

# West Cliff Primary School

## Governing Body Meeting

14<sup>th</sup> March 2017 @ 3.30pm

**PRESENT:**

<b>Chair</b>	<b>Diana Jeuda</b>	<b>Dot Russell</b>
	<b>Susan Clough</b>	<b>Diana Robinson</b>
	<b>Bob Dalrymple</b>	<b>Ruth Cockerill</b>
	<b>Mark Burnett</b>	<b>Paul Gildroy</b>
	<b>Christina Zanelli</b>	
	<b>Scott Grason</b>	
	<b>(Deputy Head)</b>	
<b>Clerk</b>	<b>Peter Geer</b>	

	<b>Welcome</b> The Chair welcomed the Governors to the meeting.	
<b>17/18</b>	<b>Apologies for Absence</b> There were no apologies.	
<b>17/19</b>	<b>Declarations of Interest and Confidentiality</b> There were no declarations of interest.	
<b>17/20</b>	<b>Confidential Agenda Items</b> Item 17/25 to be confidential.	
<b>17/21</b>	<b>Minutes of the Full Governing Body Meeting held on the 10<sup>th</sup> January 2017</b> The Governors discussed the minutes of the Full Governing Body of the 10 <sup>th</sup> January 2017.  <b>DECISION: The minutes were accepted by the Governors as a true and accurate record of the meetings, proposed by DJ and DUR, and were signed by the Chair.</b>	
<b>17/22</b>	<b>Matters Arising not covered elsewhere</b> None	
<b>17/23</b>	<b>Finance Update</b> Bob Dalrymple (Finance Governor) reported that he met at the school with the bursar the previous week. They had reviewed the Staff Absence Scheme and updated the cover; the result of this was that the cover is now more comprehensive with an additional cost of only £200 per year which was felt to be worthwhile. There are no other major items to report.	
<b>17/24</b>	<b>Schools Financial Value Standard</b>	

	<p>BD explained that this was the annual review of internal financial controls that was then reported back to NYCC. He has been through the document with CZ and with the Bursar and completed the assessment.</p> <p><u>The Governors asked</u> about any identified risks and the Headteacher confirmed that these are classified as 'low' and there are no further actions required at this point.</p> <p>BD recommended that the Governing Body approves the SFVS and that it is signed by the Chair for submission to NYCC.</p> <p><b>DECISION: The Governing Body approved and accepted the SFVS and authorised signature by the Chair. The Governing Body noted that it would be a worthwhile exercise if the Finance Committee (see below) were able to meet to discuss the form before the submission date.</b></p>	<p><i>Financial Probity</i></p> <p><b>Finance Committee</b></p>
<p>17/25</p>	<p><b>Confidential Item</b> See confidential minutes.</p>	
<p>17/26 26.1  26.2</p>	<p><b>Multi-Academy Trust</b> <u>Current Position</u> BD explained that the DfE has approved the MAT application and the funds are being released to enable the conversion process to start. There have been a number of changes to the MAT, in particular to the composition of the Trustee Board as the Government opposes Headteachers on the Trustee Board.</p> <p><u>Next Step</u> The next step is to appoint a Project Manager who would guide the schools through the process and start the various legal steps in relation to land and employment. The intended conversion date would be 1<sup>st</sup> September 2017; however the amount of work to be done means that it is likely that this date will slip.</p> <p>The Governors understood that the school is not bound to the MAT and the school is free to withdraw at any point up until the finance agreement is signed – which occurs at the end of the process.</p> <p>The Governors discussed the situation.</p> <p>The Governors understood that staff would move to the MAT under the TUPE regulations. The Staff Pension would be in a MAT 'pot' but would be operated by NYCC, as a result there should not be any impact to staff.</p> <p><b>DECISION: The Governors voted by show of hands to continue with the MAT conversion.</b></p> <p><b>DECISION: The Governors authorised the expenditure from the</b></p>	

	<p>conversion grant on a Project Manager.</p> <p><b>DECISION: The Governors agreed that BD and DJ should be the first points of contact for the Project Manager and other MAT issues to prevent the burden of the additional work falling on the Headteacher.</b></p> <p><b>DECISION: The Governors agreed that all expenditure from the MAT funds should be approved by BD and ratified by the Governing Body. Any expenditure which cannot wait for Governing Body approval to be cleared with the Chair of Governors.</b></p>	
17/27	<p><b>Headteacher Update (see attached)</b></p>	
27.1	<p><u>30 Hour Funding</u></p> <p>The Headteacher explained that NYCC wish to pilot the 30-hour provision for three-year-olds in the summer term. The Headteacher had discussed this with DUR and they noted that way that the lunch provision works would mean that there would have to be changes to the school timetable. The Headteacher and DUR felt that it would too soon to make the change by the Summer term and advise that they instead continue with the planned introduction of the 30 hour offer from September.</p> <p><b>DECISION: The Governors agreed that the 30 hour provision for three-year-olds should commence in September and not in the Summer term.</b></p>	
27.2	<p><u>SAT Predictions.</u></p> <p>The Headteacher explained that the SAT predictions for KS1 and KS2 are looking positive.</p> <p><i>The Governors asked</i> about Maths and the Headteacher confirmed that in Key Stage 2 it is the reasoning paper where pupils tended to struggle, this had been identified and there was work in place to tackle this.</p>	<i>Holding to account</i>
17/28	<p><b>Pupil Premium</b></p> <p>DJ will email out an update on the progress of the Pupil Premium Committee.</p>	<b>DJ</b>
17/29	<p><b>SEND</b></p> <p>No urgent items.</p>	
17/30	<p><b>Safeguarding</b></p> <p>There have been 5 referrals from school and two referrals from other agencies.</p> <p>RC now has supervision organised for her role – this has become available through the Prevention service.</p>	
17/31	<p><b>Policy Reviews</b></p> <p>DUR has looked at the Acceptable Internet Use policy. This should be signed by Governors but first needs to be amended to make it suitable. DUR to amend.</p>	<b>DUR</b>

17/32	<p><b>School Website</b> The Governors discussed the website.</p> <p><b>DECISION: PG, MB and DJ would meet to consider the website to confirm that all the necessary information is available and easily accessible.</b></p>	PG, MB and DJ
17/33	<p><b>Committees.</b> The Governors discussed Committees.</p> <p><b>DECISION: The Governors agreed the following</b></p> <p><b>Finance and Premises Committee</b> <b>Terms of Reference: As per Budget Management Policy</b> <b>Membership: BD(Chair), MB, DJ, DR and CZ</b></p> <p><b>HR Committee</b> <b>Membership: PG(Chair), SC, BD, DJ, DUR and CZ</b></p> <p><b>Headteacher Performance Management Group</b> <b>Membership (from): SC, PG, DJ, DUR and BD</b> <b>The Governors agreed that the upcoming Headteacher Performance Management Review would be carried out by DJ, BD and PG.</b></p>	
17/34	<p><b>Delegation of Powers</b> The Delegation of Powers to be dealt with at the next meeting.</p> <p>The Governors discussed the ultra vires spending limits.</p> <p><b>DECISION: The Governors agreed a £500 limit on ultra vires spending but will review the impact of this at the next meeting to ensure that it does not affect the smooth running of the school.</b></p>	
17/35	<p><b>Any other Urgent Business</b> SC was stepping down from her Safeguarding and SEND Governor role and recommended DUR takes on these roles.</p> <p><b>DECISION: The Governors voted to appoint DUR as Governor with responsibility for Safeguarding and SEND. The Governors wished to thank SC for her efforts in these areas.</b></p>	
17/36	<p><b>Future Meeting Dates</b> Monday 24<sup>th</sup> April @ 3.30pm Wednesday 5<sup>th</sup> July @ 3.30pm</p>	

**Actions:**

**Finance Committee to discuss SFVS (BD,MB, DJ, DR and CZ)**

**Update on Pupil Premium (DJ)**

**Amend Acceptable Use Policy for Governors (DUR)**

**Consider School Website (PG,MB and DJ)**