

**MEADOW VIEW PRIMARY SCHOOL  
MEETING OF THE STRATEGIC PLANNING  
COMMITTEE  
17 APRIL 2018 AT 4.45PM**



**MINUTES**

**Present:- B Vickerage, K Smith, J West  
In Attendance:- A Blench, K Taylor**

**SP25. APOLOGIES FOR ABSENCE**

25.1 To accept apologies for absence – apologies for absence were received and accepted from T White.

**SP26. DECLARATION OF PERSONAL AND BUSINESS INTEREST**

26.1 Individual governors to declare any personal or business interests on any item on the agenda – there were no declarations made.

**SP27. MINUTES OF THE STRATEGIC PLANNING COMMITTEE**

27.1 To approve the minutes of the previous meeting on 16<sup>th</sup> January 2018 - attached  
27.2 Matters arising:

Updating of governors photographs for reception display – K Taylor apologised for this not having been completed, the setting of a balanced school budget has taken priority.

Governors secure page on school website – this has been created and is working well.

Statutory policies and level of approval – K Smith has met with B Vickerage to agree how the approval and review of school policies will be handled. K Smith to send A Blench a summary.

D Everett trained for head teacher appraisals – it was agreed that the head teacher review meeting will be in Autumn Term 1 and the date would be set at the extra-ordinary full governing body meeting on 24<sup>th</sup> April 2018.

Safeguarding training for all governors – this has not been scheduled as yet but will take place in the autumn 2018.

Actions: - K Smith to send A Blench the details regarding school policy approval.

## **SP28. PROPOSE AGENDAS FOR FORTHCOMING MEETINGS**

- 28.1 To discuss the model agenda provided by the local authority and allocate items to appropriate committees. Governors discussed the model agenda from the LA and allocated agenda items to the forthcoming meetings in the summer term. It was noted that school has to have a teacher delegated to oversee the progress of looked after children (CLA) and that from September 2018 the scope of the delegated teachers role has been extended to include 'formerly looked after children'. Governor question – how will school know if someone is formerly looked after? School would be alerted by the 'Virtual School' and or would find out from their links with the school community. Formerly looked after pupils will attract pupil premium funding. This is why a lot of schools ask this question on their data sheets. It was agreed that this item would be tabled for discussion at the SIP Curriculum Committee Meeting.

Governor question – have we had a budget model from the LA showing a hard and soft implementation of the National Funding Formula (NFF) for our school? We were promised this. K Taylor stated that school had not received this and agreed to follow this up with the school finance team.

Governors discussed using a new structure for governance meetings in 2018 19. This would be a move to monthly meetings without the use of sub-committees. It was agreed that K Smith would draw up a proposal for consideration at the full governing body meeting on 10<sup>th</sup> July 2018.

Actions: - A Blench to incorporate items into the respective meeting agendas, K Taylor to follow up the NFF model with schools finance, K Smith to draw up a proposal for a new governance meeting model.

## **SP29. REVIEW OF GOVERNOR PARTICIPATION**

- 29.1 Review of participation in 2017 18 – governors reviewed governor attendance this year to date and concluded that there were no concerns.
- 29.2 Publication of attendance on school website site – this will be published in the autumn 2018.

## **SP30. REVIEW OF THE EFFECTIVENESS OF SUB-COMMITTEES**

- 30.1 To review the effectiveness of the governing body. Whilst it was thought that the committee structure worked well, school wishes to trial a new model to see if things can be made even more efficient than they are at the moment. It was agreed that K Taylor will be copied into all governor correspondence from now onwards. T White had asked the committee to start to think about the next external review of governance. It was agreed that K Smith will contact Vicky Halliwell (RoSiS) and Alan Richards (JMAT) to check their availability to conduct a review for school.

Actions: - A Blench to copy K Taylor into all governor correspondence from now onwards. K Smith to contact V Halliwell and Alan Richards.

### **SP31. GOVERNORS' TERMS OF OFFICE**

- 31.1 To review governors terms of office. The terms of office were reviewed. N Lee to be changed to a 2 year term as parent governor.

Actions:- A Blench to amend N Lee record.

### **SP32. REVIEW OF GOVERNORS' SKILLS AND TRAINING**

- 32.1 To review the most recent governors' skills audit – governors reviewed the latest training plan. The academy update meeting for new governors with K Smith went well.

### **SP33. THE SCHOOL DEVELOPMENT PLAN (DEP) 2016 17**

- 33.1 Strategic overview of the development plan (DEP). – this will be reviewed with SLT this term and the new DEP for 2018 19 will be sent to the SIP Curriculum Committee for review and agreement. Staff meetings have been set for the review as well. Governor question – has our consultant head teacher had a copy of the DEP? No but this is discussed in detail when K Smith meets with them in September.
- 33.2 Review of the Governor Development Plan – T White and J West will be reviewing this together.
- 33.3 Updating of the School Self Evaluation Form (S.E.F.) – this is reviewed at the SIP Curriculum Committee Meeting and for next year we would like to allocate a section to each committee for review.
- 33.4 Academy update – next steps. This will be covered at the extra ordinary full governing body meeting on 24<sup>th</sup> April 2018.

### **SP34. DATES OF FUTURE MEETINGS**

- 34.1 To review the dates of meetings for the academic year. K Smith gave her apologies for the Finance Premises and Staffing Committee Meeting on 15<sup>th</sup> May 2018 as she will be attending her daughters parents evening.

### **SP35. OTHER BUSINESS**

- 35.1 Governors awards assemblies – governors asked when the assembly dates will be. K Smith agreed to send a summary of the dates to governors.
- 35.2 Pupil Admission Number (PAN) – K Smith will be meeting with D Fenton and C Stone tomorrow. Guidance has been given to school regarding mixed age classes. School has consulted Amanda Burton. This is deliverable but requires a shift in mind set for staff and parents.
- K Smith presented a paper showing two staff structures for 2018 19 year. Options 1 and 2. Option 2 was the preferred option which included the creation of nurture group which would be led by T Keenan. It would also require an additional teacher. A TA post, which is currently filled by a temporary worker, would need to be lost from the structure to fund this option. Governor question – how much more will this cost? If the new teacher is an NQT it will not cost anymore.
- It was agreed that this proposal would be discussed further at the SIP Curriculum and Finance Premises and Staffing Committees.
- The F2 allocation for September 2018 was 16 against a PAN of 30. The use of mixed age classes to accommodate these numbers would require thinking differently.

- Governor question – are pupils going to be streamed? No these will be mixed ability groups. Governors approved an advert for an additional teacher for September 2018.
- 35.3 School budget 2018 19 – K Taylor has profiled option 2 from a budget point of view. There is a carried forward balance of £79,000 from 2017 18 into 2018 19 year, against a budgeted carried forward of £15,000. School has a higher than national average number of SEND pupils. School doesn't get additional funding because of this. School has lobbied the LA regarding this. As a result school has been allocated two amounts of £15,000 in recognition of all of the good work it is doing for SEND pupils. Governor question – have we had the NHS money promised? Yes, we have received £11,000 but had to push hard for this. We received £5,000 from RoSiS for the work that K Smith does for them. We requested more funding and they have sent an additional £8,000. School has received £30,000 in total for the year from RoSiS. The 30 hours nursery entitlement has brought school a higher grant. Therefore we have a predicted carried forward for 2018 19 into 2019 2020 of £30,309.
- Governor question – can we work out 5% of DSG and what we won't be buying after academisation for next Tuesdays meeting. It was agreed that K Taylor would do this.
- 35.4 IT – school has carried forward £8,000 of its Devolved Formula Capital Allocation into this year. School needs to replace 7 very old teachers' laptops and also needs an additional 4 Interactive Whiteboards so that all classrooms can have the same. A spend of £11,000 was approved on these items.
- 35.5 Teachers2Parents – there was a discussion around what has changed and how parents can access the app.

### **SP36 CONFIDENTIALITY**

- 36.1 To determine any confidential items – academy plans and new staff structure were determined to be confidential.