



MINUTES of the CARCLAZE LOCAL GOVERNING BODY MEETING

17 May 2017, 5.00

Part A Public

Item	Subject	Action
	<p>Present: Annabelle Coad (AC) Kevin Johns (KJ) - Chair Karen Littler (KL) David Moseley (DM) Simon Pollard (SP) – Head Carlean Rowe (CR) Ann Teague (AT)</p> <p><i>Also present:</i> Jeremy Alder (JA) – Clerk Helen Knight (HK), Sara Moulton (SM) – prospective governors <i>items 1-15 only</i></p>	
	<p>Welcome: SP welcomed HK and SM to the meeting as prospective new governors.</p> <p>Apologies: Guy Herrington (GH)</p>	
1	Conflicts of Interest: no additional interests declared.	
2	Previous minutes of the 15 March 2017 were accepted as an accurate record.	
3	Matters arising	
3.1	Boiler. The school is now talking with a different contractor for a quote and a solution.	
4	Risk Register	
4.1	SP reminded governors this is still a relatively new introduction for schools in the Trust. Internal Audit have been asked to include risk management in their current work schedule and their questions included if it is linked to the SIP? SP had requested feedback from the Chief Finance Officer. One comment was whether the impact of not achieving higher standards should be put above other risks?	
4.2	Governors noted that the new school to the north of the town could be seen as an opportunity as well. AT welcomed the aim to increase the SENDCo's hours for next year. SP commented on the challenges of her first year including writing multiple plans and working across three schools.	
5	SEF	
5.1	SP explained that he will present a more detailed version at the next meeting.	SP

	Format will change based on input from our SIP who has advised SP that a format which follows where we are in the Ofsted cycle and uses all the statements from their framework would be better, but does require more work to complete.	
6	Pupil Premium	
6.1	SP reported that the school's PP Champion has been working very hard to get as many parents as possible to register. The number of pupils eligible has declined to the lowest figure ever and the introduction of FSM seems to have been the main reason for this. Following a question from governors SP confirmed the school will be integrating the reminder to parents into the paperwork for new entrants.	
6.2	Governors also asked if the school will give new parents examples or case studies of the impact of PP funding? Yes we are looking to introduce this and exploit opportunities when parents visit – eg when early year's providers are visiting. SP mentioned what Pondhu school has been doing to incentivise parents to register. He explained it is a significant issue in disentangling how the PP money is spent, and different messages have been received as to whether 95%+ must be spent just on PP children.	
7	Capital bids	
7.1	Following our expansion to over 3000 pupils the Trust now receives a fixed amount from the DfE every year, and a procedure has been put in place whereby each school can submit bids. The Trust has received £859K which is double the expected amount. SP outlined the bidding process and timetable and added that schools have been encouraged to use some of their reserves as additional funding.	
7.2	Potential projects were discussed and the following agreed: <ul style="list-style-type: none"> • Boiler • Playground flooding problem • Loss of space following creation of extra medical facilities now requires a new office for the SENDCo SP explained that if unsuccessful the school can still use revenue funds and reserves to pay for these projects.	SP
8	Standards group feedback	
8.1	Group looked at Jason Hurr's data. Governors commented how useful it is to get his external assessment, which they found very easy to understand. There is a long way to go with some cohorts but overall there is progress in the right direction. Meeting discussed the need to review various policies including spelling and calculations.	
9	Premises update	
9.1	Security fence. One meeting with neighbours has taken place. The specification has changed following further input from the contractor, so school will re-consult with neighbours before proceeding. Aim is for this to be completed before September so spend is from current budget.	
9.2	Grounds maintenance. New contract in place which will include catch up and remedial work so more expensive in this first year.	

10	Staffing update	
10.1	Maternity cover. Arrangements have been complicated due to various contract extensions. From September the school needs cover for two terms for Y3. Interviews are 7 June and governors were invited to be involved.	ALL
10.2	Classes next year. SP confirmed the following allocation of teachers: Y1 Downes / Sloan Y2 Stanier-Smith / Teague Y3 May / temp appt. Y4 Wallbank / Wood – Whitford (<i>Jobshare</i>) Y5 Powell / Hobbs Y6 Clemes / Dingle	
10.3	Joint role with Mount Charles. School's leadership team capacity is shrinking and funding pressures have meant we cannot replace this. SP confirmed an agreement has been made with a staff member due to return from a sabbatical, which allows him to organise permanent changes from September. Mount Charles also need additional capacity so we will use some of the reserves to fund a two year fixed term contract to work across the two schools. SP explained how he sees this joint role working in practice and where to recruit. Potentially other schools will want to buy-in this type of support so it will be reviewed after the first year.	
11	Trust update	
11.1	A draft strategy update is going to a joint meeting of the Board and the headteachers. Work has also taken place on managing policies, the central team and a revised scheme of delegation.	
11.2	Board minutes. Governors asked about Poltair and JA explained what was last reported to the Board. SP added what the current views of ELT are regarding more schools joining the Trust. Governors commented that it was good to hear about the re-visiting of the aims and vision and including all 8 schools in this process.	
12	Complaints	
12.1	SP explained how the process is meant to work if an individual takes a complaint to the EFA, who only review whether the school has followed their own procedure correctly – they do not re-investigate the original complaint. SP summarised a complaint from a neighbour regarding parking by the bus which transports children, and what evidence he has sent to the EFA. School is still awaiting a response.	
12.2	A second complaint by a parent originally concerned a member of staff and then about how the school dealt with this matter. It went to third stage Complaints panel which was held by the Trust. SP summarised the recommendations received from the panel, which include some being made to the Trust's Board.	
13	s.157 return	
13.1	SP reminded governors that this is an annual assurance return each school must complete. The Trust has a safeguarding group which has worked on how best to complete this return. In future the action plan will be referred to more regularly during governor meetings.	SP/JA

13.2	AT mentioned how effective she is finding the new CPOMS system, as it allows a much better chronology to be built up for an individual. E-Safety. Governors queried whether the school could be doing even more? SP confirmed this has been discussed in the context of the SIP.	
14	Governance	
14.1	Recruitment. SP has met with an ex-Headteacher who is interested in joining the LGB.	
14.2	Governor visits. AC reported back from her Literacy and PP visit. She highlighted the small group sizes, how well pupils are tracked, the rate of individual progress achieved, and how much they obviously enjoy the sessions. She was impressed with the way the children were thinking, and their deeper understanding of the text.	
14.3	Meeting day / time next year. JA suggested polling all governors again over their preferred day / time for governor meetings before setting dates for next year – agreed.	JA
15	Items for next agenda	
15.1	SEF. Meeting dates 2017.18.	
	<i>HK and SM left here and SP thanked both for attending.</i>	
16	Budget 2017.18	
16.1	SP handed round a printout of the proposed budget for 2017.18 and explained that the CFO was unable to attend this meeting as planned. Governors asked about the following: <ul style="list-style-type: none"> • Why the increase in teaching costs? • Why a reduction in the catering budget? • Why no inflation for energy budget? SP explained teaching costs are increasing because vacancies will be costed at a higher grade than the school may eventually recruit to, and this includes increasing SENDCo from 3 to 4 days per week.	
16.2	<i>SP received the following replies from the Finance team the day after the meeting:</i> <u>Why is catering cost so much lower?</u> (£22,000 in A1617 and £8,000 in A1718) The catering cost is the cost of the Free School Meals the school provides, with the take-up being a lot lower than anticipated. In addition, the funding for Universal Infant Free School Meals is quite a bit higher than the cost of these meals due to the fact that the funding is based on the take-up on just one day in the year (census day) for which the catering companies encourage increased take-up by offering a particularly appealing menu! The actual cost budgeted next year is based on the forecasted cost this year. <u>Teaching salaries costs have gone up by £47,781</u> This is partly just the regular increments each teacher gets each year, and partly because more highly paid staff are returning, with lower paid staff leaving at the end of this year. <u>Why do utilities not have an inflation cost?</u> The only costs we generally increase in line with inflation are set contracts, such as SLAs with Cornwall Council. . We would only increase the utilities budget if we can see that there will definitely be an in-year overspend.	

	Very latest information does suggest a £2K increase in electricity so budget will be updated to reflect this.	
16.3	The budget is currently showing a deficit of £14.6K which the school needs to reduce to zero. SP explained that having met with Finance to discuss what options are available it has been decided to reduce our expenditure on music teaching. He summarised the current arrangements and how this will impact on the two individuals involved. Other areas are also being reviewed to find potential in year savings including reviewing lettings charges.	
	CONFIDENTIAL items – 17/18	
	Date of next meeting: 5 July	
	Meeting finished at 7.29	

Signed	Date