

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 24th May 2018 at 4pm

Signed.....Chair/Vice-Chair Date.....



Minutes of the Meeting of the Full Governing Board of Barton Primary School
Held at the school on Thursday 24th May 2018

Barton Primary School

Governors Present

Mrs U Hutchinson (UH)	LA Governor, Chair
Mr M Snow (MS)	Staff, Headteacher
Mr T Jefferies (TJ)	Parent
Cllr M Price (MP)	Co-opted
Mr M Radford (MR)	Co-opted
Mrs N Smy (NS)	Parent
Mr P Whiteman (PW)	Co-opted

Apologies

Mr G Booth

Absence

None

Non-Governors in Attendance

Miss C Bailey (CB)	Clerk to the Governing Board
Mr K Whiting (KW)	School Business Manager (SBM)

Vacancies

1 Co-opted Governor, 1 Staff Governor

Quorum

The meeting achieved the minimum number to be considered quorate (4) and remained above this number for the whole meeting.

Start & Finish Times

The meeting convened at 4pm and finished at 4.55pm having considered all the items on the agenda.

Key: **Red: Action Points**, **Blue: Challenge**, **Green: Support**, **Purple: Ring-fenced funding**.

1. Welcome & Apologies

UH welcomed everyone to the meeting; apologies were received and accepted from Mr Booth

2. Order of Business

Order was agreed as on the agenda.

3. Declaration of Interests

No interests were declared.

4. Finance

KW joined the meeting at 4.04pm

KW explained to governors that he is unable to present a final 3 year budget plan for this meeting. He has met with MP and TJ to discuss the situation and their report is under item 6 on this agenda. The budget is now working to the new National Funding Formula with adjustments made locally by the Schools Forum in conjunction with the Local Authority (LA). Barton has some increases in funding due in the main to increases in deprivation and low prior attainment funding, but this still leaves the school in a deficit position which will not be recoverable within 3 years. KW discussed with governors the difficulties in setting a staff structure that meets the needs of the pupils at this

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school and the budget. KW and MS explained what they were trying to work on with regard to teacher, specialist and Learning Support Assistant (LSA) numbers. The supply staff budget needs to be reduced as well. The school has been recruiting apprentices in past years but this year they will be looking to up-skill existing staff instead. There have been unexpected new costs such as the General Data Protection Regulations (GDPR) service from the LA at £1k, and Medina House now charging for its outreach services. Achievement for All is sponsored in part. A decision has been taken to cease staff absence insurance as it was not cost effective. MS and KW had a meeting on Tuesday 22nd May 2018 with the LA finance team, **MP also attended**. The school has to set a realistic and achievable budget but flexibility is limited given the needs of the pupils in this school. If the LA can extend the pay-back period to 20/21 then it may be achievable, a lot depends on an increase in pupil numbers and achievable class numbers. The budget will not be ready to sign by 31st May 2018. In effect the school needs to save £1k a week for each year.

Governors discussed the need to look at a worse-case scenario, with believable figures such as KW provides. In year the budget is reasonable but it's clearing the already incurred deficit that is the problem. The problems due to external Government funding policy were discussed and the need of the LA to charge for all the services which used to be provided to schools over and above their budgets.

MS told governors that the needs of this school invoked extra costs as children needing one-to-one could not be left without their support; he is currently very hands on in the school with behaviour matters. The school is also currently paying for a pupil in the Island Learning Centre (ILC).

Q. What is the plan to resolve the budget from here?

A. MS and KW will meet to work out a staffing structure for the year ahead and finalise a budget by the end of June.

Q. What happens if we don't succeed in setting a budget acceptable to the LA?

A. The LA can take control of the school finances.

Governors discussed other ways of saving money including staff sharing with other schools and federation.

Action Point 1: UH will contact the Chair of Governors at the school previously contacted.

Governors discussed the money from SEND funding and the difficulty that some of the parents in this area have in getting the help they need from social care agencies which would make obtaining Educational and Health Care Plans for their children timelier.

UH asked MP if Cllr Brading had made any comments regarding these points that were raised at the meeting they had with him. He was not aware that he had but would email him to ask.

Action Point 2: MP will email Cllr Brading regarding the specific problems that parents and pupils have at Barton and ask if he can give support and direction to improve matters for the school. UH/MS/KW to be cc'd into the email.

MS told governors that there is a particular lack of emotional therapeutic support for looked-after children who have experienced a traumatic event.

UH thanked KW for all the work he does on the budget, the Board realise that it is a stressful time. The real losers in all this are the children as the school is not always able to provide them with what they need. At some point the children will suffer because of spending cuts.

Q. Is there no ombudsman figure in the school finance system?

A. No, the LA accountants are the closest to this role.

KW left the meeting at 4.36pm

5. Minutes and Matters Arising 26th April 2018

AP1. EYFS figures are not yet available.

AP2. MP and TJ met with KW to discuss the budget.

AP3. Governor monitoring visits were arranged and reports are on this agenda. NS is visiting the School Council after half term.

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AP4. UH and GB will meet with MS during the summer term to discuss the School Improvement Plan for 20018/2019.

AP5. The governor visit tracker has been updated.

NS proposed the minutes correct for signing, PW seconded and the Board agreed unanimously.

6. Governors Reports

Year 3 Focus: GB: In GB's absence MS told the Board that he has asked the SEN team at the LA and the Educational Welfare Officer (EWO) for extra support for this year group. There are 16 children with significant needs, two pupils with poor attendance, and another 4 or 5 with complex needs. All elements affecting learning have been checked and found to be in place but this is a challenging cohort to teach; he and the Acting Deputy Head spend time in this class.

Looked After Children: GB: MS told governors that GB had been happy with the record keeping for LAC pupils. Numbers of LAC pupils have risen and as discussed previously the lack of therapeutic aftercare from their legal guardian (the LA) is an issue. LAC pupils are a Government and Ofsted focus.

Pupil Premium: GB: MS told governors that GB was happy with the evidence provided which tracks Pupil Premium spending.

Maths: UH: UH told governors that she had a good meeting with the new maths lead, he is very keen on systems of working and explained his plans. UH told governors that she is very satisfied that he will lead maths well.

Finance: MP: Finance has been discussed under item 4. MP told governors that he will look at the Capital budget and how it is spent in his next report. TJ commented that KW was able to demonstrate to them what was changing. MP confirmed that they'd had sight of the current budget.

Broad & Balanced Curriculum: TJ: TJ distributed a photo montage to accompany his report. He had a walk round the school to look at displays and received a Year by Year breakdown of what has been accomplished. The school can clearly demonstrate all that it does including elements of Spiritual, Moral, Social, and Cultural education. Governors liked the photo montage and the Chair asked other governors to bear it in mind for accompanying reporting where applicable.

Early Years & Foundation Stage: TJ: TJ told governors that he had looked at the data for the Early Learning Goals (ELG) and a demonstration of the evidence used to reach conclusions on achievement. He also visited the Nursery and noted the children were well behaved and interested in activities that were taking place.

Action Point 3: Governors next actions

MR: Check the single central record and sign off, and look at how the school reports to MASH (Multi Agency Services Hub) and escalations of reporting.

MP/TJ: Meet KW to look at the budget and Capital expenditure.

TJ: EYFS update on the outcome of end of year predictions.

PW: Attendance monitoring and meet with MS to look at exclusions.

UH: Literacy report.

NS: School Council visit.

UH thanked all the governors for their reports.

7. Board Membership

CB told the Board that Mrs Redrup has resigned as the staff governor to concentrate her time on her class. The process to elect a new staff governor is underway.

8. Headteacher's Report

There is no report for this meeting; the June meeting will cover finance and SEND.

9. Data

There is no new data available; the next update will be SATs results.

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10. School Improvement Plan (SIP)

GB and UH will be meeting with MS to discuss the SIP.

11. Attendance

MS reported that the Educational Welfare Officer (EWO) is working well with the school but the problems are with the same repeat offenders.

12. Safeguarding

As previously reported there are problems with therapeutic support for LAC pupils.

School staff have been completing the online training modules with the Local Safeguarding Children’s Board (Prevent, Child Sexual Exploitation, and others). Governors are encouraged to complete some of these courses; there is no cost to the school if completed through the LSCB website. The link has been forwarded.

13. Staffing

As discussed under financing the staffing structure has yet to be finalised.

14. Site

There has been no information yet on when the planned works will be started or who the contractor will be.

15. Policies

Marking and Feedback has been reviewed and updated by staff; Attendance Management (staff) has been reviewed and updated by the LA. PW proposed the policies for adoption, MR seconded and the Board agreed unanimously.

16. Date of next meeting

Full Governing Board 14th June 2018 at 4pm

Mrs Hutchinson thanked everyone for their time and closed the meeting at 4.55pm

Contacts:

Mrs U Hutchinson: Chair of the Governing Board

Contact via the School Office on 522469 or in writing, or via the Clerk to the Governing Board

Miss C Bailey: Clerk to the Governing Board

Email: carole.bailey@bartonpri.iow.sch.uk

Or in writing to the School Office