

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 23rd May 2019 at 3.45pm

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



Barton Primary School

Minutes of the Meeting of the Full Governing Board of Barton Primary School
Held at the school on Thursday 23rd May 2019

Governors Present

Mrs U Hutchinson (UH)	LA Governor, Chair	
Mr M Snow (MS)	Staff, Headteacher	
Mr G Booth (GB)	Co-opted, Vice Chair	
Mr T Jefferies (TJ)	Parent	<u>Joined meeting at 3.55pm</u>
Cllr M Price (MP)	Co-opted	
Mrs K Pye (KP)	Staff	
Mrs N Smy (NS)	Parent	
Mr P Whiteman (PW)	Co-opted	

Apologies

None – meeting fully attended.

Absence

None.

Non-Governors in Attendance

Mrs S Meredith	Deputy Headteacher	
Mrs A Starnes	Clerk to the Governing Board	
Mr K Whiting	School Business Manager	<u>For item 5 only</u>

Vacancies

2x Co-opted Governor

Quorum

The meeting achieved the minimum number to be considered quorate (5) at remained at or above this number for the whole meeting.

Start & Finish Times

The meeting convened at 3.47pm and finished at 5.00pm having considered all the items on the agenda.

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

1. Present & Apologies

Mrs Hutchinson opened the meeting and welcomed all attendees. The meeting was fully attended.

2. Order of Business

Pay Committee business to be dealt with under item 5 – confidential item.

3. Declaration of Interests

None.

4. Minutes and Matters Arising

The minutes, including confidential minutes, were agreed as a true and accurate record, and were signed by UH after the meeting.

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One action point (AP4) to carry forward from Part 1 minutes. Action points from Part 2 minutes completed.

Action Point 1 (carried forward): MS to check regarding Inclusion Policy

All other action points were completed.

5. Finance

KW joined the meeting (3.51pm).

We started the year with a deficit of £58k and set a 6-month budget. This was forecast to improve but went the other way and we are carrying forward a deficit of £72k. The budget for this year takes into account the 5-year recovery plan, which means the school must return to a surplus budget by the end of 2020/21. Identified savings need to be made now to realise the surplus budget. This includes the restructure process.

The next part of this item is recorded as a confidential minute.

The budget will be set back to zero once we are in surplus.

Support staff pay has risen slightly as of 1st April 2019 and teachers' pay has risen by 2%. This has an impact, along with pensions rising by 7% to just over 23%. The pensions rise is mostly funded by a FSA grant. MS's secondment is budgeted for until December 2019. Two teachers have resigned and one is to be recruited.

TJ joined the meeting (3.55pm).

Intake for September is not as forecast and currently stands at 30. We have approx. £27k devolved capital, most of which is earmarked for new play equipment. This will be installed over the summer.

2019/20 is anticipated to show a small deficit, with 2020/21 returning to a small surplus.

MS expressed his concern at the impact the budget situation will have on the school.

GBo suggested that MS refer to the impact factor in his Headteacher's Report, so that there is an ongoing record of how things are.

MS said he would add behaviour/exclusion reports.

GBo said if the GB can see a clear negative impact, it can make necessary appointments to help alleviate this situation.

As a school, we are required to deliver an effective education. Ofsted can no longer report on schools' financial situations.

UH stressed the importance of MS/SM keeping clear records of impact. If we can prove significant impact by December 2019 and a reduction in children's capacity to cope with school, we then have evidence with which to act.

GBo proposed, seconded by TJ, that the budget be approved, including the 3-year forecast, and all Governors agreed.

The next part of this item is recorded as a confidential minute.

6. Governors' Reports

Assessment report (UH): UH felt this to be a good course. Ofsted are now focusing more on looking at children's books. UH will keep the questions at the bottom of her report to hand. MS asked for the penultimate question to mention 'broad and balanced curriculum'.

GovernorHub training (Clerk): This was very useful training. The Clerk explained the benefits of the new system and invited Governors not already registered to sign up. The school has signed up to the enhanced package, at an additional cost of £100/year.

SEF/SIP (UH/GBo): Ofsted were impressed with the SEF. UH noted that MS/SM act on suggestions made and follow these up.

Finance: MP visited to check the impact on the school of a reduced intake. The school has become cost neutral.

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Priorities identified from yesterday's Ofsted visit:

- Reading and wider curriculum
- Attendance – we need to show a response

NS said she would link in on the wider curriculum.

MS said it is about raising aspirations for children and there has to be a certain rigour to it. We have to articulate what our intentions are.

Visits due before next meeting:

NS will visit to look at PSHE.

TJ/UH will visit after half-term and meet with MS/SM.

GBo suggested assigning Governors to school improvement areas. This was noted.

The mission statement of the school needs to be revisited.

UH will visit to look at literacy (focus on reading).

PW will visit to look at attendance.

Action Point 2: Governors to make visits as detailed above.

Action Point 3: MS/SM to revisit mission statement of school.

7. Headteacher's Report

This item is recorded as a confidential minute.

8. Data

Covered under item 7.

9. School Improvement Plan/SEF

Covered under item 7.

10. Attendance

Covered under item 7.

11. Safeguarding

Covered under item 7.

12. Staffing

A teacher has been appointed to start in September 2019. The new teacher who started at Easter is proving a very good addition to the team and has leadership potential.

13. Site

Building work continues. There has been a delay with some of the cladding.

[What about the staff kitchen?](#)

This should be finished before the end of the summer.

MS took Governors on a tour of the building works after the meeting finished.

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14. Policies

Health and Safety, Missing or Lost Child, Modern Foreign Language, Science, and Violence and Harassment policies were approved by Governors (proposed PW, seconded MP).

TJ said he will read through policies over half-term and let MS know if there are any further amendments. Governors asked whether there should be a general Curriculum Policy rather than single subject policies. MS will look into this.

Action Point 4: MS to look into introducing Curriculum Policy, with sub-sections for individual subject areas

15. Confidential items

This item is recorded as a confidential minute.

16. Date of next meeting

Thursday 20th June 2019, 4pm.

17. Impact of Meeting

- Positive inspection report
- Several visits made and positive reports tabled
- New teacher appointed for September
- End of year budget approved, including 3-year forecast
- Governor monitoring measures agreed regarding impact of budget decisions on children’s outcomes

Mrs Hutchinson thanked everyone for their time and closed the meeting at 5.00pm.

Contacts:

Mrs U Hutchinson: Chair of the Governing Board

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Mrs A Starnes: Clerk to the Governing Board

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Or in writing to the School Office