**LOCAL GOVERNING BODY OF ZETLAND PRIMARY SCHOOL**

**MINUTES OF A MEETING HELD ON THURSDAY 10 JUNE 2019**

**INCLUDING CONFIDENTIAL APPENDIX**

**Governors Present:**

**Trustee Appointed Governor:** Ms M Hill (in-part), Mrs S Leng, Mr P Robinson (Vice-Chair) and Mr D Thompson, Mr J Douglas, Ms M Mamoulides,

**Parent Governor:** Mrs K French, now Daniels I think Mrs M Fellows

**Head Teacher:** Mr S English

**Non-Governing Staff Member:** Mrs T Barnes (School Business Manager) (part of the meeting)

**Clerk:**

Lisa Noteyoung, Redcar and Cleveland School Governance Support Service

*The meeting was held at the school and started at 4.00 pm. Of the 11 governors in post at the time of the meeting, at least 9 were present for the whole of the meeting and the required quorum was met at all times.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** | **APOLOGIES AND CONSENT TO ABSENCE** | | | |
| 1.1  1.2  1.3 | Apologies had been received from Mrs B McGlasson and Mr P Richardson.  RESOLVED to consent to the absences of the above named governor. **ACTION: Clerk**  Mrs T Barnes, School Business Manager, was present at the meeting to provide an update on school finance. It was agreed that discussion would vary from the published agenda so that the School Business Manager could attend the beginning of the meeting. The agenda was amended accordingly. **ACTION: Clerk** | | | |
| **2**. | **ANY OTHER BUSINESS**  The Clerk declared the Governance Support Service Termly Briefing Paper for consideration under Any Other Business. | | | |
| **3.** | | | **DECLARATIONS OF INTEREST AND ANY DECLARATION OF GIFTS**  Governors were given an opportunity to declare any interest in a specific matter to be discussed at the present meeting, as well as the acceptance of any gifts, hospitality, awards, prizes or any other benefit which might be seen to compromise the personal judgement or integrity of an individual. There were no such declarations. | |
| **FINANCE** | | | | |
| **6.**  6.1  6.2  6.3 | | | **OUTTURN 2018/19**  **Purpose**  The School Business Manager had presented a number of finance documents to provide governors with an insight into the finance and administration of the school. Included in the papers for governors’ consideration was the Outtun 2018/19, draft Budget 2019/20 and staffing structure, draft three year plan and responsible officer report.  **Discussion/ Challenge**  The School Business Manager advised that the predicted outturn had already been to trustees for approval. It was estimated that there would be £166,000 to carry forward. She advised that there may be unexpected expenditure or income which may affect the predicted outturn but it was expected to remain similar to the presented figure.  **Outcome**  Governors noted the reported outturn 2018/19. | |
| **7.**  7.1  7.2  7.3  7.3.1  7.3.2  7.3.3  7.4  7.5  7.5.1  7.5.7  7.5.8  7.6  7.6.1  7.6.2  7.6.3  7.6.4  7.6.5  7.6.6  7.6.7  7.7  7.7.1  7.7.2  7.8  7.8.1  7.8.2  7.9  7.9.1  7.9.2  7.9.3  7.9.4  7.9.5  7.9.6  7.10  7.10.1  7.10.2  7.10.3  7.10.4  7.10.5  7.10.6  7.10.7 | | | **RECOMMEND A BUDGET 2019/20 AND STAFFING STRUCTURE TO THE BOARD OF TRUSTEES FOR APPROVAL**  **Purpose**  Governors had been provided with the proposed budget 2019/20 for consideration in advance of the meeting.  **Discussion/ Challenge**  The School Business Manager had worked alongside the Trust Finance and Business Manager to develop the presented budget, using the predicted outturn to provide an accurate representation of school finance.  Income  A number of budget cost centres had been increased in comparison with the previous year’s budget; staff casual hours, cleaning and lunchtime supervisors. This was to ensure that budget cost centres were not exceeded throughout the year.  There was no confirmation from the government on figure of the teachers’ pension grant.  It was estimated that there would be £22,000 more income in the coming year than what was expected in the outturn 2017/18.  Expenditure  There was an increase in employee expenditure. The School Business Manager attributed the rise in costs to the £30,000 placed in Supply Teachers to cover Maternity Leave. The school chose supply teaching over replacement to avoid lengthy appointment processes.  Staffing  This section of the item was recorded in a confidential appendix due to the sensitive nature of the discussion.  *See Confidential Appendix*  The School Business Manager advised that the teachers’ pension grant income was yet to be confirmed for the 2019/20 budget. Teachers’ pension grant figures from the previous financial year had been included in the budget to provide an estimate.  The School Business Manager tabled a document outlining predicted variances to the budget for governors’ consideration.  Mellors Catering SLA  The School Business Manager advised that there would be an increase in school meals costs for 2019/20.  At present the school kitchen was overstaffed by approximately 5 hours. The School Business Manager was liaising with Mellors to resolve this issue.  It was proposed by the School Business manager and the Trust Business and Finance Manager that the cost of school meals for parents would be increased to either £2.20 per day or £2.25 per day, from September 2019.  A governor queried the Pupil Premium Grant (PPG) contribution towards the cost of school meals. However, the School Business Manager was unable to provide a breakdown of the costs during the meeting.  In response to a governor query around the school meal arrangements in other schools within the trust, the School Business Manager advised that the majority of schools within the trust used Mellors Catering. One school provided in-house catering. However, this was not an option for Zetland Primary.  The Trust Business and Finance Manager had recently met with Mellors for an annual review, as part of the three year contract. Governors noted that the cost of school meals was approximately £15,000 higher than the previous year. The new contract received from Mellors shown an increase to £81570. The School Business Manager highlighted that the school only charged parents £2.15 per day and as a result a loss on school meals was made over the previous year. The quote included staffing costs, a service charge and a cost per meal.  If the school were to increase to the cost to parents to £2.25 per day, then the estimated income towards school meals costs would be increased by £500. Governors noted that if the cost were to rise substantially, then school meal take up may decrease. Prices had previously risen approximately 18 months prior. Governors felt that it was more suitable for costs to increase incrementally. Therefore the decision was made by governors to increase the cost of school meals to £2.20 per day in consideration of the needs of families.  Financial Planning and Shared Services arrangements  The School Business Manager reported that the Topslice payment for 2019/20 was 8.75% of General Annual Grant (GAG) funding. This had been increased from 7.5% to cover additional administration costs, central team salaries, trust premises development, safeguarding team salaries and other shared services.  All schools within the trust had been asked to contribute funds towards the development of the Caretaker’s bungalow at Normanby Primary School into trust central team offices.  Additional Expenditure  The school had set aside an additional £5,000 to cover the purchase of laptops, breakfast and after school club expenses and other minor items. A governor queried why devolved capital had not been used to purchase laptops. The School Business Manager explained the laptops did not fit into the depreciation budget, as they did not exceed £3,000 per item. The school could look into using devolved but expenditure could not be less than £2,000. There were also ongoing premises works which would come out of the devolved budget.  There had been an increase in after school clubs that charged, than in previous years and this was planned to continue. As a result the budget was calculated using the estimated outturn.  Budget 2019/20  The budgeted expenditure for 2019/20 was £1,283,883.  The budgeted income for 2019/20 was £1,208,172.  There was a difference of -£75,711  The estimated carry forward for 2018/19 was £166,374. This would then leave an estimated carry forward at the end of 2019/20 of £90,663.  The Head Teacher highlighted that consideration needed to be given to the three year plan and ways to reduce expenditure to avoid increased deficit in the future.  The School Business Manager highlighted that teachers’ pension costs had been included in the budgeted expenditure. Therefore budgeted expenditure was expected to decrease once the school had received the teachers’ pension grant from the government. The grant payment was expected to be around £25,000.  **Outcomes**  To propose staffing changes, as discussed in the confidential appendix, to the board of trustees. **ACTION: Board of Trustees**  Governors noted the predicted variances to the proposed 2019/20 budget.  To highlight concerns in relation to the increased cost of school meals, with trustees. **ACTION: Board of Trustees**  RESOLVED to increase school meals cost to parents to £2.20 per day, with effect from April 2019.  RESOLVED to recommend the 2019/20 budget, three year budget and staffing structure, as presented to the board of trustees. **ACTION Board of Trustees**  Governors requested that the School Business Manager sought further advice regarding the teachers’ pension grant from the Trust Finance and Business Manager. **ACTION: School Business Manager**  Governors to explore the formation of a working party to maintain robust oversight of the schools finances. **ACTION: Governors and Head Teacher** | |
| **8.** | | | **RECOMMEND A THREE YEAR PLAN TO THE BOARD OF TRUSTEES FOR APPROVAL**  This item was discussed as part of Item 7. | |
| **9.**  9.1  9.2  9.2.1  9.2.2  9.3 | | | **RISK OFFICER REPORT**  **Purpose**  Governors were provided with the responsible officer visit report, to note items auditors had identified during their visit.  **Discussion/ Challenge**  The School Business Manager reported that there had been one low risk identified. Anderson Barrowcliff identified that the balance on the aged debtor report did not agree to the trial balance. If the reports were not agreed to the trial balance on a monthly basis there was a possibility that a large difference would not be picked up, meaning that debtors were incorrect and the management information supplied would be inaccurate.  The School Business Manager noted that this was something that she had already been aware of prior to the responsible officer visit. As part of new monthly reporting procedures the area of risk identified was being addressed.  **Outcome**  Governors noted the report and the area of risk identified.  *Mrs T Barnes left the meeting.* | |
| **PROCEDURAL MATTERS** | | | | |
| **4.**  4.1  4.2  4.2.1  4.2.2  4.2.3  4.2.4  4.2.5  4.3  4.3.1  4.3.2 | | | **MINUTES AND MATTERS ARISING**  **Purpose**  Minutes of the local governing body meeting held on 7 March 2019 had been circulated in advance of the meeting, to be approved and signed as a true record. Governors also had an opportunity to question progress with any matter discussed at that meeting which would not arise during the course of the present meeting.  **Discussion/ Challenge**  Arising from Item 5.2.4 - “Friends of Zetland” Account  The Head Teacher advised that he had not yet arranged for Mr Thompson to audit the “Friends of Zetland” account.  Arising from Item 5.2.5 – Performance Management  It was confirmed that staff performance management would be conducted towards the end of term.  Arising from Item 5.2.6 – Online Publication Of Statutory Information  The Head Teacher advised that publication of some statutory information and general school website updates had now been assigned to a member of the admin team.  Arising from Item 11.3.2 – SATs And Stress Management  Governors requested an update on the recent SATs and stress management of students. The Chair advised that she had conducted a visit during the examinations and reported that pupils were calm and supportive of each other. Staff members had thoroughly prepared pupils for the examinations and as a result there was positivity between pupils. The Head Teacher noted the extensive planning and preparation which had helped pupils remain calm and relaxed in an examination environment.  Arising from Item 19 – Governance Section Of The Website  The Chair reminded governors that governor pen portraits for the school website required completion by September 2019.  **Outcome**  RESOLVED that the minutes of the meeting held 7 March 2019 be approved and signed by the Chair. **ACTION: Chair**  Governors were to provide their governor pen portraits to the Head Teacher to place on the school website. **ACTION: Governors** | |
| **5.** | | | **FINANCE WORKING PARTY MINUTES**  The Chair confirmed that there no working party minutes were available for the present meeting.  *Ms M Hill left the meeting.* | |
| **EVALUATION OF PERFORMANCE, COMPLIANCE AND RISK MANAGEMENT** | | | | | |
| **10.**  10.1  10.2  10.2.1  10.2.2 | | | **OFSTED REPORT**  **Purpose**  Governors had been provided with the OFSTED report from the recent inspection, in advance of the meeting for consideration.  **Discussion/ Challenge**  The Head Teacher invited governors to join him in a small celebration following the close of the meeting. He reported that the inspection had gone well and the school had achieved “Good” (2). The report reflected the school accurately and highlighted the breadth of the curriculum and how the school educated the “whole child”. During the inspection staff had remained focused and motivated and pupils were keen to demonstrate their skills.  The Head Teacher thanked the governing board for their support and commitment to the school. | |
| **11.**  11.1  11.2  11.3  11.4  11.5 | | | **PREVENT**  The government’s official definition of Prevent Duty is the legal obligation of schools to provide “due regard to the need to prevent people from being drawn into terrorism”. [Current school guidelines](https://www.gov.uk/government/news/guidance-on-promoting-british-values-in-schools-published) dictate that schools must “actively promote” fundamental British values of democracy, individual liberty, and mutual respect and tolerance towards those with different beliefs. The Head Teacher provided a verbal report on Prevent and how the school met its legal obligations.  The Head Teacher advised that all staff had undergone prevent training to develop an understanding of terrorism and extremism and the action which must be taken should they observe any concerning behaviour.  Each Local Authority had a prevent action plan which advised schools on how to make a referral and raise awareness of prevent and issues within the community. The school would also communicate regularly with the Police, Local Authority and other schools to ensure that information was shared in a timely manner and concerns were highlighted at the earliest point.  Pupils were offered a broad and balanced curriculum, which promoted understanding, tolerance and diversity. Religious Education within school was robust and the curriculum would be supplemented with additional trips to places of worship.  Governors, as part of safeguarding requirements, also had a legal obligation to ensure that they had undertaken Prevent training. The Clerk advised that there was online training available from HM Government, which governors may wish to access. She would circulate the link to the Head Teacher following the meeting. It was recorded that some governors had already completed this training. **ACTION: Clerk** | |
| **12.** | | | **HEAD TEACHER’S REPORT/ KEY PERFORMANCE INDICATORS (KPIs)** | |
| 12.1  12.2  12.2.1  12.2.2  12.3  12.4 | | | **Purpose**  Governors were provided with the Head Teacher’s report and supplementary report which set out information relating to: school contextual data, leadership, management and finance, teaching performance and staff data, personal development, behaviour and welfare, outcomes for pupils, safeguarding, premises matters and analysis against Key Performance Indicators (KPIs).  **Discussion/Challenge**  Outcomes- Key Stage 2 (KS2)  The Head Teacher presented updated KS2 data for governors’ information. He noted that there had been a dip in the data for reading, writing and maths combined (RWM) across Years 5 and 6.  It was predicted that between 74-78% of pupils would achieve the expected standard.  Attendance  Attendance was at 95.1%. This was below the trust target of 96%.  **Outcome**  Governors noted the Head Teacher’s report. | |
| **13.** | | | **DATA**  Mr Robinson advised that there was no data presentation for the current meeting. Data would be discussed at the next meeting following SATs results. | |
| **14.**  14.1  14.2  14.3 | | **SELF-EVALUATION FORM (SEF)**  **Purpose**  A copy of the updated SEF had been circulated to governors in advance of the meeting. This was to highlight the strengths and weaknesses of the school and tackle areas of development rigorously in order to improve the quality of provision pupils receive and standards they achieve.  **Discussion/ Challenge**  The SEF was being revised to reflect the new OFSTED Framework.  **Outcome**  Governors noted the SEF documentation. | | |
| **15.**  15.1  15.2 | | **SCHOOL IMPROVEMENT PRIORITIES**  **Purpose**  A copy of the School Improvement Plan (SIP) had been circulated to highlight to governors the key priorities as well as providing the process through which all those involved in the management and development of the school were drawn to make their respective contribution. Staff, governors, parents and pupils all had their part to play in the process. The SIP becomes a statement of management intentions and was a central document in both internal and external monitoring of the school’s progress. The SIP was red, amber and green (RAG) rated.  **Outcome**  Governors monitored the SIP. | | |
| **16.**  16.1  16.2  16.3 | | **GOVERNOR FEEDBACK**  **Purpose**  An opportunity was provided for governors to feedback on link governor visits. Governors had also been provided with a review of provision for pupils working towards greater depth in maths for consideration  **Discussion/ Challenge**  Mrs Fellows reported that she had been part of a working party with EYFS and Key Stage 1 staff to look at the transition between Reception and Year One, using key documents , for example Bold Beginnings and reflecting on existing good practice. A document was created to support staff and to ensure consistency and good practice.  **Outcome**  Governors noted the feedback from visits. | | |
| **GOVERNANCE** | | | |
| **17.**  17.1  17.2  17.2.1  17.2.2 | | | **GOVERNANCE UPDATE**  **Purpose**  A copy of the local governing body membership list had been circulated to governors in advance of the meeting to highlight terms of office, vacancies and issues of the local governing body.  **Outcomes**  Governors noted the membership information.  Governors were to return their completed skills audit to the Clerk. **ACTION: Governors** | |
| **OTHER** | | | |
| **18.**  18.1  18.2 | | | **IRONSTONE ACADEMY TRUST UPDATE**  **Purpose**  Minutes of the most recent meeting of the board of trustees had been circulated for information purposes. The Head Teacher advised that the trust complaints policy was under review and would be presented to Local Governing Body when approved by trustees.  **Outcome**  Governors noted the minutes. | |
| **19.**  19.1  19.2  19.3  19.3.1  19.3.2 | | | **CHAIR’S CORRESPONDENCE/ REPORT**  The Chair informed governors that she had received a letter written by the children in Class AH. The letter requested that the governing board gave consideration to the installation of a calming area in the playground. The area would contain rugs, blankets, fairy lights, books and colouring supplies. The Chair had replied to the letter and advised Class AH that she would raise their proposal to the governing board for consideration.  Governors discussed different ways to develop the playground area to include suggestions made within the letter and ways to raise funds for the project.  **Outcomes**  The Head Teacher would consult with the School Council and a working party from Class AH to organise a meeting to develop the plan. The Head Teacher agreed to arrange a meeting between the pupils and Michelle Dickerson (Health and Safety Link Officer) to discuss the plans. **ACTION: Head Teacher**  The Chair would update Class AH regarding decisions made at the present meeting.  The Chair will ask the children to make a list of essential and desirable items. The Chair will also ask the children to plan some fundraising games for the School Fair. The Head teacher agreed to match funding. **ACTION: Chair** | |
| **20.** | | | **ZETLAND PRIMARY SCHOOL POLICY REVIEW**  There were no policies to consider at the present meeting. | |
| **21.**  21.1  21.2  21.3  21.4  21.5  21.6  21.6.1  21.6.2  21.6.3  21.6.4  21.7  21.7.1  21.7.2  21.8  21.8.1  21.8.2  21.8.3  21.8.4  21.8.5 | | | **ANY OTHER BUSINESS**  Termly Briefing Paper – Governance Support Service  A copy of the Redcar and Cleveland Governance Support Service Termly Briefing Paper had been circulated to governors in advance of the meeting. The Clerk highlighted the key areas of the paper as follows:  Updated Governance Handbook    Governors should familiarise themselves with the changes to the Governance Handbook  Complaints Procedure For Academies  Academy trusts should review their complaints procedure to ensure it meets the requirements set out above. In reviewing the procedure, consideration should be given to best practice guidance published for governing boards of maintained schools.  The Headteacher informed that The Manager of the Governance Support Service was organising a new policy for Ironstone Academy Trust.  Sex And Relationship Education  Governing boards should, revise any existing written policy on the provision of relationship, sex and health education to ensure they comply with statutory obligations effective from September 2020. They may also want to consider advance compliance from September 2019.  New Inspection Framework  Governors should make sure they fully understand how their school will be judged under the new inspection framework. It is recommended that discussion is initiated around the intent, implementation and impact of the curriculum, within the context of the governing board’s vision. Governing boards should also continue to evaluate the effectiveness of their role and the impact on the quality of education.  The Chair stated the need for governors to have an understanding around the questioning and key areas.  Children In Our Care: The Role Of Governors    All members of the governing board should familiarise themselves with the duties of governors and designated teachers in relation to promoting the educational achievement of looked after and previously looked after children, as set out in the statutory guidance.  At least one member of the governing board should be nominated to promote the educational achievement of looked after and previously looked after children.  The nominated governor should meet regularly with the designated teacher to discuss issues set out in Annex 1 of the statutory guidance and the progress of any looked-after or previously looked after children on roll at the school.  Governors should receive a report from the designated teacher, at least annually, to assure themselves that the role is being carried out effectively, and compliant with the statutory guidance.  Exclusion Guidance  Governing boards should make sure all members are aware of their responsibilities in relation to exclusion, with at least three having acquired a more in-depth knowledge through training and reading materials available. This will ensure that, if called to review an exclusion decision made by the head teacher/principal they are able to carry out the role with competent challenge.    For those governing boards who subscribe to the option in the SLA with Governance Support Service, to support the exclusion process a full guidance document has been produced, along with templates. The document is based on statutory guidance for those with legal responsibilities in relation to exclusion, “Exclusion from maintained schools, academies and pupil referral units in England”, as published by the DfE in September 2017. It is intended to outline exclusion procedures and recommendations for good practice, to support head teachers and governors who may be asked to attend to a meeting for the purpose of reviewing an exclusion made by the head teacher. The role of the local authority (LA) is also set out in the document, bearing in mind local context and circumstances. This will be updated to reflect the findings and recommendations arising from the Timpson report.  DfE And Other Updates For Information  There are a number of updates and documents published from various sources to keep schools and those responsible for governance informed and updated on key issues which you may find useful:   * SENDcO Survey Results – An article in the TES reports “almost three-quarters of special educational needs coordinators (74 per cent) say they do not have enough time to support fully pupils with less severe special educational needs”. The statement has arisen from the findings of a survey carried out by the NEU teaching union, Bath Spa University and special needs charity Nasen. * Malpractice in Administration of Primary Testing – A report has been published by the Standards and Testing Agency (STA) which illustrates an increase in the number of primary schools investigated for alleged maladministration of Key Stage 1 and Key Stage 2 compulsory tests, in 2017. This represented an increase from 2016. * Multiplication Tables Check (MTC) – From the 2019/20 academic year onwards, schools in England will be required to administer an online multiplication tables check (MTC) to year 4 pupils. A national voluntary pilot will take place between 10 June and 28 June 2019. Schools can use this to familiarise themselves with the check before it becomes statutory in June 2020. The national curriculum specifies that pupils should be taught to recall the multiplication tables up to and including 12 × 12 by the end of year 4. Governing boards should gain assurances from executive leaders that plans are in place for year 4 pupils to take these assessments in June 2020. * Careers Education –NGA guidance on governing board duties, with particular attention to be given to vocational and non-academic subjects | |
| **22.** | | | **APPROVAL OF DOCUMENTS FOR INSPECTION**  RESOLVED that the agenda and supporting documents of the present meeting be made available for public inspection with the exception of:   * board of trustee minutes (until approved by trustees); * SEF; * SIP; and * Responsible officer report. | |
| **23.** | | | **ACTION: Clerk**  **IDENTIFICATION OF MATTERS FOR TRUSTEES**   * Changes to staffing. * Proposed Budget 2019/20. * Mellors Catering SLA concerns. * Comments on PREVENT. | |
| **24.** | | | **DATE AND TIME OF FUTURE MEETINGS**  Governors were reminded that the next meeting would be held at 4.00 p.m. on:   * Tuesday 19 November 2019   Meeting closed at 6.40 p.m.  These minutes have been approved by the local governing body as a true record of proceedings:  **Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |