

Minutes of Full Governors Meeting

Held at Swavesey Primary School on 12/02/2020 at 6.30pm

*Governing Body comprises 14 Governors, of which 14 are in post
Quorum is 50% of those in post: 7*

Present: Anna Norden (AN) – Headteacher
Governors: Colin Oakman (CO) – Chair
Andrew Baker (AB) Tina Carminati (TC)
Alyson Hart (AH) Rachel Hallam (RH)
Diane Herrington (DH) Lynsey Fulcher (LF)
Nathan Keen (NK) Hannah Parish (HP)
Lucy Parsons (LP)

The Meeting was quorate

In Attendance: Associate Members: Wendy Whistler (WW)
Recorded by: Linda Miller, Clerk

ACTIONS

1. **Apologies** received and accepted from:
Nathan Keen (NK) – leave early, Lynsey Fulcher (LF) – Leave early,
Andrew Baker (AB) – late arrival, Rachel Hallam (RH) – late arrival,
Jason Dear (JD), Laura McAuley (LMc), Alison Fox (AF)
2. **Declaration of interests** - None
3. **Minutes and Matters arising from the meetings held on 11/12/19**
Minutes of the meeting held on 11/12/19 approved as a correct record.
Review of actions:
 - Governors to attend parents' evenings on 10th & 12th Feb – completed and acknowledged as very valuable and will continue to do this.
 - CLA to review link roles allocation – completed refer CLA Minutes of 05/02/20
 - Additional Resources meeting to be arranged (15/1/20) - completed
 - To arrange visit to school re. boys writing - NK – in progress
4. **Committee Reports**
Resources 29/01/20:
 - Minutes had been circulated. AN updated on budget discussions:
 - Still awaiting budget figures from the County Council, correspondence received today from CCC confirming that the 1.8% transfer has been declined from Central Govt, leaving the County an expected £18M deficit due to EHCP increase in funding. Therefore budgets are being reworked and do not expect to confirm figures until end Feb.
 - 39 First choice places for Reception in September now expected, therefore school needs to rework school organisation options as reported to the Resources Committee.
 - A drop to 9 classes and a mixed yr2/yr3 (across curriculum) class is expected. The SLT decision is a preference for yr2/3 mix rather than a Reception/yr1 mix.
 - WW updated on budget figures, confirming that the minimum per pupil Govt funding of £3,750 is mandatory and therefore the County cannot reduce this, as has in previous years. However the school is likely to receive less funding from the County in other areas, such as EHCP support. Schools will be expected to cover an increase in this funding.

ACTIONS

- The budget is likely to cover 10 classes worth of teachers, over 9 classes in order to allow for in-year additions in future years.

(6.50pm – RH joined the meeting)

- Until the final budget figures from the County Council are received, final school figures cannot be confirmed. The County figures should be for a forecast 3 year budget. The school still has a carry forward fund to help with year 2 and 3 budget forecasts and it is unlikely the County will request any of this.

Q? – why does the school have a carry forward amount and how has this built up? AN explained that due to forwarding planning and careful budgeting the carry forward figure has allowed the school not to end up in deficit budgets in recent years due to funding pressures, which would lead to the County making compulsory funding cuts and the school losing control of its organisation and budget planning. The carry forward is reducing and has helped the school enormously in recent budgets.

- Kids Club needs to increase its charges as it has not had the income expected due to a falling roll. The proposal is to increase After School Club charges but with Breakfast Club only remove the concession to siblings. Rates have not been increased for the last 4 years so a rise is due and a term's notice will be given. The increased charges will still be comparative to other clubs.

Q? – has provision of a Nursery been considered? AN replied that at the present time there is not the space or finances to enable nursery provision.

ACTION: To consider advertising to encourage more members.

(7.10pm – AB joined the meeting)

- Following discussion over proposed charge increases, Governors unanimously supported an increase to the Breakfast Club charges as well, as charges had not been increased for 4 years. Also that the fees should be reviewed annually.

WW left the meeting

- LF summarised the remainder of the Resources meeting which has mainly covered budget discussion. No other questions were raised.

CLA 05/02/20:

- RH noted the discussion over the new Independent School Data Reporting. Ofsted now use the ISDR information. AN noted there is basic information on this on the school website for general information.

Q? would AN write to parents re this new data format? AN replied no as data is collected on one specific only and the school celebrates all successes with its pupils, not just that specific instant in time. The school will continue to share wide ranging successes.

5. Headteacher's report - circulated

AN Noted:

- SDP is progressing well.
- Projects:
 - School has now become a Heritage School
 - Pupils have designed the Cow for the Cambridge Cow Trail, which has been a very exciting project for the children
 - The Eco project will involve Science week with lot of activities for parents and pupils
- Governors praised the school for its recent Stoneage Play

The Chairman welcomed Mr Sean Harford, OFSTED National Director for Education to the meeting

ACTIONS

6. Safeguarding - No report at this point a meeting after half-term to be arranged.

7. Strategic Objectives – Defer to next meeting.

Briefly noted:

- 3 Governors had attended the parents' evenings. Very constructive feedback received and a good initiative worth repeating and building on.
- Acadamisation – meeting held in December and group will meet the Regional Director of Academies after half-term. In the Summer term the group will meet with the Exec Head of the Morris Educational Trust and Jonathan Lewis of CCC.
- WW is looking at the financial implications of a 4-school MAT.

8. Questions Ofsted may ask – continue to discuss and update: Question No.6 How safe do children feel in school?

Deferred to next meeting due to time constraints tonight.

9. Staff Governors to feedback any staff comments

- Staff thanks received for the continuing well-being days
- 2 children have raised £152 towards equipment and plants for children in Sudan, Governors congratulated their success

10. Report on Governor Visits - To be reviewed by Committees.

11. Governor Training - Defer to Committees

12. Correspondence – none received

(8pm – NK left the meeting)

(8.30pm – LF left the meeting)

13. Ofsted – Discussion with Sean Harford National Director for Education

An informal and general discussion held covering a number of topics related to Ofsted and School Curriculum, which Governors found very valuable.

Chairman thanked Mr Harford for his time.

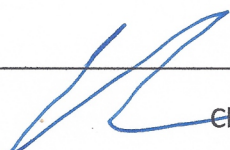
14. Items for Information and Next Meeting Agenda - None raised

15. Date and Time of Next Meeting: Weds 25th March 2020, 6.30pm
Meeting closed at 9.00pm

Date	Action		
12/02/20	To consider advertising for Kids Club and reviewing prices annually from here on.	School	
12/02/20	To arrange visit to school re. boys writing	NK	
12/02/20	Write up feedback from Parent/Governor drop in's from Parents Evening and circulate to governor team	CO (AN)	

Minutes approved by the Full Governing Body at the meeting held on 25th March 2020
Meeting held online via Zoom, due to Coronavirus restrictions on meetings in person

Approved: C Oakman



Chair Date: 25/03/2020

Page 3 of 3