

**MEADOW VIEW PRIMARY SCHOOL  
MEETING OF THE FULL GOVERNING BODY  
11st FEBRUARY 2020 AT 4.15PM**



**MINUTES**

Present:- K Smith, T White, N Lee, J West, K Bromley, J Newbolt, A Boyle

In Attendance:- A Blench, K Taylor, T Keenan, J Logan

**FGB1.APOLOGIES FOR ABSENCE**

- 1.1 To accept apologies for absence. Apologies were received and accepted from T Davidson-Hague. B Vickerage was absent and no apologies had been received.

**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.ITEMS OF URGENT BUSINESS**

- 3.1 Chair to determine any items of urgent business for consideration under FGB9 below. It was agreed that membership of the governing body would be discussed at FGB9.

**FGB4.RESOURCES**

- 4.1 Budget 2019 20 update - KT. KT answered questions from governors in relation to the previously circulated budget update.

Governor question – are we forecasting a deficit? Yes this is a deficit of £10,900 which is an increase from the last reported figure of £6,600.

Income is strong. We are hoping to received some monies linked to EHCP but this may fall into the next financial year. We are carrying additional costs due to academy conversion. We now use RM Integris as our data system. We will have a new IT SLA from September 2020 which will be a saving. Academies have a financial year which runs from 1<sup>st</sup> September to 31<sup>st</sup> August which is different from LA schools which run from 1<sup>st</sup> April to 31<sup>st</sup> March.

Governor question – how does this compare with last year? Last year we had a carried forward balance of £80,000 credit. We knew we would need this to offset the deficit this year due to lower F2 pupil numbers.

Governor question – how much will the EHCP give you? We won't know this until the EHCP has been approved.

Governor question – will this be near the £10,000 we need? No it won't be anywhere near this.

We have had £6,000 from course providers who have rented the community rooms from us this year, which has helped. It is booking up for 2020/21 as well.

Falling pupil numbers affect the amount of funding. PP funds will be clawed back after the January 2020 census is analysed by the LA.

School has tried to not scare staff, but they are being told that things are tight and that they can't have everything they might want.

JN joined the meeting at this point.

School had made a conservative judgment about numbers for this year and actually received less than this.

Governor question – will we lose any teachers this year because of reduced funding/pupils? We won't know until we get the funding allocation statement at the end of February 2020.

The finance officer from Rotherham has said that we are not extravagant in our spending. JMAT have also seen our budget and are comfortable with this.

Governor question – hasn't the government promised more funding for schools? Yes, there is an additional £14.1m to education over the next 3 years. The National Funding Formula should hopefully be fully introduced this year and will make things better. We won't know exactly until w/e 27<sup>th</sup> February 2020. Current Year 1 and 2 do not have 30 children. But we have to employ a teacher for each group. We have 16 in F1 which will rise up the school.

Governor question – when will we have our pupil numbers? The numbers for new pupils will be released 16<sup>th</sup> April 2020.

School is not happy having a deficit budget. There is a new CFO at JMAT who is assessing the financial position overall.

Governor question – are there any resources we need which we haven't got? No, there aren't. This is because KT is very good at procurement. We could do with some new books, but school is fundraising for this.

Governor question- what does a deficit mean for the school? The LA will ask for a 3 year plan which recovers the deficit. Any deficit carries forward to next year and comes off the balance.

#### 4.2 GDPR Annual Update on compliance – (2020 audit, smart phone authentication).

Tim Pinto is no longer the schools Data Protection Officer (DPO). Helen Johnson, of JMAT, is now our DPO. We have reviewed all of our policies and have data sharing protocols in place. These have been updated to reflect the change from SIMS to RM Integrus. The privacy notices have been revised. We seek data consent from parents annually. We had a Subject Access Request (SAR) in July 2018, but hadn't had anything else since then. There have not been any data breaches. All new recruits are briefed in GDPR and all staff get regular updates. It appears to be working well.

##### Governor question – will JMAT DPO do an audit?

Yes, they will provide this as part of the top slice and will do this once we have converted. If we ask for this now from Tim Pinto we will be charged £350.

Regarding 2 factor authentication – all RgfL email accounts will convert to JMAT accounts after Easter. KT will speak to IT at JMAT to get instructions for 2 factor authentication. JMAT have stated that all old emails and folders will be transferred across to the new email accounts.

#### 4.3 Annual review of school lettings policy and charges for 2020 21

KT explained that school has increased the charge for booking the community room and it is now £100 for a full day and £50 for a half day. There can be additional charges for bespoke services such as catering. The Maths Hub use the room regularly. We don't advertise as everything comes from word of mouth. Other users are RoSiS, Leeds Carnegie, SERCO.

Governor question – can we charge more than this? We are allowed to but need to be aware of competitors and also not be greedy.

KT agreed to produce a summary of lettings for governors at the end of the year.

Governor question – will we still be able to do lettings when we convert to an academy? Yes we will.

Governors approved the lettings policy for 2020 21.

Actions – KT to speak to JMAT IT about 2 factor authentication.

### **FGB5.GOVERNANCE UPDATE**

5.1 To receive reports from any governor structured enquiry visits – ALL. There have not been any visits this month.

5.2 To receive a report on governance related training and development – TW. This was circulated prior to the meeting. TW mentioned that there is now a lot of e-learning available for governors to access. The courses are free and usually last 1 hour. They can be stopped and started again from the place you left off. Instructions for how to access are on the circulated paper.

It was noted that there is no natural successor to JN as safeguarding governor. JW agreed to take on the safeguarding role on a temporary basis. KB agreed to take on PE and Sports Premium remits.

## **FGB6.ACADEMY UPDATE**

### **6.1 Update on plans for academy conversion – KS**

This is now planned for 1<sup>st</sup> May 2020. No land documents have been received from the solicitors. It is believed that consent from the PFI financiers, based in Paris, is holding this up. School will still be a PFI school on conversion as part of the Transform Rotherham arrangements. KT and KS had read the legal terms around the PFI agreement to see if it said anything about the caretakers house. The house is not occupied by school's caretaker but another Engie employee, not connected with school, lives there. A key consideration will be that if Engie puts a new person in the house how will we be safeguarded. It does say that if the house isn't used for the school caretaker there must be an agreement in place covering the alternative use. School needs to know if an agreement is in place and would like to explore the possibilities for school to use the house.

## **FGB7. POLICIES FOR REVIEW AND APPROVAL**

### **7.1 Workload and wellbeing – to discuss policy and review arrangements – TW**

This was discussed in detail at the last meeting. TW reminded governors that they must be mindful of how requests to school or made of governors could add to workload. Governors suggested that questions could be submitted to the senior team before the governing body meeting, from governors preparatory reading of the papers. This way senior staff could be given opportunity to prepare answers for the meeting. AB as clerk stated that he thought that was a good idea in principle but would mean that governors would need to read documents before the meeting to be able to do this. A recent audit of the governors secure area on the school website showed that very few governors were accessing the papers which the clerk had prepared for the meetings.

KS mentioned that she is supporting a Rotherham School at the moment through her work with RoSiS. The head of this school had visited MVP and was pleasantly shocked at all the school was doing around workload and staff wellbeing. Governors acknowledged all that school has done in this area and suggested that we now needed to conduct an impact assessment. What difference has this made? The suggestion was that this could be picked up as part of the next staff survey. It was agreed that Impact would be an agenda item at the May FGB Meeting.

TW and JL had met to review the policy tracker document. There are 27 statutory policies which governors need to approve. A suggestion was made that selected governors read allocated policies in depth on behalf of the whole governing body. Bringing questions back to school and points of clarification. Once they had done this they would need to come to the FGB Meeting for governors to approve. It was agreed that governors would consider this idea and bring their thoughts back to the next meeting.

It was mentioned that policy approval may well change as a JMAT school and KS agreed to seek clarification on this point from JMAT.

**Actions – AB to ensure that 'Impact of Wellbeing Activities' is an agenda item in May 2020. Governors to consider if the suggested way for reviewing policies could work and to**

report their thoughts back at the next meeting. KS to check policy approval process with JMAT.

## **FGB8.MINUTES OF THE LAST MEETING & MATTERS ARISING**

- 8.1 Approval of the minutes of the meeting of the full governing body – 21st January 2020. The minutes were approved as an accurate record and signed by the chair.
- 8.2 Matters arising
- \*GDPR governors to return signed copy of privacy statement (cfwd from 21<sup>st</sup> May) – update KT – one outstanding now from T D-H.
  - \*Safeguarding governor school visit, written report received? (cfwd from 18<sup>th</sup> June) – update JN – carried forward
  - \* ABL to arrange for NL to have a contact with Friends of Blackburn group – update ABL (cfwd from 15/10/19) - completed
  - \* TK to share case studies with governors – TK (19/11/19) - completed
  - \* JL to put parents in contact with NL who are interested in setting up a friends of group - completed
  - \* KT to scan documents from AB for circulation to governors – completed.
  - \* KT to obtain copy of Engie Compliance Report – completed.
  - \* JL to send updated DEP (including Ofsted actions) to ABL for circulation - completed
  - \* KS to check the gender mix of pupils accessing lunchtime clubs/PE – overall there isn't a gender imbalance. The after school football is mainly boys. When working with younger pupils at lunchtime these tend to be boys. On Tuesdays Dylan (RUFC) brings Megan with him who does a girls group.
  - \* JL to arrange a safe and well check for pupil continually absent from October 2019. The safe and well check was completed. The child is now attending another school.
  - \* KS to send an electronic copy of the updated DEP to ABL for circulation - completed
  - \* KS to give a breakdown by year groups for PP progress as well as Key Stage – KS gave governors the headline figures. Y1 there are 8 children with 2 at ARE in reading, 2 at ARE for writing, Y1 staff are looking at support for them. Y3 8 pp children, of which 2 are ARE in writing and maths. Y4 no areas of difference all 11 on track. Y5 9 pp children of which 4 are not at ARE for writing. In many cases the gaps can be explained by significant SEN needs including ASD, selective mute, gross motor skills.
  - \* JL to notify parents of a closing date and how to apply for the parent governor roles - completed

## **FGB9.ANY OTHER URGENT BUSINESS**

- 9.1 To discuss any urgent business as agreed by the meeting chair at FGB3 above.
- 9.1 NL and JN term of office as parent governors have expired (30/01/20 and 31/01/20). The vacancy for parent governors had generated an application from a parent called Diane Travis. DT has completed an application form and has been invited to the FGB Meeting of 10<sup>th</sup> March 2020. NL was appointed for a 4 year term as parent governor. JN has agreed to remain a governor until the end of the spring term to give some cover until DT is on board.

## **FGB10. CONFIDENTIALITY**

10.1 To determine any confidential items. None identified.

## **FGB11. DATES OF FUTURE MEETINGS**

11.1 Full Governing Body – 10th March 2020 @ 4.45pm