

## Bowhill Primary School

### Full Governing Body Meeting

<b>Date of meeting</b>	17 <sup>th</sup> March 2015 6.00 pm Room Year 4/2	<b>Present</b>	Caren Brooks(CB), Reg Edwardson(RE), Natalie Bracher(NB), Mark Burnard(MB), Karen Cronin(KC), Stephen Cousely(SC), Caroline Havard(CH), Julie Harris(JH), Claire Quick(CQ), Rebecca Rankin RRn), Rod Ruffle(RRe), Emma Walker-Brown, Debra Ward(DWd)
		<b>Apologies</b>	George Littlejohn(GL), Ruth O’Neale(RO), Darren Wallis(DWs), Karen Webb(KW)
	<b>Minute</b>		<b>Actions</b>
<b>1</b>	<b>Fire Alarm</b> There is no fire test today If the alarm sounds then make your way quickly and safely to the playground		
<b>2</b>	<b>Business interests</b> None Declared		
<b>3</b>	<b>To receive apologies</b> Apologies received as above.		
<b>4</b>	<b>To consider the minutes from the FGB meeting held on Tuesday 25<sup>th</sup> November 2015</b> Minutes approved as accurate record of meeting		
<b>5</b>	<b>To discuss matters arising from minutes</b> No matters arising.		
<b>6</b>	<b>To consider Minutes from Committee Meetings</b> FGB reviewed Committee Meeting Minutes and these were formally adopted.		
<b>7</b>	<p><b>To review TISP/Maths Progress</b></p> <p>RE and CB attended meeting organised by Babcock regarding TISP. Schools under TISP already will continue on the programme. A new programme has been introduced to be known as Excellence for All/Keys to Success, which will run alongside TISP. This will then take over from TISP. TISP not due for review until after Easter.</p> <p>You will be aware of the invitation to the whole governing body to meet up with governors from other schools who are working together to look at best practice in terms of Closing the Gap between Pupil Premium and non-pp pupils.</p> <p>CB is working with the head of Countess Wear School (which is in a similar situation) and Exwick Heights (TSA) to look at best practice. They have been to Montgomery and Mark Burnard has been to Brixham C of E Primary to see what those schools have been doing to close the gap.</p> <p>MB discussed maths progress with Governors – full notes attached herewith.</p> <p>Parents attended Maths teaching in Reception on Monday morning, two governors who attended, CQ and JH, said that the children were full of enthusiasm and really engaged in the session.</p>		

<p><b>8</b></p>	<p><b>To review SMIP/SEF and Safeguarding</b></p> <p>SMIP running alongside the TISP and Keys to Success. SEF in process of being updated now that HMI visit letter has been made public.</p> <p>Safeguarding has altered from last update as follows, one child PSP, one targeted family and one extra DAF now 14.</p>	
<p><b>9</b></p>	<p><b>To agree Draft Annual Budget</b></p> <p>Monitor + notes and draft Budget circularised to Governors prior to Meeting.</p> <p>The Governors on B&amp;F Committee agreed for future Summary Budget to be via cost centre and Monitoring via cost group, as per 3<sup>rd</sup> March Minutes.</p> <p>Re: Draft Budget: Email from CQ please see below two questions, perhaps you could forward to Iris please for clarification:</p> <p>1) Teaching staff costs - 14/15 shows £1,007,993 as a forecast however this is much higher than the draft budget of £881,800 for 15/16. Why is 15/16 budgeted at a much lower level? Also, can you clarify why the 14/15 figure is showing as £1,007,993 as the latest monitoring report shows £830,359.</p> <p>2) Catering staff - why does the 17/18 budget drop in this year? The budget climbs in 15/16 and 16/17 and then drops to £41,058.</p> <p>Also what is the extra AEN income of £12.7k</p> <p>Reply from IB: I refer to your email below and answer as follows:</p> <p>1). Teaching staff costs - The trial balance which I import into the budget planning tool shows expenditure to date and does not include commitments. In order to give a realistic picture of the carry forward I inserted a figure into planned expenditure on the budget planning tool against teaching costs hence the difference between the £1,007.993 and £830,359 on the draft budget.</p> <p>2) Catering Staff – We currently have a relief Kitchen Manager due to Brenda being on long term sick leave following an operation. She is also due to have another operation and I have therefore budgeted for cover for her for the next financial year. This is why the budget then drops for 2016/17.</p> <p>High Needs Funding – We have received additional income during the year:</p> <ul style="list-style-type: none"> <li>• £12,728 as a one-off payment - enhanced funding for school wide additional educational needs.</li> <li>• £7,319 additional Element 2 funding</li> <li>• £2,925 – as the school was above the threshold from April to August (number of statements)</li> <li>• £1,276 – additional funding for 2 x DAFS for February and March.</li> </ul> <p>Further clarification by phone this morning. The reason for the higher teaching staff costs shown in the budget tool for 14/15 was in fact a balancing adjustment to include all commitments due to the end of the financial year to ensure that the carry forward was realistic. The adjustment was included against the teaching staff costs line rather than adjusting against each cost line. It doesn't all therefore relate to staff costs.</p> <p>Draft Budget was approved by Governors.</p>	
<p><b>10</b></p>	<p><b>Headteacher's Report</b></p> <p>KG circulated Headteacher's Report prior to Meeting.</p> <p>During a 20 minute discussion a number of questions were asked by governors which were answered by CB, MB, RR and DW. £300 plus was raised for Comic Relief.</p>	

<b>11</b>	<p><b>To review Staffing</b></p> <p>September intake expected to be over 60 first choice and over 40 second choice. Interviews for new KS2 teacher taking place on Monday 18<sup>th</sup> May 2015, CB requested Governors to take part in interviews. KG will email dates.</p>	KG
<b>12</b>	<p><b>To review 1<sup>st</sup> and 2<sup>nd</sup> Committee Terms of Reference</b></p> <p>Terms of reference reviewed and adopted.</p>	
<b>13</b>	<p><b>To review Admissions Policy</b></p> <p>KG circularised Policy to Governors prior to Meeting and was formally adopted.</p>	
<b>14</b>	<p><b>Governors Report</b></p> <p>KG will forward existing Visit Report to Governors, will also forward last Report from CQ.</p> <p>EWB and NB have been on SEN Training and will be meeting with SENCo.</p> <p>RR, EWB and CQ attended Financial Efficiencies Workshop by Exeter Consortium.</p> <p>SMIP areas for allocation carried forward to next FGB.</p> <p>RE/KC have worked on visits policy using material from Montgomery and meeting approved its drafting at next week's APMC.</p>	KG
<b>15</b>	<p><b>To consider any other matters</b></p> <p>Bowhill ten years old in September. CB met with School Councillors who have requested celebration suggestions from their classes.</p> <p>New vice chair needed as KW now permanent member of staff, KC proposed by MB and seconded by SC.</p> <p>New P&amp;C Chair to be agreed at next FGB – SC to chair next Meeting.</p> <p>Clerk to Governors resigned, to take effect as from 23<sup>rd</sup> July 2015, RE thanked KG for her work as Clerk. RE to progress recruitment of clerk at APMC on Monday.</p> <p>KC reported that governors have been advised to set up governor logins to pupil tracker. Initially EWM and NB to arrange set up with CB. Other governors to be added in due course.</p> <p>KC had received hard copy of the gov skills analysis. The outstanding 4 forms to be returned within the next week to facilitate advertising parent governor vacancy.</p>	

<b>16</b>	<b>To agree dates of next meetings</b> P&C 21 <sup>st</sup> April B&F 28 <sup>th</sup> April FGB 12 <sup>th</sup> May 6.00 -7.00 p.m. P&C 9 <sup>th</sup> June B&F 16 <sup>th</sup> June FGB 30 <sup>th</sup> June	
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There being no further items to discuss the meeting closed at 7.57 p.m.

Signed ..... Dated.....