

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

FULL GOVERNING BODY MEETING

Thursday 25 th May 2017	6.30pm	Dartington C E Primary School In the Staff Room	DRAFT MINUTES					
<i>Attendees</i>	<i>Initials</i>	<i>Category of governor Any office held</i>	<i>Time they joined/left if not present for full meeting</i>	<i>Attendees</i>	<i>Initials</i>			
<i>Abigail Read</i>	<i>AR</i>	<i>Parent (Chair)</i>		<i>Peter Coleman</i>	<i>PC</i>	<i>Co-opted</i>		
<i>Jill Mahon</i>	<i>JM</i>	<i>Headteacher</i>		<i>Geoffrey Breckin</i>	<i>GB</i>	<i>Co-opted</i>		
<i>Elaine Hopkins</i>	<i>EH</i>	<i>Parent (Vice Chair)</i>		<i>Joanne Tisdall</i>	<i>JT</i>	<i>LA</i>		
<i>Anne Lamble</i>	<i>AL</i>	<i>Co-opted</i>		<i>Michael Potter</i>	<i>MP</i>	<i>Co-opted</i>		
<i>Tony Gregg</i>	<i>TG</i>	<i>Foundation (Vice Chair)</i>		<i>Sue Veale</i>	<i>SV</i>	<i>Co-opted</i>		
<i>Lucy Woollett</i>	<i>LW</i>	<i>Parent</i>		<i>Martyn Johnson</i>	<i>MJ</i>	<i>Foundation</i>		
<i>Amelia Poore</i>	<i>AP</i>	<i>Staff</i>						

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
<i>Yvette Elliott</i>	<i>YE</i>	<i>Clerk</i>

Minutes to
<i>All Governors</i>
<i>Website</i>

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Documents referred to / handed out / worked on during meeting:

- Proposed amendments to 22nd February FGB from MP
- Headteacher's Report to Governors (Summer 2017)
- Budget Scenarios 2017/18
- Pupil numbers to propose class structures 2017/18
- Teaching staff 2016/17 and 2017/18
- Summer Term 2017 calendar
- Dartington Primary Half hourly data spreadsheet
- Scenario 3 and Scenario 4 budgets
- PC's Motion - to extend the budget deadline & have an additional F&P meeting
- AR's Motion - to approve the budget
- Lead Governor TORs:
 - Finance
 - Premises, Health & Safety
 - ICT
 - Maths
 - English
 - Christian Distinctiveness
 - Pupil premium and Dartington Disadvantage
 - Attendance
 - Personnel
 - Parental Engagement
- Vision
- Excellence for All spreadsheet
- Complaints procedure, inc. Info for parents
- Governor allowances and expenses policy

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Agenda Number	Details of discussion	Decision or action
1. 2.	Attendance register. Apologies.	Completed by YE None
3.	Declaration of Pecuniary or Business Interests.	None
4.	Amended minutes of 22nd February 2017 and minutes of the last meeting, held on Thursday 16th March 2017 MP proposed an addition to the 22 nd February 2017 minutes.	The amendments and last minutes were approved and signed
5.	<p>Headteacher's Report (report and attachments shared in advance of meeting with agenda)</p> <p>JM referred to her report as a position statement due to the vibrant and changing nature of the school, with pupil numbers dictating staffing, budget and structure.</p> <p><u>Budget:</u> The F&P Committee have read-only access to view school finances. Many costs are fixed and are looked at year-on-year. We looked at a number of scenarios - all with projected falling numbers (more Yr 6 leavers than Reception starters) however, last year we had instability and this year we have inward mobility with 10 new applications to start after half-term. Reasons for this could include standards, inclusivity, Ofsted & SIAMS reports, new buildings - all positive aspects. The scenarios considered the highest Vs lowest projected pupil numbers in order to consider class sizes and school structure. Scenario 3 has 8 classes, costs more but offers better T&L. Scenario 4 has 7 classes, allows for savings but adds extra pressures.</p> <p><u>Staffing:</u> There will be several staff members leaving at the end of the summer term for various reasons but recruitment has begun with 2 appointments already made and further interviews planned. Jamie Wright will be moving into early Leadership.</p> <p><u>Safeguarding:</u> There are currently 4 children in child protection.</p> <p><u>Standards:</u> Year 2 and Year 6 SATs are complete.</p> <p>EYFS has external moderation today.</p> <p>English consultants will also be working with us this week.</p> <p><u>Attendance:</u> This is an area of ongoing focus and our next actions are agreed. <i>JT asked for current figures?</i> 12% of children since January have been off as a result of chicken pox, slapped cheek or Scarlett fever. When these and other specific groups are removed we are at 95.2%. Our aim is still to be over 96% and there are still too many 'amber' children (90-96% attendance). 48% of children have good attendance.</p>	

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6 1	<p>Committee Chair reports</p> <p><u>Premises (GB):</u> There was a Kier progress meeting on 24th May and so far everything is running to time (week 9). There is not much to see above ground yet, but the foundations are almost complete. Kier have also agreed to help make a recommendation on the drainage issue on the mugger.</p> <p>DCC can discuss extra non-pupil days to assist with the move back into school next Easter if necessary, but our priority has to be the teaching & learning of the children.</p> <p>Regarding energy, an updated spreadsheet was discussed. The total electricity consumption from April was 6956 kWh (March was 14704). Data for May is only available at present to 14th and the average daily consumption is 293 kWh which gives an estimate for the month of 8790kWh.</p> <p>The latest data shows a consumption of 2 or 3kWh during the late evening & early morning so it appears that some heating is running at these times. Recommendation is to ask the site manager to have a close look at heater timers to manage this demand rigorously. GB is chasing DCC about the availability of data.</p>	
2	<p><u>Teaching & Learning (TG):</u> Over the three summer term meetings the T&L committee are looking at EYFS/KS1/KS2. At a very positive EYFS meeting the Action Plan was discussed along with the 'Champion the Children' document which looks at Dartington Disadvantage (barriers to learning in our specific community, including attendance). JM presented the strengths and weaknesses, standards and expectations of EYFS. Children under 5 years old do not have to be reported and Foundation Stage children only attend approximately 46% of the time. This impacts on a good level of development. Comparison to other schools would be of interest.</p> <p>30 hours funding comes in this September. F2 children can defer or delay entry into school and potentially get into their year group later in their education, which would mean missing a year of school.</p>	<p>T&L Ctte to compare 4 year old attendance data with other schools</p>
7. 1	<p>Budget</p> <p><u>F&P Committee Report (EH):</u> Policies have been ratified and staff records for safeguarding are in place. A 12 month Sabbatical Leave has been approved from September for one teacher. AL has been elected as Vice-Chair.</p> <p>2 budget scenarios have been considered. Scenario 3 was deemed the best option for teaching and learning. Individual budget lines have been scrutinised, with Supply, Salaries and Leadership income/expenditure being areas of concern close</p>	

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scrutiny. It has been hard to see trends over time but Marea has provided additional detail. A request has been made to move some classifications in line with Babcock recommendations, which should improve our benchmarking. F&P governors were not able to recommend the budget for approval at the meeting on Tuesday 23rd May and extra information was requested. An additional brief meeting was held, chaired by AL this evening at which governors were asked if they wished to extend the deadline for budget submission (4 votes to 3 against) and if they would approve Scenario 3 (4 votes to 3 in favour). This is a deficit budget for one further year, which is allowable and a licenced deficit has already been OKed by FIPs.

LW asked for the deficit figure? JM confirmed that we had to clarify the previous end of year figures and pupil numbers / staffing and DCC missed some expenses for all schools which arrived late and impacted negatively. Approximately £28,000 deficit is being carried forward (very small net gain). JM also stated that governor involvement in the setting of the budget was varied but several separate meetings have taken place. FIPs want to see a meaningful and measured response to managing our budget and we also need to consider other years moving forward. By having an in-year surplus we can be seen to be managing our budget and it was pointed out that both Scenario 3 and 4 have a deficit moving forward, although 4 would clear it faster at the expense of teaching & learning.

AR reiterated that the F&P committee voted to recommend the budget but all agree it requires close scrutiny of key lines and these areas are clearly identified.

TG stated that it has been a difficult process (nationally and with our own deficit) to set a budget and the FGB needs to take its responsibility seriously to avoid getting into a situation like this again. MS has confirmed that scrutiny could begin earlier in the year as we are currently pushing time limits.

PC highlighted that 3 of 7 F&P governors are opposed to recommending the budget at this time & noted that having been co-opted specifically for financial governance he had first been afforded an opportunity to comment on the budget just two days previously at the F&P meeting. PC therefore shared a Motion, including an appendix listing, in his view, key strategic issues which governors ought to have considered before

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submitting the budget, and proposing a further F&P meeting to discuss these, and extend the previously agreed deadline for budget submission to DCC. AR presented a counter Motion - Proposing that the budget should be approved in line with the F&P committee recommendation. Governors took a short break before returning to discuss these (both Motions appended).

MJ asked PC what he thinks governors might learn in an extra week that they do not know already? PC explained that the F&P committee meeting two days previously had only had time to consider some specific cost and income areas, and no time had yet been made available for governor discussion of strategic and overview issues.

There followed a short discussion around what work had been done by governors on the budget, and why PC's points were coming to FGB at such a late stage. It was established that some relevant governors had undertaken some good budget review work in meetings outside of the formal F&P structure, in part due to the lateness of the scheduled F&P meeting, but that not all relevant governors had been notified of these opportunities. All relevant governors did have on-line access to the budget detail, and this was considered effectively within the timetable for the budget-setting process, but it was specifically the opportunity for all relevant governors to collectively consider the strategic perspective as put forward by PC that had only become available so late in the process on this occasion.

Several governors raised points about the late timing of different elements of this year's budget-setting process, both the drafting and the F&P review. It was noted that DCC expect the work to be done in April and the budget submitted at the start of May, and so budget drafts and the F&P committee should both have been available earlier.

JM stated that she has worked with Marea to share figures with governors and this has been overseen by Sarah Creedy and Warren Smart. Work started in a basic form in January but many variables are unknown until later in the year. It had always been clear there would be a deficit this year with a plan to clear it in year 2. JM complimented the skill set and experience of F&P governors but notes that joined up communication was not always in place.

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PC raised the 5 points in the appendix of his Motion as he does not feel that full governor responsibilities have been discharged, in particular some obvious issues of strategic concern had not been discussed by either F&P or FGB. PC stated his view that governors should, prior to budget submission, have discussed and minuted acceptance or otherwise of: (i) deferring substantially all of the deficit payback to next year and implications thereof, (ii) high risk of inadvertently increasing deficit this year instead of reducing it, (iii) next year's forward projection reviewed as viable due to importance of paying back the deficit over the two year period, (iv) other forward projections unrealistically showing accumulation of large surplus despite falling roll and funding cuts, (v) forward projections of staff costs showing substantial fall in teaching staff and no fall in support cost staff.

In respect of the staff costs issue, JM explained that many support staff work on 1:1 (attached TAs) and questioned if the benchmarking data was truly comparable. TG felt it false to imply that the school is proposing staffing cuts as it is a result of losing more expensive staff and recruiting cheaper staff.

AR thanked PC for his work but suggested that the current budget should be approved with continual monitoring and adjustments where necessary over the coming year. *EH asked what was meant by 'adjusting the budget?'* AR stated that she is not suggesting a change in the bottom line, but an adjustment to individual lines throughout the year. JM confirmed that the budget will remain the same and we simply mark the variance. EH confirmed that Warren Smart stated FIPs will need the bottom line to remain unchanged.

TG asked PC if he is suggesting budget cuts to improve the deficit or is the proposed budget extension simply to enable further discussions to be minuted? No budget cuts being proposed at this stage, but any future discussions could consider that as part of the discharge of governor responsibility. JM suggested that governors should have raised questions before now and that this is not a budget issue, but a governance process issue. It was noted by several governors during the course of this discussion that we need to learn lessons and ensure a tighter and more effective budget-setting

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	<p>process next year.</p> <p>TG was invited to lead a vote on the two proposed Motions: PC's Motion - 4 governors voted in favour of adopting. AR's Motion - 8 governors voted in favour of adopting (1 abstained). AR's Motion carried and the FGB had a majority vote to approve the Scenario 3 budget as recommended by the F&P committee. A copy signed by JM and AR must be issued to DCC on 26th May deadline.</p> <p>JT highlighted the need for a strategic view by governors to monitor the following years budget and in developing timescales for this work, which would be guided by JM and in acknowledgement of pupil numbers being key.</p> <p>It was agreed that an 8 class structure was positive for the school moving forward and TG reiterated that these discussions are crucial for effective financial governance.</p>	<p>JM & AR to sign copy of Budget for DCC on 26-05-17</p> <p>F&P to develop strategic approach for budget development moving forward</p>
8.	<p>Lead Governor TORs</p> <p>ICT and SEND TORs to follow at the next FGB meeting. It was agreed that governors need to hold each other to account and Lead governors will be asked to report each term to the FGB.</p> <p>An amendment to the Finance TOR was agreed (change 3 to 5 year plan). All TORs ratified.</p> <p>SV requested as Parental Engagement Lead that each governor donate an item for a summer raffle prize.</p>	<p>YE to update and file all TORs</p> <p>Governors to donate an item for raffle</p>
9	<p>Vision</p> <p>AR read out the Vision Statement as created at the Strategic Away Day. This was formally adopted by the FGB.</p>	
10	<p>Excellence for All</p> <p>The Finance section was considered and there was a general feeling that improvements are being made. This should remain an F&P agenda item.</p>	
11.	<p>Christian Distinctiveness</p> <p>TG has viewed further collective worships and has continued to be very impressed. JM has shared a C of E Ethos committee guidance document with TG and he intends to report back on progress at the next FGB.</p>	<p>TG to report back on Ethos Committee progress at July FGB</p>
12	<p>Policies</p> <p>1 <u>Complaints procedure</u> - ratified by FGB.</p> <p>2 <u>Governor allowances/expenses</u> - ratified by FGB.</p>	<p>YE to update and file</p>
13	<p>Matters Arising not dealt with above</p> <p>1 YE has completed necessary forms regarding RH's resignation</p> <p>2 Changes have been made to minutes as approved above</p> <p>3 LW to share PP/SEND Lead Gov report</p>	<p>LW - report to YE</p>

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4	LW to discuss My Plan target achievement & resource allocation in T&L ctte	T&L agenda item
5	JM responded to the funding consultation on behalf of school	
6	Financial situation was not discussed at Strategic Away Day	
7	Premises Ctte continue to investigate relocation funding support	
8		
9	GB has investigated energy supply/usage Governor training requirements are now included in TORs. AR requested that certificates are shared with YE before the next FGB	Gov's to send training certificates before July FGB
10	AR has arranged safeguarding training for FGB on 27 th June, inc an invitation to meet School Council from 9am	Gov training 9am, 27-06-17
11	YE has updated and filed ratified policies	YE to record meeting date preferences
12	YE to record meeting date preferences for 2017-18	
15.	Meeting closed at 8.30pm. The next meeting is on Wednesday 12 th July, 18.30-20.30.	

SUMMARY OF GOVERNOR ACTIONS TO TAKE FORWARD

- T&L Ctte to compare 4 year old attendance data with other schools
- JM & AR to sign copy of Budget for DCC on 26-05-17
- F&P Ctte to develop strategic approach for budget development moving forward
- YE to update and file all TORs
- Governors to donate an item for raffle
- TG to report back on Ethos Committee progress at July FGB
- YE to update and file ratified policies
- LW to send Lead Gov report to YE
- T&L agenda item - My Plan targets
- Gov's to send training certificates before July FGB
- Gov training 9am, 27-06-17
- YE to record meeting date preferences