



MORETONHAMPSTEAD PRIMARY SCHOOL

Governing Body

Meeting - Part I Minutes							
Date/Time	5 July 2017 at 18:00	Location	Moretonhampstead Primary School				
Attendees	Initials			Attendees	Initials		
Vivienne Hodges	VH	Co-Chair		Shaun Elliott	SE		
Dominic Course	DC	Co-Chair		Ian Goodwin	IG		
William Bentall	WB	Headteacher		David Poulson	DP	Staff Governor	
Maria Howarth	MH	Vice-Chair		Poppy Burgess	PB		Arrived at 18:10
Mike Jeffery	MJ		Arrived at 18:50				

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk
Rachel Shaw	RS	Executive Headteacher
Anne Burns	AB	

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Welcome and Apologies	VH
2	Declaration of Interests	VH
3	Minutes from the Last Meeting i Minutes Agreed ii Actions iii Matters Arising	VH
4	Chair's Bring Forward Items i Review Minutes on Website	VH
5	Headteacher's Written Report i Disadvantaged Pupils' Report ii Staff and Student Absence iii Review School Evaluation Form iv Draft School Development Priorities 2017-2018	WB
6	Budget i Review Income Expenditure Report ii Agree Services Buy In for 2017-2018 iii Approve Budget for 2017-2018 iv Agree Sports Grant Report	DC
7	Staffing	WB/VH





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	i Agree Staffing Structure for 2017-2018	
8	Preschool	RS/WB
9	Health, Safety and Environment	MJ
10	Safeguarding	VH
11	Policies i Pay and Conditions Policy	WB/VH
12	Governor Monitoring Reports i Governor Playtime Visits	VH
13	External Reports	WB
14	Review Skills Audit	DC
15	Governor Recruitment	VH
16	Governor Training i Receive Governor Training Reports li Agree Governor Training Requests	VH
17	Dates of Next Meetings	VH

Agenda Number	Details of discussion	Decision or Action
1	<p>Welcome and Apologies</p> <p>MJ sent apologies for his late arrival.</p> <p>It was agreed to change the order of items to allow RS and AB to leave.</p>	
2	<p>Declaration of Interests</p> <p>MH's daughter, Lisa Howarth, is volunteering in the school.</p>	MH to add declaration to Register of Interests.
3	<p>Minutes from the Last Meeting</p> <p><u>i Minutes Agreed</u> The Part I minutes of the meeting on 10/05/17 were agreed to be a true and accurate record and signed by VH.</p> <p><u>ii Actions</u> There were none.</p> <p><u>iii Matters Arising</u> There were none.</p>	
6	<p>Budget</p> <p><u>i Review Income Expenditure Report</u> There has been an increase in Pupil Premium (PP) income as there are not accurate figures at the start of the year. SEN funding is less due to the loss of a child. School contributions are unpredictable.</p> <p>The trips allowance was an overspend but contributions balance this out. RS said the administrator is very effective in the way he enters the information into the system.</p>	





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Other income is significantly higher as this includes the absence insurance claim. This is paying out more successfully than the insurance being used by other schools.

Income against solar panels is ongoing to pursue. A query has been raised by RS today with The Academy Finance Manager around this. DC said contracts were in flux due to the management of the company.

The Lottery Grant has not yet all been spent so this needs to be considered to ensure the correct amount gets carried forward.

Staffing costs have been complicated with covering absences. Overtime is calculated to include supply cover. Supply claims are around £7,500. There is an underspend against caretaking as the salary rate is lower for the member of staff TUPEd across. MTA costs were fairly accurate. This will start to reduce as staff are employed on new contracts.

There has been some expenditure against Breakfast Club. RS will speak to Rob Saunders about what the income from this has been.

There has been a slight overspend on utilities but this is less than the other primaries. This is due to the ongoing issue with British Gas. They have now been paid off in order to change suppliers and the British Gas refund will be pursued.

The overspend on resources has been due to some curriculum decisions such as the introduction of Accelerated Reader. The school will need to be more mindful of costs of resources next year.

The result is a potential underspend of £23,000 including the Lottery Grant. However, Directors have not yet made a decision on the 1% cost of living pay award so this could increase staffing costs.

It was agreed that the meeting would move to Part II Minutes for the next item.

The meeting returned to Part I Minutes.

WB and RS have discussed using some of the left over funds for IT development. *DC asked about the IT costs being increased.* RS said this is due to IT subscriptions, broadband costs and Accelerated Reader etc. VH requested a review of the subscriptions in place when looking at an IT upgrade to avoid expenditure on ones that are not viable. Education City subscription was discussed as to whether it was worthwhile.

A larger cost was the network switch which broke and without this the IT upgrade could not take place. Richard Penhale negotiated with South West Grid for Learning but all schools buy into this for the security. VH inquired whether it was costed per pupil. RS said it is linked to rurality of location. It was discussed that using a cheaper broadband provider would require buying into a filtering service in addition and it is the peace of mind for teachers projecting that is required.

iii Approve Budget for 2017-2018

RS went through the three year budget plan based on pupil number projections. The future beyond next year is unknown in terms of school funding.





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	<p>PP and SEND funding are fairly accurate. There may be a high needs child leaving who brings in a great deal of funding. There would need to be a further five high needs children to bring in any more funding. DC asked if the situation has improved with some of the higher needs children lower down in the school who needed extra funding. There is one where funding has been acquired which has helped but there is another who could gain some funding. MH has concerns about some children in Y1 who are struggling.</p> <p>The Academy has employed an Educational Psychologist (EP) who will work across the MAT for one day a week. It will cost the same but more time will be available. She was previously employed by Babcock so understands the system. SE asked how the time would be used for most impact. RS said the school could decide how the time could be used. The EP could assess pupils to secure funding. MH asked if the statutory work would be included. This would still need to be assessed annually by the Local Authority (LA) but it is unclear how much they will do. Systems are changing and SENCOs are being given mixed messages. SENCOs across the MAT meet for support. RS explained how the system for EP's waiting lists currently work and how it could change. DC asked if SEN funding can come in mid year. RS said it is part funded from the point it is agreed and then fully funded from the following September, however, it is now relying on reviews taking place or the funding stops. SE asked if a child with SEN leaving would affect the staffing costs. RS said the TA would leave so it would be their salary. Where teachers are leaving they have been costed as M6 but some will be cheaper than that.</p> <p>A SENCO has still been costed in for 3.5 hours a week. Mary Twomey is no longer able to continue this role. She is going to explore play therapy training. RS and WB discussed advertising the post as part of a teacher role or somebody within the school starting the training. RS has a fully trained SENCO that she worked with last year who is interested in doing the role on a temporary basis so WB is going to contact her.</p> <p>Supply costs are low. Caretaking and cleaning costs may increase as the caretaker has handed in his notice. Administration costs include the two school administrators and Academy staff for HR, Finance, IT, etc. Premises is the same as this year. A programme of redecoration will need to be put into place as the school has now been here for 10 years. There is a caretaker at SDCC who is keen to do painting so could be used for this.</p> <p>There is a greater budget for IT costs. £4000 has been allocated for IT equipment next year. Subscriptions, bulbs and projector maintenance are all costed in. DC said the IT budget for new equipment would not be enough. RS requested for WB to put together an IT wish list. Richard Penhale could advise on this. WB asked what equipment was being used in other schools. RS said iPads were working well and there are companies who train the staff. If word processing was needed then Netbooks first would be better and iPads could be looked at later on or for members of staff. Portability is useful for improved deliverance of the teaching. SE suggested iPads with an attached keyboard. WB asked if DC would like to be the lead governor on this and meet with him which DC agreed to. The pros and cons of iPads were discussed.</p> <p>There is a slight underspend projected. SDCC have planned a budget underspend to allow for primary budgets. The school can afford the 1% cost of living pay award but they are part of The Academy.</p> <p>Governors approved the budget.</p>	<p>DC agreed to be the lead Governor for IT upgrades.</p> <p>The budget for 2017-2018 was approved by Governors.</p>
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	<p><u>ii Agree Services Buy In for 2017-2018</u></p> <p>Governor Support and Janet Ross (School Improvement Partner) will still need to be bought into next year. Janet Ross will cost less from September. The school will also still buy into Outdoor Education and the PE service for H & S support, 6 hours of the Educational Welfare Officer (EWO) and EP, Safeguarding and access to a termly safeguarding forum and the data and assessment team at Babcock. SEN specialist services also has some money put aside for it. SCOMIS and engineering, audit costs and inspection insurance will also be purchased.</p> <p>The Mutual fund will be around £4000 but this is already paid for from the payout this year.</p> <p>Governors Approved the Services Buy In for 2017-2018.</p>	<p>Governors Approved the Services Buy In for 2017- 2018.</p>
11	<p>Policies</p> <p><u>i Pay and Conditions Policy</u></p> <p>The policy has been written in line with the Devon policy. The unions now understand that this is the case. The schools have never had performance related pay until now. RS outlined the teachers' Pay Policy and how the main pay scale would be reduced to four tiers and the Upper Pay Spine reduced to two tiers. These will be called Lead Learners. Teachers could progress up these scales quicker and will be more accountable. It will have clearer expectations of the progression of the role.</p> <p>The Teaching and Learning Responsibility points will change to Leadership and Management Points (LAMPs). RS went through the details of the LAMPs and how they might be awarded. It will be a good opportunity for teachers who would like short term responsibility and will be based around school priorities. LAMP 1 and 2 are temporary, LAMP 3 onwards are permanent awards.</p> <p>If approved by Directors, this will come into force from September but pay will be protected for three years. Teachers will receive a letter at the end of July telling them what their predicted pay will be in three years' time. Teachers on UPS2 will have to decide whether to go up or down the spine. Where there are individuals where the impact will be significant they will be met with individually. There have been consultations but staff attendance has been low and those who have attended have agreed. It will be in the policy to request to move down the pay spine. This will need to be considered for the impact on the school. Where capabilities are a possibility a school leader could recommend moving down the spine but this would have to be approved at Director level.</p> <p>There is also a support staff pay and appraisal policy which has caused more concern. The challenge is how to measure the performance of support staff when the roles are so varied so a set of standards will need to be put together. RS and HB will consult support staff again. MH asked whether any unqualified teachers were employed within The Academy. RS said no but there is a trainee teacher doing some work now who has not received their NQT status yet. AB said she felt having a clear structure of accountability was good and transparent. WB said there have been no concerns so far about the pay policies. DP said staff felt good work would be recognised.</p> <p>MH enquired why there was no pay scale next to the Executive Principal. RS said that is because HB has taken a 90% pay cut.</p>	





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	<p>It was agreed that the meeting would move to Part II Minutes for the next item.</p> <p>The meeting returned to Part I Minutes.</p> <p>SE asked about the 12 month appraisal process and how it would work. RS said that there would be a review point midway through the year. Staff would collect evidence throughout the year and it would become more of a constant dialogue. The Governors agreed that they were happy with it so long as the staff were happy.</p>	
7 and 8	<p>Staffing and Preschool</p> <p>RS explained that the preschool should have started gathering their numbers for September. She gave the details of how the funding is allocated. Any additional hours or non-funded hours would need to be decided by the school. £4 an hour was suggested. Parents are entitled to 30 funded hours from September.</p> <p>The preschool will be a separate account in auditing. If the income is more than £50,000 then a separate trading arm may need to be set up. The school could ask for contributions towards staff, utilities, etc. DC enquired about WB line managing staff and whether this could be costed for.</p> <p>DC said the preschool was presented to parents as part of the school but confirmed that it is a separate entity. Academy Directors are the Preschool Governors.</p> <p>DC asked whether the preschool would become a part of the school. RS said to change the age range would mean the need for a qualified teacher to be teaching them. VH asked if RS could manage the preschool in the same way. RS said yes.</p> <p>There was discussion at the last Directors' meeting about whether they would be happy to delegate monitoring of the preschool to the LGB. PB asked whether it would be a good idea to have a preschool Governor. WB said there were some concerns from the preschool staff about keeping it separate. RS said when they are TUPEd across and on the Academy appraisal system it will become clear.</p> <p>WB has written a letter to the Preschool Learning Alliance (PLA) about ringfencing the resources. There needs to be some work around creating terms of reference. LD will try to obtain a copy of the PLA model constitution for RS. LD will send WB a copy of the articles. There will be a consultation in September about what parents would like to see.</p> <p>RS left the meeting.</p>	<p>LD to send Academy Articles to WB and PLA model Constitution to RS.</p>
5	<p>Headteacher's Written Report</p> <p>WB distributed the document.</p> <p>A family is moving away and another may be leaving reducing pupil figures but they are still an increase on last term.</p> <p>There is an improvement on last year's attendance figures.</p> <p>Development of middle leaders has taken place thanks to AB and DP. There have been nine training sessions with Janet Ross.</p> <p>Assessment for Learning has been looked at through learning journeys. Staff have seen the benefit of the approach to learning and progress is evident too. KS2 practice has fed down into KS1.</p>	





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It was agreed that the meeting would move to Part II Minutes for the next item.

The meeting returned to Part I Minutes.

David Palmer is leaving. WB would like to organise an event to thank him.

There will need to be an appointment to lead the preschool. Both of the current staff would be welcome to apply for this post.

WB went through the class structure in the document. Cranbrook and Pepperdon will be a free flow space for R/Y1. Tables and chairs have been purchased for the Y6 classroom to up the standard. DC inquired about the number of pupils in the classes. Numbers are in the mid 20s for each class with 20 Y5 and 27/28 in R/Y1 and Y1/Y2. WB is still finalising the TA position.

Initial data shows a Good Level of Development for Reception being at 75%. This is less than last year but it has been a difficult year and still better than last year's national average.

Initial data shows a mixed result for KS2 and outcomes for KS1 were fairly poor so will be acted upon. There are lots of things already happening as areas of concern were identified. External visits have noted that boys are outperforming girls at KS2 but vice versa in KS1 - quite significantly so. IG asked the ratio of boys and girls in Y6 and WB said it was 50/50 split. WB, AB and DP are working with KS1 staff but there was not enough evidence to increase the results. Some Y3 intervention will need to occur.

KS2 reading results were better. Maths and Grammar were externally marked and lower at 65%. The combined percentage has gone up compared to last year and should exceed the national figure. Reading and Writing were both high. There were three children that were a mark or two off of the grade for the SPaG test. There will be a focus on spelling. Handwriting has been tackled effectively this year but spelling is still an issue. Writing results were high because they can edit and improve with a dictionary. Staff will go back to Y1 spelling with a programme to use. One child with SEN was not entered and another with English as an Additional Language (EAL). SEND progress is looking at three points progress at this time of year and is on track as is PP progress. MH said she was pleased to see the honesty of the data. AB wants to develop staff use of Pupil Tracker to support interventions. SE asked how often staff were expected to use Pupil Tracker. AB said, at a minimum, weekly and for some children daily. She felt iPads were useful for this. WB said you can attach evidence to the system and this has been being done effectively recently. The school will most likely be moderated next year.

WB distributed Pupil Tracker data and AB went through it as an example. It is organised by subject areas with Reading, Writing and Maths scores combined. The external reviews are reflected in the data with gaps being closed at KS2 but work needs to take place with KS1. The target for next year is to get more examples of Greater Depth. The impact of lack of consistency with change of teachers in Y3 is apparent. English and Maths action plans are closing the gap in Y2 and Y3. Intervention time has already been put into place for September to target the gaps in knowledge. SE asked if it followed through from the previous year. AB said the end of summer term data forms the baseline for the following year and is based on teacher assessment, testing and looking at books for evidence. Boys and girls are performing fairly similarly in writing and PP and SEN pupils are performing similarly to their peers.





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	<p>Staff in the EYFS have worked hard to close the gap and OFSTED recognised this. Test practice is an issue that needs more time committed to it next year. DP is looking at the papers online and seeing some of the areas for development.</p> <p>It has been a vibrant year with a number of positive events.</p> <p>There is an Academy Heads meeting tomorrow to set priorities for next year. These are outlined in the report.</p> <p>WB is looking at Play Leaders, provision and use of the sheds at lunchtime.</p>	
9	<p>Health, Safety and Environment</p> <p>This was addressed in the Headteacher's report.</p> <p>The handle has come off of the boys' toilet door and the mixer valve is faulty in the thermostat so they need to be changed. There was an expensive quote but a local person will do it for less. MJ has had a report which he will look at.</p>	
10	<p>Safeguarding</p> <p>This was addressed in the Headteacher's report.</p>	
12	<p>Governor Monitoring Reports</p> <p><u>i Governor Playtime Visits</u></p> <p>A report was distributed by PB and VH. They will come in again in September to look at the younger children in the school. There were some children inside and some outside and it was not clear why this was. They did not speak to the play leaders. It seems staff see the end of lunchtime as disorganised for putting away equipment so there will be a new system using the older children with their tabards. There is no issue with behaviour but for some of the younger children who are more sensitive it might be a bit overwhelming. The play leaders are very interactive.</p> <p>There may be one less MTA next year so suggestions of how to fill this role would be appreciated.</p> <p>DC said the Y5/6 Cross Country team won against 5 or 6 other schools. WB said a write up for Facebook would be useful. There will be a board of all the news articles. AB has volunteered to take the lead with Facebook.</p> <p>WB has been running some boxes for staff of what to keep and what to get rid of.</p>	
13	<p>External Reports</p> <p>There were none.</p>	
14	<p>Review Skills Audit</p> <p>Not much has changed since last time. There is lack of experience of working in other schools but there is not a need for skills across the board.</p>	
15	<p>Governor Recruitment</p> <p>It was agreed to advertise for new Governors following the meeting in September after decisions have been made about the role of Chair and the Preschool.</p>	<p>It was agreed to advertise for new Governors following the next LGB meeting.</p>





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16	Governor Training LD distributed the new magazine and asked for requests for training. They are mostly covered by the Babcock subscription.	
4	Chair's Bring Forward Items <u>i Review Minutes on Website</u> It was discussed and agreed that the minutes would go on the school website following approval at a Governors' meeting. LD requested missing Edubase information from Governors. The meeting moved to Part II Minutes for the next item. The meeting returned to Part I Minutes. VH thanked all the Governors for their support over the year and also thanked WB and the rest of the staff.	It was agreed that approved minutes would go on the School website.

The meeting closed at: 20:15.

Detail of next meeting			
Date/Time	Wednesday 20 September at 18:00	Location	Moretonhampstead Primary School

