

MINUTES OF BROOKFIELD JUNIOR SCHOOL FULL GOVERNING BODY MEETING

HELD ON MONDAY 15 MAY, 2017

Those Present : , Melanie Blewer (Headteacher) Sue Delves, Karen Down, Sam Wheeler, Rob Baldock and Rachel Pearson (Clerk)

Agenda items	Item for discussion/Agreed actions	To be carried out by:
1. Welcome	The Clerk welcomed everybody to the meeting.	
2. Apologies for absence	Glen Ocsko – sent apologies – Governors accepted. Nigel Pattenden – sent apologies – Holiday – Governors accepted	
3. Minutes of previous meeting held on Monday 20 March, 2017	<p>Accuracy The minutes were recorded as accurate and approved by the governors. Proposed – Carolyn Pratley – seconded - Sam Wheeler</p> <p>Matters arising Prevent training Nigel was not present at the meeting so this item will be carried forward to the next meeting.</p> <p>Combined fire evacuation The Headteacher explained that the fire evacuation was to have taken place this week. However, owing to a number of issues, she had decided to defer it. The Chair suggested that this item was discharged and requested that when it did take place it was included in the Headteacher’s report to governors.</p> <p>Finance Update The £5000 allocated to the School Council has been spent on a summer house. The space for this has been cleared and will be installed soon. There will be a special opening ceremony on 03.07.17 and the press will attend on 12.07.17 in order for a report to be included in the Kent Messenger.</p> <p>Training for governors, Lesson Observations and Monitoring reports As Nigel was not present at the meeting these items will be carried forward to the next meeting.</p> <p>Healthy schools Football nets have been purchased by the PTFA. Netting for the fences has been included in the budget for 2017/2018.</p> <p>Online safety Training The chair had checked to see if this course was free but it appeared there was a charge as it is a “hot topic” so she will attend as previously arranged.</p> <p>Life Skills information Owing to pressure of work, Karen has not had time to check this information but will do so in due course.</p>	<p>NP</p> <p>NP</p> <p>KD</p>

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	<p>Governing Body Update The clerk reminded the governors of the FGB meeting to be held in Brookfield Infant School Family Room on 12.06.17 at 6.30 p.m. to discuss the results of the consultation regarding Federation. The agenda for this will be sent in due course.</p>	RP
<p>4 Declaration of Business and Pecuniary interests.</p>	<p>There were no business or pecuniary interests declared.</p>	
<p>5 Head teacher's report and overview of School Development Plan and SEF</p>	<p>Headteacher's report – strategies and actions so far (attached) School Development Plan and SEF update Whole School Progress The Headteacher reported on the developments in the school. The data on the first page refers to the achievement of pupils in Term 4. Any children that are not at their expected standard have been discussed during Pupil Progress meetings and strategies have been set up to support them. The Chair queried why in some areas some children did not appear to have achieved as well as expected. The Headteacher explained that all children are expected to make 1 point progress in each term which is 6 points per year. Sometimes a child makes 2 points progress in one term and then no points progress the following term; whenever a child does not achieve as expected, then this is investigated. Also sometimes a higher achiever may leave the school and a child enters who may not be at that level and this causes the data to reflect the change. The data for Term 5 looks favourable. Year 6 have had their SATS tests. All children are encouraged to do their best and are supported by staff. There are strict procedures which the school has to follow and we believe that the pupils were better prepared for the tests this year.</p> <p>Confidential item</p> <p>SDP and SEF information circulated (attached) Attendance has improved over the year and is included in the school ethos.</p> <p>Safeguarding monitoring report circulated (attached) The last item on the report needs to be initiated: <i>School Council Walkabouts with HT/SBM to pick up safety points</i> The SBM agreed to undertake this recommendation.</p> <p>The Headteacher is now reporting on the pupils who have received Early Help. There are 9 pupils involved.</p>	SBM
<p>6. Finance update MAIN FOCUS Budget for 2017/2018</p>	<p>Monitoring report (attached) on School Budget and Pupil Premium Report on Rollover for 2016/2017 Setting of new budget for 2017/2018 (attached) 3 year budget plan 2017 – 2018 The SBM reported on the budget The budget presented to the governors today will need to be approved but if federation occurs there may be changes and if so the governors may have to approve the budget allocations again. The monitoring governor and the SBM discussed the budget allocations and she agreed to submit a report on this. The end of year budget report was submitted by the deadline and the rollover for 2016/2017 is £41,822 for the formula budget. The capital budget was spent in its entirety.</p>	SW

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The Chair queried the amount rolled over as it seems larger than expected.

The SBM explained that this was funding set aside for building works which could only take place in holiday time in order to ensure that the school was safe for pupils. The rollover has been allocated for additional building works which are expected to take place this summer holiday. It is also prudent to have a reserve in case any unexpected events occur.

The following items were noted:

Formula budget

Income

I01 Funds delegated by LEA £848532 – 2017/2018 Last year was £872839

Drop in allocation received.

I03 SEN funding - £4485

A governor asked if the allocation included high needs funding as well as SN funding.

The SBM explained that he receives an allocation for each code and some SN funding goes into the I01 code and some goes into SEN. After further discussion it was agreed that the SEN fund is divided into 2 areas – top up funding and SN funding and the top up funding is allocated to I03 and other SEN funding is allocated to I01.

I05 Pupil Premium funding £118800 – 2017/2018 Last year £133480

Drop in allocation received.

A governor queried this amount and the decrease in funding.

The funding is based on FSM applications and if parents do not apply then the allocation is reduced accordingly. Parents are requested to apply whether they are eligible or not just in case there has been a change in their circumstances. Forms are available from the school office and shown to parents at introductory nights and any other event in an effort to encourage parents to apply.

Expenditure

E01 – Teaching staff £456948

There was a pension issue which meant that the expenditure is to be larger than expected.

E02 – Supply teachers £2000

Supply teachers are used during the Easter holiday on booster classes

E03 – Education Support Staff and E05 Premise staff

The increase in the ledger code is to support pay progressions.

E09 – Staff development and training £8000 2016/2017

This is set to be lower than previous years as the schools are intending to federate which means the staff will be able to share training so only one speaker will be needed for both schools which will be cheaper long term

E12 – Building maintenance programme £35000

This is funding for the refurbishment programme which is now in its 2nd year.

E14 – Cleaning and caretaking £3400

Slight increase on last year to allow for cost of living rises.

E16 – Energy - £11000 Last year - £17070

There has been a reduction on expenditure for energy as the contracts have been changed.

E20 ICT Learning Resources £6310 Last year £10716

There has been a slight saving as the SBM informed the school that the federation may mean there will be less expenditure on items which are currently purchased individually for both schools but can be shared if the schools federate.

This might include servers, broad band, engineers and training.

E22 – Administrative Supply £11496

The SBM would like to have one phone system installed which would benefit both schools.

E26 Catering Supplies £20000

This may be affected by the federation and could mean savings will be made.

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	<p>The year-end forecast is expected to be £6894 Capital budget There was no rollover for 2016/2017 The allocation for 2017/2018 is £6644. This will be spent on IT The governors ratified the budget and the approval was given by the Chair and seconded by Karen.</p>	
7. Health and Safety Report	<p>The SBM reported the following: PAT testing has been completed. Arrangements are being made for the work that will be taking place during the summer holidays.</p>	
8. Personnel update	<p>Staff report The governors considered this item as confidential.</p> <p>Next Steps regarding School Structure The governors considered this item as confidential.</p>	
9. Attendance Report	<p>Review of attendance of staff (attached) The report shows sickness absence only. The governors considered this item as confidential.</p>	
10. Governing body action plan and Governing monitoring	<p>Training attended – Governors Governor Briefing report – Carolyn (attached) The Briefing focused on attendance but virtual governance and a news update were also covered. Many of the suggestions that were made are being covered under Project 95, including the importance of a whole school ethos around attendance. The Attendance Policy needs to be up to date and there is a new Code of Conduct on Kelsi. The definition of persistent absence is below 90% but if it is below 95% action should be taken. Good attendance should be rewarded. The Chair offered to do an attendance monitoring visit and have a chat with Jess and Katie about the attendance ethos. The School Attendance Officer should go to attendance networking meetings. Virtual Governance Voting by proxy is not allowed – only those who have attended a meeting can vote. News update The clerking competencies have been updated. The Headteacher is the Returning Officer for Parent Governor elections.</p> <p>Monitoring reports Meetings with SENCO – Sue Delves (attached) Sue had no more additional comments to make on her report.</p> <p>Lunch time activity club Sam is involved with a lunchtime club called Change for Life. She agreed to send in a report about how this event is going.</p> <p>School Marketing will be deferred until after the federation has taken place.</p>	<p>CP</p> <p>SW</p>
11. Policies to update	<p>Governors Allowance Policy (attached) The governors agreed to keep this policy in place until after the federation has taken place, but that it might need to be reviewed following the decision on</p>	

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	<p>federation to ensure that any inconsistencies between the two current Governing Bodies' policies are resolved. The Chair asked if Travel and Subsistence costs were specified by a different agency to the one named in the policy. It was agreed that the agency now is HMRC so this should be changed.</p> <p>Governor Monitoring Policy (attached) It was agreed that this policy is to be revisited following the decision on federation also. The Chair suggested that the governors asked themselves the questions in the policy. Are governor visits achieving the potential benefits identified in the School Development Plan? The Headteacher agreed that the monitoring undertaken by the governors gives a good overview on what is happening in the school. Have there been any additional benefits? The Headteacher confirmed that she was pleased with the way the governing body were achieving knowledge of the running of the school and that if Ofsted or any other agency asked governors questions that they would be able to answer knowledgably and confidently How can governors make their practice better? Training is a good way to improve practice but the Headteacher considered that procedural training is helpful too. The Chair expressed concern because she had not been able to undertake maths monitoring but it was agreed that the discussions that had taken place when data was considered, were a form of monitoring.</p>	MB
12. Chairs actions/ Correspondence	The Chair had not received any correspondence.	
13. Any other urgent business	<p>Primary Engineer Leaders Award (letter attached) The school had submitted 227 entries to the above initiative and 44% of these achieved a merit or higher in recognition of the quality of the designs. Some entries were being submitted to the next stage of the competition and we are very proud of this achievement. The governors were delighted to hear that the children had taken part and received such a good outcome.</p> <p>The next two items were considered confidential.</p> <p>The Chair will be unable to attend the meeting on 10.07.17 so the Vice Chair agreed to chair the meeting.</p>	
14. Confidentiality of Proceedings	<p>The governors considered the following items were confidential and were to be printed on green paper: Two items under the Personnel Update The item under staff attendance. Two items under Any Other Business</p>	
15. Publication of minutes	These minutes are to be published on the school website after they have been approved by the full governing body.	
16 Dates of future meetings	The meetings are arranged to take place at 5.30 p.m. in the Family Room on the following dates: Monday 10 July, 2017	

**There being no further business,
the meeting closed at 8.00 p.m**