



Park Grove Primary School

FULL GOVERNING BODY MEETING Minutes of the Meeting held on Tuesday 26th April 2016 at 6pm

Present:

Mr David Hare (Chair)	Miss Jo Sawyer (Headteacher)
Ms Sheila Davitt	Ms Hazel Colquhoun
Mrs Vicky Hearson	Mrs Jane Golightly
Dr Tillmann Jacobi	Mr Richard Romaniak
Miss Heather Barden	Mrs Kelly McDonald
Mrs Catriona Martin	

In Attendance: Mr Iain Tessier (Governor Support Officer and Clerk)
Mr Adrian Fletcher (peripatetic School Business Manager)

1. Welcome, Apologies and Declarations of Interest

- 1.1 The Chair welcomed all to the meeting. There were no apologies.
- 1.2 There were no declarations of interest.

2. Membership Matters and Governor Development

- 2.1 The Chair welcomed Catriona Martin, the newly elected parent governor. Introductions were made.
- 2.2 The Chair informed governors that this would be Jane Golightly's final meeting as she would be stepping down with immediate effect. The Chair wished to pay tribute to Mrs Golightly's contribution to the Governing Body and to the school and that her skills and sound counsel would be sorely missed. Mrs Golightly had certainly played a significant part in helping the group navigate the recent OFSTED inspection. A presentation was made to Mrs Golightly. Governors echoed the sentiments of the Chair. Mrs Golightly was invited to say a few words.

Kelly McDonald arrived at the meeting

- 2.3 The Chair noted that the departure of Mrs Golightly meant that there was a vacancy for a Vice Chair of Governors. The nature of that role would be different post OFSTED and the Chair elaborated on what the responsibilities of that post would look like. Governors were welcome to contact the Chair to indicate their nomination for this position. The Raising Achievement committee would also now need a new chair.

3. Minutes of the Last Meeting – 23rd February 2016

Previously distributed.

- 3.1 **Resolved:**
The minutes of meeting held on 23rd February 2016 were agreed to be a true and accurate record subject to the removal of minute 5.6.4. The Chair was then authorised to sign the minutes.

4. Action Plan and Matters Arising (not on the agenda)

- 4.1 Actions from the last meeting had been attended to.
 - 4.2 A governor wondered whether, on reflection, the Academy discussions should be contained in confidential minutes. A discussion followed. The consensus view was that the Governing Body needed to be open and transparent with its discussions in this area. It was agreed that the minutes of the last meeting should remain available in full in the public domain.
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5. OFSTED Update

5.1 Confidential minute.

6. Academy Update

6.1 Confidential minute.

7. Skills Audit (listed as item 10 on the agenda)

7.1 The Chair had circulated a report following his analysis of the latest skills audit. It was proposed that Sheila Davitt move from the Finance committee to Raising Achievement committee. Also that Catriona Martin should join the Raising Achievement committee. Governors agreed the amendments to the committee memberships. It was noted that the membership of the Finance committee would need bolstering and this would be looked at prior to the July FGB. **Agenda**

8. Final Budget Monitoring Report and Year End Reconciliation 2015/16

8.1 The SBM was invited to summarise the year end position. The SBM referred governors to the report issued to them prior to the meeting. The SBM reported that the school had finished the year with an in-year deficit of just over £8k. This was a variance of -£11k against the prediction at Start Budget. Given the scale of the overall budget and the changes that had gone out across the school in the last year, the year end variance was very small. However, within that, there were some big variances across certain cost codes and the SBM had highlighted these, on both the income and expenditure sides, in his report. In particular, the SBM said that the far higher than anticipated photocopying costs were being investigated. On the capital side, the SBM acknowledged that expenditure had outstripped income by £6.5k but necessary capital investment had been required to improve the fabric of the school. Questions and comments were invited. None were lodged.

9. Approval of the 2016/17 Start Budget

- 9.1 The SBM was invited to present the Start Budget. The SBM referred governors to the summary circulated prior to the meeting. Governors had also been given the detailed budget report in the meeting pack.
- 9.2 The SBM provided governors with the context for the 2016/17 budget. Per pupil funding remained flat. Cost pressures continued as a result of increased pension and NI contributions. The budget assumed 45 starters in September, with future budget years assuming the intake would be in line with the admissions limit of 40. The new national funding formula, once agreed and in place, should benefit York schools but any benefit would likely be small and phased in gradually.
- 9.3 Provision had been made in the budget to enhance pupil support, including additional TA support. Although the school would be reducing the level of bought-in support for EAL pupils. In response to a question about why this decision had been taken, the Headteacher said that the level of need for specific support was diminishing. The SBM pointed to the possible budget implications of the current downward trend in the number of FSM pupils and therefore those eligible to be in receipt of the Pupil Premium. The budget also assumed that from September 2017 one of the assistant heads would be required to return to the classroom. This was not an action the school would wish to take and was one that had been avoided whilst the deputy headteacher had been in post; however, it was a measure that might have to be taken if all other options were not sufficient to protect the budget. Looking ahead, the in-year deficits for 2017/18 and 2018/19 (both -£38k) were acceptable in light of the carried forward balance (currently £67k) and the predicted in-year surplus for 2016/17 (just over £4k) but were of course not sustainable past that point.
- 9.4 **Resolved:**
Governors approved the 2016/17 Start Budget as presented to the meeting.

David Hare left the meeting. The Vice Chair, Jane Golightly, assumed the Chair for the remainder of the meeting.

10. Capital Plan 2016/17

- 10.1 It was noted that there had been significant investment on the capital side in recent years and that for 2016/17 there would only be sufficient funds for basic projects over and above routine repairs and maintenance.

11. Any Other Business

- 11.1 The Clerk had circulated draft meeting dates for 2016/17. It was noted that certain changes to dates would be needed. The Chair would attend to this and circulate finalised dates **Action DH**.

12. Date and Time of Next Meeting

- 12.1 The next meeting was scheduled for Tuesday 19th July 2016 at 6pm.
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The meeting ended at 8:25pm.

Signed: (Chair)

Date:

Park Grove Primary School**Actions from the Governing Body meeting on 26th April 2016:**

<i>ACTION</i>	<i>Item no on minutes</i>	<i>WHO</i>	<i>WHEN</i>
1) Preparation for Academy consultation	6.6	Jo Sawyer David Hare	For July FGB
2) Finance committee membership	7.1	David Hare (all governors)	July FGB
3) Meeting dates	11.1	David Hare	ASAP