



Kildwick CE Primary School

Learning to Live, Living to love, Loving to Learn

Minutes of the Meeting of the Full Governing Board – (Resources & Finance) held on 25th November 2019 at 18:00

Present:

Christine Anderton – Foundation Governor (CA)
Jo Gostling – Co-opted Governor (JG)
Kath Morris – Foundation Governor (KM)
Cameron Quinn – Co-opted Governor (CQ)
Liz Snell -Parent Governor (LS)
Geraldine Sands – Foundation Governor (GS)
Tim Whitehead – Headteacher (TW)

In attendance:

Toni Birch – NYCC School Bursar (TB)
Stephen Dale – LA Clerk to Governors (Clerk)
David Horton – Class Teacher (DH)

A	Procedural
1	<p><u>Prayer, Welcome, Introductions and consideration of absence</u> CQ took the Chair, opening the meeting at 18.05, welcoming all present and thanking them for their attendance. KM led the meeting in an opening prayer. Apologies had been received from Donna Akrigg, Jamie Logan and Alex Swinton. All consented. CQ introduced Toni Birch, NYCC School Finance Officer and David Horton, Class 4 Teacher.</p>
2	<p><u>To determine whether other urgent business should be considered.</u> GS requested that time be given to a briefing on the SIAMS inspection due on Tuesday 26th November and for discussion over Performance Data GS invited a governor/governors to look at school performance data with her and see how best this can be presented to Governors in the most appropriate format so they can easily understand the figures and make suitable challenges. Action: All</p>

3	<p><u>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection</u> No items identified at this point.</p>
4	<p><u>Declaration of interest on any agenda item</u> None declared.</p>
5	<p><u>To approve the Minutes of the FGB meeting held on 5th November 2019 and consider matters arising from the minutes not otherwise covered by this agenda</u> Governors unanimously approved the minutes of the FGB meeting held on 5th November. There were no matters arising to consider. TW reminded Governors that on-line Safeguarding Training and Prevent Training must be completed regularly and that GS, CQ and KM should send in certificates asap please. Action: CQ, KM, GS</p>
B	Resources & Finance
6	<p><u>Budget Monitoring Report for October</u> Budget Monitoring reports (Detail and Summary) for month ended 31st October 2019 had been circulated prior to this meeting. Revised 3-year Budget Forecasts had been circulated prior to this meeting. TB invited questions on these reports. Q: What are the Teachers Pay Grant (TPG) and Pension Grant (PG) figures. TB noted that the TPG is an additional sum delegated by the LA from Central Government as the pay increase was higher than budgeted. The PG is also to offset the increased pension contribution that is now made by schools. Q: Why does the PP income drop in Y2 and 3. TB noted that one pupil will leave affecting this. Q: Re the photocopying costs that remain very high, when will we be able to exit the contract. TW noted that the contact will expire in December 2020. Q: How often are contacts renewed. Why so long before we can exit this one. TB advised that contacts are normally renewed annually and explained the background to the Photocopying Contact and why a three-year contact had been entered. TB advised that notice periods vary significantly and that the schedule should be reviewed early 2020. Action: Contract review onto FGB agenda for 03/02/20 (Clerk) Q; Why is so much allocated to English under Learning Resources. TB advised that this covers more than just English. Learning Resources are overspent. For future budgets more detailed headings will be in place so that closer monitoring can occur. TB highlighted the revised three-year forecasts noting the income is based on the new funding formula but cautioned that the consultation by NYCC into supporting special needs by all schools “losing” a proportion of their allocation has still to be finalised. TB briefed that x6 options were given as to how this might be and the forecasts presented here are based on the highest amount of money being “top-sliced”. TB noted that if the lowest amount was contributed an additional £6k, or thereabouts, would be in the budget.</p>

	<p>Governors noted the deficit figure for Y3</p> <p>Q: How much concern should there be for this deficit. TB noted that the school finances are in a relatively strong position at this point and that Y” is not looking too bad. TB noted that when the new budget for 2020/21 is set the current Y3 becomes Y2! On this fact, the figure should be noted.</p> <p>Governors discussed PP income, on what it is based and how the school promotes to parents the opportunity to apply for funding.</p> <p>Q: Capital Income – how is this calculated, how is it spent and how much can be carried forward. TB explained how NYCC manage this and the projects/works that it is used for. TB noted that monies allocated in Y1 must be spent no later than Y3. Most of the shown income and expenditure is for the recent building works.</p> <p>TW explained that NYCC have a schedule of planned works for which most of the capital income is to be used for, but that opportunity exists to apply for other uses for this money. TW confirmed that ICT projects can be funded through Capital Income.</p> <p>Q: Could enhancements to the playground be funded this way. TB confirmed so but that an application would need to be made.</p> <p>Governors agreed that a “wish list” of spend through Capital Funding, and though possible future savings from Contract reviews, should be drawn up so that any additional monies available at any point can be used wisely.</p> <p>There were no further questions on the reports.</p>
<p>7</p>	<p><u>To review Benchmarking Report</u></p> <p>This was unavailable to consider.</p> <p>Action: onto FGB agenda for 03/02/20 (Clerk)</p> <p><i>At this point TB referred to the SFVS and Governors agreed to take Item 12 of the agenda at this time.</i></p> <p>TB briefed Governors on the new format for the SFVS this year with the changes meaning that more detailed time would need to be given to completion. TB noted that once she has input revised budget figures, a RAG rated report would be generated that would prompt questions to be answered/areas to be investigated on the SFVS. TB noted responsibility for his document lies with Governors and that at least one must be involved with her, TW and the School Admin Manager, in completing this.</p> <p>CQ agreed to undertake this and noted that the document should be presented to FGB on 3rd February 2020 for approval as submission to NYCC is no later than 31st March 2020.</p> <p>Governors thanked TB for her attendance.</p> <p>TB left the meeting at 18.40</p>
<p>8</p>	<p><u>ICT – Presentation by David Horton</u></p> <p>A document entitled “Kildwick CE VC School – A vision for developing collaboration and cooperation through IT” had been circulated prior to this meeting.</p> <p>DH briefed Governors on this report that makes proposals for the ICT Infrastructure in the future along with potential savings. DH highlighted that the world of computing is no longer dominated by Microsoft and that research has been undertaken into others available, with Google based devices and cloud based operating systems being identified as the best alternative. DH gave an overview of the advantages and disadvantages of the current provision with associated costs and compared these to the cloud based alternative.</p>

	<p>DH briefed Governors on an implementation schedule to convert. DH highlighted the costs savings to be gained and that the school would be future proofing it's ICT offer. <i>CA joined the meeting at 18.45</i></p> <p>Q: what is in place to ensure that privacy is protected. DH explained the checks & balances that be implemented to ensure that access is given appropriately.</p> <p>Q: If children use Chromebook as described will they develop typing skills too. DH confirmed that this was the intention. Governors discussed the use of keyboards in the classroom.</p> <p>Q: How compliant with GDPR regulations will this new system be. DH assured Governors that Google will provide the necessary documentation to confirm compliance. DH noted that many secondary schools now use this system and that the school introducing its use will also help with the transition from primary school.</p> <p>Q: what will be in place to enable parents to understand the new system and support their children with homework etc. TW agreed that briefing sessions will be arranged and that a booklet and tutorials on Google Suite would be given and highlighted.</p> <p>Q: Can Governors participate in Staff familiarisation session. TW confirmed this.</p> <p>DH demonstrated the use of Google Classroom and how the system can be used. DH briefed Governors on how the system can be used to store and access documentation relating to the Governing Board and the shared folder set up to enable this. All Governors will have a gmail address allowing them to access this on Google Drive and Governors were given their address. DH confirmed he would be available to answer queries at FGB on 3rd February.</p> <p>Action: All to access system. Clerk to set up folders for FGB meetings and upload documentation as required. Clerk to set up other folders as necessary – including one for Governor Visits and these to be available for use and review on 3rd February 2020.</p>
<p>9</p>	<p><u>Before & After School Club – TW update</u></p> <p>TW briefed Governors on the lack of progress with addressing issues with the Churchwardens as they hold responsibility for the building. TW noted that there was an outstanding request for a meeting with GS and KM being invited to attend. GS noted that JL is still the most appropriate Governor to be involved in discussions and undertook to contact the Churchwardens to speed the process.</p> <p>Action: GS</p>
<p>10</p>	<p><u>To receive an update on Pupil Premium (3yr plan)</u></p> <p>The draft Pupil Premium Strategy Statement 2019-22 had been circulated prior to this meeting. TW briefed Governors on the new DFE template completed to produce this 3year plan and explained the content noting the data presented for 2018 achievement by disadvantaged pupils and the strategies, priorities and activities in place for the future.</p> <p>Q: What are the “Green Group” and “Beam Ambassadors” noted in Priority 3. TW briefed on the initiative that links to the Peggy Wilson Garden and Grow project and the works pupils have been involved with to date. TW noted that the Beam Ambassadors link to the ongoing involvement of Barnardo’s with raising self-esteem and briefed on further planned training with the organisation.</p> <p>Q: Priority 3 mentions groups and individual children having support – will individuals be supported if this is most appropriate. TW assured Governors that this is so.</p>

	<p>Q: What role is there for monitoring as noted on p5. TW noted the link to data and that through ASP the “disadvantaged” group can be highlighted, and Governors must review this data and challenge as appropriate as the groups should have the same level of progress as the whole school.</p> <p>Governors welcomed the new format, the conciseness and that a 3-year plan can be implemented.</p>
11	<p><u>To receive an update on Sport Premium Funding</u></p> <p>TW advised that no further update was available at this time. Governors agreed to consider at FGB on 3rd February.</p> <p>Action: onto agenda of FGB on 03/02/20 (Clerk)</p>
12	<p><u>School Financial Value Statement (SFVS) to nominate Governor/s to complete this</u></p> <p><i>This item had been considered within agenda item 7 earlier.</i></p>
13	<p><u>Discussion on future use of Church Buildings</u></p> <p>GS updated the meeting on the ongoing discussions around the future use of the Church Buildings. The two meetings arranged in half term had been positive and the letter sent by the school was generally well received. Once the new PCC for the combined Parishes has been established the Buildings sub-group will meet to discuss next steps.</p>
C	Other Business
14	<p><u>To receive a Premises update</u></p> <p>TW updated Governors on the delays in addressing identified snagging points following the relocation of the school office. Despite constant communication the contractor has been slow to respond to the issues that are mainly, but very importantly, around access controls. These have, at last, been agreed and resolutions should be in place shortly.</p>
15	<p><u>To receive an H&S update</u></p> <p>Unavailable for this meeting.</p>
16	<p><u>Visit schedule</u></p> <p>Following the presentation by DH, and the move to having shared folders on Google, Governors agreed to use this as storage for visit reports and the schedule.</p> <p>GS urged Governors to ensure they arranged regular/termly meetings for their link areas and to spread these out.</p> <p>Governors identified the need to update the proforma.</p> <p>Action: AS to review template. Clerk to set up folders. ALL to review visit schedule.</p>
17	<p><u>Policies to approve:</u></p> <p>There were no Policies to approve at this meeting.</p> <p>Governors unanimously agreed the Pupil Premium Strategy Statement for 2019-22.</p>
18	<p><u>To deal with any matters agreed for consideration under item 2 above</u></p>

	<p>TW had previously notified Governors that the school was to have a SIAMS Inspection on 26th November 2019.</p> <p>GS noted that four Governors would be meeting with the Inspector – GS, KM, ES and CA at 13.30 on the 26th.</p> <p>TW briefed Governors on the documents requested in advance of the day and on other areas already reviewed including the school website and nationally available data re attainment.</p> <p>This information has formed the key lines of enquiry that the Inspector will be following. GS noted that these will include;</p> <p>To explore how the curriculum is planned and delivered</p> <p>The impact of Collective Worship on the life of the school</p> <p>The contribution of RE</p> <p>The impact of the school vision</p> <p>The relationship of the school with the wider community.</p> <p>Governors agreed that the inspection should be approached with a high level of confidence.</p>
19	<p><u>Correspondence</u></p> <p>None to consider.</p>
20	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Governors agreed that –</p> <p>The presentation and plans presented by DH over ICT are very positive and will be of long-term benefit to pupils and the school allowing and encouraging collaborative working.</p> <p>TB’s presentation enabled a better understanding of the Budget reports and that the 3-year forecast allows forward thinking as to future priorities.</p> <p>The agreed Pupil Premium plan is positive and highlights strategies/plans to further improve and support Quality First Teaching.</p>
21	<p><u>Close</u></p> <p>The meeting closed at 19.35</p>

Dates of Future Meetings:

Monday 3rd February at 18.00 (FGB Finance and Resources)

Monday 2nd March at 18.00 (FGB Curriculum)

Monday 30th March at 13.30 (FGB)

Tuesday 19th May at 18.00 (FGB Finance and Resources – Budget approval)

Tuesday 9th June at 13.30 (FGB Curriculum)

Monday 6th July at 18.00 (FGB)