

**MEADOW VIEW PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
15TH OCTOBER 2019 AT 4.45PM**



**MINUTES**

Present: B Vickerage, K Smith, J West, P White (Meeting Chair), N Lee, A Boyle

In Attendance: A Blench, T Keenan, J Long

**FGB1.APOLOGIES FOR ABSENCE**

- 1.1 To accept apologies for absence. J Newbolt and K Bromley were absent and had not sent apologies.

Actions:- it was agreed that PW would contact KB to see if everything was ok with him. It was noted that this is the second time this year that he had not attended and hadn't sent any message. This was also something which had happened during 2018 19.

**FGB2.DECLARATION OF PERSONAL AND BUSINESS INTEREST**

- 2.1 Individual governors to declare any personal or business interests on any item On the agenda. No declarations were made.

**FGB3.ELECTION OF CHAIR AND VICE CHAIR**

- 3.1 Election of chair – AB chaired the meeting until a chair had been elected. There was just one nomination for the role of chair which was PW. Governors unanimously elected PW as chair for this year. A vote of thanks was expressed to the outgoing chair BV. BV stated that he had enjoyed being chair but thought that it was time for a change in chair. BV stated that he thought that the governing body was in a good place and that he would be around to give support to the new chair if needed.
- 3.2 Election of vice-chair. There had been one nomination for the role of vice-chair which was JW. JW was unanimously elected as Vice Chair for this year.

**FGB4.ITEMS OF URGENT BUSINESS**

- 4.1 Chair to determine any items of urgent business for consideration under FGB13 below. It was agreed that PW would give governors an update on recruitment to the governor vacancy.

## FGB5. RESOURCES

- 5.1 Update on the 2019 20 Budget – KT. KT explained that recent updates to this years budget had resulted in a small in-year deficit. There were a variety of reasons for the deficit. We had a reduced nursery grant, the original forecast included 19 but we have 15 now. We have lost 1 30hour child. This has resulted in a £10,000 reduction in nursery grant. There are more nursery children expected in April 2020 but this is not guaranteed. In building the budget school had erred on the side of caution to begin with. School has been good in the past at predicting numbers. The lower numbers will filter through to F2. The spending side of the budget hasn't changed much overall. We have some pupils where we are awaiting confirmation of EHCPs. The Maths work, which brings income, is picking up.
- It was explained that every year our overall pupil number total is decreasing. KS stated that we had 40 in a year group when started at school. This year we have 17 in Year 1. We should have over 300 pupils, but we have 187 in KS1 and KS2, plus nursery children. This will really impact the budget in 2020 21. School will need to look closely at everything. We have already looked at the SLT. This isn't just something that MVP is struggling with as we know that Blackburn Primary has the same challenges. We are predicting a £6k deficit in year. School has a budget meeting with JMAT on Friday. There is every possibility that the £6,694 can be clawed back in the remaining 5 months of the financial year. Governor question – is the top slice paid to JMAT in here? It is in there and we are accessing the support from JMAT. Governor question – will we always be a PFI school? Yes, becoming an academy doesn't change this. Governor question – IT support are we double paying? E.g. JMAT and LA. KT explained that we cant cancel our arrangement with RMBC as we need this to retain access to RgFL amongst other things. We are not paying for the same thing from 2 organisations. We have to access the JMAT server as well. Governor question – Sparks Services? This is a grant which has been moved into contracted services. Governor question – if we are paying a bit more by keeping RMBC agreement going can we negotiate with JMAT? We have been getting Finance Support from JMAT. We migrated from SIMS to Integris. This year is a year of transition. Governor question – have we thought about creating a PTA? School used to have a group called Friends of Meadow View. This doesn't exist anymore as numbers dwindled and no one was available to run the group. NL stated that she would be interested in running a group. AB suggested that she have a conversation with the chair of Friends of Blackburn Primary to see what was involved. Governor question – how do we feel about paying 5% top slice when we are not yet members of JMAT? Do we agree with this? KT stated that its actually 3.5% = £31,500. Governor question – when we approved the budget wasn't it an LA budget? Do we all agree with this? KT stated that it was and is an LA budget. We are not members of JMAT as yet, but we are accessing their services. Governor question- will there be a top slice from the LA? No, the LA doesn't take a top slice anymore for any schools. Schools take out SLA for services they use from the LA for a charge. Governor question – KS are you going out and school gets a payment for your work? Yes KS is and the top slice is shown in line E27. Governor question – if we weren't joining JMAT would we be paying this? No but there are savings in the pipeline from joining JMAT. For example JMAT have negotiated a lower membership fee with RoSiS for their schools. Governor question – will we be getting a budget monitoring report? Yes this will be the next time we discuss finances. This is the revised budget which is a statutory requirement and needs to be submitted to the LA in October each year. Therefore it needs governor approval.

Governor question – What will the LA say about the deficit? They will show an interest but wont be unduly concerned. It's a small % so we wont be classed as a school in financial difficulty. The dilemma for school is that even though you might only have 17 in a year you still have to employ a teacher. We cant justify a TA in every class with these numbers. In other schools they will have been managing without TA for some years now. We need to ensure that notional SEN and PP funding is ringfenced. Governors approved the revised budget and the spending of the top slice. It was stated that KT, KS and JL will be working hard between now and year end to reduce the deficit.

- 5.2 Approval of the School Fund Audit Statement 2018 19 – KT. KT explained that the report has not been received from the auditor yet. This item will be carried forward. Governor question – how do school private finds get managed in a MAT? Academies do not have private funds. We will have our own school bank account and fund raised monies will be paid into the same account as government monies. The funds raised by children and parents will be recorded as such in the accounting system.
- 5.3 Premises update – KT. KT stated that Engie had been in school today for their H&S walkabout. The toilets have been refurbished over the summer. The end of corridor classroom had its carpet replaced for vinyl. The one outstanding item on the compliance report will be dealt with in October. Governor question – do we pay for these works? Yes, it is part of the PFI charges. The vanity units have been changed in the foundation toilets. There has been a big restructure at Engie and new staff are now settled into their roles. Governor question – how do teachers feel about changing from carpets to vinyl? Its easier to clean and for upkeep. Governor question – I hear that some parents say the Year 3 classroom is too small and that the tables are too low? KS stated that the children really enjoy their classroom and only use the tables once every 5 weeks. Miss Hunter moved from a larger classroom because her class has shrink. KS asked the governor who raised the question to encourage parents to come and speak to a member of the SLT if they have concerns. Governors were reminded that their role is not a representative one e.g. speaking on behalf of other people. Governors were advised to not get involved in parental issues but instead to direct them to SLT members. This is important in order to not compromised any formal discussions which governors might need to have with parents at a later date.
- 5.4 Schools Financial Value Standard – arrangements for meeting new standard – KT. KT explained that the SFVS has 6 additional questions this year. PW and KT are booked to attend some training in November and will report back to governors afterwards.

Actions – AB to arrange for NL to speak to chair of Blackburn Primary Friends Group. 5.2 to be accrued forward to next meeting.

## **FGB6.GOVERNANCE UPDATE**

- 6.1 To receive reports from any governor structured enquiry visits. JW and PW met with KS and JL on 11<sup>th</sup> October to hear about recent Ofsted Inspections under the new inspection framework. It was mentioned that inspectors dig deep and want to know what pupils are learning. What their starting points are and how they got to where they are now. There are lots of questions around PP and subject knowledge. Only external data will be looked at and not internal. If school is below national data then will automatically be RI. JW has written her own 'to do list' as a result. As PP governor JW wants to come into school and look at things such as the Parent Council. To do a learning walk and look at books. JL has a link to sample question

which she will send to AB for sharing. JW encouraged governors to think about what we have done to introduce change. A key question from Ofsted to governors is 'how do you know this is the case?' This is triangulation, the connection between data, reports and your own observations. As a governor you don't need to know everything. Governor question – could we get a visit soon? Yes we are due a visit. The 4 year period will expire in July 2019. But if we convert before then we won't be inspected. We will be inspected within 2 years of converting. We could have one between now and Christmas. Our SATS results could also trigger a visit.

- 6.2 Review of governing board training and development needs for coming year (skills audit). PW asked governors if they had any comments regarding the training plan shared before the meeting. This had been updated since the Strategic Planning Committee Meeting. We do a skills audit each year using the NGA template. PW will send out the new audit template for governors to complete by 31<sup>st</sup> October 2019. Some governors had attended Mental Health training. NL would like to come into school to see what we do in this area. School has signed up for the Carnegie Mental Health Awards. NL and A Boyle agreed to book into the governors mental health training.
- 6.3 Governors awards review of arrangements. This came from the July FGB Meeting and the person who raised it wasn't at this meeting. It was agreed to defer the discussion to the next meeting.

Actions – PW to send governors the NGA skills audit template to complete by 31<sup>st</sup> October 2019. 6.3 to be deferred to the November 2019 meeting.

## **FGB7.ACADEMY UPDATE**

- 7.1 Update on plans for academy conversion. KT and KS attended a meeting at Ellis House on 11<sup>th</sup> October. Jackie has sent an email to the solicitor. No update has been received about land transfer or the caretakers house. The DfE states 1<sup>st</sup> February 2020 for a conversion date. KS thanked KT for all the work she has put in to the academy conversion process and is still putting in. Working on 2 budgets and 2 systems has added to her workloads. The office staff have been amazing, working long hours and not claiming overtime. They have been given wine and flowers from KS/KT to say thank you.

## **FGB8.SAFEGUARDING UPDATE (HEADLINES)**

- 8.1 Brief update on any safeguarding action or concerns – TK. TK reported that the e-Safety Workshop arranged for 30<sup>th</sup> September for parents had to be cancelled. This was because of lack of interest. Parents had been consulted about the best days/times. NPSCC were due to come in and as only 2 parents had confirmed a decision was taken to cancel. Governor question – why so little interest? Some parents think that they know it already, when they possibly don't. We will try a different approach which will be using NPSCC resources in the community café.
- 8.2 Results from the annual safeguarding audit – TK. JMAT have a safeguarding director who visited MVP in May 2019 to use a checklist against MVP provision. They assess 163 areas. We were 94% compliant. Governor question – who from the LA comes into check us? No one does this. JMAT run on a best practice bases and not on a legal compliance only. We have received a fresh JMAT report from the visit today and can start working on any actions. We have been given JMAT safeguarding policies. KS had checked with the LA to see if school could use them even if we

hadn't converted yet. The advice received was that they could be used as long as the JMAT logo is alongside the LA logo. As a JMAT school governors don't need to see the policies as JMAT will upload these and be responsible for reviewing them. Do governors want to see them?

Governor question – does the policy say anything about religious observance? They have a cultural policy which includes this. Governor question – does the JMAT policy comply with our LAC requirements? Yes it mentions PEPs and E-Peps.

## **FGB9. POLICIES FOR REVIEW AND APPROVAL**

- 9.1 Governors to review updated policy tracker document – KS&JL. JL and KS have updated this and will send through to ABL for circulation.
- 9.2 Approval of Pay Policy – this will need to be carried forward as the national and LA policy isn't ratified as yet.
- 9.3 Review of the impact of the Performance Management Policy. JW and PW will be meeting with KS to approved the pay decisions.
- 9.4 Overview of the SEF document – KS. KS attended an Ofsted briefing and afterwards did some more work on the SEF. When school gets the phone call they will be asked what were your actions from the last inspection and how have your progressed them. KS has added this to the last page of the document. Governor question – how often do we have to do a SEF? School updates the document every term. It was not sent to governors before this meeting because it is not finished as yet. KS will send the finished version to ABL for circulation. KS mentioned that the new inspection regime includes very little contact between the Head and the inspectors other than the initial; phone call. Their focus is looking at school to see if things are happening as described. Governor question – is the SEF document just for Ofsted? No, it is a governance document.

Actions – 9.2 to be carried forward to the next meeting. JW and PW to meet with KS to review pay decisions. KS to send finished SEF to ABL for circulation.

## **FGB10.MINUTES OF THE LAST MEETING & MATTERS ARISING**

- 10.1 Approval of the minutes of the meeting of the full governing body – 17<sup>th</sup> September 2019. These were approved and signed by the chair.
- 10.2 To ratify the minutes of the strategic planning committee meeting – 10<sup>th</sup> September 2019. These were ratified by the FGB.
- 10.3 Matters arising
  - \* KS to circulate literacy position statement – update KS, cfwd from 16/7/19. Completed.
  - \*GDPR governors to return signed copy of privacy statement (cfwd from 21<sup>st</sup> May) – update KT. These are still outstanding, KT to send a reminder.
  - \*Safeguarding governor school visit, written report received? (cfwd from 18<sup>th</sup> June) – update JN. Carried forward as JN not at the meeting.
  - \*PP – KS to capture lessons learned from the previous year and how these have been included in the next years plan – update KS. Updated and now on the school website.
  - \*DEP – agreed that JL would take the abbreviations out of the DEP or at least include a key to them – update JL. JL has done this and will circulate.
  - \*JW and PW meet with JL to look at Quality of Teaching and data – update JL. Met 11/10.

\* Getting ready for Ofsted Course – TW to email details – update TW. Didn't attend but have had an update from KS.

\*Governors to make themselves familiar with the new Keeping Children Safe in Education Sept 2019 document – update governors. Governors not read and asked for clarification. This is on the school website and governors need to read Part 1 only.

### **FGB11.ANY OTHER URGENT BUSINESS**

11.1 To discuss any urgent business as agreed by the meeting chair at FGB4 above.. Governor vacancy – PW the lady who was all set to come into school has had to cancel for personal reasons. PW has contacted the 2 others and emailed them inviting them into school. It was agreed that KS would ask at her JMAT meeting if this could be facilitated across the JMAT network.

Actions – KS to ask JMAT if they could help with filling the governor vacancy.

### **FGB12. CONFIDENTIALITY**

12.1 To determine any confidential items. None were identified.

### **FGB13. DATES OF FUTURE MEETINGS**

13.1 Full Governing Body Meeting – 19<sup>th</sup> November 2019 @ 4.45pm. JW gave her apologies for this meeting.