

NEWTON COMMUNITY PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS OF NORTH NEWTON COMMUNITY PRIMARY SCHOOL HELD ON MONDAY, 11TH APRIL, 2016 AT 7.30 P.M. IN NORTH NEWTON SCHOOL

PRESENT: Mr. N. Arnold (Headteacher), Mr. M. Barham, Mrs. S. Cook (Chair), Mrs. A. Crow, Mrs. L. Irish, Mr. A. O'Connor, Mrs. S. Phippen and Mrs. R. Hodge (Clerk).

	Actioned By
<p>17/16 <u>STATEMENT OF CONFIDENTIALITY</u></p> <p>Governors were reminded that items discussed within the Governors' meeting are confidential until the Minutes are agreed at the next meeting.</p>	
<p>18/16 <u>APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence were received and accepted from Mrs. Tipper.</p>	
<p>19/16 <u>BUSINESS INTERESTS AND DECLARATION OF CONFLICTS</u></p> <p>Governors recorded business interests/declaration of conflicts as follows: Mrs. Phippen – Director of Newt Fest; Mrs. Cook - Somerset Literacy Network; Mrs. Irish - Champion Sports and Events.</p>	
<p>20/16 <u>MINUTES OF THE LAST MEETING</u></p> <p>The Minutes of the meeting held on Monday, 22nd February, 2016 having been previously circulated, were agreed and signed by the Chair.</p>	
<p>21/16 <u>MATTERS ARISING</u></p> <p>(i) Raising the Profile of the Board of Governors: Mrs. Cook confirmed she would write an article for a summer term newsletter.</p> <p>(ii) 1:1 LSA: Mrs. Claire Larcombe had commenced her role on 11th April working in Badgers Class.</p> <p>(iii) After School Clubs - % of children: Mr. Arnold advised that children were offered 24 extra-curricular clubs over the year (choir, netball, tag rugby, football – KS1/KS2, cooking, cosy club, speech and drama, piano, drums, art, rounders, guitar, multi-skills, clarinet, film, ninjas, science, brass, EBBC, cross country, ukulele, cricket and gym). 35% of children attended five or more clubs and all but one child (who had recently joined the school) attended at least one club. Governors recognised that the clubs were suitable for all children and thanked staff who assisted with running the clubs.</p> <p>(iv) Letter to Highways: Mr. Arnold had again written to the Highways Department requesting a “virtual painted pavement” on Petherton Road to protect children and residents walking along the road.</p> <p>(v) KS1 SATs dates: 3rd - 5th May and 16th - 19th May.</p> <p>(vi) Village Hall Rental: The annual fee of £1296 had been agreed.</p> <p>(vii) Safeguarding: A date will be agreed when the Safeguarding Governor (Mrs. Tipper) will meet with the Clerk to observe Safeguarding within the School.</p>	<p>Chair</p> <p>ET/ Clerk</p>

Following a recent Governor learning walk, it was agreed that Mr. Godfrey will teach 1:1 drum lessons in Hedgehogs class rather than the Village Hall for the summer term.

22/16 **FINANCE**

(i) **To Approve the Budget for 2016/17**

The Chair advised governors that the 2016/17 budget was the toughest budget to set for a very long time. Decisions had been agreed to create a workable budget which can be sustained for the following financial year.

Mr. Barham (Chair, Finance Committee) drew Governors' attention to the Finance Committee Minutes of 21st March, 2016 together with the Budget Notes and the Annual Budget Listing Cost Centre Summary. The budget allocation totalled £415846 and expenditure totalled £456645 with anticipated income (including carry forward of £16704) of £40799. The Finance Committee recognised that the Deposit Account should not be drained to balance the budget and therefore significant savings would need to be made as detailed in the Finance Committee Minutes 22/16. Governors were advised that 80% of the budget is spent on staffing costs and the proposed budget included incremental points for teaching staff, if targets are met, and for support staff if appropriate. The budget supported staffing at the current level apart from one LSA on a temporary contract whose contract would cease in August 2016. Pay awards for lower grade staff members had impacted on the budget. A full list of savings was shared and in the drive to reduce costs the budget included:

- Support Staff to have TOIL for Inset Days
- The SENCO Award would have to be postponed until 2017/18. SENCO would receive training but not the accreditation in 2016/17
- Resource allocations reduced.

Governors were advised that although expenditure has been reduced the school was well supported and that each class maintained a full-time teaching assistant and the children enjoyed a varied curriculum.

Mr. Arnold proposed to write to staff individually advising of the budget shortfall and encouraging staff to be cost saving whenever possible. He would speak to budget holders and the SENCO before distributing the letter.

Head

After discussion the Board of Governors approved the 2016/17 budget and recorded their thanks to Mr. Arnold and Mrs. Hodge for producing the budget.

(ii) **Finance Committee Minutes**

Oil Tank Doors: Representatives from SouthWest One were visiting the school on 19th April to address the problem with the doors.

Hedgehogs Cupboard: the cupboard had been moved to improve access.

23/16 **SOMERSET FINANCIAL VALUE STANDARD (SFVS)**

The SFVS had been agreed at the Finance Committee on 21st March, 2016 with one action point to be completed that a Contracts Register be compiled. Governors approved the document.

24/16 **SCHOOL DEVELOPMENT PLAN/LINK GOVERNORS**

The Chair considered the overview of Governors being linked to specific areas was working well (see attached) and Governors were visiting the school regularly and

completing Learning Walks. A date for Mrs. Irish and Mrs. Cook to review “Outcomes of Children and Learners” would be fixed after the SATs results were available.

Chair/LI

25/16 **BUSINESS CONTINUITY PLAN/CRITICAL INCIDENT PLAN**

Governors approved both the plans and were advised that specific staff including held copies of the documents off-site.

26/16 **GOVERNMENT WHITE PAPER – ACADEMY STATUS**

The Chair advised that schools must start the process of becoming an academy. Mr. O'Connor was on the Academy Status Working Party of Robert Blake Science College and would feedback information as appropriate. Several options were available to schools including joining Multi Academy Trusts. The Chair recommended the Board wait to see how other schools progress. Academy Status would appear on all future agendas.

Agenda

27/16 **ATTENDANCE**

Class	% Present	% Authorised	% Unauthorised
Hedgehogs	96.62	3.16	0.22
Foxes	97.62	2.04	0.33
Squirrels	98.44	1.12	0.44
Badgers	97.79	1.88	0.33
Average	97.62		

Letters were being sent to parents this week advising of their child's Spring Term Attendance and children who had received 100% attendance for the spring term would be receiving a certificate.

Clerk

28/16 **HEALTH AND SAFETY**

Governors with responsibility for Health and Safety (Mr. Barham and Mrs. Phippen) would carry out an inspection on Monday, 16th May, 2016 at 3.30 p.m.

MB/SP

Learning Walk: A Premises and Playtime Learning Walk by Mr. Barham, Mrs. Phippen and Mrs. Crow would take place at 2.45 p.m. on Monday, 16th May with Mrs. Phippen also observing playtime on the morning of Wednesday, 11th May, 2016.

MB/SP/
AC

29/16 **TRAINING**

Mr. Barham advised that the Governor Services SSTEP package was changing from September 2016 and governors would be charged to attend training.

Grant Funding: Mr. Barham and Mr. O'Connor – 12th April, 2016
(Funding from Bridgwater Agricultural Society may be available for horticultural activities and the Headteacher would contact them re a grant for improvements to the school garden.)

MB/AO'C

Area Chairs: Mrs. Cook – 9th June, 2016

Chair

Clerks' Briefing: Mrs. Hodge – 25th April, 2016

Clerk

30/16 **SCHOOL OPEN MORNING/AFTERNOON**

Open Morning: 25th May, 2016. Governors were encouraged to attend if possible and to wear name badges (advance apologies were received from Mrs. Cook).

Govs.

Open Afternoon: Friday, 29th April, 2016

Year R September 2016 Information Evening: Wednesday, 15th June, 2016. Mrs. Phippen agreed to make a presentation on the Newt Festival. Mrs Cook will represent the Governors.

SP
Chair

31/16 **DATE, TIME AND PLACE OF NEXT MEETING**

Finance – 8.00 a.m., Monday, 13th June, 2016

Full Board of Governors – 7.30 p.m., Monday, 13th June, 2016

The meeting closed at 8.45 p.m.

ACTION POINTS

Mr. Arnold	Letter/meeting with staff re budget Contact Bridgwater Agricultural Society re funding
Clerk	Safeguarding meeting with Mrs. Tipper Attendance letters/certificates Clerks' Briefing training
Mrs. Cook	Raising the profile – newsletter Learning Walk: Outcomes of children's learning Area Chairs' training
Mrs. Phippen	H&S inspection Learning Walk: Premises and Playtimes
Mrs. Irish	Learning Walk: Outcomes of children's learning
Mr. Barham	H&S inspection Learning Walk: Premises and Playtimes Grant funding training
Mr. O'Connor	Grant funding training
Mrs. Tipper	Safeguarding meeting with clerk
Mrs. Crow	Learning Walk: Premises and Playtimes
All Governors	Opening Morning
Agenda	Academy Status