

FGB Meeting 4 December 2019

Minutes - PART ONE

Present:

Elaine Joyce (EJ)
Adam Boshoff (ACB)
Steve Turnbull (ST)
Carol Edmans (CE)
Andrew Turner (AJT)

Victoria Abbott (VA)
Laura Edmends (LE)
Nicola Riley (NR)
Aaron Twaits (AaT)

In attendance:

Pam Langridge (Clerk)
Carolynne Ballard (Bursar)
Emma Taylor (Parent)

Welcome

Welcome to Emma Taylor, parent.

Apologies

Received and accepted from James Bingham.

Declarations of Interest

CE declared married to ST.
ST declared married to CE.
EJ related to staff member.

Constitution

Currently one vacancy for parent governor.

[School office to send out template letter to parents in New Year.](#)

Acceptance of Minutes

Agreed.

Matters Arising

VA to circulate SEF.

Governors reminded to RSVP re Christmas Dinner on 13 Dec with dietary requirements.

Governors were advised the Co Op funding applications open in Spring 2020. [It was agreed EJ, CE and VA would meet to complete the application and identify best cause.](#)

EJ provided school with a copy of the Co Op values to review for inclusion in school values.

Updates from Chair



Governors were advised the School Emergency Plan & Contingency Plan have been added to Policy schedule to ensure reviewed annually. [LE to circulate both documents to governors.](#)

It was suggested an additional meeting be scheduled for February 2020 to spread workload. It was agreed that any policies due for review in advance of April would be circulated by email instead to streamline April's agenda.

[School to email Clerk documents for circulation.](#)

FMR & Draft Budget

Governors received paper copies of FMR & Draft Budget.

Governors agreed FMR reflective of expected spend for time of year.

Draft Budget is conservative but balanced. Starting with £54k out turn, assuming an increase of revenue of 3 – 4%. Provides for Teacher salary increase of 2.7% and a 2% increase across all other areas.

EJ asked when school would receive benchmarking document, CB to find out at next meeting with consultant.

Governors discussed the impact of an increase in EHCP's and were advised that there is threshold calculation and if this is reached there is additional funding available to reduce financial impact.

Governors thanked CB and AaT for their work on producing a good balanced draft budget.

Governors agreed for spend on signage, noting importance of consistency across the school.

Governors agreed to spend on scooter storage.

Governors agreed to repositioning of PE storage, agreeing that it should be a useable space providing appropriate weather proof storage. It was recognised that Sports Premium Funding could be put towards costs.

[ACB agreed to get comparable costs for secure office storage units.](#)

[Governors agreed in principle to the spend on privacy blinds for school office but would like to see three quotations.](#)

It was agreed the focus for next year's capital spend will be EYFS toilets. Governors asked for EYFS team to think about what would be useful and practical to improve outside learning space.

[It was agreed to include ideas for improvements across the school in January's Staff Survey.](#)

AaT requested school put together a shopping 'wish list' identifying priorities so revenue / capital could be designated.

Head Teacher Report

Governors noted a higher number of EAL children in one YR class and a higher number of boys in one Y2 class.

Governors noted an increase in persistent absence but were reassured that the HSLW and EWO are both supporting the school and the families.

Strategic Leads & SDP

Governors were advised Staff Survey would be undertaken in January, report will be circulated by email and any actions reported in April's FGB.

Governors agreed it would be useful for all governors to undertake Safeguarding training.

EJ to contact GLP to see if training on safeguarding and complaints could be arranged for schools and governors to attend locally.

NR presented results from YR parent survey. Overall very positive. 32 responses. Recommendations included:

- Consider moving Teddy Bear picnic to improve attendance
- Make slides from Welcome Talk available
- Use survey monkey next year
- Review staggered start and timings

NR to circulate report.

Governors were advised external school health check is booked for 28 January 2020 and they can expect a copy of the report in advance of next FGB.

CE agreed to collate results of Governors Skills Audit and identify any potential gaps.

Governors agreed to proposed changes to website front page. CB to action.

It was agreed the curriculum page on the website is due for an update, JB & LE to review, school to provide content.

It was agreed that the GB would continue with flat structure, no committees. Governors were encouraged to work more collaboratively outside of meetings.

Pay Committee (ACB, AaT and NR) to sign off on staff pay reviews.

Policies

Governors were advised that the Complaint policy is due for review with a thought of moving from 3 Stages to 2 Stages. Governors asked if Area School Office could provide training and support during the process.

CE agreed to review draft communications and separated family policies. It was agreed these should be short, succinct and accessible.

Well Being Policy – LE to circulate

Teacher Pay – Pay Committee to agree

Child Protection – Reviewed

Data Protection – Need to add retention appendix

Safeguarding Policy – Amend typos on page 3, 15 and cover

Home School Agreement – it was agreed this should be turned into an informative booklet for parents

Statement of Procedures for Dealing with Allegations Against Staff – to follow

Meeting Review

Governors recognised that Moss Lane is in a positive financial position with a balanced draft budget for following year. Governors agreed in order to streamline next FGB some items will be signed off via email in the interim months.

Next Meeting

1 April 2020 - Finance