

## GULDEN MORDEN PRIMARY GOVERNORS

### Minutes of Budget and Personnel committee

On 8<sup>th</sup> May 2017

Held at Guilden Morden Primary School

#### Present

Alan Wright (Head Teacher), Sarah Fryer, Anna Fettiplace, Mark Robinson, Ninette Taylor, Judith Davis Roach, Katie Roberts (Clerk of the meeting)

**1. Welcome, apologies for absence**

There were no apologies for absence.

**2. Pecuniary Interests**

No pecuniary interests were declared.

**3. Confidential Minutes**

There were no confidential minutes

**4. Minutes from previous meeting on 16<sup>th</sup> March**

The minutes were agreed as a true record and signed by the Chair.

**5. Matters Arising**

There were no Matters Arising.

**6. Budget**

AW presented the budget based on 45 pupils on the school roll, commenting that there would have been a budget deficit in 2017-18 save for an injection of £45,000 from the funding agency and that, based on the current structure and expenditure, there would be a deficit in the next two academic years. It was agreed that it would be necessary to change the structure from 3 classes (with the potential of a teaching Head Teacher), because it would not be possible to carry a deficit. AW was asked to circulate the 3 year forecast to the Governors.

**Action: AW**

**7. Update on Head Teacher and Teacher vacancies**

MR reported that a candidate was being interviewed for the position of Head Teacher on Wednesday, 10<sup>th</sup> May and that, although a DEMAT appointment, he and NT would be involved in the interview process. He volunteered to provide feedback on the appointment. It was revealed that 7 candidates would be interviewed for teaching positions on 17<sup>th</sup> and 18<sup>th</sup> May.

**Action: MR**

**8. Marketing**

It was reported that the new school website would go live w/c 15 May. It was suggested that the School Administrator be asked to extract photographs and information from the new school website to create approximately 500 A5 flyers publicising the school by the end of June. It was suggested that an Open Day aimed at attracting pupils whose parents would like to change their choice of school be held in September. JDR offered to support the School Administrator and to assist with the printing costs.

**Action: AW, JDR**

**9. Marking policy**

It was reported that the marking policy had been adopted and that most of the teaching staff were adhering to it.

**10. Update on Trust for school**

NT reported that the Director of Education (Andrew Read) is the only person who can agree the spend of £11,500 for the purposes of 'Religious Education in School' and that the location of the Deeds has not been identified.

**11. Playground equipment**

In the absence of a grant for the playground equipment, and in view of the fact that the sports premium has been spent, NT offered to contact Johnson Matthey and the Royston branch of Tesco, who might be able to commit some financial support from their community budget. JDR also suggested it might be prudent to contact South Cambridgeshire County council.

**Action: NT**

**12. Links with Bourn Primary Academy**

AW reported on the joint staff meetings and pupil progress meetings that had taken place with Bourn Primary and AF commented on her meeting with the SEN Governor. KR volunteered to arrange a meeting with Heather Lewis, the Executive SENCo supporting Bourn Primary and Guilden Morden primary school and to send AF a copy of Bourn Primary's SEN policy. AW revealed that the links with Bourn Primary would cease at the end of the summer term.

**Action: KR**

**13. Communication outside of LGB meetings**

In the light of comments by JDR about recent communication regarding the teaching structure, it was agreed that Governors should be provided with pertinent information in advance of parents. AW also agreed to discuss the introduction of electronic communication with the School Administrator. JDR suggested that several tea and coffee meetings be arranged to take place at different times during the first week of June and it was agreed that they be publicised in the newsletter on 12<sup>th</sup> May.

**Action: AW**

**14. Dates for future meetings**

It was agreed that the future meetings take place on 22<sup>nd</sup> May and 14<sup>th</sup> June.

**15. Any Other Business**

It was reported that DEMAT had officially sent the school a safeguarding plan, which Paul Walker (Principal Officer, Compliance, Safeguarding and Governance) would check at the beginning of June. It was also reported that DEMAT had requested the introduction of a 'hot drinks' policy. It was agreed that, for safety reasons, a second handle was required between the School and the Reception area to prevent the children being able to get out. NT and JDR reported that they had witnessed a noticeable improvement in Years 3 and 4 during a recent visit to the school and AF, AW and MR were formally thanked for their contribution to the success of a recent visit by Heidi Allen MP. At the request of SF, KR agreed to request standard local GB agendas from Paul Walker and to re-activate the electronic request for SF and JDR to access the GovernorHub.

**Action: AW, KR**

There being no further business, the meeting closed at 9.15pm.

**Dates for Governing Body Meetings 2017-18**

Monday, 22<sup>nd</sup> May

Wednesday, 14<sup>th</sup> June