: Christmas Fair. Contributions for the governors' hamper were requested. • 7th December, morning: EY Nativity at St Christopher's. The HT will confirm the start time. POST MEETING NOTE: 10.30am start at the church. • 12th and 13th December: KS1 and KS2 Christmas performances. The KS1 performance "Christmas Recipe" will take place on the afternoons of 12th and 13th December and the KS2 performance "Scrooge...A Ghost of a Chance" at 7pm on 12th and 13th December. • 14th December: Staff evening celebration to take place in the school hall. Governors were welcome to attend. • 19th December, afternoon: EY panto visit "Beauty and the Beast" at the Princes Theatre, Aldershot. Governors were asked to let the HT know if they were able to come along to help. • 20th December: Christmas Lunch with serving starting at 11.45am • 21st December at 1.30pm: Christmas service at St Christopher's and presentation of the Governors' trophy. CJC will present the trophy. <p>In addition, the choir would be performing at the Air Balloon Hangar at 4pm on Wednesday 5th December. The HT will let governors know about any other performances as they are confirmed.</p>	<p>HT</p> <p>All</p> <p>CJC</p> <p>HT</p>
14.	<p>Correspondence Leo Docherty, the MP for Aldershot, had attended the Harvest Festival in October and had written to express his appreciation of everything he had seen during the visit. It is hoped that he will be able to attend the centenary celebrations in May.</p>	
15.	<p>Any Other Business School e-mail addresses had been set up for all governors. Governors were encouraged to respond to any messages within 24 hours so that the HT knows that information and/or requests have been received rather than 'disappear into the 365 Black Hole', even if this is just to acknowledge receipt.</p>	All
	Meeting closed at 8.15pm.	
	Date of next meeting: Wednesday, 5th December 2018 at 6:30pm.	