

**MINUTES OF THE MEETING OF THE
DOWNSSELL PRIMARY SCHOOL GOVERNING BODY
HELD ON WEDNESDAY 11TH MAY 2016
AT 17:00 PM
AT THE SCHOOL**

Present: **Local Authority Governor**
Martin Doré (Chair)

Parent Governor(s)
Kristina Barkute-Chakhnasvili

Co-opted Governor(s)
Thissa De Silva

Staff Governor(s)
Karen Britton
Leonie Daily – Acting Head of School

Also Present:
Jill Augustin – Executive Headteacher
Claretta Jean – Deputy Head of School
Mary Wilson - National Leader of Governance
Marina Kaloki – School Business Manager

Clerk: Connie Grant

Prior to commencement of the meeting JA informed all that she commends the previous governing body members who have now left. She introduced Mary Wilson from the National Leader of Governance who was at the meeting to observe and support the new constituted Governing Body for the rest of the term.

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all members to the meeting. He said it was a pleasure to be appointed as Chair for a school that was doing so well. He has met with staff at the school and said that they have excellent work ethics. He and was looking forward to working with colleagues present at the meeting.
- 1.2 There were no apologies for absence not accepted.
- 1.3 The Clerk confirmed the meeting was quorate with 5 voting members present.
- 1.4 There was no notice of any other business or confidential items.

2. DECLARATIONS OF INTEREST

- 2.1 Declaration of Interest forms were distributed at the meeting.

Action: All to complete and return to MK.

2.2 There were no declarations of interest pertaining to this meeting's agenda.

3. GOVERNING BODY

3.1 Governors confirmed reconstitution of the Governing Body to include the following members;

- 1 Headteacher
- 1 Staff Governor
- 1 Local Authority Governor
- 2 Parent Governors
- 2 Co-opted Governors

3.2 The Chair of Governors has contacted Mandeep Hothi to meet with a view to joining the GB. This will take the membership to 6

3.3 A seventh member was required for the Governing Body. MD asked if anyone had any suggestions for consideration. The GB aims to have a full complement by the next meeting.

Action: The Chair will communicate with Governor Services about reconstitution of the Governing Body.

4. MINUTES OF MEETINGS

4.1 Governors received the minutes of the governing body meeting held on 21st March 2016 and 14th April 2016 and agreed these to be an accurate record of the meeting subject to the following amendment;

- The correct spelling of Kristina's surname is '**Barkute-Chakhnashvili**'.

4.2 Matters Arising

Minute 2.1 - KB's declaration of interest as a POD's member.

Minute 5 - Headteacher's report- this item will be presented at the next GB meeting.

Minute 13.2 - Whistleblowing Policy – A copy of the policy is available in the staff room and a re-confirmation of the policy has been sent to staff as a reminder.

Minute 14.1 - School fund was due to be audited for the end of the financial year and an independent auditor was scheduled to visit the school on 12th May 2016.

Minute 16 - Dates of future meeting – it was agreed that the next meeting of the Governing Body will take place on the 11th July.

Action: All other meetings scheduled between now and the 11th July to be deleted.

Mr. Dore signed a copy of the minutes and handed it to the Clerk.

5. HEADTEACHER'S REPORT/EXECUTIVE HEADTEACHER'S REPORT

5.1. JA reported that the post Ofsted action plan was no longer required. However, the school development plan needed to be looked at and circulated before the next Governing Body meeting. The last Ofsted was a good outcome for the school and there is a need for continuation to ensure teaching and learning is good and this remains a key priority. During the Summer term the school will have a much clearer

picture of standards to form a new development plan. Data for Early Years, KS1 & 2 will be submitted in June where the school will be clear on the new school priorities, based on standards for 2016/2017.

The new Headteacher will be attending the Governing Body meeting on the 11th July. The SDP draft plan will be circulated and it will be helpful to receive input from colleagues for the 11th July.

Action: Draft plan to be circulated to SLT and GB members to provide input before the meeting on 11th July.

JA said the school has accomplished a good Ofsted outcome with accurate self-evaluation judgements. The SLT and Ofsted were in agreement about areas for improvement. The school felt the Ofsted inspection was fair and thorough, including in relation to pupil attendance. It is hoped the Ofsted report will help to raise the profile of the school and assist with pupil numbers. The report will be celebrated within the community. Banners will be made to publicise the inspection rating. Pupil behaviour has been rated outstanding and children should celebrate this. It was highlighted that any shortfall in pupil numbers is having an adverse effect on the school budget.

6. SCHOOL MEAL FEES

6.1 It was recommended to the GB that the fee for school meals should increase from £1.80 to £2.05. This was because the school has been subsidising the meals amounting to at a cost of approximately £3000 - £5,000. In light of budget pressures it was not sustainable to keep the fee at the current price. The school is charged £2.05 and the increase to parents will be in line with what the school is charged, which means the school will not be required to subsidise the cost.

Action: The GB agreed the increase of school meals to £2.05 to be reviewed in July 2016 and then on a termly basis. The school will write to parents informing them of the increase.

7. SCHOOL BUDGET 2015/2016

7.1 MK circulated the budget printout for the school. She explained it in more detail with clarifications and questions raised throughout.

Q: Does the school get income from hiring out its facilities?

A: The school has a contract with Kier Facilities until 2036 which means any money made from hiring out facilities goes directly to Kier.

Q: What is the projected number of pupils for Reception in 2016?

A: 67 has been confirmed, however there were 200 late applications within the LA. There is a concern that children attending the school from the other end of the Borough were transient families and there is a need to encourage families in the local area to enrol in order for children to remain at the school.

In relation to teaching staff, JA reported that the school will be interviewing for 3 posts. The school is on a drive to recruit permanent teachers as high teacher turnover is unsettling for children.

Q: Is the overall staffing budget of 79% in line with most schools?

A: Yes it is. Actually it is slightly lower as it is usually 80% - 85%.

Q: If a teacher is employed on a 12 month contract wouldn't this mean advertising again shortly after?

A: The school needs to employ the right people as it cannot afford to sacrifice standards.

Q: Has the inner/outer London issues been addressed as this was a barrier to recruitment?

A: The Local Authority has taken this issue to Parliament who have ruled that there will be no changes for this Borough. Salaries have to be paid in line with national pay conditions. The LA is classed as outer London weighting.

Pension increases were discussed. It was clarified that pension contribution has already been incorporated in staffing cost. However if 6 teachers join the pension scheme this year, this will have a significant impact on the budget carry forward, hence a contingency of 20K has been allocated. The school has had to budget for the increase in National Insurance and the expected national pay awards.

SEN support – JA reported that the school will be looking at TA's budget including fixed terms and permanent Ta's. There is a need to support all pupils on the SEN register effectively. Supply Ta's will be looked at to see if they are required and if the budget can sustain.

Q: Is insurance set aside for staff sickness?

A: No, not for this year. The school had insurance previously but this was not continued due to the high cost of the premium of £9,000, which was not beneficial.

The budget breakdown is set out below and the GB was asked to ratify the budget before it was forwarded to the Local Authority.

- Outturn for 2015-2016 = £ 38,817 (Revenue £ 23,824 & Capital £14,993)
- School Budget Share 2016-17 = £ 2,982,198
- Total Income 2016-2017 = £ 3,452,001
- Total Revenue Expenditure = £3,422,001
- Pupil Premium 2016-17 = £299,640
- Predicted Carry Forward = £30,000
- Capital Funds = £11,138

Action: The GB agreed to ratify the budget set out above.

The Chair thanked MK for preparing a clear and thorough budget which was very well explained.

8. COMMITTEE MEMBERSHIP

8.1. The Chair said various models are being discussed for the membership of the Governing Body. The constitution will require revisiting at some stage and this item is to be placed on a future agenda for further considerations.

Action: Committee Membership to be placed on a future agenda.

9. DATE AND AGENDA ITEM ITEMS FOR THE NEXT MEETING

9.1 Date of next meeting/Dates of future meetings

Monday 11th July 2016 at 5pm

9.2 Agenda items

- Review of School Development Plan
- Constitution of the Governing Body
- School Fund
- Budget Monitoring including Qtr. 1
- Staffing
- Pupil Roll
- Attendance
- Data

10. ANY OTHER BUSINESS

10.1 There was no other business to be discussed at this meeting.

The meeting ended at 6.45pm.

Chair: (print)

..... (sign)

Date: