



## Flora Gardens Primary School

Minutes of the meeting of the Governing Body of Flora Gardens Primary School held at Flora Gardens Primary School on 7 December 2016 at 6.00pm.

Members:  
(\*Absent)

	Name	Post
	Mr J Hamilton	Chair
	Mr A Naismith	Head
*	Cllr M Cartwright	Vice Chair
*	Mrs A Sanderson	
	Ms S McAlister	
	Ms S Hill	
*	Ms H Pickering	
	Ms L Woodcock	
*	Mr P Mattar	
	Mr J Gilchrist	
*	Ms J Hall	
	Mr D Wright	

*	Mr A Spooner	Associate Member
	Ms H O'Donnell	Head's PA - Observer
	Ms S Thomas	Assistant Director – Innovation and Commissioning
	Mrs J Saddington	Clerk

ITEM NUMBER	ITEM	ACTION OWNER
1/2016	<b>APOLOGIES FOR ABSENCE</b>	
	Mr Hamilton informed governors Cllr Cartwright, Ms Sanderson, Ms Pickering, Mr Mattar and Ms Hall had sent their apologies and outlined their reasons for being unable to attend.	

	<b>RESOLUTION: In accordance with the School Governance Regulations, governors decided to give their consent to the absence of each governor not present.</b>	
<b>2/2016</b>	<b>DECLARATIONS OF INTEREST/REVISION OF REGISTER OF BUSINESS INTERESTS</b>	
	Mr Naismith declared he had resigned as a Director of D Q Sport. Said he had previously declared this.	
	<b>RESOLUTION: Noted.</b>	
	Mr Gilchrist arrived at 6.06pm.	
<b>3/2016</b>	<b>CHILDREN'S CENTRE - AGENDA ITEM 8</b>	
	This is a confidential item and is recorded at Appendix A.	
	<b>RESOLUTION: Noted.</b>	
	Ms O'Donnell and Ms Woodcock left the meeting at 6.15pm.  Ms Thomas left the meeting at 6.26pm.  Ms O'Donnell and Ms Woodcock re-joined the meeting at 6.27pm.  Ms Hill left the meeting at 6.30pm.	
<b>4/2016</b>	<b>CONSTITUTION AND APPOINTMENTS - AGENDA ITEM 3</b>	
<b>a)</b>	<b><u>Parent Governor</u></b>  Ms Nimo Yusef had been elected as a parent governor on . His term of office will be for four years and will end on .....	
<b>b)</b>	<b><u>Review of Standing Orders of the Governing Body</u></b>  The Standing Orders had previously been circulated. They were approved subject to adding in the word strategic between the words core and functions at 1.1.	
<b>c)</b>	<b><u>Review and approval of terms of reference</u></b>  The terms of reference were reviewed, amended and approved.	

d)	<b><u>Scheme of Delegation</u></b>  A Scheme of delegation was tabled. It was agreed to consider this at the next meeting.	
	<b>RESOLUTION:</b> i) To note Ms Yusef election as parent governor as above. Clerk to send letter of appointment. ii)To approve the Standing Orders subject to the above amendment. iii)To approve the Terms of Reference. iv)To defer the Scheme of Delegation to the next meeting.	Clerk  Chair Clerk
5/2016	<b>MINUTES OF THE PREVIOUS MEETING – AGENDA ITEM 4</b>	
	The minutes of the meeting held on 14th September 2016 were agreed as a true record of the meeting.	
	<b>RESOLUTION: To approve the minutes of the meeting held on 14th September 2016.</b>	
6/2016	<b>MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA – AGENDA ITEM 5</b>	
	There were no matters arising not covered elsewhere on the agenda.	
	<b>RESOLUTION: Noted.</b>	
7/2016	<b>CHAIR'S ACTION – AGENDA ITEM 6</b>	
	Mr Hamilton informed governors he had not taken any action on their behalf.	
	<b>RESOLUTION: Noted.</b>	
8/2016	<b>BUDGET UPDATE – AGENDA ITEM 7</b>	
	The Head informed governors he had been told by 3BM that there had been a miscalculation in the budget resulting in a deficit of £47k. As a result, Mr Spooner, the Head and School Business Manager had met and it had been agreed the school would produce an audit trail showing the deficit figures incurred as a result of the error since the last finance and premises meeting to date.  The Head said the figures were now available for November and Mr Spooner had attended a meeting at the school the previous day and was happy the figures were now on the right track.	

The Chair asked the Head what the total projected deficit was for the year ending 2016-2017. The Head reported it was, at this stage, £73k.

A governor asked if this meant that the governing body would have to approach the LA for additional funding. The Head said as the end of the year approaches figures tend to be more accurate and he would then have to make decisions on where to make savings.

The Chair said he understood from the information provided to the FPPC that the budget would have balanced prior to the miscalculation of £47k and asked if it was a structural deficit, with the deficit of £47k being carried forward to 2017-2018.

The Head said it wasn't. He said the savings from the restructure will not be realised until 2017-2018, when the budget would have broken even. He said 3BM had informed him that the LA may agree to a loan for the school to cover the deficit.

The Chair reminded governors the school had already received a loan of £100k from the LA, to help with the cash flow problem. He proposed approaching Mr Macnamara at the LA, informing him of the projected deficit as a result of the accounting error, redundancy costs incurred at the Children's Centre and unforeseen costs due to staffing issues and seeking his support.

A governor asked the Chair if he would propose asking if the school could use £73k of the £100k loan to cover the deficit and questioned the status of the loan. The Chair confirmed the loan was to cover cash flow and suggested this could be used to cover the deficit.

A governor pointed out that the LA would likely require a repayment schedule and asked if it was feasible. The Head said this could be negotiated over a period such as five years and he would then factor this into forthcoming budgets.

Another governor asked if the school could claim any liability against 3BM. The Chair reported 3BM had stated that it was not their liability as it is the responsibility of the school to ensure the figures are accurate. The same governor expressed their concerns about the level of support from 3BM and asked if consideration could be given to replacing them next year. It was agreed to consider this at the next finance and premises committee. The Head was asked to ensure an up to date accurate budget was also presented to the finance and premises committee.

	<p><b>RESOLUTION: i) Finance and Premises committee to be provided with an accurate up to date budget at the next meeting.</b></p> <p><b>ii) Finance and Premises committee to consider 3BM provision for 2017- 2018.</b></p>	
9/2016	<b>HEAD'S REPORT</b>	
	<p>The Head informed governors there was one additional item he wanted to report on. A Year 6 trip had taken place to Nethercote that had been an excellent experience for pupils. He thanked staff for their commitment and time.</p> <p><u>Numbers on Roll</u></p> <p>The Head apologised for the typing error on numbers on roll. A governor asked for confirmation that the numbers on roll had gone down. The Head said that was correct, although numbers vary throughout the year due to high mobility in the school.</p> <p>Another governor noted that the number of pupils in the nursery had decreased by six and asked the Head the reasons for this and what he was doing to rectify the problem. Another governor said she understood numbers were down by 24 overall.</p> <p>The Head said the numbers fluctuated in the nursery. There were currently 18 core children and some part time. He was looking to move this to all full time. The same governor said she understood there were already 23 full time children and one child attending part time. Ms O'Donnell said this could be correct but they weren't shown on roll yet. The Head said the figures were produced from SIMS on 24 November and the figures were correct then.</p> <p><u>Children's Centre</u></p> <p>The Head reported that historically the school had "propped up" the Children's Centre. A governor asked if the school budget paid for some staff in the Children's Centre and was informed this was correct. Ms Woodcock said this was correct. The Chair said that the time staff spent in the Children's Centre was predominantly by non-teaching staff and that there may be surplus non teaching staff when the C/Centre is handed over.</p> <p>A governor asked if the staff revert to work only in the school could that mean that there may be surplus non teaching staff in the school. The Head said he did not believe so.</p> <p>Another governor commented the main priority must be to have a teacher in every class, meaning everything –</p>	

	<p>including cutting non teaching staff would have to be reviewed if cuts in teaching staff were being contemplated. The Head said that the school could not run effectively without administration staff. And non- teaching staff were essential.</p> <p>The Chair asked what the cost was to the school of providing non teaching staff to the Children’s Centre. The Head said there was no actual cost but it was approximately £49k in staff time. T</p> <p>The Chair said it was important to have financial discipline in the school and the Head and School Business Manager should start to look at how the deficit will be addressed. The impact on the school of the saving in staff time resulting from not having to deal with the Children Centre must be shown. Another governor said governors needed to see an audit trail of how staff time is used.</p> <p>A further governor pointed out that the savings of £49k will simply bring everything back to its baseline as all staff are stretched. The impact of staff time will be demonstrated through performance and morale and evidenced through KPI’s and staff surveys.</p> <p>The Chair explained that if the school can save £49k in time, governors should expect to see documentation on how this saving will be used, as the Head has given this as one of the many reasons for wanting to hand back the Children’s Centre to the LA.</p> <p>The Head referred governors to paragraph 1, page 18 of his report, which gave a breakdown of indicative costs at the Children’s Centre. Another governor pointed out there might not be a financial saving.</p> <p><u>Staffing, Leadership and Management</u></p> <p>Governors considered the results of the staff survey which had just been received and was objective 6 of the action plan. Thirty staff had responded, which equated to 80% of staff.</p> <p>The Chair asked Ms Woodcock if staff felt the questionnaire was comprehensive. She said they did, the amount of marking required was being reduced and there had been a positive response from staff. Brackenbury Primary school had also changed their marking policy to lighten the load on staff.</p> <p>The Head said the response overall was positive but there were on-going issues to be addressed in the Early Years. There was also a staff absence milestone to meet in the SDP and he was trying to benchmark this against other schools. Ms Woodcock pointed out that staff morale has</p>	
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	<p>traditionally varied throughout the year.</p> <p><u>Governors Visits</u></p> <p>Governors expressed concern at visits they had scheduled being cancelled. Two examples were given. One was when a governor was told a meeting had to be postponed as staff were too busy. The Head said they had teaching commitments. A second example was when a Learning Walk had been arranged and on arrival the governor was told it was not possible for this to go ahead. The Head confirmed the Learning Walk did go ahead but not in the format that was expected by the governor.</p> <p>The Head said he was looking at the Governor's Visits policy at Miles Coverdale Primary School to see how it compared to Flora Gardens. It was agreed to delegate governor's visits to the Curriculum, Pupils and Parents committee to review.</p> <p><u>Website</u></p> <p>Ms Pickering had been working on ensuring the website met with statutory requirements. A governor reminded everyone that although this had been delegated it did not absolve the governing body of the responsibility of ensuring it met statutory requirements.</p>	
	<p><b>RESOLUTION: i) Finance and Premises Committee to review key areas to address the predicted overspend.</b></p> <p><b>ii) Curriculum, Pupils and Parents Committee to review the Governor's Visits Policy.</b></p>	<p>Clerk</p> <p>Clerk</p>
<b>10/2016</b>	<b>SCHOOL DEVELOPMENT PLAN (SDP) AND SEF</b>	
	<p>The Head informed governors the SDP would be put on the secure area of the school website once complete and he hoped to have it ready by the end of term. There is also a one page SEF which shows evidence against six key areas. He described what the SDP consisted of, that it had clear milestones and confirmed it was being reviewed by the School's LA Adviser, Dennis Goldthorpe.</p> <p>A governor asked what was meant by a Family Food Service and the Head explained this is an initiative where staff sit with pupils at lunchtime.</p> <p>The Head informed governors a meeting would be taking place the following week to look at a three-year project as part of the Healthy Schools agenda.</p> <p>The Chair asked if there were any specific concerns going forward that governors needed to be aware of. The Head</p>	

	reported the concerns highlighted at the previous meeting had been addressed. There was an email trail from Ms Pickering on the work she was undertaking on the website. KS2 Data refers to Year 6 on the website and is accurate. Pupil Premium data for 2015-2016 is on the website along with a proposal as to how Pupil Premium funding will be used going forward.	
	<b>RESOLUTION: Noted.</b>	
<b>11/2016</b>	<b>POLICIES</b>	
	Pay Policy – This was approved. SEND Code of Practice – Referred to Curriculum, Pupils and Parents Committee. Medical Needs Policy – This was approved. Admissions Policy – This was approved.	
	<b>RESOLUTION: i) To approve the Pay Policy, Medical Needs Policy and Admission’s Policy. ii) SEND Code of Practice referred to the Curriculum, Pupils and Parent’s committee.</b>	<b>Clerk</b>
<b>12/2016</b>	<b>PERFORMANCE MANAGEMENT/APPRAISAL ARRANGEMENTS</b>	
	Governors were informed no date had been set for the Heads mid-year review. Mr Am Rai – Head of Montpelier Primary School in Ealing was the external adviser to the Panel.	
	<b>RESOLUTION: Noted.</b>	
<b>13/2016</b>	<b>MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES</b>	
	<u>Children’s Centre Advisory Board</u> The minutes of the meeting held on 28th September 2016 were received. Mr Naismith should be shown as Head, not Acting Head.	<b>Clerk</b>
	<u>School Improvement Board (SIB)</u> The minutes of the meetings held on 3rd October 2016 and 16th November 2016 were received. Both sets of minutes’ show 3rd October 2015 and should be changed to show the correct dates.	<b>Clerk</b>
	<u>Finance and Personnel Committee (FPPC)</u> The minutes of the meeting held on 19th October 2016 were received. Mr Wright should be shown as co-chair of the committee.	<b>Clerk</b>
	<u>Curriculum, Pupils and Parents Committee (FPPC)</u> The minutes of the meeting held on 19th October 2016	<b>Clerk</b>

	<p>were received. Mr Wright was present and should be added to attendees.</p> <p><u>Safeguarding (Confidential)</u> The minutes of the meeting held on 16th November 2016 were received.</p>	
	<b>RESOLUTION: Clerk to make corrections to the minutes as shown above.</b>	<b>Clerk</b>
<b>14/2016</b>	<b>ASSESSMENT</b>	
	This was covered as part of the Head's report in Item 9.	
	<b>RESOLUTION: Noted.</b>	
<b>15/2016</b>	<b>GOVERNORS' VISITS</b>	
	<p>This was discussed as part of the Head's report at Item 9. Mr Wright will visit the school before the next Curriculum, Pupils and Parents committee meeting.</p> <p>Ms McAlister will arrange a visit with the SENCO.</p> <p>Ms Hill was due to visit the school on 12 December to look at writing. She is now the link governor for English. (Reading and Writing are no longer split).</p> <p>Mr Mattar is the link governor for Music.</p>	
	<b>RESOLUTION: Governors' Visits policy to be reviewed by the Curriculum, Pupils and Parents committee.</b>	<b>Clerk</b>
<b>16/2016</b>	<b>GOVERNOR TRAINING AND DEVELOPMENT</b>	
	Mr Wright reported he had attended Safer Recruitment training on 7th March 2104. He had also attended training at various times on FGM and Prevent and Safeguarding.	
	<b>RESOLUTION: Noted.</b>	
<b>17/2016</b>	<b>TRI-BOROUGH CHAIR'S FORUM UPDATE</b>	
	The Chair reported he did not attend the meeting.	
	<b>RESOLUTION: Noted.</b>	
<b>18/2016</b>	<b>DATES OF FUTURE MEETINGS</b>	
	<p><b>Full Governing Body Meetings</b> 29th March 2017 – 6pm 24th May 2017 – 6pm 12th July 2017 – 6pm</p> <p><b>Safeguarding/CPPC Committee</b> 1st February 2017 – 6pm and 7pm 3rd May 2017 – 6pm and 7pm</p>	

	<p><b>Finance and Premises Committee</b> 15th March 2017 - 6pm 10th May 2017 – 6pm</p> <p><b>Children’s Centre Advisory Board</b> 25th January 2017 – 3.30pm 17th May 2017 – 3.30pm</p> <p><b>SIB</b> 16th January 2017 – 4pm.</p>	
	<b>RESOLUTION: Noted.</b>	
<b>19/2016</b>	<b>ANY OTHER URGENT BUSINESS</b>	
a)	<b>Parent Handbook</b> Governors approved the Parent Handbook.	
b)	<b>Marketing and Communication Plan</b> A governor expressed discomfort at paying £4k for the plan when the school is running a deficit. Governors noted the concerns and the Chair said it was within the delegation levels of the Head. Governors approved the Marketing and Communication Plan.	
c)	<b>Planning Application for Board at front of School</b> The Head informed governors £120 had been spent on a planning application for an advertising Board at the front of the school. It was agreed the outcome of the application would be taken to the Finance and Premises Committee for further consideration.  Ms O’Donnell left the meeting at 8.25pm. It was agreed Ms Woodcock could stay for the confidential discussions.	
	<p><b>RESOLUTION: i) To approve the Parent Handbook and Marketing and Communication Plan.</b> <b>ii) Head to take the outcome of the planning application to the Finance and Premises Committee for discussion.</b></p>	<b>Head</b>
<b>20/2016</b>	<b>CONFIDENTIAL ITEMS</b>	
	Confidential Items are recorded at Appendix A.	
	<b>RESOLUTION: Noted.</b>	

CHAIR \_\_\_\_\_ DATE \_\_\_\_\_