

**MILTON CHURCH OF ENGLAND PRIMARY SCHOOL  
LOCAL GOVERNING BODY  
MINUTES OF MEETING  
WEDNESDAY 25<sup>TH</sup> April 2018 AT 6.45PM**

**PRESENT:**

Mr. Andrew Everitt	Chairman
Dr. Clare Wilson	Vice Chairman
Dr. Clive Petry	
Mrs. Lillian Leedham	
Mr. Andrew Latchem	
Mr. Mike Staplehurst	
Miss. Rebecca Hawes	
Mrs. Nicola Parsons	
Mr. Steve Blatch	
Rev. David Chamberlin	
Miss. Sophie Barry	
Mrs. A Reeder	Headteacher

**IN ATTENDANCE:**

Mr N Haycraft	Deputy Head
J Manwaring	Bursar

Item	Agenda Item	Action
	The Chairman led an opening prayer.	
1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Mrs. Kathy English Mr. James Fraser Mr. Brian Jones</p> <p>Apologies were agreed and accepted.</p>	
2	<p><b>MINUTES</b></p> <p>The minutes of the 7<sup>th</sup> March 2018 were approved.</p>	
3	<p><b>MATTERS ARISING</b></p> <p>The Chair confirmed that much of matters arising were included within the agenda items.</p> <ul style="list-style-type: none"> <li>• Cygnets request for extended use of land (Added to agenda)</li> <li>• Headteachers update (Added to agenda)</li> <li>• Admissions policy agreed and updated on the website</li> <li>• GB monitoring plan added to the Governors Hub</li> <li>• Finances. Close-down confirmation awaited from DEMAT</li> <li>• GDPR progressed.</li> </ul> <p>The Chair welcomed Rebecca as the 2<sup>nd</sup> staff governor</p>	
4	<b>DECLARATIONS OF INTEREST</b>	

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	No declarations of interest were made.	
5	<p><b>DRV (DEMAT Review Visit)</b></p> <ul style="list-style-type: none"> <li>• Safeguarding and H&amp;S issues noted at the last visit are now green.</li> <li>• High rate of exclusions remains red, getting support from Amy Weaver at DEMAT.</li> <li>• Writing remains amber, good progress but still many challenges.</li> <li>• State of the premises remains red with little prospect of this changing due to lack of funds.</li> <li>• Requested that the report be shared, it contains confidential information so cannot be shared but a summary of risks will be shared in future.</li> <li>•</li> </ul>	
6	<p><b>BUDGET SUBMISSION</b></p> <ul style="list-style-type: none"> <li>• Budget plan showing £64k drop in 'School Budget Share' income for next academic year</li> <li>• New funding formula comes into effect. Limited impact on Milton</li> <li>• Main impact is the drop in pupils from 409 to 386 (Base assumption in the budget)</li> <li>• Impact of change in catering provision is currently unknown</li> <li>• High pressure on expenditure.</li> <li>• Staff costs rise from 71% in 17/18 to 74.7% for 18/19. <ul style="list-style-type: none"> <li>○ Costs increase in real terms driven by pay rises and inflation</li> <li>○ Supply budget has been reduced by 25%, impacts scope for staff to go on training courses.</li> <li>○ Staff absence insurance to be dis-continued</li> </ul> </li> <li>• ICT budget cut to 0.</li> <li>• School looking to take a path of reducing supply costs</li> <li>• CPD budget cut, but hoping this is offset by DEMAT training.</li> <li>• Budget proposed is not balanced, but is seen as realistically achievable with every intent to manage as close to a balance as possible.</li> <li>• Governors asked that £70k be used from reserves to carry out much needed work on redecoration and the staff and stock rooms.</li> <li>• Requested approval to submit as is: Vote Unanimously <b>approved</b> by LGB</li> <li>• Governors expressed their thanks to Judith.</li> </ul>	
7	<p><b>CYGNETS REQUEST</b></p> <ul style="list-style-type: none"> <li>• Cygnets have requested extending the perimeter/footprint of the area that they use</li> <li>• GB response reflected concerns and desire to seek collaboration with Cygnets not requiring formal changes to the lease. Chair to talk to Cygnets. <b>Action</b></li> </ul>	<b>Chair</b>
8	<p><b>POLICY APPROVALS</b></p> <ul style="list-style-type: none"> <li>• Charging &amp; Remissions policy approved. Unanimous <b>approval</b></li> <li>• Anti-bullying policy. Agreement that it is a comprehensive policy it is difficult to navigate from the parents perspective. This was <b>approved</b> with 1 abstention and 1 against</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Attendance policy. This was <b>approved</b> with 2 abstention</li> <li>• Behaviour policy to be reviewed at a future meeting</li> </ul>	
9	<p><b>HEALTH AND SAFETY</b></p> <ul style="list-style-type: none"> <li>• Interim report being reviewed. Full report to be made to the B&amp;P committee.</li> <li>• Full report to come to the FGB in July. <b>Action</b></li> </ul>	Clerk / Chair
10	<p><b>GOVERNOR TRAINING</b></p> <ul style="list-style-type: none"> <li>• Questions around the value and benefits of continuing to subscribe to Cambridge Governor Services, sense is that the service value for money is falling.</li> <li>• There is a long notice to cancel the agreement. To be investigated.</li> <li>• More training from DEMAT available on-line. Governors encouraged to take advantage</li> <li>• One option suggested was that we look at the NGA on-line option</li> </ul>	
11	<p><b>GOVERNOR HUB</b></p> <ul style="list-style-type: none"> <li>• The Chair gave a detailed update on using the Hub.</li> <li>• Request that budget reports be more visible to Governors, Andi and Lillian to agree how to do this.</li> </ul>	
16	<p><b>AOB</b></p> <p>There was no other business to discuss.</p>	
17	<p><b>DATE OF NEXT MEETING</b></p> <p>B&amp;P – Tuesday June 12, 6.45pm</p>	

The meeting closed at

Signed:..... Date:.....