

Minutes for Finance Committee Meeting of LGB for Guilden Morden C of E Primary School at 7.20pm on 8<sup>th</sup> February 2017 held at the school

Committee Members:–

Alan Wright HT	Governor	Present
Anna Fettiplace	Governor	Present
Judith Davis Roach	Governor	Present
Ninette Taylor	Governor (Vice Chair)	Present
Mark Robinson	Governor (Chair)	Present
Sarah Fryer	Governor	Present and minute taking

Also Attending: None

1. Apologies

None

2. Confidential Minutes this meeting

These were decided

3. Minutes from previous meetings to be agreed and signed by the Chair/Vice Chair

Action completed

4. Matters arising from minutes dated 25.01.17 not on this Agenda

Heidi's money – there are monies which Sarah Conant is holding in DEMAT for our use in the next financial year

5. Budget revisions (Headteacher)

AW and MR visited DEMAT with regards to staffing for the coming year, and discussed possible alternatives for the Academic Year 2017/18. Unfortunately the figures were not ready for this evening. We are hoping to continue with 3 classes (Rec and Yr 1, Yrs 2 and 3, and Yrs 4 – 6), budget permitting. The aim is to retain the teaching assistants as is, and retain a HT who would cover the PPA, also need a SENCO.

Governors questioned about why the split of classes in that way. The numbers in the classes were discussed and the way in which the classes can be managed with regards to learning, therefore this was the optimum split.

Governors questioned about the advertising – the HT role was to be advertised as permanent and it could include PPA cover in the first instance but further down the line may need to become a teaching role

Governors asked about other possible scenarios, as well as whether the HT should be permanent. Discussion was had that there is currently no possibility of an executive HT role since no near school, but in the future this may need to be considered.

The adverts will be put out through EPM, and also in the Herts bulletin, sent to local teacher training institutions (Cambridge, Herts, Bedfordshire). NT to see if The Guardian is still offering free education advertising

**Action:** NT to contact The Guardian

It was requested that the budget is brought to governors for approval prior to advertising.

**Action:** AW to present budget at the next meeting it is available

There was discussion about the finances for the pre-school. It was agreed that it was an important part of the school so needed to continue despite a shortfall in funding currently

There was a discussion about communication to parents – either a coffee morning and governors being available at the parents evening to complete the 'parent say' questionnaire. It was agreed that dates would be put in the diary

**Action:** AW to propose appropriate dates

**Action:** Governors to arrange a rota following this

**Action:** Governors to come to parents meetings and talk to parents to complete the questionnaire

There was a discussion about the opening of the Avocado Suite.

It was agreed that this should be aimed for 31<sup>st</sup> March 2017.

**Action:** MR to contact Heidi Allen to see about her availability

**Action:** Once confirmed MR to contact the PTA re supporting

#### 6. Clerk for LGB

Thanks were provided to NT for gaining information about possible clerks.

FGB meeting agreed to be moved to Thurs 16<sup>th</sup> March 2017

**Action:** MR to contact Katie with regards to the change of date and availability

**Action:** NT to gain a quote for just committee meetings from Herts

**Action:** SF to share FGB date to be shared with DEMAT (S Conant and P Walker)

#### 7. LGB Training

It was raised that this could only be committed to on a one off basis at the moment. It was discussed that SEND was important to attend by the SEND governor.

MR fed back from his induction. Setting the ethos of the school, holding the HT to account (challenge and support) and finances

**Action:** MR to share presentation

**Action:** NT to contact Paul Walker re training

8. Sports club (mornings)

A concern was raised that the sports club clashes with breakfast club, and hence re-channels resources. It was discussed about the way that it came about and that it was only for 4 weeks at this moment in time.

9. Governor needed – responsibility Teaching and Learning

NT volunteered for this role, with support from JDR, this was agreed

10. Governor needed – responsibility SEND

AF volunteered for this role, with support from NT, this was agreed

11. Marketing of the school – website update

Blue Chilli have put together a draft website which Fran and JDR are working with and updating. Policies need to be provided to Blue Chilli (Fran is going to provide them, and NT will also work with).

Photographs needed – JDR suggested a possible person who could do it.

Blue Chilli are continuing to move the website forward and hopefully available by 16<sup>th</sup> March before going live, to be viewed at the FGB

**Action:** MR to approach the photographer

12. Play equipment update

NT has spoken to the trustees about the possibility of the funding, and that it was for religious resources, but that it had been used for play equipment previously, so this was a possibility. There was also a trust available from the School House, which NT will confirm.

Thanks to JDR for forwarding previous quotes from when children were consulted previously

**Action:** NT to contact the trustees again

**Action:** NT to contact Johnson Matthey and Tesco re monies available

**Action:** NT and AW to co-ordinate 3 quotes for the play equipment

13. Governor visits (short oral report)

NT and JDR had been on a learning walk. Comments were made about how good the school was looking. There was a desire for seeing more differentiation, more on-task behaviour and clearer learning objectives. It was noted that the displays had changed. It was noted that all the behaviour charts are available, and the workings of this will be refreshed on the INSET day.

14. Links with Bourn School

The staff at Bourn are going to model 'quality first teaching' to staff to support the T&L in this school. This is to happen in the coming half term.

MR has contacted the GB and NT and MR have a meeting with the Chair and Vice Chair on 7<sup>th</sup> March

**Action:** MR and NT to feedback at next meeting

15. Collective Worship Policy – to be adopted

This was discussed, amendments agreed and subsequently adopted

16. Policies (information to follow)

AF questioned if there should be more stated in the behaviour policy with regards to the Christian ethos. AW to add in additional wording with regards to this.

**Action:** AW to update the behaviour policy

NT has downloaded some policies and will circulate these for consideration

**Action:** NT to circulate

**Action:** AW will meet with pre-school to address the policies, with the aim to harmonise

17. Sarah's mind map – additions?

Deferred

18. Review of LGB visits to school

Ongoing

19. Dates for Future Meetings

16<sup>th</sup> March for FGB

Action: AW to email out a list of possible future dates

20. Any other business

AW reported that lunch times were improving, and that the training provided by staff presented new opportunities for zoning the play areas

Church inspection 21<sup>st</sup> Feb – governors required. SF and AF available.

**Action:** AW to forward the SEF and Pre-inspection brief

Next Meeting:

16<sup>th</sup> March 2017 at the school – Full LGB Meeting

Future Agenda Items:

Pupil Progress reception class

Pupil Premium – how spent, what impact

Sports Grant – how spent, what impact

Outcomes for Maths – impact of intervention

Playground Equipment: March Agenda

WEM 16/3/17

Part 2 – confidential minutes

None

WBN

16/3/17