

**The Windmill Primary Federation
Full Governing Board Meeting
Minutes of the meeting held on Thursday 26th April 2018 6pm
At West Walton Primary School**

		Action
1	Present and Apologies	
	<p>Attending: Martin Gordon – MG (Chair) , Alison Bailey - AB (Executive Head teacher), Karen Thorpe – KT, Scott Horsley – SH, Rose Ward – RW, David Harrison – DH, Jessica Welsby- JW, Tamara Emery – TE, Nancy Irvine – NI, Nikki Graham – NG, Lyndsay Howlett - LH and Stella Kaye - SLK (Clerk). Also present Felicity Walsh - FW (Federation Business Manager) left meeting after Item 8.</p> <p>Absent: Will Hall</p> <p>Accepted Apologies: Apology received from Gloria Joiner. Apology accepted. Apology received from L. Howlett to arrive late. Apology accepted.</p>	
2	Notification of Any Other Urgent Business	
	Governors agreed Cluster Budget was to be included under item 8	
3	Declaration of Business Interests/Conflicts of Interest	
	No declarations of pecuniary interest were received.	
4	Membership of the Governing Board	
4.1	Three governors were approaching the end of their Term of Office on 31 st May 2018 <u>Co-opted Governors:</u> DW was to contact G. Joiner and ask if she wished to continue as a Co-opted Governor. K. Thorpe confirmed she wished to continue as a Co-opted Governor. FW to update records accordingly	FW
4.2	<u>Local Authority (LA) Governor:</u> M. Gordon confirmed he wished to continue as a LA Governor. FW/MG to arrange for form to be completed and sent to County.	FW/MG
5	Minutes of Previous Meeting	
	Governors agreed the minutes of the meeting held on 22nd January 2018 were a true record of the meeting. Minutes signed by MG.	
6	Matters Arising from the Minutes and Action Taken	
	<u>Item 4 Prospective New Governor:</u> Clerk had been unable to contact the prospective governor Michelle Napier. Clerk to continue to try and contact. <u>Item 6 Unauthorised Family Holiday Information:</u> Information sent to parents with regard to the Federation’s fining procedure for	FW

	<p>unauthorised family holidays had been sent to governors as requested.</p> <p><u>Item 6 Skills Matrix:</u> Skills Matrix forms had been completed by TL, JW and WH.</p> <p><u>Item 6 INSET Dates:</u> AB confirmed changes to the INSET days had been reported to parents.</p> <p><u>Item 9 Training</u> TE, DH and JW to book Governance Now training via GovernorHub.</p> <p>NG was booked to attend Vulnerable Groups training on 8th May 2018.</p> <p>Item 11:</p> <p><u>Item 11 PAN Number for WW:</u> PAN number for WW had been agreed.</p>	<p>TE DH JW</p> <p>NG</p>
7	Reports from Committees	
	<p>Copies of the draft committee minutes had been issued to all governors prior to the meeting.</p> <ul style="list-style-type: none"> • <i>Resources Committee:</i> No questions raised. • <i>Teaching & Learning Committee:</i> No questions raised. 	
8	Budget Plan 2018/2019	
8.1	<p><i>Cluster Budget</i></p> <p>AB and DH had attended the Cluster Meeting on 20th April 2018. An 80% cut for the summer term had been agreed across the board for SEN funding.</p> <p>From September schools requiring any additional SEN funding would have to apply for it.</p> <p>LH joined the meeting at this point.</p> <p>As the Federation were the only schools in the Cluster using the STAR accounts system they would now hold the Cluster budget. This had been agreed and signed by DH.</p>	
8.2	<p><i>Funding</i></p> <p>Governors agreed a letter was to be sent from the FGB to the local MP voicing their concerns over the reduction in funding for schools. Governors also agreed a letter was to be sent to parents informing them of the current issues surrounding school funding.</p>	<p>AB</p> <p>AB</p>
8.3	<p><i>Budget Plan 2018/2019</i></p> <p>Copies of the original Budget Plan for 2018/2019 and the revised version, together with explanatory notes were issued to all governors present. FW apologised these had not been issued sooner but the re-arranged meeting with the County Finance officer had only taken place on Tuesday.25th April 2018.</p> <p>The budget meeting had been attended by MG, GJ and DH.</p> <p>KT queried how the deficit figure could increase from Year 2 to Year 3 by such a large amount. £67, 000 to £260,000.</p> <p>MG advised he had also queried this and it was cumulative.</p> <p>FW advised there was a drop in pupil numbers in Year 3. The biggest cost was staffing. There was also the absence of Cluster SEN funding.</p> <p>NG queried there was no figure shown in Year 3 for PE Grant funding.</p> <p>FW advised there was no allocation showing for Year 3, as there was no guarantee any funding would be received.</p>	

8.4	<p>KT asked where the figures for the Business Manager were shown as under E05 Admin and Clerical this only showed secretary and secretarial assistant. FW confirmed Business Manger costs were also included under this line</p> <p>KT raised a query over the benchmarking figures and what had been included under the lines for admin and clerical. FW explained the differences between schools in regard to benchmarking.</p> <p>MG advised he had spoken to the Finance Officer and he had advised benchmarking figures would not be available until the end of the Summer term.</p> <p>Benchmarking would be an agenda item for the first resources Committee meeting in the Autumn term.</p> <p>A discussion took place regarding the cost and standard of the premises maintenance and repair work. The possibility and issues around using local trades' people was also discussed.</p> <p>FW was requested to find out when the current contract expired and to try and find out how the local high schools managed their buildings and maintenance.</p> <p>Budget for 2018/2019 was approved by the FGB and signed by MG.</p> <p><i>Catering</i></p> <p>KT queried the figures for catering.</p> <p>Copies of Schedule 4 Catering Budget and Edwards & Blake Report Summer 2018 were then handed out to all governor present and reading time given.</p> <p>At the request of MG, FW talked through the figures.</p> <p>Discussion took place about the menus and meals being provided and ways to improve take up.</p> <p>SH advised feedback from parents following an after school taster session had been positive.</p> <p>RW asked if there was a percentage figure the numbers needed to improve by. FW advised the catering company had forecast 2225 meals a day. The numbers for 2017/2018 had been 208 per day.</p> <p>KT asked if the figures included staff meals. FW confirmed they did.</p> <p>Following a query from MG, FW advised the break clause in the contract was one year's notice.</p> <p>Governors agreed the school should arrange a meeting with the company to discuss the issues.</p>	<p>Clerk</p> <p>FW</p> <p>FW</p>
9	Windmill Primary Federation Restructure	
	<p><i>Head teacher's Report</i></p> <p>No questions were raised.</p> <p>FW, KT and NG left the meeting at this point.</p> <p style="text-align: center;"><u>Item deemed Confidential by the FGB</u> <u>Separate minute sheet</u></p>	
10	To Agree the Change in Age Range at West Walton	
	<p style="text-align: center;"><u>Item deemed Confidential by the FGB</u> <u>Separate minute sheet</u></p>	

	KT and NG returned to the meeting	
11	School Policy Review	
	<ul style="list-style-type: none"> • <i>PE Policy</i>: Policy was agreed by the FGB without any amendments. FW to arrange for MG to sign a copy. 	FW/MG
12	Governor Monitoring, Development and Training	
12.1	<p><i>Monitoring</i></p> <p>NI had undertaken monitoring at WW on 9th March 2018 Copy of Visit report had been issued to governors. No questions raised. TE was to prepare a report on her monitoring of the class trip to High Lodge. Staff had been aware TE was attending as a governor. MG requested governors to undertake monitoring before the end of the summer term.</p>	TE ALL
12.2	<p><i>Training</i></p> <p>NG and TE had attended PE grant training on 2nd February 2018. JW had received safeguarding training from SH. TE was due to attend safeguarding training on the following Tuesday.</p>	TE
13	Any Other Urgent Business	
	No items raised	
14	Dates of Next Meetings	
	The next FGB meeting would now be held on 2 nd July 2018.	
	Meeting closed at 7.45pm	

Signature of Chair of Governors Date:

Table of actions:

Item	Action Required	By who	By when
1	Governor records to be updated following re-appointments	FW	
2	LA to be advised MG continuing as LA Governor	FW/MG	
3	Prospective new governor to be contacted	FW	
4	Governance Now training to be booked	TE DH JW	
5	Funding letter to be sent to MP and parents	AB	
6	Expiry date of Premises and Maintenance contract to be confirmed. Information on how high schools manage buildings and maintenance to be investigated	FW	
7	Meeting to be arranged with catering company to discuss issues	FW	
8	PE Policy to be signed by MG	FW	

9	Monitoring report to be drawn up for High Lodge visit	TE	
10	Monitoring to be undertaken Summer term	All Governors	
11			
12			
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14			