



CORBY OLD VILLAGE PRIMARY SCHOOL
Minutes of the Full Governing Body meeting held
Monday 17th September 2018, 7.00 pm at the School

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

Apologies: Revd P Frost (PF); Miss M Robertson (MR),

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

Meeting	Present	Apologies/Absent
17/09/18	HT, AL, RH, MT, AE, MB, YL (Associate), SH (SBM)	MR, PB

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

1. **Welcome and apologies**

- AE welcomed governors to the first meeting of the new academic year.
- Apologies were received and accepted as noted above.

2. **Election of Chair**

- AE had previously notified governors that she would be stepping down as Chair (although remaining as a governor).
- In light of the above, elections were held for a new Chair. AL had been nominated and was duly elected as Chair.
- Governors thanked AE for her term as Chair and for the support she had given to the FGB, the HT and staff of the school.

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

- None declared.
- Pecuniary interest forms were completed and returned by the governors.

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

- Agreement of HTs Appraisal Committee date.

5. **Minutes/Confidential minutes of previous meeting (09/07/18)**

- Page 247 – Typo in 4th answer in bold – should read ‘ Reception’.

- Page 249 – Welham Valley should read ‘ Welland Valley.
- With those amendments noted, the minutes were agreed to be a true record of the meeting and were signed by the Chair.
- The Confidential minutes would be signed by the Chair at the first opportunity (Resources Committee).

Action: Clerk

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

- All actions had been completed. There were no other matters arising.

7. **Head Teachers Report**

- The Achievement Summary data and School Action Plan were tabled for governors.
- Summary data provides a 3 year rolling overview. Points to note:
 - KS2 – above national in all areas
 - KS1 – Results were very cohort specific but no national figures until these are released at the end of September.
 - Increase in phonics from last year but drop in EYFS (66%).

Q: Why are there no Pupil Premium figures shown?

A: Because we only have 3 children in that category.

Q: Seeing that EYFS has dropped from 70% to 66%, what is there in place to address this?

A: We have new staff and a new vision, and you will see that more provision has been made in the SDP to address this.

Q: Are you confident that you will be able to move this on?

A: Yes, we also have Phase meetings across KS1 and EYFS to get more consistency.

Q: Have they been drastically different from the previous cohorts?

A: Yes

8. **Governor Matters**

- SDP and Governor Monitoring timetable:
 - The SDP has 3 priority areas:
 - Improving outcomes in core subjects in EYFs and KS1
 - Improving the quality of teaching
 - Developing and embedding a broad and rich curriculum.
 - Under these, there are 5 areas:
 - 1.1 – EYFS
 - 1.2 – KS1
 - 2.1 – Teaching
 - 3.1 – Subject leadership / rich and broad curriculum
 - 3.2 – PSHE and Wellbeing interventions
 - The following monitoring timetable was agreed:

SAP Area	Governor	Terms
1.1 (EY & SEND)	MT	3 + 1 tba
1.2	AE	2 and 6
2.1	AL	1 and 4
3.1	RH	2 and 5
3.2	MB/RH	2 and 5

- Governors to liaise with SH about the specific dates and use the timetable as a rolling programme.

Action: ALL

9. Budget Update

- Three papers were tabled:
 - Narrative for FGB
 - General Ledger Cost Centre summary
 - Three Year Summary

Q: In the General Ledger Cost Centre, can you explain the figures for the Breakfast Club?

A: They work as a negative, relating to when the money comes into the account which will balance out.

- **Teacher Pay Rises** (September):
 - Three areas of uplift have been announced:
 - 3.5% to minima and maxima of main and unqualified teacher pay range
 - 2% to minima and maxima of upper pay range
 - 1.5% to leadership pay ranges.
 - STPCD was only released on previous Friday, hence pay policies are not yet available. Once NCCs thoughts are known, pay details will be circulated to governors before the next Resources Committee meeting.

Action: SH

Q: How many unqualified teachers are there in the school?

A: One.

- Rises will be funded via a new teachers pay grant from the DfE, covering the difference between the final award and the 1% most schools will have budgeted for.
- Grant will be allocated on a per pupil basis, 7/12 of year to fund from September until end of financial year and then a full grant for 2019/10.
- Grant for 2018/19 will be £3,395 (approx.) and pay rise will cost the school £4,800 (approx.). 2019/20 grant will be approx. £5,856.03.
- Governors agreed to delegate the approval of the teacher pay policy to the November Resources Committee.

Q: Is the pay rise, performance related?

A: It is, when they go up a grade.

- **Teacher Pension Contributions:**

- As employer contributions will need to rise, the DfE will be providing additional funding in 2019/20 to schools, the amount however, currently is unknown.
- As the ASCL recommends assuming a minimum of 2% increase on the current rate of 16.48% from April 2019, the 3 year plan shows a 1% from 16.48% to 17.5%. To take it to 18.55 would mean an increase of £3,500, putting the salary % at 84.7%.

Q: Are there implications on staffing?

A: Yes, potentially going forward.

- **Staff update:**

- Recruitment is underway to replace Breakfast Club assistant and After school Club supervisor. Applications have been received for both posts, from within and outside of the school.
- Governors approved cover for the Admin officer who will going on maternity leave around Christmas time. This will have a slight overlap for training.

Q: Does the insurance cover the maternity leave?

A: No.

- Governors approved the recruitment of an additional post to support a HN funded child on a 1:1 basis, mornings only (17.5 hours). Cost of the post is £9,000.

Q: is this a new child?

A: No, it is one currently in the school. We have 2 others that require support as well but have not as yet applied for HN funding.

- **Budget Update:**

- The 3 year plan (circulated) has all of the above included, showing a 3% increase across all teacher grades (worst case scenario), a pension contribution of 1% only in 2020/21 and the additional 1:1 position.
- The above indicates a deficit budget for next year of about £27,000, something the Resources Committee will need to scrutinise carefully. Savings will need to be made this year. Some can be clawed back to bring it in line but it will be a tight budget going forward.

Q: are we at the point where we need to be looking at lettings?

A: Yes, but we can't offer storage facilities to anyone requiring them. We will also look at other areas such as natural wastage.

- **Virements:**

- Governors approval was required for 2 virements:
 - £25,000 from Contingency to Repairs and Maintenance for the boiler room repairs
 - £22,500 from Contingency to Special Needs ancillary, the 1:1 cover having been approved by governors earlier.
- Both the above were approved by Governors.

- **Boiler Project:**

- Three tenders were considered over the summer and following agreement from governors via email, the lowest tender of £63,825 + VAT from R.J Blounts was accepted.

- Work will commence on 24/09/18 for completion in the October ½ term. Blounts will also be available in November for any snagging issues when the heating is first turned on.
- **Unitary Council proposals:**
 - With all but 1 (Corby) authorities having voted for the formation of 2 unitary councils, work is now underway to achieve this.
 - With Education currently under NCC, the employer of all school staff in maintained schools, it is too early to say what impact this will have on schools.
 - Mirror councils are to be set up in April 2019 and the new authorities to be functional from April 2020.
- **Confidential item:**
 - This has been recorded under Confidential minutes. MB left the room at 7.37pm and returned at 7.39pm.

10. Academies

- No further information. Carry forward to next meeting.

Action: Clerk for agenda

11. Policies for Review

- The following policies had been uploaded onto the Governor home page:
 - Geography Policy
 - History Policy
 - RE Policy
 - French Policy
 - Science Policy
 - Educational Visits Policy
 - Keeping Children Safe in Education
 - SEND Inclusion Policy
 - Calculations Policy
 - Child Protection policy
 - Directed Time Policy
 - Disciplinary Policy
- Governors were asked to submit any questions they had on these to the HT via SH **by Friday 28/09/18.**

Action: ALL

Q: Is the Directed Time policy for all teachers?

A: It refers to 1265 hours pro rata.

- One hour needed to come off Staff Meetings, 1 parents evening needed to come off and Phase Meetings added in. SH was asked to recalculate and produce a revised edition for governors approval.

Action: SH

- The Chair stated that all policies now needed to be impact assessed for equality. She would provide an example of an impact assessment sheet for SH to adapt as required.

Action: Chair/SH

12. GDPR

- Photocopiers are currently being examined as not all log ins for staff were working.
- USB sticks were working well.
- Office is now locked and secure with a new window fitted over the summer.
- Governors were reminded that **ALL** correspondence relating to governance business, should now be sent via the new Outlook 365 system and not to personal email addresses.

Action: ALL

13. Celebrating Success

- The HT highlighted the recent Kids of Steel Triathlon, at which 58 COV children had taken part.

14. Correspondence

- Governing Matters

15. Any Other Business

- HT Performance Management dates on 12th and 18th October. Chair to check dates and let SH know.

Action: Chair/PB/John Burnham (external advisor)

- Consent form for Sunshine Circles has been sent out. Overall, parents seemed to be opting in.
- List of Subject Leaders to be circulated to governors. PSHE was still to be decided. Governor subject responsibilities keeping as the same.

Action: HT

16. Date of next meetings 2018-19

- A reminder for governors of forthcoming meeting dates:

FGB (7.00pm)	Resources Cttee (6.30pm)	Curriculum Cttee (6.00pm)
14.01.19	12.11.18	14.01.19
29.04.19	11.03.19	29.04.19
15.07.19	24.06.19	15.07.19

There being no further business, the Chair closed the meeting at 8.00 pm.

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