

NEWTON COMMUNITY PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS HELD ON WEDNESDAY, 29TH MARCH, 2017 AT 7.00 P.M. IN NORTH NEWTON SCHOOL

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

Actioned
By

The Chair thanked Governors for attending the rearranged meeting to enable the budget to be agreed before the start of the new financial year.

20/17 **STATEMENT OF CONFIDENTIALITY**

Governors were reminded that discussions that take place during the meeting are confidential until the Minutes are signed at the next meeting.

21/17 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Mr. N. Arnold and Mrs. Tipper.

22/17 **BUSINESS INTERESTS AND DECLARATION OF CONFLICTS**

Governors recorded business interests/declaration of conflicts as follows: Mrs. Cook - Somerset Literacy Network; Mrs Irish, Champion Sports and Events.

23/17 **MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 27th February, 2017, having been previously circulated, were agreed and signed by the Chair.

24/17 **MATTERS ARISING**

- (i) **Outcome of Children's Learning:** Mrs. Cook will circulate this information. SC
- (ii) **Governor Review Meetings:** Mrs. Cook will advise Governors of her availability during June for meetings to be scheduled. SC
- (iii) **Personal Development and Welfare Meeting:** In Mrs. Tipper's absence this item will be brought forward to the next meeting. ET
- (iv) **Early Birds Breakfast Club:** The Chair had sent thank you cards to the staff.
- (v) **Free Resources at Elmwood:** Mrs. Crow will advise staff at a staff meeting. AC
- (vi) **Open Morning:** Tuesday, 13th June, 9.00-12.00 noon. Governors were encouraged to attend and to wear their Governor badges. Mrs. Cook, Mrs. Irish and Mrs. Shuttleworth advised they would be unable to attend; Mr. O'Connor would attend if possible.

25/17 **FINANCE:**

(i) To Approve the Budget for 2017/18

The Chair advised that this was the hardest budget the school had ever had to set in recent times. The Finance and Business Committee had met on 20th March to look extensively at the figures presented and had agreed the attached budget be presented for approval by the Full Board of Governors.

The Clerk/Finance Officer drew Governors' attention to the Budget Notes for 2017/18 along with the Budget Listing Cost Centre Summary. The budget allocation totalled £396713 however expenditure for the year totalled £428523. Savings will be made in the budget by: Mr. Arnold (Headteacher) returning to teaching 1.5 days per week; teaching assistants voluntarily agreeing to reduce their hours; no art/ukulele provision; MFL to KS2 only; Caretaker's hours reducing; Hedgehogs not swimming from September 2017; no allocation for English, Maths or EYFS development; the new Business Manager's position being on a lower scale.

The Finance Officer went through the budget explaining how the staffing structure would operate from April 2017. New costs for the 2017/18 year included Broadband, eecLive, an increase in buildings maintenance and the apprenticeship levy.

Amendments to the presented budget included: Mrs. Heidi Tucker remaining as full-time maternity cover teacher in Foxes class until Mrs. O'Leary returns in July and Mr. Arnold not teaching for the summer term; and the school buying back into the managed service for reactive repairs.

Clerk

Using £10,000 from the 2016/17 carry forward and £11,061 from the Deposit Account, the Governors approved the budget.

(ii) Finance and Business Committee Minutes

Mr. Barham drew governors' attention to the Finance and Business Committee Minutes of 20th March, 2017.

26/17 ACADEMY STATUS

In Mr. Arnold's absence this item would be carried forward to the next meeting when consideration to "The Future of North Newton School" and ways to manage a sustainable budget for the future would be considered.

Agenda

27/17 SOMERSET FINANCIAL VALUE STANDARD (SFVS)

The SFVS had been circulated to governors in advance of the meeting. Mr. Barham drew governors' attention to the document and advised that the report identified areas in need of improvement and also highlighted the good financial management of the school.

After discussion the SFVS was approved.

28/17 BUSINESS CONTINUITY PLAN/CRITICAL INCIDENT PLAN

Governors highlighted some amendments were required in the document. Following these amendments the document would be approved.

29/17 ATTENDANCE

Attendance figures for 1st September, 2016 – 28th March, 2017

Class	% Present	% Authorised	% Unauthorised
Hedgehogs	96.96	2.29	0.75
Foxes	96.25	3.21	0.54
Squirrels	97.37	1.93	0.71
Badgers	96.50	2.92	0.58
OVERALL	96.77		

Governors questioned if parents were still applying to take their children out of school on holidays and if fines were being actioned. The Clerk advised that parents were discouraged from holidays in term time, although some still did, and no fines had been actioned recently.

30/17 **HEALTH AND SAFETY**

Mr. Barham and Mrs. Shuttleworth would carry out a health and safety inspection on Thursday, 18th May, 2017 at 3.30 p.m.

MB/NS

31/17 **TRAINING**

Mrs. Shuttleworth and Mrs. Gair had attended the Introduction to Governors course which they had found informative. They were pleased to report that North Newton adheres to recommendations by Governor Services in presentation of policies and procedures.

Mr. O'Connor had attended a "Weathering the Financial Storm" meeting which had not been very useful.

32/17 **DATE, TIME AND PLACE OF NEXT MEETING**

Monday, 12th June, 2017 at 7.30 p.m. in Badgers Classroom.

The meeting closed at 8.00 p.m.

ACTION POINTS

Mrs. Cook	Outcomes of children's learning – circulate to governors Schedule of meetings
Mr. Barham/ Mrs. Shuttleworth	H&S Inspection: 18 th May, 2017
Mrs. Crow	Advise staff of free resources at Elmwood
Mrs. Tipper	Arrange Personal Development and Welfare Meeting with Mr. Arnold
Clerk	Amendments to Budget
Next Agenda	Future of North Newton School