

**MEADOW VIEW PRIMARY SCHOOL  
MEETING OF THE FINANCE PREMISES AND STAFFING  
COMMITTEE  
26<sup>th</sup> JUNE 2018 AT 4.45PM**



**MINUTES**

**Present: B Vickerage, T White, N Lee, K Bromley  
In Attendance: A Blench, K Taylor, T Keenan**

**FPS48.APOLOGIES FOR ABSENCE**

48.1 To accept apologies for absence – apologies received and accepted from K Smith

**FPS39.DECLARATION OF PERSONAL AND BUSINESS INTEREST**

49.1 Individual governors to declare any personal or business interests on any item on the agenda – none were declared

**FPS50.ANY OTHER URGENT BUSINESS**

50.1 To consider any other urgent business for agenda item FPS56 – ‘Governors Expenses Policy’

**FPS51.MINUTES OF THE PREVIOUS MEETING**

51.1 To approve the minutes of the meeting held on 15<sup>th</sup> May 2018, chair to sign. The minutes of the previous meeting were approved and signed by the chair.

51.2 Matters arising from the minutes of the previous meeting

\* Equalities training available for governors? – P White. Update – RoSiS and Learners First do not offer courses for governors. P White has spoken to Rotherham HR and they don't offer any training. T Keenan and K Taylor gave governors assistances that school runs recruitment properly. Governor's role is to ensure that school is adhering to the law in relation to equalities and that any decisions made by the SLT have been appropriately reached. We always have a 'safer recruitment' trained person involved in recruitment, although it would be helpful to have more governors trained in this area. It was agreed that governors would be encouraged to attend the next scheduled safer recruitment training.

\* ICO slides to be uploaded to the governor pages of school website – A Blench. Update – the slides are now on the school website within the governors secure area.

\* Further information relating to GDPR to be sent to N Lee by K Taylor. Update - This hasn't been sent, but it was agreed that N Lee will arrange to come into school to meet with K Taylor before 25<sup>th</sup> July to see what school has done.

\* Hard and soft implementation of the National Funding Formula (NFF) – K Taylor. Update - Governors could not recall what this action was about. A Blench reminded governors that the LA had promised to send to schools a worked example of how their funding would have looked if the LA had fully implemented the new National Funding Formula at school level. School has not received this model – K Taylor to follow up with Schools Finance Officer.

\* Minimum funding guarantee – explanation of the rationale used by the LA – K Taylor. Update – K Taylor and A Blench explained the principles of minimum funding guarantee and how this had been applied to Meadow View Primary this year.

\* Review of panic alarms and lock down procedure following on from security incident – K Smith/K Taylor. Update – staff are aware of where the panic alarm buttons are and how to activate them. Activation of the alarm generates a police response, which has been tested. Governor question – do staff know what a lock down procedure is and would they be able to explain to me what they need to do when it's activated if I were to ask them? School stated that there is a policy in place, but it was unlikely that staff would know what to do in such circumstances. B Vickerage encouraged all governors to ask staff about this when they next visit school. It was stated that a lock down wasn't the appropriate response during the recent security incident.

Actions: T White to shared date/s for next safer recruitment training with governors. N Lee to meet with K Taylor regarding GDPR. Governors to ask staff about 'lock down procedure' when next in school.

## **FPS52.REVIEW OF POLICIES**

- 52.1 Arrangements for complying with the GDPR – 25<sup>th</sup> May 2018 – K Taylor. K Taylor gave governors an update on the work which has been completed to ensure school complies with the new data protection regulations. The data protection policy has been revised, issued to staff and discussed. The LA has worked in GDPR sub groups to produce generic policy documents which schools can customise and adopt for their own school. A revised privacy policy statement is in place. The data consent form for parents has been revised for this September and will be no more than 3 pages in length. School has appointed a Data Protection Officer, Tim Pinto. There will be a data audit conducted in September 2018. School laptops have been replaced and are all now encrypted. The data mapping documents has been started but is not yet completed, it is a big job. School has agreed that this work must not be allowed to overshadow people's day jobs. School has an action plan to complete everything by the end of December 2018. Governor question – have we had any input from JMAT on GDPR? No, we haven't. We have had assurances from all third party suppliers that they are GDPR compliant. Our review of data has made us question the use of the DOJO app. It has a messaging service component with an open forum. There have been instances where parents have shared information on there which is confidential. School will probably cease using DOJO next year. Governor question – do governors who are parents find this a useful app? Yes, it is but it needs to be updated regularly. School feels that it is difficult to moderate and ensure consistency from staff. Parents also send school messages on it late at night expecting a response! At the SIP Meeting we looked at DOJO as part of our e-safety review. Governor question – will we have any issues with parents for whom English

is not their first language? We have one member of staff in school who can translate if needed. Governors approved the updated data protection policy.

### **FPS53.SCHOOL BUDGET 2017 18 and 2018 19**

- 53.1 To receive an update on the anticipated budget out turn position for 2017 18. The balance has not changed and is still as reported on 15<sup>th</sup> May 2018. Governors will receive an update on 2018 19 spend at the autumn meeting.
- 53.3 Hard and Soft Implementation of the National Funding Formula – worked examples, see 51.2 above.
- 53.4 Minimum funding guarantee – explanation of the rationale from the LA. Governor question – have we got less pupils and is this affecting funding? Do we know why? All schools in our learning community have vacancies. This year the birth rate is low for F2. Budget funding allocations are set against the pupil numbers as reported in the October 2017 census. The January 2018 census determines pupil premium allocations from April 2018 onwards. We may gain some extra pupils in F1/2 later in the year. We have a PAN of 40 pupils which isn't a helpful figure at KS1 where we are not allowed to increase class sizes above 30. Governor question – are classes going to be bigger next year? No. Governors were pleased that school will be offering the 30 hours nursery provision. By attracting pupils at this stage they will hopefully continue into KS1. The 10 places are full for September 2018. But if school should receive last minute applications we will look at the income v the costs and take a decision about expanding numbers.
- Governor question – is the banner on the road advertising spaces still appropriate? The same message is also on the website.
- Governor question – is breakfast club full? Yes, it is full and there is a waiting list as well. It needs to be self-financing. If there is an increase in nursery numbers then the situation will need to be reviewed. Charges will be reviewed for September 2018. The numbers vary from day to day. We can have as many as 14 F2 children attending. Some only attend 3 days per week. Parents sign a contract with school.

### **FPS54.STAFFING**

- 54.1 To review the latest school staffing structure – K Taylor explained that nothing has changed since the 15<sup>th</sup> May and the SIP Committee Meeting.

### **FPS55 PREMISES UPDATE**

- 55.1 Update on any issues – K Taylor reported that the fire drill register has highlighted staff who have missed previous fire drills. School is now varying the day and time to include all staff over a year. Governor question – are there any premises updates planned for the summer? There isn't any life cycle work planned as things are up to date. There is a SOM Meeting on 6<sup>th</sup> July which K Taylor will attend. Our toilets were refreshed last year and some classroom floors recovered. Danielle's floor will be looked at on the 6<sup>th</sup> July. No other issues have been reported.
- Governor question – what happens to monies collected at clubs? If its cookery then it covers the cost of buying resources, staff salaries (when claiming overtime), and the cost of did not attends.
- N Lee left the meeting at this point.
- K Taylor was asked to bring the life cycle list to the next meeting.
- K Taylor mentioned that Engie has identified some fire compartmentalisation work which needed completing and that this was being worked on whilst school was open after the end of each school day.

Actions: K Taylor to bring life cycle list to next meeting.

### **FPS56.OTHER BUSINESS**

- 56.1 Governors expenses policy – the policy was approved by governors. Governors asked for this to be published on the governors secure pages of the school website.
- 56.2 Governors were reminded that school could have an Ofsted Section 5 Inspection any moment now. Governors were encouraged to prepare for their individual areas of responsibility e.g. pupil premium, SEND, safeguarding, progress. School will send out a summary of likely questions that governors will be asked. This will be a 48 hours' notice inspection.

Action: K Taylor to circulate electronic version of policy to A Blench for publishing on the website.

### **FPS57.CONFIDENTIALITY**

- 57.1 To determine any confidential items – none identified.