

**Minutes of the meeting of the Full Governing Body of Shirley Community Nursery and Primary School
held at school on Thursday 5 May 2016 at 6.30pm**

Present: Reverend Adams, Mrs Cook, Ms Fox, Mr Grenz, Mr Henderson, Mrs Leach (Head), Ms Meynell, Ms Parker, Mr Smith (Chair), Mrs Went, Ms Winsemann-Falghera.

Visiting: Mrs Kidney, Mrs Marsters (Deputy Heads, non-voting). Mrs Elwood (School Business Manager: visiting for item 5 (Budget)).

In attendance: Miss Owen (Clerk).

The Clerk advised the meeting was quorate, as more than 50% of the current membership, excluding vacancies (1), was present.

1. Standing items

1.1 Apologies for absence

Mrs Gale (prior commitment); Mr Saunders (work commitment).

Ms Winsemann-Falghera proposed, Ms Parker seconded the apologies should be accepted. Approved by all.

1.2 Declaration of interests

None declared.

The Chair said that item 5 Approval of the 2016-17 Budget would be taken at this point, as Mrs Elwood was visiting for this item.

5. Approval of the 2016-2017 Budget

The Chair said the Resources Committee had met on 3 May 2016 and had considered the budget proposal in detail. The budget has been built by the Headteacher, Mr Byford (the school's financial advisor) and Mrs Elwood. The headlines from the meeting on 3 May were that the end of year carry forward was better than originally anticipated. At the Resources Committee meeting, Mr Byford had advised governors that staffing decisions made for 2016-2017 should not be reconsidered, on the basis of a higher than expected carry forward. Going forward the budget shows spending is higher than income. The carry forward will be used this year to support the budget. The Chair said the Resources Committee were satisfied to recommend the proposed budget to the FGB for acceptance and asked the meeting to go through the Budget Submission papers to ensure any questions were answered. In answer to a Governor's question, the Chair invited Mrs Elwood to outline the higher than expected revenue balance carried forward into the 2016/2017 budget of £85,305.

Mrs Elwood said the carry forward had been built through prudence with allocated budgets, during the final months of the 2015-2016 financial year. There was an underspend of £15,000 on supply and training and a £10,000 underspend on curriculum and ICT. Lower water bills and general occupational cost cutbacks also had an impact of saving approximately £10,000. Mrs Elwood said the anticipated carry forward was originally £20,000; however, additional savings made in other areas e.g. school fund (£10,000) Sports Grant (£7,000) and the clawback funding for the Nursery (at £5,000 less than expected), had all contributed to building a higher than expected carry forward. Therefore, the proposed budget had been set with the carryforward of £85,305. The Chair noted there is less funding coming into the budget from the LA; funding in the major areas has decreased for the financial year 2016-17. Overall funding from the LA has decreased by £120,000; SEND funding has decreased by £7,000; Pupil Premium funding has decreased by £18,000. There are no definite figures for the next three years. The school's budget, going forward, is based on this year's figures. There were less children on roll at the time of the census from which this year's funding was allocated, therefore funding has fallen. The budget has £41,900 income from facilities and services and whilst the school accrues some income from hiring out facilities, this has expenditure set against it e.g. cleaning and caretaking costs. Extended provision, through the Breakfast and After School Club, has associated staffing costs. The income from catering, £17,500, does not include the costs for free school meals that must be allocated from the school's budget: in 2016-2017 this will be £30,000. No figures are set against UIFSM in the budget, as this funding goes straight in and out of the budget and makes no difference to the overall budget. Contributions / donations are set at £1,000 to come into the budget. The Head said the school rarely raised 100% of requested voluntary donations for individual trips. It is hoped the new photocopier lease Mrs Elwood has secured will ensure savings are made for the school with lower costs and paper usage.

6.40pm Mr Henderson arrived.

Mrs Elwood said various areas of the school's premises will need attention. As the building gets older, areas for attention are becoming more apparent both inside and outside the building e.g. trees will need attention, pipework and taps also need replacing. The sprinkler system needs attention and Mrs Elwood is in dialogue with Cambridge Water.

The Chair noted that it is hoped the school will have a carry forward of £52,600 to take into the 2017-18 budget, if it adheres to strict spending guidelines. Mr Byford had confirmed to the Resources Committee that a carry forward of approximately £50,000 is a comfortable and sustainable figure, going forward, to maintain a sustainable budget for future years. The Chair noted that the total capital in the budget for 2016-17 is £8,802. However, this is designated for premises work, so the carry forward of £52,600 could help to support necessary works. The Chair noted he had agreed, together with other Governors at the Resources Committee, with Mr Byford's suggestion that the FGB should not depart from decisions it had already taken with budget plans concerning the staffing structure for 2016-17. Income into the 2016-17 budget is less by £143,000 from last year, with no real changes in the costs basis. The Headteacher said there are fewer pupils on roll; pupil premium is down and funding for SEND has fallen by 10%. The Chair and Head agreed this is a significant overall reduction.

A Governor asked if the GB could have been made aware of the significant difference in the figures now presented to Governors, as opposed to the figures that had been previously predicted for the year-end carryforward. The Chair noted Mrs Elwood had inherited a budget that had been in use for six months when she had taken it over and, consequently, it was difficult to predict income with great accuracy. Particular difficulty was encountered with knowing savings to be made in the budget for supply and training. It is a profile that is difficult to predict until the very last financial period, as absence cannot be predicted; therefore £15,000 was not spent and is carried forward. Savings were also made through holding with some ICT purchases. The Chair noted that £17,000 of the carry forward, the school fund and the Sports Grant, is ring fenced. A Governor asked if difficult decisions would still have been made in light of these figures. The Headteacher confirmed this, noting the school had to build a budget to break even, or go into deficit. The Headteacher said she had thought the carry forward would be, as predicted, £20,000. She had been very surprised to be informed it had risen to £85,000. The Chair said Mr Byford had agreed Governors needed more accurate outturn information. Mr Byford will carry out quarterly outturns with Mrs Elwood to ensure accurate information is given to Governors. This will enable Governors to have predicted areas of variance presented clearly and to enable decisions to be taken at a far earlier point in the financial year. The Chair said the budget has seen a considerable drop in income: the income coming into the 2016-17 budget is down by £144,000 and this drop in funding drove the necessary but difficult staffing decisions that the GB had previously made. A Governor noted this year's proposed budget, with decreased central funding, presents a stark contrast to the financial position the school has previously enjoyed. The carryforward previously given to Governors at meetings of the Resources Committees this year had predicted a carryforward of between £1,000 - £10,000. A final prediction of a £20,000 carry forward had now risen to £85,000. A Governor asked if the GB could release funds to support the school's priorities, given the erratic prediction of the carry forward. A Governor noted that this year any major expenditure would need to be examined most carefully in relation to available funds before any commitments are made. The Chair said the school needs to analyse why the carryforward is £65,000 over predictions. Whilst a third of the carry forward is ring-fenced, £45,000 is not. A Governor asked if the carryforward position could change again: the Chair said if the reserves in the supply and training budget were not spent this could affect the overall profile. The Chair said Mr Byford had reported at the Resources Committee that he understood Governors' concerns and had agreed it was not good enough for governors to be presented with a carry forward that had far exceeded the prediction. He said outturn statements are produced four times a year that analyse movement within the budget's profiles. This will enable Governors to be better informed as the financial year moves forward. A Governor noted, however, that the budget cannot be tracked in real time and will be behind the actual financial position. Mrs Kidney noted that ICT expenditure had been delayed and only necessary items had been replaced. A Governor noted that ICT purchases, in percentage terms, did not amount to considerable expenditure. The Chair said that the presented carryforward had been a considerable surprise and whilst, when broken down, the carryforward is identified as an accumulation from smaller amounts in various profiles, it was unacceptable that this final situation could not have been better anticipated. The Chair said this situation must not happen again and asked the school to ensure greater accuracy with the information it presented to Governors. A Governor suggested that Governors need to know what the reserves are, in all budget areas. In answer to a Governor's question, Mrs Elwood said she carries out a bank reconciliation every month. She said the quarterly outturn forecasts will enable the percentage of the budget spend to be clear for Governors. The meeting noted Governors need to see accurate figures, so they know of any early opportunities to maximise support for the school's priorities. Conversely, any detrimental changes would also give governors an indication of potential funding difficulties. A Governor said accurate quarterly outturn reports need to be produced and given to Governors. Mrs Elwood said starting at the end of the first quarter, she would produce reports that reflect the budgetary situation at that point in time. A Governor said quarterly outturn reports for the first three quarters of the year would be acceptable but then they should be monthly as the end of the financial year approaches. The meeting agreed with this comment. The meeting noted possible future changes to formula funding from central government. The Chair said projected funding for the next two years, as included within the budget proposal, may well change if any formula funding impacts favourably: as yet, this is unknown. However, a Governor noted that funding is built from the numbers on roll at the time of the census and with the considerable pupil movement the school has, this is always an area of financial uncertainty. No allowances are made for the school's fluctuation in numbers. In answer to a Governor's question, Mrs Elwood said the sports funding grant is, as yet, unknown for the next year. The school's funding may change depending on the numbers and needs of pupils on roll at census. The Chair said the school should aim to keep a carryforward of £50,000 as suggested by Mr Byford. However, this may decrease if funds are released to benefit children's learning but Governors, as noted previously in the meeting, would need to be assured of the accuracy of financial reporting before making any substantial commitment. The Chair asked if there were any further questions. **There being no further questions, the Chair, Mr Smith, proposed the resolution: that the Governing Body approves the School Budget Plan for the financial year 2016/17 total spend of £2,137,452. Mr Grenz seconded approval of the resolution. Agreed by all, with no abstentions.**

7.10pm Mrs Elwood left the meeting.

In answer to a Governor's question, the Headteacher said the 2016-17 budget had been built on the previous January census. The lower Nursery figures had contributed to lower funding. A Governor noted that whilst there may be fixed costs, there may also be marginal costs and asked if these were small in relative costs. The Headteacher said that statements/EHCPs take a considerable

time to be processed but the school has to provide support for pupils with SEND needs, even if the school does not receive financial support from the LA.

1.3 Register of Pecuniary Interests 2015-2016

The Register was presented for signing.

2. Approval of the minutes of the last meeting (17 March 2016)

Typos were noted for correction: page 2 'said' to be inserted. Page 4 's' added to incur.

Ms Fox proposed, Ms Went seconded the minutes to be approved as a true record. Agreed by all.

*(*The Chair noted the confidential note from this meeting, that had only been distributed to non-staff governors, would be approved with the minutes of the extraordinary meeting of 17 March 2016 at the end of this meeting).*

Approval of the minutes of an extraordinary meeting (17 March 2016): the Chair said approval of these minutes would be taken at the end of the meeting, as Governors who are staff, and also visitors to the meeting, may leave at that point.

2.1 Matters Arising

The Chair noted previous actions were contained within the minutes.

2.2 Headlines

The Chair noted this is a new initiative. The aim is to headline three actions from the previous meeting's minutes. This will inform the wider community as to the business of the GB and the impact Governors have on the life of the school. These will be written up by a governor for the GB section on the website. Mr Henderson offered to write this document for the website and will reference recent decisions taken by the GB, British Values and Safeguarding. The Chair noted the GB's focus on the SDIP.

3. Headteacher's Report

The Headteacher gave updates to her report that had been previously circulated. Changes to the staffing profile were noted. All teaching appointments have been made for September: the school will welcome a new Deputy Head, 3 NQTs will join the staff and an internal appointment has been made for a Phase Leader for Years 4, 5 and 6. A fourth teacher will be appointed, as an existing staff member has gained promotion in another school. Changes to the Inclusion Team were noted: following an internal advert, a member of the current team will take on the post of Senior Inclusion TA. There are a number of forthcoming maternity leaves to be covered. **An item was discussed that is held as a confidential note.*

The TA team attended a morning of training on 12th April that had included: British Values, SPaG; supporting pupils with behavioural needs; discussing provision maps and intervention groups. On the training morning, teachers focussed on pupil progress and how this is evidenced in pupils' books.

The Head discussed the observations the SLT has carried out in the Spring term: all teaching staff were observed teaching English, phonics or maths. A final summary evaluation will be presented to Governors in summer B. There has been a pleasing increase in the number of lessons judged to be good or better this term, compared to Autumn 2015.

The meeting discussed the leaking of SPaG tests on the DfE website. The Head confirmed that the school no longer has to administer these two tests. The meeting noted national concerns that children feel stressed by doing SATs. The Headteacher said KS1 tests are delivered in a more relaxed way than KS2 tests; for example, the children are not told they are doing 'tests', they undertake 'activity booklets'. These sessions are supervised by adults and implemented appropriately. Teachers are expecting the content to be harder, as curriculum expectations are much higher. The Headteacher said it is still unknown what the standard levels will be from the DfE. The school's projections may well change when the standard levels are given. The school will not know what the expected standard is until early July when the standard is announced on the DfE website. The expectation is a benchmark of 65%. The Head said that as the curriculum content is so much higher, she would anticipate 50-55% of the KS2 cohort achieve 'working at the expected standard or above' for reading, writing and maths combined. In answer to a Governor's question, the Head said that 3 pupils had not been entered for KS2 reading and maths. The Head will check the bands in her report as a governor queried a possible miscalculation in an overall figure of 100%. Assessment outcomes will be given to Governors at the July GB meeting. A website page is shortly to go live about Assessment.

The Head discussed anonymised information in her reports regarding the number of exclusions from Autumn 2015 to summer term (A) 2016. A team of four Year 5 pupils have recently taken part in the Cambridgeshire Maths Challenge: whilst they had not progressed to the next round, the school had been proud of the way they had represented the school. Mrs Kidney and the Head have been invited to share the school's good practice at a Pupil Premium Conference on 26th May.

Mrs Marsters gave an update on attendance to the meeting. Nursery has had a positive term, improving on attendance in previous spring terms. The total attendance for Nursery is in line with the school's target of 91%. Reception continues to be adversely impacted by extended absence and medical issues. There has also been chicken pox within the school. Attendance for statutory age children (including GRT children) is close to the target set, although the figure for this group is less positive for the group minus GRT pupils. The school continues to work with identified children within this cohort. SEND and EAL pupils' attendance this term has been positive. Overall this year, to date, FSM/PP, SEND without GRT and EAL are meeting, or are close

to, their set targets. Reducing the number of children with persistent absences continues to be a focus of the school's work. Late arrivals continue to reduce in comparison to the previous year's Spring term. In answer to a Governor's question, Mrs Marsters said the school continues to devise different incentives to reward good attendance and drive up overall figures. A Governor noted it was pleasing that unauthorised absences were falling.

The Headteacher said a new Safeguarding Board has been created next to the main office, to ensure that all staff, governors and volunteers are aware of the staff who have responsibility for Safeguarding, Child Protection and Prevent. The Headteacher is meeting with Ms Parker on 8th June to compile a rolling programme of monitoring tasks. These tasks will include the SCR, a Safeguarding Audit, and an annual monitoring program.

4. SDIP and SEF Update

The Head said the school continues to focus on the SDIP's priorities. Governors monitoring visits should confirm the progress made in each area by scrutiny of the RAPs and meeting subject leaders. In answer to a question from a Governor, the Head said the SEF is updated every year by herself and Mrs Kidney. It is currently a work in progress and the SEF and draft SDIP will come to the GB in Autumn A.

5. Approval of the 2016-17 Budget

The Chair noted this had been taken at an earlier point in the meeting.

6. Safeguarding

The updated Prevent Action Plan had been circulated with the papers for the meeting. The Headteacher noted all areas have been 'RAG' rated. All actions are now completed with the exception of updating the AntiBullying Policy. This is a model Policy issued by the LA.

7. To agree a named Governor to support the Governor who has the role of Safeguarding/CP/LAC Governor

The Chair said as Ms Fox is leaving the GB on 31 August 2016, another Governor would be welcomed to support Ms Parker in this important role. The Headteacher outlined this role, noting that it ensures policy and practice are working e.g. the 'pupil voice' is being heard. No confidential information is shared. Following discussion, Reverend Adams offered to be the named Governor working with Ms Parker in this named responsibility role. Reverend Adams said she would take particular responsibility for pupil voice. Ms Parker and Reverend Adams will meet to discuss the work within this role. The named Governors meet with the Headteacher every half term.

The Chair, Mr Smith, proposed Reverend Adams as a named Safeguarding/CP/LAC Governor. This proposal was seconded by Mrs Cook, Agreed by all. The Chair thanked Reverend Adams for supporting Ms Parker in this role.

8. CGS Audit

The Chair said this Audit is an annual requirement for all GBs. Following discussions last year, the Chair noted that Governors had asked for a longer period to consider their responses to the questions. The Chair said therefore, he would ask Governors to complete their copy of the Audit, RAG rate it and bring it back to the next meeting for discussion before agreeing a response to be sent to CGS. The Chair said if Governors had any queries, they should contact him.

9. Policies to be adopted by the GB

Lone Working Policy: The Head said this is one of two policies to be presented to the meeting that have been identified by the Safeguarding Audit Tool as being required to be in place. This policy contains advice and protocols for 1:1 working. It covers different situations and working in different areas outside a conventional classroom e.g. a garden or nature area.

Home Visits Policy: this Policy relates primarily to EYFS staff when they undertake home visits but there may be an occasions when staff need to visit a pupil's home. This Policy contains advice and protocols for this types of situation,

The Headteacher confirmed to a Governor both policies contained advice from the LA and DfE. They are based on model policies from the Key website. A Governor asked what happened if, during a home visit, an emergent issue arose that might mean emergency services are alerted. The Head said it is obligatory for staff to return to school and report to a designated member of staff. In most cases, unless she was absent, this would be herself. Following discussion, revisions were suggested for the final sentence of the penultimate section of the Policy. This sentence will now read 'If, upon arrival *or during the visit*, staff have any concerns about entering *or staying in* the family home, the visit will be abandoned and staff will return to school immediately *and report to designated staff*'.

Home Visits Policy

Ms Winsemann-Falghera proposed, Ms Meynell seconded the Home Visits Policy should be adopted. Agreed by all.

Lone Working Policy

Reverend Adams proposed, Mr Henderson seconded the Lone Working Policy should be adopted. Agreed by all.

Governors Allowances Policy

The Chair said this Policy had been discussed by the Resources Committee and the Committee were satisfied to recommend it for adoption. The Chair reminded Governors they can claim for child care and travelling costs.

Mr Smith proposed, Mr Grenz seconded the Governors Allowances Policy should be adopted. Agreed by all.

10. Reports from Lead Governors

Writing: Ms Meynell noted she and Mrs Went are due to meet with Mrs Carter soon to review the Writing RAP. Mrs Carter has been training staff on curriculum changes to ensure they are familiar with the terminology used in SPaG. Ms Meynell highlighted the report circulated prior to this meeting from Mrs Went that detailed her first monitoring to the school on 18th March 2016. The visit involved sitting in on a Year 6 spelling lesson to observe the teaching of spelling in the light of the new emphasis on SPaG in the new curriculum. Mrs Went's report detailed questions she asked, observations of the activities carried out in the lesson and the methods teachers use to teach SPaG. The Headteacher thanked Mrs Went for her report, noting good questions had been asked to inform overall governing monitoring. **8.10 Mrs Cook left the meeting.*

SEND: The SEN Governor, Reverend Adams, distributed two reports she had written following monitoring visits. The first was to examine and understand how best to monitor the Inclusion Action Plan. The second report concerned hearing the SEN voice.

Reverend Adams met with Mrs Marsters on 9th March 2016 to discuss the Inclusion Action Plan. They had examined targets, looking at Target Tracker and the process for tracking performance of SEND pupils in line with the RAP targets. They had discussed how pupil voice could best be captured alongside other means of assessing the success of interventions. It was decided that two governors should visit with the specific intention of interviewing some SEND children from both Key Stages. Reverend Adams said it had been an interesting visit, where she had explored the clarification to enable her understanding of what the term 'steps' meant. Reverend Adams will undertake a classroom visit in summer B to further this understanding.

Reverend Adams' second report concerned a visit she had made with another Governor in the monitoring group, Ms Meynell, on 16th March 2016, to hear the SEND pupil voice. Reverend Adams and Ms Meynell had talked to two groups of SEND children, for about 15 minutes and they had met with 13 children in total. Reverend Adams outlined the questions they had asked the children and it is planned to use the information for discussion in a meeting with Mrs Marsters in summer B, as a way to gain an additional understanding of the impact and support and interventions have on children.

Reverend Adams said Ms Meynell will join the next meeting on 26th May. Ms Meynell noted a 'how governors monitor interventions' information sheet had been included with the papers for this meeting. Ms Meynell had been given this helpful guidance at a Governors briefing earlier in the term.

Curriculum: no report

Maths: the Lead Governor, Ms Winsemann-Falghera, met with Miss Fonseca on 22nd March 2016. The meeting primarily focussed on the quality of teaching and closing the gaps for vulnerable groups. Ms Winsemann-Falghera discussed her report with the meeting. The emphasis is specifically on the quality of teaching so that 90% of lessons are judged to be good or better by Easter 2016. Programmes of bespoke coaching and mentoring have been given to selected teachers. Teachers' planning is monitored against a checklist to ensure appropriate differentiation for SEND or more able pupils, or how interventions are allocated. The Maths TA is meeting with some parents in Years 2 and 3 to show them methods of supporting their child's learning at home. The update provided by Miss Fonseca shows that there is an improvement in closing the gaps for PP and FSM children. Ms Winsemann-Falghera said the data analysis and raising the profile of maths through busy learning, and learning environments, remains to be accomplished in the summer term.

The Chair thanked all Governors in the monitoring groups for their valuable work and reports. The meeting agreed to continue with the newly-reformatted monitoring report forms.

10.1 Report/Update from Data Governor

No update.

11. Committee Reports

11.1 Standards

The minutes from the meeting of 1 March 2106 had been circulated with the papers for this meeting. Mrs Taylor and Mrs Sanders had given a presentation on Baseline assessment and Mrs Taylor had given a further presentation on British Values. The Committee Chair noted the minutes gave a full account of these presentations. The Headteacher said the school is considering using Target Tracker for EYFS as this will give a consistency across the whole school. At the meeting on 1 March, the Committee had approved the reviewed Esafety Policy and approved Appendix 6 to the Positive Behaviour and Practice Policy (updated Exclusion Guidance from the LA).

11.2 Resources

The minutes from the meeting of 9 March 2106 had been circulated with the papers for this meeting. The SFVS had been submitted to the LA by the required date. Issues that might affect this year's budget had been noted e.g. repairs to the taps and general premises work. Following assurances from Mrs Elwood, of the system's safeguards that ensure financial integrity, the Committee had given approval for the school to move to the '3-day payment' system. This is a paperless system of payments, processed through the school's bank account by Barclays. Mrs Elwood is to attend a training course in May. The meeting on 9 March 2016 had approved a reviewed Appendix 1 (Classroom Observation Protocol) of the Appraisal and Capability Policy). The Committee's meeting on 3 May had focussed on the 2017-17 Budget.

11.3 Development Group

The Chair reported this group had not met.

12. Preparing for Ofsted

Four governors had attended this evening briefing at NCA in April: the Chair, Ms Parker, Ms Meynell and Mrs Went. They reported it had been a useful session, with discussions and a presentation about what Ofsted expects and needs from Governors. The Clerk will contact the NCA clerk to ask for a copy of the handout. The Clerk will contact CGS to ask for a training session on Ofsted and its expectations from Governors.

13. Feedback form a workshop on academies

The Chair had attended a recent workshop about academies. The meeting noted there is currently rumoured to be a re-think by the Government for all schools to academise by 2020. However, the Headteacher noted that the CB4 cluster group is forming thoughts, as they are conscious of media reports that academisation will be forced on schools. CB4 Headteachers are reporting their GBs are beginning to talk as they would want to keep an academy cluster local i.e. connected with local schools. The DfE expects multi academy trusts of approximately 1,200 pupils in size. This would probably mean one or two secondary colleges linking up with local Primary schools. The alternative would be a Primary cluster, whereby only Primary schools link up together. A Governor noted that Church Schools are bound by other rules and Church Schools are already Academy Trusts. The Headteacher said a speaker is coming to the next CB4 meeting to talk about Primary Schools in Academy Trust situations. The general consensus amongst CB4 Heads is that it is better to be in charge of one's destiny, so that a school has an element of choice and control at the outset of a process. *8.35 Mrs Kidney left the meeting.

The Chair said there is a significant amount of work to do when schools academise. Legal advisors would need to be employed. The costs would be considerable and with the LA's surplus already reduced, there would be a subsequent reduction in the amount given to academy trusts to form larger trusts. The Headteacher said the criteria she would wish to use would be to keep any potential academisation local, and that the ethos of an academy trust must be in line with this school's ethos. The Headteacher said she would not wish to be put in the position of being forced to adopt a different ethos if the school joined an academy later, rather than earlier. In conclusion, the Chair said that the Head and GB should keep listening and be willing to investigate further. The Government's white paper has not been published yet, so timescales are unknown. The Chair asked that this should now be a regular agenda item.

14. British Values

No update.

15. Parent Council/Group

The next meeting will be on 14 June. The topic will be Assessment.

16. Training and Development

The Chair attended the recent termly briefing. He reminded Governors of the courses on offer. If Governors have any queries, please contact the Clerk.

17. Membership of the Governing Body

One vacancy exists for a co-opted Governors. Another co-opted vacancy will become available when Hannah Fox leaves the GB on 31 August 2016. The Chair asked people to consider potential candidates. Reverend Adams had put information in the Autumn edition of the Chimes.

18. Correspondence

No items.

19. Any other business

Governors are asked to contact the Clerk if they encounter any difficulty using their portal email accounts. These accounts must be used for confidential or sensitive information. They are secure email addresses, hosted by the County Council.

Mrs Marsters presented a revised **Fee Policy** for discussion and adoption. Mrs Marsters explained there has been a considerable amount of interest from the parents of children coming into Reception in September 2016 about spaces. This has engendered the production of an expression of interest form, so that potential numbers can be gauged. In answer to a Governor, Mrs Marsters said there are places for 28 children at Breakfast and After School Club. Younger children require a higher staff/children ratio. If numbers are going to rise, it is necessary for the school to plan accordingly. Correct staff ratios and physical space must be available. The Headteacher said there seemed to be an increased demand for wrap around care. The prices charged by the Breakfast and After School Club also need to be revised. These have not been revised for a considerable time. It is proposed to increase the price of all sessions by 50p. In answer to a Governor's question, the Head said free places are still, and would continue to be, available for children who benefit from this provision. A Governor said as the extended provision is subsidised from the budget, if the Clubs extended by 8 places, increased fees would cover the number of additional staff the Clubs would require.

Mrs Went proposed, Mr Henderson seconded that the price of each session offered by the Breakfast and After School Club should increase by 50p, with effect from September 2016. Agreed by all.

**8.50pm Mrs Marsters left the meeting.*

20. Prevent Training

Due to time constraints, the Chair asked that the Prevent training session for Governors should be held over to the next meeting. Agreed by all.

** 8.55pm Ms Meynell left the meeting*

No Governors who are staff, or visitors to the meeting, were now present.

21. Minutes of the Extraordinary GB Meeting held on 17 March 2016 at 8.50pm

***and the confidential note (page 7) from the minutes of the GB meeting on 17 March 2016**

* a amendment was made to the minutes of the EGBM on 17 March 2016, which is held as a confidential note.

Mr Henderson proposed, Mrs Went seconded that both the confidential note from the GB meeting on the 17 March 2016 and the confidential minutes of the Extraordinary GB meeting held on 17 March 2016 at 8.50pm should be approved. Both had been present at both meetings. Agreed by all present.

The meeting ended at 9.10pm.