



Carlton Miniott Community Primary School

Minutes of a Full Governing Body Meeting Thursday 6th July 2017 at 6:00pm

Governors Present:

Pat Almond; Anita Amesbury; Steve Crocker (Head); Chris Dale (Chair); Alison Flouri; Liz Foster; Nick Hall; Lorna Mallett.

Others:

Sue Nicholson (Clerk)

Actions Required from these Minutes

Ref No	Year 16/17	Subject	Person	Details
1	6.11	Academy Support	Head / Chair	Check if more than one quote required for this support service due the cost involved.
2	6.9	Governor Visits	AF	Written report to be completed and sent to the Head
3	6.14	SEN Governor	Clerk	Add to Agenda SEN Governor to be appointed in September
4	6.15	SEF	Clerk	Add to next Agenda
5	6.18	Annual Report	Chair	Send to all Governors asap
6	6.20	Thank you	Chair	Action as required

- a. Ensuring clarity of vision, ethos and strategic direction;
- b. Holding the Headteacher to account for the educational performance of the school and its pupils;
- c. Overseeing the financial performance and making sure its money is well
- d. Agreed / Actions

**FGB
15/16**

PART 'A' – PROCEDURAL

**Ref
No**

6.1

Welcome and Introduction

The Chair welcomed everyone to the meeting that started prompt at 6:00pm.

6.2

Apologies for absence

Apologies were received and accepted from Jo Carver and Mark Brett

6.3

Declaration of interests

None declared

6.4

Urgent / Confidential Items

Nothing declared

6.5

Approval of Minutes from the 18th May 2017

A couple of minor errors were noted and the clerk was requested to amend the minutes accordingly.

GB Agreed: That the Minutes with the amendments held on the 18th May 2017 were a true and accurate record of the meeting.



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6.6	<p><u>Matters arising</u></p> <table border="1" data-bbox="236 439 1393 768"> <thead> <tr> <th>Ref No</th> <th>Year 15/16</th> <th>Subject</th> <th>Person</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>5.10</td> <td>Training</td> <td>Chair</td> <td>Ongoing with Governor being asked to think what training would suit them next year</td> </tr> <tr> <td>2</td> <td>5.10</td> <td>Training</td> <td>Chair</td> <td>Induction training to be on going</td> </tr> <tr> <td>3</td> <td>5.14</td> <td>Ofsted</td> <td>Head</td> <td>Completed</td> </tr> <tr> <td>4</td> <td>5.14</td> <td>Ofsted</td> <td>Clerk</td> <td>Completed</td> </tr> <tr> <td>5</td> <td>5.8.2</td> <td>Website</td> <td>All</td> <td>Completed</td> </tr> </tbody> </table>	Ref No	Year 15/16	Subject	Person	Actions	1	5.10	Training	Chair	Ongoing with Governor being asked to think what training would suit them next year	2	5.10	Training	Chair	Induction training to be on going	3	5.14	Ofsted	Head	Completed	4	5.14	Ofsted	Clerk	Completed	5	5.8.2	Website	All	Completed	
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6.11	<p><u>Academy Update</u></p> <p>The Chair introduced Sarah Monk from AVEC (a copy of their Conversion Support Document had been sent to all Governors). Governors were advised that the next step would be to go ahead with the Conversion and to do that professional support was required and AVEC had been recommended.</p> <p>Sarah provided a very brief synopsis about the company and her own previous work experience within education and finance at various authorities.</p> <p>She informed the Governing Board (GB) that AVEC needed to establish what support the school required i.e.</p> <ul style="list-style-type: none"> • The Due Diligence • HR • Tupe • Finance • Employment • Service Level Agreements. <p>Sarah continued enthusiastically about the school joining a new Trust which was a very exciting time. They would need to look at a timeline in respect of information required and a number of meetings had already been scheduled.</p> <p>Question: Will we get more details about the transfer of any SLA? Answer: Yes we will go through all the SLA agreements both long and short term to ensure you are compliant.</p> <p>Question: Will you support us after the conversion? Answer: The process is on-going and you will decide if and when the support will stop.</p> <p>Question: Can you confirm that you also support the MAT? Answer: Yes we do support the Trust in respect of a short term Finance process whilst they are seeking to appoint a Financial Director. Any conflict of interest would</p>																															



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be flagged up and resolved.

Governors were informed that AVEC was working with other schools who are going through the conversion process with the Elevate Trust. Governors were informed that this would help with the cost. The GB was also informed that there would be opportunities for everyone to get involved.

Question: Do you think that we will met the cost within the £25K?

Answer: That is a difficult question because it depends on your legal advisor and if he encountered any issues. There are a number of standard cost to consider which are quite expensive like the Sims conversion process and also the LA Pension scheme. We just need to work through these with you.

Question: What are the usual legal cost?

Answer: Depends on any land issues or other abnormalities. Legal Cost are usually around £7/8K.

The Head stated that they did have one issue around the nursery land and that the school are working on with the LA on this matter.

Question: Would there be any cost around our SLAs?

Answer: We need to look at all individual cases and it is too soon to give an answer. There may be some financial implications but there may also be some savings by going into the MAT. We do need to look at the back office services at the school and how they will be affected.

Question: Are there any stumbling blocks we need to be aware of?

Answer: You need to be clear why you are doing this. You need to be reassuring to staff, parents and pupils. Obviously, it appears you may have an issue with land from the LA but overall the financial liability varies.

Question: Will there be an impact on the Head teacher's time?

Answer: We will try and protect him as much as possible but in reality there will be additional work around meetings and updates.

Question: What and who did you mean about everyone getting involved?

Answer: I was meaning all the schools involved in conversion, Head teachers, Elevate, AVEC, Governors (if they want to be) and Lawyers at certain times.

Question: Will an Agenda be set for meetings and can they be changed?

Answer: Yes definitely too both parts of the question.

SM from AVEC left 6:30pm

The Governors then had an open discussion on the visit from AVEC and how they all wanted to ensure the Head was supported during this process.



	<p>Governors discussed:</p> <ul style="list-style-type: none"> • Need to pay for professional support • Additional cost that they may need to get from the Revenue Budget • Issues surrounding the nursery • Reason why they were converting – Important that everyone was aware it was for the pupils benefit and nothing to do about finance. <p>Question: Do we need for additional quotes for this support due to the cost? Answer: The Head and Chair were not sure but stated they would check.</p> <p>Action: Head / Chair to check if more than one quote required for this support service due the cost involved.</p> <p>A Governor stated that after a few basic sums it appeared likely that an additional £10K may be required to complete the conversion and should they be putting a sum into a contingency fund. The Chair said they would look into this.</p> <p>Question: Which Law firm is to be used? Answer: The work will go out to tender.</p> <p>A Governor also expressed concern that the Lawyers should be recognised education specialist and knew about the issues that may be encountered during the conversion.</p>	1
6.7	<p><u>Minutes / Attendance for website including format.</u> The Head confirmed that he had all the data required to ensure this is on the web site.</p>	
6.8	<p><u>Committee Reports</u></p> <p>1. <u>Finance-including year-end financial report</u> The Chair provided Governors with the 3 year budget forecast which showed the following:</p> <ul style="list-style-type: none"> • 17/18 Deficit of £36K - • 18/19 Expected £1.4 + • 19/20 Expected deficit of £6K <p>Governors were advised that this year’s budget was due to exceptional circumstances and that this budget was not sustainable for further years. The Chair also informed Governors how the Top slice of their income went to the LA and after the conversion the Top slice would go to the MAT and is expected to be slightly lower.</p> <p>The Head confirmed that income was generated via the number of pupils. Governors were also advised that the school is still being approached to receive new admissions. However the Head also stated that they had to be</p>	



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	<p>careful on the numbers in each class.</p> <p>Question: Why are we not allowing all pupils in that approach the school for admission? Answer: We are limited to 32 pupils in each class otherwise it will impede on learning and staffing cost.</p> <p>Governors continued to discuss the changes that are happening around the community and in particular the change in Service personnel at Alanbrooke Barracks which may affect the school.</p> <p>2. <u>SDC</u> Governors had been provided with reports from May and June meetings. The GB was informed that Liz Foster had actually attended the meeting and that detail had been left off the attendees' record. No questions recorded.</p> <p>3. <u>Safeguarding</u> The minutes from the meeting had been circulated prior to the meeting. There were no comments or questions.</p>	
6.9	<p><u>Link Governor Visits.</u></p> <p>1. AF: The Governor gave a very short briefing to Governors in respect of her visit regarding Maths and the Big Problem. She had also attended staffing training and Development.</p> <p>Action: Written report would be completed and sent to the Head</p> <p>2. LF: Governors were provided with details of her Learning Walk with Jo Carver. LF and JC had also looked at the books for the Maths Challenge. LF reported that this had been an excellent exercise and that they had been able to talk to the pupils about their books. A written report had been sent to the Head.</p>	2
6.10	<p><u>Governor Training</u></p> <p>Details of training this year had been included on the annual newsletter to parents.</p> <p>The Chair and Head wanted Governors to think about any training issues that they feel would benefit them and the whole of the GB next year.</p> <p>Induction training for JC to continue next year along with MB replacements.</p>	



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6.12	<p><u>Head teacher’s Report - Including exclusions ,complaints and racist incidents</u></p> <p>The Head had provided Governors with a copy of the report prior to the meeting. Governors were given a short highlighted version of important details within the report from the Head and allowed time for question at the end.</p> <ol style="list-style-type: none"> 1. Attendance was up this year with all groups above 90% 2. Staffing changes were noted including those leaving and being employed 3. Sports teams doing exceptional well this year 4. Data <ul style="list-style-type: none"> • EY – 83% which is an excellent result (NA 64%) • Phonics – 79% in yr1 and 80% in Yr2. • YR2 – Assessment not yet received but priority next year will be on writing and particular Spelling. • YR6 teacher assessment – writing was the issue to reach National Average (NA) • YR6 SATS Test – Working towards being above the NA. <p>The Head stated that this group of pupils had always been a challenging cohort due to the initial assessments. However their progress has been greater than we expected at that has been down to the staff and pupils working really hard.</p> <p>The Chair also commented on how we should be telling the story of these remarkable results and how the school has transformed this group of pupils into a success story.</p>	
6.13	<p><u>Receive national assessment results</u> See above</p>	
6.14	<p><u>Update of SEN – monitoring of vulnerable groups</u> The Governors were provided with an anonymised SEN report at the meeting.</p> <p>Governors were advised that 16 children were on the SEN register with 2 others also being assessed. The report showed the level and the progress throughout the year for the children. Governors were given time to read and advised how to read and understand the report. They were pointed to YR3 children and the exceptional progress made in Maths.</p> <p>Question: Are the TA given SEN training? Answer: The TA we have are really brilliant at finding they own training but we are looking forward to having input from the MAT.</p> <p>Question: Do you get a chance to observe all the TAs? Answer: No I do my own TA but not the others due to time. The Heads commented that this may be something to look at in the future.</p>	



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	<p>Governors had a short discussion surrounding the importance of TA input and their role with these children.</p> <p>An SEN Governor needs to be nominated in September.</p> <p>Action: Clerk to ensure Link Governor post are on the next agenda.</p>	3
6.15	<p><u>Receive and analyse updated SEF-summary</u></p> <p>A copy of the updated SEF was given to Governors at the meeting and the Head requested them read for the next meeting.</p> <p>Action: Clerk to add to next agenda in September</p>	4
6.16	<p><u>Approve work programme for GB for the next school year.</u></p> <p>An updated version of the next years' work planner had been sent to all Governors. The new version was for 9 meetings. The Head and Governors all discussed the use of this document being a work in progress.</p> <p>The Head also wanted Governors to look at the planner required for School policies. A Governor thought that there was a three year planner for policies. The Head and all Governors would look towards checking for this document.</p>	
6.17	<p><u>Governor performance objectives</u></p> <p>The Chair stated that they needed to have some way of recording and showing the GB objectives and how they have or hadn't been achieved during the year.</p> <p>Governors had a detailed discussion and reflected on what had happened during this year including decisions around finance and conversion to academisation. Everyone felt that needed to show these to parents and other agencies but initially were unclear where this was best located.</p> <p>Eventually Governors decided that it was best held within the SDP under Leadership and how and what the GB wanted and had achieved.</p> <p>Another objective for next year was the buddy system that had worked really well for two new Governors.</p>	
6.18	<p><u>Governor Annual Report</u></p> <p>The Chair gave the GB a presentation on his thoughts about how they had been interactive with pupils and what they had been involved with during the year.</p> <p>A Governor wanted a couple of minor changes which the Chair felt was a good idea and advised that the deadline for completion was before the end of term.</p> <p>Action: Chair to send his report to Governors.</p>	5
6.19	<p><u>Date of 2017/18 meetings</u></p>	



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	<p>All the dates are on a Wednesday</p> <ul style="list-style-type: none"> • 6th Sept 2017 @ 6:30pm • 18th October 2017 @ 6pm • 8th November 2017 @ 6pm • 10th January 2018 @ 6pm • 21st February 2018 @ 6pm • 28th March 2018 @ 6pm • 9th May 2018 @ 6pm • 20th June 2018 @ 6pm • 11th July 2018 @ 6pm 	
6.20	<p>Thanks and acknowledgement of previous governors work The Chair and Governors wanted to ensure that work done by previous Governors and Staff is acknowledged with a formal card of thank you.</p> <p style="color: red;">Action: Chair to arrange as required</p>	6
6.21	<p>Any Other Business</p> <p>1. <u>LA Governor</u> The Clerk stated all the references had now been received by NYCC and the GB needed to confirm the election as AF as their LA Governor.</p> <p style="color: red; text-align: center;">Agreed unanimously</p>	
	Meeting Closed at 8:00pm	

Signed

Dated