

CHERRY LANE PRIMARY SCHOOL

Governing Body Meeting Minutes

Meeting: Thursday 24th November 2016 from 18:00 pm
Venue: Cherry Lane School

Minutes:

Members In attendance:

	Initials	Role
Phil Haigh (Chair)	PH	LA Governor
Steve Whitehouse	SW	Headteacher
Kevin Bugler	KB	Parent Governor
Carl Nielsen	CN	Co-Opted Governor
Shaun Holliday	SH	Co-Opted Governor
Nicky Tranter	NT	Deputy Headteacher
Mandy Bedborough	MB	Staff Governor
Seema Kharbanda	SK	Clerk

Agenda item:		Action:
1	Introductions & Apologies	
1.1	Apologies received from Mike Wisgard, Carl French and Mary Davie	
1.2	Declaration of interests None	
1.3	<p>Minutes of meeting from 22nd September & Matters Arising Minutes from 22nd September 2016 were approved</p> <p>Matters Arising:</p> <p><u>Fire doors</u> This was discussed at the last F&P meeting. All doors need to be replaced and a decision will be made about the installation date, before the Easter break.</p> <p><u>School meals</u> Parents will be notified of the increase in the cost of School meals after Xmas break.</p> <p><u>Lesson Observations</u> Lessons have been monitored this term and will be reported with the teacher names replaced by a teacher number to retain confidentiality. This will be graded as per Ofsted ranking (Requires Improvement, Good or Outstanding) A Questionnaire was offered to Governors. MW has the school files ACTION: Postpone until next meeting</p> <p><u>Subject Presentations</u> This cannot be produced for each GB meeting as there is a vast amount of information to cover. A brief overview will be provided. Lead Governors (page 3) – NT will follow it up for the next meeting</p> <p><u>Photocopier in Children’s Centre</u> This has now been resolved for now</p>	NT

	<p><u>Governor vacancy</u> 3 requests have been made for an application form. 1 has been completed with a personal statement and 1 without a statement. The missing personal statement has been requested and if it is not received by tomorrow, the application will be accepted without it.</p> <p><u>Vulnerable Children Funding</u> PH will request details and report to school</p> <p>CONFIDENTIAL MINUTES IN ATTACHED MINUTES</p>	PH
1.4	<p>Notification of AOB: SW stated that Contract Review meetings are required for 2 members of staff.</p>	
2	Reports	
2.1	<p><u>Headteacher Report</u> <u>SIP 16-17:</u> This is a working document and is currently still being revised</p> <p>There are a significant number of SEN Pupils in every year group.</p> <p><i>Raise on line</i> Some details have been sent by SD. The Initial analysis report was discussed and it was found that Literacy and Maths need improving. Phonics did particularly well last year. Year 2 are broadly in line and above average with the National Standard On the self evaluation CL is still a good school. There was interesting data from Maths mastery which this is nationally standardized. CL was above 100, rated at 102.</p> <p><i>Enrichment</i> Enrichment is important as it improves writing skills for children with limited life experience. There have been some interesting and fun assemblies for the children. An Educational consultant has been involved to identify the evidence trail in relation to the data sent. A date has been booked with her for January to assess the data in accordance with Ofsted requirements.</p> <p><i>Assertive mentoring</i> This is a 1:1 conference with the Teacher and a child. The child has an opportunity to meet with the teacher to assess their performance against agreed targets. It is not an age related expectation but is based on each child's individual targets which cannot be compared with other data.</p> <p><i>Parents Evening Attendance</i> There was a very good attendance at the last Parents Evening. Only 16 children in the whole school were not represented by their parents. A comparison with other schools would be interesting, possibly West Drayton. This was a commendable effort by Teachers as they continuously involve parents and encourage them to attend ACTION: NT to request the data from West Drayton</p> <p><i>Safeguarding</i> To be updated at next full GB</p>	<p>NT</p> <p>MD</p>

2.2

Finance & Personnel Committee Report

2017-18 LA Funding Consultation

Deprivation Funding

This has been circulated to the group prior to the meeting (reference page 9). It has been proposed that the driver for Deprivation Funding is changed. It is currently based on eligibility for Pupil Premium (Free School Meals). However, changes in the benefits system have resulted in a reduction in eligibility, and many new arrivals are not entitled to benefits, despite being socially deprived.

School's Forum are proposing that the funding driver for deprivation be gradually transferred to IDACI. IDACI is based on postcode of where the child lives

IDACI to comprise 25% of deprivation funding to first year and then 50% the following year.

For CL, IDACI data indicates that this school has the most deprived pupils in the Borough and is likely to increase deprivation funding.

LAC Funding

Currently, LAC funding is based on census information, resulting in this funding being received one year in arrears. These children often move around and schools often receive funding after the child has left. It is proposed that the LAC funding be transferred to actual (bums on seats) basis, similar to SEN funding.

Growth Contingency funding

Some schools expand their numbers in-year, within their PAN. This only applies to 4 schools in borough and CL is not one of the schools.

Early years block

It is being proposed to change the deprivation factor from 8% to 7%. As EY funding has substantially increased, the cash value will remain unchanged. Funding will increase for all Early Years settings.

SEN

Bands 1 to 4 in SEN are increasing to be in line with pay inflation. The Quality factor is to be removed by the DfE.

PH asked if anyone has strong feelings about any of this so that consultation document can be completed for CL by PH and SW.

PROPOSAL: To go ahead based on comments above being entered into form

AGREED

2016-17 Current financial position

Minutes were circulated to the group. The school is in position where it has £400k of unallocated funds. Some of this will be spent during the remainder of the financial year and it is likely that we will receive £30K additional funding for the Nursery as numbers have increased. Additional funds of around £10k are also expected for the SRP. The Year-end projected balance is £300K

SRP

The SRP will be in deficit and the schools finance team has noted this. There are several children in Band 5 and the Banding structure is being re-assessed by Schools Forum. The out of Borough child will be leaving at the end of the summer term which will result in a reduction in funding, next financial year, as the child is currently in Band 8.

	<p><u>Recruitment</u></p> <p>SD has done an excellent job in recruitment which has resulted in the school being successful in applications and appointments. A job offer was made this week for a temporary cover for maternity leave starting in January. This term, 3 offers will be made to the NQTs (subject to interviews and references), to start in September which will cover expected retirements, resignations and the extra class starting in September.</p> <p>A number of LSA appointments will be made. Interviews are this week.</p> <p>An LSA who has been with the school and the Children's Centre for number of years and has a BA degree has been accepted for a Teacher Training course at Strawberry Hill. She has requested that the school part fund her course.</p> <p>The F&P Committee has agreed this on the basis that she stays for 2 years on successfully completing the course</p>	NOTED
2.3	<p><u>Premises</u></p> <p><u>DRAINS</u></p> <p>The minutes were circulated from the Premises Meeting.</p> <p>A camera was placed in the drainage system due to the blockage. The point of entry is blocked which started with the subsidence. The cost of examining the whole system will be £3700 and some damage may be caused to the China pipes which will then need to be replaced.</p> <p>It was discussed that only one section needs to be flushed as opposed to the entire drainage system. There were concerns of excess damage being caused by the entire system being power washed</p> <p>PROPOSAL: – Do one section first and then assess, then do remainder if required. Majority agreed to this.</p> <p><u>SOLAR PANELS</u></p> <p>These are not working at moment as there has been no maintenance carried out since the installation. The School is in violation of the agreement as the service needs to be done every 2 years. It costs £314 every 2 years for the maintenance. When repaired, the solar panels will generate more money. If there is no certificate, the money cannot be claimed. The Solar panels were installed by the LA and the GB need to see the maintenance agreement of this from the LA. PH suggested that the LA is contacted under FOI regarding how many schools have solar panels and what the maintenance agreement is. SH is to ask his contact</p>	<p>AGREED</p> <p>SH</p>
2.4	<p><u>CL Marcoms</u></p> <p><u>Web-site:</u></p> <ul style="list-style-type: none"> • Progress <p>5 members of staff are receiving training tomorrow. NT to ask when this will go live</p> <ul style="list-style-type: none"> • Logo <p>There has been no update on the logo. The school is waiting for branding guidelines</p> <p>MW to update</p>	<p>NT</p> <p>MW</p>
2.5	<p><u>Children's Centre</u></p> <p>There is no indication of what effect the result of the 0-19 review will be is for the Children's Centre. An announcement is to be made on 9th December.</p> <p>If the outcome proposed is as damaging as we expect, SW suggested that we address this as a single issue with an emergency GB meeting.</p> <p>The Children's centre is thriving and busy</p>	

	Meeting date is proposed on 15th December at 6.45 in case a response to the paper is required	PH
3	Governors	
3.1	<ul style="list-style-type: none"> ➤ Academisation/Collaboration There is no longer a requirement for all schools to become Academies in the near future ➤ GB Membership <ol style="list-style-type: none"> 1. Additional parent governor election 3 requests for application (AS ABOVE) 2. Two additional community Governors No ideas received from the GB however, the preference is for locals. PH will check if a parent governor can become a community governor 3. Governor Induction PH is in process of writing the Governor Induction which will be put on the website ➤ Committee restructuring <ol style="list-style-type: none"> 1. Pay Committee 2. F & P committee 3. Curriculum Committee (Not required as this is discussed at whole GB Meetings) ➤ Policies update MD not present to update us ➤ Headteacher Performance Management This has been carried out and is up to date. Senior Management Team has also been carried out. ➤ Nursery 30 hours entitlement It has not yet been decided if CL will offer 30 hour free entitlement. It was proposed that a small working party is set up with SW, SD, JU and PH to see how many classrooms are needed within next 5 years. 2 classrooms may be free to accommodate 30 hour free entitlement. This is to be reported at next GB meeting. The next nursery applications meeting is not in place yet and decisions need to be made so that places can be offered accordingly. Place planning needs to be cost effective and the 90, 15 hour children's places cannot be compromised. The School could possibly come to an agreement with local provider to split the 30 hour children between 2 provisions. 	<p>PH</p> <p>PH</p>
3.2	<u>Visit reports & observations</u> To be discussed at next meeting	
3.3	<u>Governor Training</u> SK to send Governor Support all governors email addresses PH and SK usually circulate training information. Governors to inform SK if they are attending	SK

	so that SK can maintain record of this	ALL
	<p><u>Subsidy to year 6 School Journey</u></p> <p>The Year 6 school journey costs the school £8k each year. The actual cost per pupil was £245 and each child was charged £100. The school recovered some of the costs on the coach fare. The cost to the school for this year is £255 per child. 50 of the 60 year 6 children went last year</p> <p>GB AGREED FOR FINANCIAL SUPPORT TO CONTINUE</p>	AGREED
4	Any Other Business & Future Dates	
	<p>Contract reviews should be carried out by non-school based Governors</p> <p>Minutes are not required for these meetings as this is carried out by HR. The meetings require 3 governors and the presenting officer from the school who is usually the Headteacher or Deputy Headteacher. KB, CN, CF, SH and MW are eligible to conduct these</p> <p>MW, KB and SH to conduct the outstanding reviews</p> <p>Future Dates:</p> <p>Thursday 26th January 2017 at 18.00</p> <p>Thursday 23rd March 2017 at 18.00</p> <p>Thursday 25th May 2017 at 18.00</p> <p>Thursday 13th July 2017 at 18.00</p>	MW,KB,SH

The meeting concluded at 20.55 pm.

Signed (Chair) Date

APPROVED