



CORBY OLD VILLAGE PRIMARY SCHOOL
Minutes of the Full Governing Body meeting held
Monday 15th January 2018, 7.00 pm at the School

Present: Mrs A Eden (Chair), Revd P Frost (PF), Miss P Thomas (Head Teacher), Mrs A Logue (AL), Mrs M Thompson (MT), Mrs Rachel Hume (RH), Mrs Y Lowe (YL), Ms Melissa Bland (MB)

Apologies: Miss M Robertson (MR)

In Attendance: Mrs S Hewitt, Business Manager (SH), Mr M Behnke (Clerk).

NOTE: Governors questions and responses are shown in bold italics.

1. **Welcome and apologies**

- The Chair welcomed governors to the meeting and particularly, RH and MB to their first meeting as parent and staff governors respectively.

2. **Declaration of interest in matters relating to the agenda**

None declared.

3. **Declarations of items for any other business**

- GDPR

4. **Minutes of previous meeting (18/09/17)**

- These were agreed to be a true record of the meeting and were signed by the Chair.

5. **Matters arising from the minutes not elsewhere on the agenda**

- Page 226: - Friends of the School are looking at purchasing/fundraising for small equipment for lunchtimes including scooter boards and basketball hoops. The school is also looking at creating a mud kitchen in the area where there was previously a pond, now paved over.
- Page 226: - AL has undertaken H&S walk – report later in the minutes.
- Page 226: - Website audit has been completed.
- Page 227: - Gate options – still to be looked at. Carry forward to next meeting.
- Page 227: - National data has been released but not for EYFS as yet.

Action: HT

- Page 227: - School Action Plan has been updated and will be circulated to all governors.

Action: HT

- Page 230: - Whistleblowing Policy is an NCC policy had has been agreed.
- Page 230: - Code of Conduct has been agreed and ratified by the governing body and will be adopted by all staff.
- Page 231: - No further action required regarding the areas identified via email to chair and reported under Correspondence.

6. Head Teachers Report

Report had been circulated to governors who were invited to ask questions.

- Persistent absentee was now doing well, and the family were engaged.
- Safeguarding:
 - 1 CP has stepped down to CIN
 - 1 CIN is still ongoing
 - 1 CIN is in progress, being held up by social care
 - 1 EHA
 - Termly Online safety lessons are ongoing.
 - PBs are being taught in all year groups except for Reception
 - The Jigsaw Scheme of work has been purchased
 - HT has attended the Kettering DSL Forum and with YL will be attending the Corby area DSL meeting.
 - Safeguarding audit taking place on Wednesday.
- Admissions stand at 207 with 1 joining in Year 3 and 1 in Year 5.
- YL has attended training on the new GLS SEN Assessment Toolkit which will assess Reading, Maths and other areas together for those falling behind. The cost has been investigated as it was recommended and waiting to see if a demo can be given to see whether the cost ie £1200 annually, is worth it.
- Lunch Club has been revitalised this year and all children can now choose to go and take part in activities such as woodwork, pumpkin carving etc. It takes place in the library and is run by the TAs, some children utilising their free lunch time passes.

Q: How many children can take part?

A: Three per class – 30 children. I will check how they are chosen by the teachers.

Action: HT

- New format for reporting playground incidents has been introduced – used to have blue forms which weren't used in the right way and didn't require SLT action. There was no tracking for the real cases. The forms now have a code to show who dealt with the incident and who it was passed on to, to enable it to be properly tracked. There are also behaviour logs in each classroom.

7. Staff Wellbeing

- Staff left the meeting for the first part of this item at 7.29pm and returned at 8.33pm. The first element has been recorded under Confidential Minutes.
- The Chair fed back to staff and all governors the actions that had been agreed.

- Staff Wellbeing would be kept as an agenda item on all future FGB meetings.
Action: Clerk for agenda.
- MB to be asked to seek views on support staff representation at future meetings ie elect a support staff associate to attend or, nominate a deputy to MB to feed back to her support staff views/concerns prior to any FGB meeting.
Action: MB
- Exit interviews will continue until further notice.

8. TA Standards

- Previous discussions have been held regarding governor feedback on TAs in the classroom and specific issues being reported.
- The Chair raised the possibility of bringing in Standards as part of the Performance Review process.
- SH reported that she had researched the matter and if the GB wanted to appraise TAs against the professional standards, it would require their agreement first. It is not mandatory. There has to be a period of consultation first.
- Further research by SH has found that it was not much different from what was already in their job descriptions or in the Code of Conduct signed by all staff.
- It was agreed to present the proposal to all TAs at their next Appraisal and seek their views.

Action: HT

9. Academies

There was no further information to report on Academy status. Inspire, the next group of schools was likely to convert in April, leaving only a few, including Corby Old Village, still to convert.

10. Planned Governor Visits and Training

- With new governors on board, it was agreed to revisit governor roles at the next meeting.
Action: Clerk for agenda
- Visits concluded:
 - MR came in to monitor Finance and Subject Leaders. Reports have been produced.
 - Finance:
 - Recommendations from previous audit had been actioned.
 - Range of documents were checked for signatures and were found to be ok apart from School Budget plan needing to be signed off in the future, by the Chair of Resources Committee.
 - Subject Leaders:
 - Purpose was to verify previous actions (from 21/06/17 audit) had been completed
 - Four further actions were identified:

- Teachers to verify at next visit, the 3 key projects they will be teaching
- Assessment criteria to be audited
- SLs files to be scrutinised at next visit.
- Verification about a monitoring schedule, demonstrating that each SL has time out for 'Subject Leadership and discussions with the HT when required.
- As this was a short visit, only meeting with the HT, Next visit, will spend time with 3 teachers to check for their understanding and following through of their roles and responsibilities as SLs.
- The Chair conducted visits linked to monitoring of the School Action Plan.
 - Questions had been sent to the HT prior to the visits and responses were listed on report.

Action: Chair to circulate copy to governors
 - Safeguarding audit was discussed.
 - Actions from visits were:
 - Look at books again in Year 1 to ensure assistance is having an impact
 - Parent/child questionnaire information to be posted on website.
 - Working Walls to be monitored
 - Volume levels in classrooms to be checked.
- AL conducted an H&S Walkabout.
 - All extinguishers were checked and found to be serviced and in date
 - All corridors were found to be clear and not blocking Fire Exits
 - Seal to right hand door of hall has now been fixed.
 - No Fire Action posters were present in the Hall although HT does all of the announcements at performances/meetings etc.

Action: SH/HT
 - SH asked to check about lack of fire escape lines outside of Year 6 class.

Action: SH
 - Library was cold on day of visit. SH was asked to check about cost of purchasing protected electric heaters.

Action: SH
 - Further walk about to be done at next Resources Committee meeting.

11. Policies for Review

- Two policies were reviewed and ratified at the Curriculum Committee meeting:
 - Anti-Bullying Policy
 - Behaviour Policy

12. Website

- Audit had been done in November and relevant areas addressed as recommended.
- Chair asked to be copied into any updates.

Action: HT/SH

- SH was asked to talk to the IT technicians about link from iPads to Twitter for staff to post and celebrate the good things that were happening in class.

Action: SH

- PF suggested posting newsworthy articles to the Northants Telegraph.

Action: HT/SH

13. Budget Update

- A summary had been provided for governors.
- **Budget Update:**
 - £22,070 still to come in for PP before March.
 - Predicted ring fence £12,000 going into 2018/19.
 - Predicted carry forward at end of year will be approx. £126,208 of which £25,000 is capital funds leaving £101,218 as uncommitted funds.
 - As allowed carry forward is 8% ie £69,957, this leaves £31,261 as uncommitted which when the ring-fenced PP money is subtracted, this leaves £19,261 to commit to projects.

Q: Why does the Breakfast Club run at a loss?

A: It doesn't, we take money in from it, so it is a positive figure.

- **3 Year Plan:**
 - Has been updated to show true staffing cost % as supply costs have not been included in the normal calculation.
 - Staffing costs increased for 5% rise for support staff for 2019/20. No allowance on current sheet for 2018/19.

Q: Why does the salary % jump?

A: Staff are getting more expensive and NJC employers, have offered support staff a pay rise of 5.6% over 2 years. However, due to the way that COVs staff bill is loaded over the lower end of the pay scale, this will mean a 6% increase in 2018/19 and a further 5.3% increase in in 2019/20 if it goes ahead. This is currently being debated with the Unions. Over the next 3 years, the staffing costs as a percentage of the total budget, will be 84.7% this year, 78.9% the next and 81% the following year.

- The national Funding Formula has not yet been agreed or issued but could result in a 1% increase on last year's budget.
- **Benchmarking:**
 - Site is easier to use, and governors were encouraged to go on it and examine the figures. The data is still based on 2015/16 but should be updated to 2016/17 soon. <https://schools-financial-benchmarking.service.gov.uk> .
- **SFVS:**
 - **ALL** Governors to return skills matrix information to SH as soon as possible.

Action: ALL
- **Solar Panels:**
 - Proposal under discussion is to use 3 roofs as per SHs report to install 82 panels. All are south facing.

- Approximate cost is £28,000 including planning permission and project management.
- The funding comes from a Salix loan with payback over 8 years.
- Two companies have been considered:

Company	Halo	CIS (Option A)	CIS (Option B)
Kw system	23	29.15	22
Installation cost	£23,980	£30,657	£23,364
Kw generated	20,400	25,810	19,200
Benefit	£3,640	£4,447	£3,427
Payback (years)	7.6	7.9	7.8
Total cost	£27,577	35,255	26,868

- ***After some discussion, governors agreed to go with the slightly smaller option from Halo.***

- **PE Funding:**

- Proposal is to replace the trim trail and the rubber areas where shown on the plans SH provided for viewing.
- Also want to include all weather surfacing around the current tyres and up to the playground to replace the worn grass edges and extend the tyre/balance equipment.
- Four companies were consulted, and proposals received from 2 – Sovereign and Creative.
- Plans were shown from both which SH agreed to email out to governors to examine more closely and feedback comments to her. Agreed that a total value of £30,000 would be placed on the project and plans tweaked/agreed by email.

Action: SH/ALL

- **GDPR:**

- Due to time constraints, agreed this would be deferred to April FGB meeting for discussion.

Action: Clerk for April agenda

14. Committee Reports

- Curriculum Committee met prior to FGB and discussed data and policies as reported earlier.

15. Celebrating Success

- MacMillan Coffee morning raised £222,23p.
- Mufti-Day raised £190.
- Children in Need raised £201.05p
- Year 4 undertook a 10 week course on African Drumming and performed for parents.
- Years 1 and 5 performed Carols at the Care Home.

- Reception and KS1 had Nativity Performances.
- Year 5 came 6th in their football league.
- Children participated in the Kids of Steel Triathlon.

16. **Correspondence**

There was no correspondence.

16. **Any Other Business**

There was no other business.

17. **Date of next meeting**

Remaining dates of meetings for the year:

- Resources Committee – 6.30pm on 12/03/18
- Curriculum Committee – 6.00pm on 23/04/18
- FGB Meeting – 7.00pm on 23/04/18
- Curriculum Committee – 6.00pm on 09/07/18
- FGB Meeting – 7.00pm on 09/07/18.

There being no further business, the Chair closed the meeting at 9.32 pm.

Signed..... Date.....