

Holy Trinity C.E. Primary Academy

Minutes from the Full Governing Body meeting held on Monday 9th July 2018 at 4.05pm

Present: Mr David Willey (Chair)
Mrs Paula Burns (HT)
Mrs Arwinder Kaur, Bursar (AK)
Mr John Burke, Staff Governor (JB)
Mrs Janet Hutchinson, Staff Governor (JH)
Ms Helen Cross (HC)
Mrs Lin Street (LS) *arrived 4.10pm*
Mr Graham Winfield (GW)
Mr Joshua Oki (JO)
Ms Stephanie Walker (SW) *arrived 4.30pm*
Mrs Mwanaisha Kisule (MK) *arrived 4.10pm*

Apologies: Mrs Jacqui Page, Deputy Head Teacher (DHT)

Absent: Rev Eve Pitts (EP)

In attendance: Mr L Schofield, DRB Financial Services (LS)
Ms Naomi Lewis, Clerk (NL)

FGB 30/18 Welcome and Opening Prayer

The Chair welcomed everyone to the meeting and opened the meeting with a prayer

FGB 31/18 Apologies

Apologies were received and accepted from Mrs Jacqui Page. The absence of Rev Eve Pitts was noted.

FGB 32/18 Declaration of Business Interests and any Conflicts of Interests

The Chair enquired whether any member had any direct or indirect pecuniary interests in the business to be declared. The Chair declared a business connection to Thame Cleaning Company. JB declared a business connection to Chen Dry cleaning company both of which had been noted as considered providers for the school cleaning contract. There were no other expressions of direct or indirect pecuniary interests declared.

LS and MK joined the meeting at 4.10pm

In a change to the order of the agenda, item 6; Sub-Committee Feedback – Finance, Staffing and Audit was brought forward.

FGB 33/18 Sub Committee Feedback

A draft copy of the minutes for the Finance, Staffing and Audit committee meeting – 20th June 2018 had previously been circulated for information. The following was highlighted for members;

JO shared with members the most recent DRB invoice had included a 4% discount as the account had been settled early and DRB offered a saving for the school.

The bank cash balance was reported as £193, 000 and included a VAT claim of over £6,000. JO commented that it reflected a good position for the school budget but advised governors the school would continue to exercise caution in future spending with consideration of the 18-19 academic year and reduced pupil numbers that would affect the GAG funding received.

JO queried at the last FSA meeting whether the School Fund and Governors Account Income could be invested in a bank account which offered a higher return on the balance. Governors were advised that the school would need an investment policy in place for this to happen. LS also recommended that governors use the School Fund and Governors Account Income to balance the main school budget.

Following a presentation at the last FSA meeting, governors agreed Coombs Catering would be the new school catering provider from September 2018. JO added that Coombs Catering had projected good costings on catering and offered more operational transparency.

JO suggested a review of the SIPS SLA in order to make some savings on the school budget. JO suggested a reduction of subcommittee meetings from 6 to 4 for each cycle which could save the school up to £2,600 a year. The Chair questioned why there were 6 cycles and stated the Governance guidance was a minimum of 3 cycles per academic year. A member added that curriculum meeting dates would need to allow enough opportunities to review data and implement strategies at pivotal times in the school year.

With no further questions or comments, it was

Resolved to reduce the meeting cycles from 6 to 4 for the academic year 18-19

ACTION – Clerk / HT

LS presented to governors a copy of the 3 year Strategic Budget Plan 2018-19 to 2020-21. Governor's attention was drawn to the following;

LS informed governors that the approved budget plan for 2018/2019 had to be submitted to EFSA via the budget forecast online return by 30th July 2018. This was a requirement of the Academies Financial Handbook. LS added that the school had hit every deadline for the last 12 months and remained compliant to date.

Governors were asked to be mindful that school budgets were very tight and were still a challenge for many schools. Schools, however, were still expected to deliver result and improve on efficiencies.

LS referred to Appendix A, Budget Monitoring and Strategic Financial Plan and highlighted the 2017/2018 year-end balance of £68,065 predicted for 31.8.18. Revenue funding was reported as £1,300,594 which included the carry forward amount as well as the School Fund and Governors Account Income.

LS drew governors attention to the 2018/2019 comparisons in funding which indicated the reduction in GAG funding of approximately £48,000. Governors were also informed that the government was to remove ESG grant funding from all schools.

Governors had agreed that the school nursery was not viable and decision was made to close. LS added that £8,676 was to be paid back to EYSF but included that £48,000 clawback from 2017/2018.

LS informed governors that the total loss of funding equated to £105,000 for 2018/2019 and even with use of all reserve accounts there would not be enough income to balance the budget. LS stated that it was in the best interest of the school to work towards a balanced budget for 2019/2020.

LS encouraged governors to take a strategic approach in lobbying local authorities regarding funding for schools. The Chair agreed that some schools were having difficult conversations around re-structure because of school funding. LS added that questions needed to be raised with government about how schools are funded, especially with the knowledge that schools are expected to meet outcomes.

SW joined the meeting at 4.30pm

A governor asked how the reception intake may be affected following the closure of the nursery. The HT responded that all schools were in a difficult position and the reception numbers for September 2018 were 27, with 12 of those from the nursery.

A governor referred to the in-year 2017/2018 balance of £15,316 and queried if the amount included the School Fund and Governor Account Income. LS stated that efficiencies on spending and all funds had been used to close the £100,000 gap and produce the proposed budget for 31.8.18. Following a further question LS, reiterated that as the Governors Account and School Fund appeared on the balance sheet and unfortunately had to be used to balance the budget.

- I. The Chair presented a Proposal for action by the Board that Holy Trinity CE Academy should accept the use of School Fund and Governors Account Income to balance the 2018/2019 school budget.
- II. This was seconded by GW.
- III. The Chair asked members to cast their vote in agreement.
- IV. The vote was unanimous

Chair duly signed a copy of the Holy Trinity CE Academy approved budget plan for 2018/2019 report. With no further questions or comments, it was

Resolved that the 2018/2019 Budget Monitoring Report as at 3rd July 2018 be received.

LS was thanked for his report and left the meeting at 4.35pm.

FGB 34/18 Minutes from the previous meeting held on 21st May 2018

The minutes of the Full Governing Body meeting held on 21st May 2018 having previously been distributed, with the exception of minor amendments, it was

Resolved that the minutes be taken as read, confirmed, signed as a true record and retained by the school for their record.

FGB 35/18 Matters arising from the minutes of the previous meeting held on 21st May 2018

There were no matters arising

FGB 36/18 Sub-Committee feedback

- **Facilities Committee meeting (21.6.18)**

The meeting had been cancelled, therefore no minutes/feedback were available

- **Achievements, Standards & Improvement Committee meeting held on 21st June 2018**

The following matters were raised as key discussion points:

The committee chair reported that recent Year 4 results had shown cause for concern due to the staff changes, the class were taught by 5 teachers over the last academic year. Following the disruption the committee were confident that the pupils moving into year 5 would be supported by a secure teacher.

Year 2 results had shown concern but it was noted that a factor was pupil movement including children new to the country in this year group. Governors were awaiting the school SATs results, to be discussed at the next committee meeting. With no further comments it was,

Resolved to receive and note

FGB 37/18 Catering Contract – Coombs Catering

The HT updated governors on the status of the catering contract. Recent issues with Raddish has previously been shared with governors. The HT reported that the disputed charges had been challenged but Raddish insisted the billing was correct and accurate. In response to governors, the HT had requested that Raddish reduce the charges by reducing staff and a change to menu offered. Raddish had stated that a reduction in staff would have to go through a consultation period and would not be possible at this stage. The school were obligated to honour invoices and billing up to 31.8.18.

The FSA committee had met with Coombs Catering and were satisfied that the transparent invoices and regular financial reports would allow the school to track the spending and resolve any issues as they arose. Coombs Catering proposed that the school had the potential to earn around £3,000 on income

from school meals but the HT added that the school would be happy to break even without subsidising from the school budget.

The HT informed governors that Coombs Catering offered an online booking and payment system to pre order meals. The school would provide an IPAD in the school office to support parents ordering meals. The school gateway would not be available until October half term but school would initially accept cash payments from parents in the interim. JO added that the software licence fee was a fair price.

Coombs Catering agreed to attend school Governing Board or FSA committee meetings and would welcome feedback and answer questions from governors. The HT continued that staffing costs had been matched against the Raddish contract and, although Coombs costs appeared less than Raddish, school had been assured that catering staff would not be at any disadvantage. AK added that Coombs area manager had met with kitchen staff and the catering team were happy with the handover.

With no further comments or questions, it was

Resolved to receive and note

FGB 38/18 Head Teacher's Report

The HT referred governors to her report, having been circulated in advance of the meeting. The following highlights, additional comments and questions were raised:

Ofsted

Governors were informed that changes had been made to the Ofsted framework. Following a governor question, the HT stated that the school could expect the next inspector visit between October 2018 and March 2019. The HT added that the Diocese had offered support for ½ a day a week from Charlotte Ward-Lewis, Head of School Effectiveness, until the Ofsted inspection.

From an Ofsted recommendation to teach Modern Foreign Languages, the HT informed governors that French had been introduced to pupils. An online resource was to be used to teach the children and this had begun in years 3-6. Following a governor question the HT confirmed that the programme could be used with no previous knowledge of French language and the children were able to access the resources at home. At a cost of £200 a year, the HT added it was a good system.

School Development Plan

The HT drew governor's attention to the progress made against the four main areas of the Plan. The HT highlighted that recent Phonics tests results showed that 79% of Year 1 children had passed and 45% of Year 2 children. Year 2 had experienced a great deal of movement with some children new to the country

with little English and this had proved a challenge. In response to a governor question, the HT stated that the results were lower for Year 2 retakes compared to last year.

The HT shared there had been a recent review of the behaviour policy with staff to establish what was working and what wasn't. Staff were positive about the policy and its impact however small changes would be made to behaviour plans to ensure that they were more effective. The HT explained that there would be an introduction of rewards for children who always did the right thing. Children were taken to Sutton Park Water Adventure which was supported by Mr Burke and scout volunteers.

Pupil Progress meetings had continued on a half termly basis. The HT stated that staff had produced more accurate analysis along with a narrative report. It had proved difficult to track the assessment for year 4 with the staff changes throughout the year. Ms Tabone, Inclusion Manager, would work with the class for the last weeks of term to ensure more accurate assessment data for Year 5. In response to a governor question, the HT added that staff comments in children's workbooks had improved and showed clear progress. A strategy was in place for September 2018 to support teachers.

A parent governor stated that Year 4 children had felt let down but were now looking forward Year 5. The HT assured governors that Year 5 would be more stable for the children and the last year had been a challenge. Mrs Tabone in the classroom until the end of term had been positive for the children.

Staffing

The HT shared the staff changes within the school for academic year 2018/2019.

The following was noted:

- Mr Fowle NQT would join the school as Year 4 teacher.
- Mrs McDonald would join the school as Reception class teacher

Exclusions

The HT shared with governor's details of 3 incidents over the summer term which had resulted in pupil exclusions. The HT assured governors that advice had been sought from Birmingham Exclusion Team around 5 particular exclusions and regrettably a decision was made for pupils to be excluded for 5 days. In total for the term there had been 7 fixed term exclusions. The HT added that parents had supported the school decision. A governor commented that the exclusions were unfortunate, the school had a good atmosphere and bad behaviour from the children was unusual.

In response to a governor question, the HT confirmed that the Teaching Assistant in Year 5 would work 3 days a week and although the Year 5 teacher would have no support for 2 days, one of which would be ½ day on a Friday, he was happy with the decision.

Resolved to receive and note.

FGB 39/18 Policies for approval:

The approval of the Lettings Policy was deferred until the next FGB meeting.

FGB 40/18 Governor Agenda Briefing / Governor Training

The Chair encouraged governors to review any training requests and provide feedback to the HT if required.

FGB 41/18 Correspondence received

None received.

FGB 42/18 Any Other Business

- a) Church events: HC thanked the school for supporting the local church events.
- b) Cleaning contract: AK informed governors that the cleaning contract was due for renewal. Avolution Cleaning had held the contract since 2012, providing service 4.25 hours Monday – Friday term time only with 2 members of staff. Governors had previously been aware of disappointing cleaning standards following parent’s complaints. In response to a governor question, AK confirmed the contract would end in September 2018 and a 2% allowance had been included in the budget for costs of up to £11,000. Following a further question, the HT stated if the costs were to increase to £12,000 or more the school may not be able to afford it. A governor asked whether the service provider had been challenged on the standards of cleaning and governors agreed not to sign the new until feedback had been given to the provider.

ACTION – AK

GW left at 5.15pm

- c) BDAT application: The HT shared with governors the BDAT application had been submitted and the DfE would inform the school of the decision to progress with Holy Trinity to join the BDAT. Holy Trinity may join the BDAT as early as January 2019 but dependant on BDAT schools SATs results could be delayed until September 2019. ASI committee members requested Holy Trinity SATs results on received.
- d) Resignation of governor – Ms Kisule gave notice of her resignation from the governing board from the end of the academic year. The Board thanked her for the valuable contributions to the governing board and contributions towards the development of the school over the last 5 years.

On behalf of the Governing board, the Chair wished her well. The HT advised governors that the vacancy for new parent governor had been advertised.

- e) Social Event - The HT informed the governors that the staff and governor social event would take place on Friday 28th Sept 2018 from 7pm.

FGB 43/18 **Date of next meeting: TBC**

With there being no further items of business, the Chair thanked everyone for their attendance and contributions and closed the meeting at 5.25pm

ACTIONS AGREED		
AP1	<i>FGB 22/18: Amend meeting schedule to reflect new meeting cycle</i>	<i>HT/Clerk</i>
AP2	<i>Feedback for cleaning contract address issues before signing of next contract</i>	<i>AK</i>

Chair Signature:  Date: *1/10/18*