



# Denmead Junior School

## Meeting Minutes

*for the*

# Full Governing Body Meeting

Date / Location	Start Time	End Time
17 <sup>th</sup> May 2019 DJS, Bere Road, Denmead	9.15am	11.35am
Present (67%)	Apologies for Absence	In Attendance

Pamela Allsop-Smith

Gary Dawe

Glenn Taylor (**Chair**)

Andrew Turk (*dep 10.45am*)

Mark Willoughby

Linda Wilson

Elaine Viner (**Headteacher**)

Ros Owen

Graham Goddard

Tracy Jones (**LA Clerk**)

Sherry Rogers (**Admin Officer**)  
*Dep 9.47am.*

Item	Subject																																																				
24/19	<b>Welcome</b> The Chair welcomed everyone to the meeting.																																																				
25/19	<b>Apologies for Absence</b> Apologies had been received from Elaine Viner, Ros Owen and Graham Goddard. With 6 Governors present the meeting was quorate throughout.																																																				
26/19	<b>Declaration of Pecuniary Interest</b> None declared.																																																				
27/19	<b>Introduction to Staff Governor</b> The Chair confirmed that a staff Governor had not yet been elected.																																																				
28/19	<b>Minutes and Actions from the meeting held on the 22<sup>nd</sup> March 2019</b> The minutes of the last FGB meeting had been previously circulated. The Governors reviewed the minutes and agreed that they were a true and accurate record of the meeting. They were duly signed by the Chair. All actions had been completed where required or were included in the Agenda for this meeting.																																																				
29/19	<b>Finance and Other Related Business</b> All budget documents had been circulated prior to the meeting. Items were discussed by exception only. <table border="1" data-bbox="225 1196 1501 1527"> <thead> <tr> <th></th> <th>2019 - 20</th> <th>2020 - 21</th> <th>2021 - 22</th> <th>2022 - 23</th> <th>2023 - 24</th> </tr> </thead> <tbody> <tr> <td>NOR Nos</td> <td>295</td> <td>321</td> <td>336</td> <td>351</td> <td>354</td> </tr> <tr> <td>FTE Teacher</td> <td>13.28</td> <td>13.90</td> <td>13.91</td> <td>13.91</td> <td>13.91</td> </tr> <tr> <td>Total Expenditure</td> <td>1,357,731</td> <td>1,399,953</td> <td>1,420,810</td> <td>1,457,583</td> <td>1,495,572</td> </tr> <tr> <td>Total Income</td> <td>1,358,619</td> <td>1,435,131</td> <td>1,476,659</td> <td>1,521,573</td> <td>1,532,555</td> </tr> <tr> <td>In Year Surplus/(Deficit)</td> <td>888</td> <td>35,178</td> <td>55,849</td> <td>63,990</td> <td>36,983</td> </tr> <tr> <td>Surplus/(Deficit) Brought Forward</td> <td>(59,865)</td> <td>(58,977)</td> <td>(23,800)</td> <td>32,050</td> <td>96,040</td> </tr> <tr> <td>Cumulative Surplus/(Deficit) C/Fwd</td> <td>(58,977)</td> <td>(23,800)</td> <td>32,050</td> <td>96,040</td> <td>133,023</td> </tr> </tbody> </table> <p data-bbox="225 1603 639 1637"><b>1. Final outturn 2018/19 Budget</b></p> <p data-bbox="225 1675 1493 1742">SR advised that the overall staffing budget is correct however one member of staff who works in both the library and the school office, appears on 2 budget lines.</p> <p data-bbox="225 1780 1517 1848">Line 4663, the cost of meals provided is down by £800 due to the timing of when parents pay online. By the end of March last year more parents were in credit compared to the same time this year.</p> <p data-bbox="225 1863 1528 2011">The final position for 2018/2019 was an in-year deficit of £58,365 (<i>fifty-eight thousand, three hundred and sixty-five pounds</i>) delivering a cumulative deficit of £59,865 (<i>fifty-nine thousand, eight hundred and sixty-five pounds</i>) to carry over into 2019/20. This is an improvement of approximately £7,600 against the forecast outturn, mainly due to the timing of residential receipts and some utility bills.</p>						2019 - 20	2020 - 21	2021 - 22	2022 - 23	2023 - 24	NOR Nos	295	321	336	351	354	FTE Teacher	13.28	13.90	13.91	13.91	13.91	Total Expenditure	1,357,731	1,399,953	1,420,810	1,457,583	1,495,572	Total Income	1,358,619	1,435,131	1,476,659	1,521,573	1,532,555	In Year Surplus/(Deficit)	888	35,178	55,849	63,990	36,983	Surplus/(Deficit) Brought Forward	(59,865)	(58,977)	(23,800)	32,050	96,040	Cumulative Surplus/(Deficit) C/Fwd	(58,977)	(23,800)	32,050	96,040	133,023
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Signed: **G Taylor (Chair)** \_\_\_\_\_

Date: \_\_\_\_\_

**2. Approve Budget for 2019/20**

The 19/20 budget has been reviewed line by line by the Finance Sub-Group and their report has been circulated. The budget reflects the likely appointment of 2 Assistant Head Teachers and some additional teaching time. 2 children in need of an Education Health Care Plan (EHCP) will be joining the school in September so the TA requirement is higher. EHCP funding has been delayed by a change to the system of applications. The system has moved on-line and all schools should have been allocated a registration code. DJS were not allocated a code and continued with paper applications. These have not been accepted and will need to be re-submitted on-line. It is hoped that this will be resolved by September.

Line 7697 HCC additional allocations have gone up to £31,463 (*thirty-one thousand, four hundred and sixty-three pounds*) This represents the cost of the increased teachers' pay grants and pension costs. Funding for these costs has not been guaranteed beyond 2021. However, Education Finance (EFS) have advised that this spend cannot be avoided and income should be assumed for future years.

**Q: A large part of the budget is based upon pupil numbers. How happy are we re the future number on roll?**

**A: The September intake is confirmed at 90. We have the potential to take up to 93.**

It was noted that the Sports Premium Grant is not guaranteed so it is not reflected in the budget.

**3. Approve 3-year forecast**

The long-term forecast is looking more promising as pupil number increase. Overall HCC has a £10 million deficit in the high needs budget, and this is reflective of the national picture. Further changes will be expected, with a new National Funding Formula review scheduled.

**4. Confirm capital**

The anticipated spend for 19/20 is as follows: -

Staff Laptops	£2,905
15 PCS for IWB	£4,800
Smart Screen if req	£2,800
Carpet for Shared Area	£3,000
	<u>£13,505</u>

At present the school has a fixed PC in each classroom, and staff have laptops. Going forwards the school will be considering using laptops only, for each staff member and some spare laptops for use by supply staff in classrooms where required. This may prove to be more cost effective. Staff use their laptops in different rooms (eg. For PPA and meetings) It was noted that the use of docking stations should reduce wear and tear on laptop ports.

**Q: The PCs in shared area – are they maintained?**

**A: Yes. As class PC's are removed, Drift will make best use of the outgoing PCs and put them in the shared area where possible. We do not replace with new ones. Easy fixes are repaired.**

**ACTION: SR to check exactly what Drift are contracted to do with the shared PC's. eg. Is there a full maintenance programme in place?**

**Q: Are the PC's being purchased or leased?**

Signed: G Taylor (Chair) \_\_\_\_\_

Date: \_\_\_\_\_

**A: Purchased.**

**Q: Would it be better to have 12 classrooms with 12 laptops, and some surplus for use. There needs to be a CBA. Laptops are more versatile, but it is easier to manage fixed PCs. If there are designated staff hired to provide cover, this can also be accommodated.**

**ACTION: SR to discuss with the Headteacher whether laptops or PC's are better/cheaper.**

It was noted that the current PCs are 3 years old. Their lease has been extended for one final year and Drift will allow the school to retain the items. Some of the PC's do not get much use so will have some future life expectancy.

Governors discussed the budget proposals and unanimously approved the 18/19 outturn, 19/20 Budget and 3-year forecast. The Chair duly signed the documents for submission to HCC.

Quarterly deficit budget returns will continue to be made next year and they will require Finance Sub-Group review and FGB approval.

**ACTION: PAS to review the dates for the FSG and advise the Clerk/SR.**

*Upon conclusion of the budget discussion SR left the meeting, with the thanks from the Governors, at 9.47am.*

30/19

**GB Business**

### **1. Proposed Amendment to the Instrument of Government**

Governors discussed and approved the proposed amendment to the Instrument of Government. A copy of the current and proposed instrument had been circulated prior to the meeting. The revised instrument beings the total of Co-opted Governors to 8 and the total number of Governors to 13 (including LA, Staff etc) In addition the GB agreed the appointment of up to 2 Associate Members to support the GB with specialist skills and advice. The proposed effective date is July to allow time for HCC sign-off.

**ACTION: Clerk to arrange for HCC to issue a revised Instrument of Government, effective July 2019.**

### **2. Training Update**

The training report had been circulated. It was noted that in respect of Safer Recruitment Training it is advisable to complete a refresher every 3-5 years but this is not a statutory requirement. The Governor responsibilities document includes a note of the date of any SR Training has been undertaken.

Governors discussed the whole GB training and agreed to look at the new Ofsted Framework sometime in September/October (avoiding the Tregoyd Residential week)

**ACTION: Clerk to liaise with Governor Services re the whole GB training – Understanding the new Ofsted Framework.**

### **3. Governor Services Update – Governor Hub**

**Signed: G Taylor (Chair)** \_\_\_\_\_

**Date:** \_\_\_\_\_

Governors discussed Governor Hub and initial feedback was positive. It will be a useful facility for document storage and for circulation of noticeboard alerts / items of interest. Governors can book their own training online or continue to email/telephone Governor Services if booking on behalf of others.

It was agreed that finalised documents, ToR, visit reports etc could be stored on Governor Hub. The Clerk will be attaching meeting documents for Governors to experiment with although documents will continue to be issued by email as usual until any other processes are agreed.

**ACTION: All Governors to access Governor Hub, and check their data is accurate and privacy settings are as they wish them to be. The Clerk can resend the access link if required.**

#### **4. Amendment to the Terms of Reference: Virtual Meeting Attendance**

The HCC guidance on virtual meeting attendance had been circulated prior to the meeting. Governors discussed whether virtual attendance was necessary and how to manage any confidential voting. Ultimately it was agreed that virtual attendance was a safety net if Governors were not available to attend in person and a key vote was required. Agreement to attend the meeting would be at the discretion of the Chair and would only be agreed when absolutely necessary. Virtual attendees must be in a position to hear and fully contribute to the meeting.

Whilst reviewing the Terms of Reference Governors also agreed to amend the date of the Pay committee (now meeting once a year) and note that the FSG meet quarterly or as required.

**ACTION: Clerk to update the terms of reference with agreed text.**

#### **5. Propose day/dates for 2019-20 meetings**

The 19-20 meeting calendar had been circulated prior to the meeting. The calendar mirrors the 18-19 schedule. It will be updated with dates for the Finance Sub-Group and circulated as a final calendar in due course.

#### **6. Safeguarding Update**

The updated Safeguarding report and safeguarding visit reports from MW had been circulated prior to the meeting. MW completed Prevent training in March and Protecting Children training in May. When visiting the school he has met with the Deputy Safeguarding Lead and reviewed the single central record. It is proposed that Staff ID badges will be updated with photos and phone numbers for urgent referrals.

**Q: Does everyone have enough time to do the safeguarding adequately?**

**A: It is a very active area. We completed a safeguarding quiz with staff this week. It was noted that whilst there is training every 2 years it would be useful to have short drip-feeding sessions and refreshers. Particularly before a residential trip which is a different setting. The staff noticeboard is being updated on a monthly basis and Kerry Howard is being trained as a DSL to add capacity.**

**Q: Who is leading the safeguarding?**

**A: Lorraine Brown is the Welfare Officer.**

Office staff have identified 8.30am-9.30am is very busy with lots of people milling around reception. There is a risk of someone slipping into the building. It has been agreed that a member of Staff will stand in front of the door and receive / direct visitors and this will be trialled after half term. It is possible a fundraising event may be needed to create a better foyer.

**Signed: G Taylor (Chair)** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ACTION: Headteacher / MW to consider a staff and parent/carer safeguarding training session before the next residential trip.**

**7. Preparation for the annual safeguarding audit. (approval required by 30<sup>th</sup> September)**

After discussion it was agreed that the annual Safeguarding Audit will be ready for approval by the first FGB in September.

*(AT left the meeting at 10.45am)*

31/19

**1. Pupil Presentation**

Mr Marley the Site Manager joined the meeting at 10.45 along with 10 children who are members of the Eco-Group.

The Eco-Group meet every Tuesday lunchtime. It started 3 years ago with 2 children from each class who wanted to join the group. Anyone can join and many have now brought along their friends. The Group has joined the Eco-Schools Programme and they have applied for the silver (self-certified) award. Next year they intend to aim for the Green Flag Award and this will involve outside moderation. Fundraising of approximately £200 will be required.

Each child presented in turn, detailing the activities being undertaken:

- Making a greenhouse from plastic bottles with assistance from Mr Marley who made the frame.
- Planting peas, beans, carrots
- Aiming to reduce, recycle or reuse wherever possible.
- Creation of raised beds where produce is moved from the greenhouse when it is ready for planting.
- In November the electricity meters were read and the children made efforts to reduce energy usage. Turning off lights and equipment. This saved 35kw of energy.
- Instead of using single plastic cups at 2p each, the children completed a cost benefit exercise and realised a plastic mug costing £1.10 would pay for itself after being used 55 times. 193 cups were being used each week so within 16 weeks the school expects to break even on the purchases of the mugs. There are disposable bins for collecting the mugs and they are collected and washed by the kitchen. This produces less waste requiring disposal.
- Using free saplings from the Woodland Trust, children have created a hedge of grey willow, silver birch, elder, field maple, rowan, oak hawthorn, blackthorn. This involved digging a hole, planting the sapling, filling the hole and using deer protection. Over 220 saplings were planted.
- The children have looked at how energy is produced across the world, including coal, gas, and geothermal (Iceland)
- A 'switch off' fortnight involved 10,000 schools.
- A book swap has taken place. Children brought in their old books and were given a raffle ticket. They could then redeem this for another book. Well over 200 books were collected.

**Q: Do you make your own compost?**

**A: We have some bins. We also collect manure.**

**Q: Have you carried on reducing energy?**

**A: We try. We now turn off the lights when we go to assembly and we have posted some signs to encourage everyone. We also turn off screens and hard drives.**

The group has a lot of ideas going forwards and they are looking forward to trying more of their home grown produce.

**Q: How can the Governors help?**

**Signed: G Taylor (Chair)** \_\_\_\_\_

**Date:** \_\_\_\_\_

	<p><b>A: Perhaps help with the Green Flag award and some fundraising ideas that the Eco Team can implement. It is a very self-sufficient group.</b></p> <p>The children agreed that they very much enjoy being members of the group and they enjoy the opportunity to spend time outside and watching things grow.</p> <p>Governors thanked the children and Mr Marley for an excellent and thought-provoking presentation. The presentation ended at 11.06am and the presenters left the meeting.</p> <p>Governors appreciated the presentation and observed that the children were confident, and they spoke clearly and knowledgeably on their subject.</p> <p><b>2. Headteachers Report and Self Evaluation</b></p> <p>The Headteachers Report had been circulated prior to the meeting and a number of questions had been raised. In the Headteacher's absence written replies had been drafted and they are attached as an appendix to these minutes. The questions were reviewed and discussed during the meeting. No additional questions were raised.</p>
32/19	<p><b>Governors' Monitoring</b></p> <p><b>1. <u>Visit Reports</u></b></p> <p>A consolidated report of 5 visit reports had been circulated prior to the meeting. It has been agreed that the reports will be stored centrally on Governor Hub going forwards as well as being circulated in readiness for review at FGB.</p> <p><b>ACTION: Clerk to add Governor Visit reports and Template to the Governor Hub.</b></p>
33/19	<p><b>Policy Review</b></p> <p><b>1. <u>Accessibility Policy</u></b></p> <p>The Accessibility Policy and Plan had been circulated prior to the meeting.</p> <p>It was noted that inclusivity and accessibility are 2 different things. An inclusivity walk has been completed and there is some overlap. The school is aware how accessible all of the classes are and the relevant access routes. 2 classes not wheelchair accessible but there are no wheelchair users in those classrooms.</p> <p>The accessibility policy states the overarching school philosophy whilst the plan details actions being taken to ensure compliance.</p> <p><b>Q: Why is there not wheelchair access?</b>  <b>A: The exit may be too steep for easy access. A ramp would not be suitable. There are no children in the school who use a wheelchair at the moment but it is a consideration when planning classes.</b></p> <p><b>Q: Do we need to use capital to fix anything at the moment?</b>  <b>A: Not as part of the accessibility requirements. There may be some small expenses for inclusivity.</b></p> <p><b>Q: Do we need a prayer room?</b>  <b>A: Yes – there are different faiths in the school. It will form part of the main hall, and it will be decorated by the children.</b></p>

Signed: G Taylor (Chair) \_\_\_\_\_

Date: \_\_\_\_\_

	<p><i>GT, LW and PAS left the room briefly between 11.12am-11.18am</i></p> <p>Other aspects that have been considered are that some faiths may have different dietary requirements and others who do not celebrate birthdays and other events. Specific parental consent is required in some circumstances to reflect participation in school events.</p>
	<p><b>Forthcoming Events</b></p> <p>The following events were noted: -</p> <p>Thursday May 23<sup>rd</sup> Curriculum Year 6 enterprise afternoon 1.15-3pm</p> <p>Weds 5<sup>th</sup> June: Maths moderation school partnership programme 3.45-5.15pm (MW attending)</p> <p>Thurs 6<sup>th</sup> June Year 5-6 Paultons Park Science Forces Workshop (GT / GD tbc) Glenn.</p> <p>Monday 10<sup>th</sup> June Year 6 bikeability for one week – MW/LW This is a good event for Governors to monitor. Sessions run every morning and afternoon.</p> <p>Tues 11<sup>th</sup> June 4-6.30pm Parents evening. PAS? / GD</p> <p>Thurs 13<sup>th</sup> June 5-7.30pm – Parents Evening MW in part / PAS? / GG?</p> <p>Sat 15<sup>th</sup> June PTA fair – 12-3pm. LW 2 - 3pm</p> <p>Thurs 20<sup>th</sup> June 6pm Pantaloons Sense and Sensibility (Comedy) – PAS/GT/LW. Highly recommended fun event</p> <p>Fri 21<sup>st</sup> June Sports Day MW/ LW</p> <p>24<sup>th</sup> June – Armed Forces Day</p> <p>Fri 28<sup>th</sup> June – Prevent training, curriculum planning and meta cognition update inset day – MW / LW in part</p> <p>Wed 3<sup>rd</sup> July – transition morning – new Parents welcome event</p> <p>3<sup>rd</sup> July Year 3 welcome evening – around 6pm. GD/PAS</p> <p>10<sup>th</sup> July Kings theatre night Year 5. Help would be appreciated during the day whilst the children rehearse.</p> <p>Curriculum Year 6 play (multiple events):</p> <p>Monday 15<sup>th</sup> July 2pm,</p> <p>Tues 16<sup>th</sup> 2pm LW</p> <p>Tues 16<sup>th</sup> 7pm MW tbc</p> <p>Weds 17<sup>th</sup> 7pm PAS</p> <p>Mon 22<sup>nd</sup> July Year 6 leavers disco – 6pm 8approx.</p> <p>Learning walks for SEN/Disadvantaged, English and Maths are to be arranged with Subject Leaders.</p> <p><b>ACTION: All Governors to review forthcoming event dates and confirm attendance if this has not already been agreed.</b></p>
<b>34/19</b>	<p><b>Effective Governance and Equality</b></p> <p>The Governors reviewed the topics discussed during the meeting and agreed that the following demonstrated effective governance: -</p> <ul style="list-style-type: none"> <li>➤ Budget review and approval. Scrutiny of IT equipment purchase plans.</li> <li>➤ Pupil Engagement (Eco-Group Presentation)</li> <li>➤ Headteachers questions</li> <li>➤ Accessibility plan review and inclusivity considerations</li> </ul>
<b>35/19</b>	<b>Date of Next Meeting</b> – 18 <sup>th</sup> July 2019 at 6pm.
<b>36/19</b>	<b>Close</b> With all business concluded the Chair thanked the attendees and closed the meeting at 11.35am.

**Signed: G Taylor (Chair)** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Full Governing Body Meeting held on the 17<sup>th</sup> May 2019

### ACTION SHEET

Item	Subject	Action	Date Due
29.4	SR to check exactly what Drift are contracted to do with the shared PC's. eg. Is there a full maintenance programme in place?	SR	July 2019
29.4	SR to discuss with the Headteacher whether replacement laptops or PC's would be better/cheaper options.	SR	July 2019
29.4	PAS to review the dates for the FSG and advise the Clerk/SR.	PAS	Completed
30.1	Clerk to arrange for HCC to issue a revised Instrument of Government, effective July 2019.	Clerk	July 2019
30.2	Clerk to liaise with Governor Services re the whole GB training – Understanding the new Ofsted Framework	Clerk	July 2019
30.3	All Governors to access Governor Hub, and check their data is accurate and privacy settings are as they wish them to be. The Clerk can resend the access link if required.	All	July 2019
30.4	Clerk to update the terms of reference with agreed text.	Clerk	July 2019
30.6	Headteacher / MW to consider a staff and parent/carer safeguarding training session before the next residential trip	HT/MW	Sept 2019
32	Clerk to add Governor Visit reports and Template to the Governor Hub.	Clerk	asap
33	All Governors to review forthcoming event dates and confirm attendance if this has not already been agreed. Governors to book learning walks with Subject Leaders for the summer term.	All	asap

Signed: *G Taylor (Chair)* \_\_\_\_\_

Date: \_\_\_\_\_