

**DRAFT**

**MINUTES OF THE MEETING OF ST MATTHEW'S GOVERNING BODY, HELD AT SCHOOL  
ON THURSDAY, 4<sup>th</sup> May 2017 AT 6.15 P.M.**

**Governors:** Zoe Thorn (Chair), Carole Mills (Vice Chair), Kevin Blencowe, Jill Tuffnell, Neil Perry, Melissa Hatcher, Sarah Ransome, Rosa Mottershead, Angel Gurria, Debora Lucarelli, Lucy Walker, Mark Tinkler, Tony Davies (Head Teacher),

**In attendance:** Liz Steel, Kate Spencer-Allen, (Assistant Head Teachers),

**Clerk:** Lis Silver

<b>Item</b>		<b>ACTION</b>
<b>1.</b>	<b>Apologies for absence</b>	
	There were apologies for absence from Gavin Ayliffe, Trish Lloyd, Christina Bates (maternity leave) and Annabelle Lewis	
<b>2.</b>	<b>Declaration of direct or indirect pecuniary interests</b>	
	Carole reminded the Board of her declared interest in that she runs an educational resources and publications company. No other Governors had additional direct or indirect pecuniary interests to declare relating to items on today's agenda.	
<b>3.</b>	<b>Minutes of the meeting held on the 9<sup>th</sup> March 2017</b>	
	The minutes were reviewed for accuracy and the following corrections were identified: Page 2 – section 5 Clerk not Clark Page 5 – but (not bur in penultimate paragraph) Page 6 – Second paragraph to be corrected to indicate that reference to the Governor's Communication Policy should be deleted from the Complaints Policy (since it does not exist) and relevant information added to the policy to outline the procedure for parents to raise concerns. Page 7 - first paragraph – additional sentence to be added to indicate that the local authority governor had advised that she would not be renewing her term of office (which is different from the term for co-opted governors).  With these changes the minutes were agreed as a comprehensive and accurate record and signed by the Chair.	
<b>4.</b>	<b>Matters Arising &amp; Agreed Actions Update</b>	
	The following matter arising were noted: <ul style="list-style-type: none"><li>• Clerk had not sent out actions prior to circulation of Board papers – still to be implemented. The Clerk apologised for this oversight.</li><li>• Edubase – some information still outstanding – emails have been sent to individual governors</li><li>• Mandatory DBSs still required for 2 governors – to be followed up</li></ul>	<b>Clerk</b> <b>Governors</b> <b>Governors</b>
<b>5.</b>	<b>Head Teacher's Report</b>	

### Public Consultation on Primary Assessments

DfE has launched a public consultation to seek views on the future of public assessments with a view to reducing assessments at the end of Foundation and KS1. The outcome of this could be far reaching since some funding is dependent on prior attainment. Removal of both these assessments leaves only the on-entry assessment and could provide an incentive for under assessment at this stage to boost funding. He noted that the assessment is open to comments from everyone. In answer to a question Tony advised that the problem for schools is not with SATs but as to how the data is used – regular testing does give schools a level of security that they are on track with their teaching. The key question is that if SATs are withdrawn how will progress be measured for Entry level and KS1. He advised that the correlation between performance at end of Foundation Stage and KS2 is not good when national data is analysed. Previously a report was commissioned to look at mapping end of Foundation stage results to KS1 and KS2 performance but the link was not strong enough and the report was scrapped.

### School Funding Campaign

Tony updated the Board regarding the rally on 9<sup>th</sup> May organised by the NUT at which he is speaking, as a local head teacher including the implications that this was organised in a period that has now become the run up to an Election in June. He advised that 500 Head teachers have signed an open letter written by the General Secretary of the National Association of Head Teachers to the Daily Mirror – a copy of this letter was attached as an appendix to the report. He advised that he had circulated the text to the Cambridgeshire heads and already received many replies outlining the cuts that they are making in staffing (including redundancies) and resources and that some are having to set deficit budgets. He noted that the cautious budgeting and size of St Matthews has provided some protection for the school, but it is apparent that the proposed level of funding will impact on the quality of education that can be provided in the future. The current approach is for the school to hold steady and not to make any drastic changes for the coming year until the final level of funding under the new formula is confirmed. But if there are no changes to what is proposed then further cuts will be required the following year to bring in a balanced budget – the school can continue to run for the next year without altering the structure but there is very little contingency in the budget. He noted that where schools have been forced to make redundancies then they have the additional challenge of having to find the settlement money from the budget. It is disappointing that something that was anticipated as being a positive change has not worked out that way. This is not just because of the details of the funding formula but because the overall pot of money is just not big enough to deal with inflationary increases and mandatory extra costs such as pension auto-enrolment.

### Recruitment

Tony advised that the school had spent the day interviewing and that one of the governors, Lucy Walker, had assisted with this task. He was pleased to report that following an internal advert all posts apart from one had been filled. The school has been fortunate that they could make high quality appointments from staff currently in the 8 temporary posts at the school, even though recruitment for some of these posts had been at very short notice. Applications from these temporary teachers had filled all

	<p>but one post which will be advertised externally. He noted that there will be one additional teacher since the school will now have reached maximum size with the addition of the final Year 6 class. Two staff will be returning from maternity leave to work part time in the Autumn and one teacher is leaving in the summer.</p> <p><i>Mark Tinkler joined the meeting at 6.45pm</i></p> <p><b>Exclusions</b> The governors noted that one child had received a high number of exclusions – this situation is requiring ongoing input to manage. The school is working closely with the local authority to find a way forward – because of confidentiality issues more information could not be given.</p> <p>One of the governors asked about admissions for the Autumn term 2017. She advised that many pupils in the catchment area who had expected a place had not been able to get in, including a significant number (10 living in catchment) of the current Nursery children. The meeting was advised that because of the high number of applications from within the catchment area that only children who lived close than 0.356 miles from the school had got places meaning that many children in catchment were excluded. There had been 300 applications with 260 putting St Matthews as their first choice and only 90 places. This increase in density is due to new housing in the area and a high number of sibling applications. Children that live out of catchment but have a sibling already in the school are given the same priority as catchment area children. A question was asked as to whether the increased numbers were because of the school’s reputation with SEND children but there is no evidence for this. A similar question was asked about the impact of summer deferments but the governors were advised there are only 2 children in this category (fewer than last year). It was noted that whilst the size of the school had recently been increased to 3 form entry (90 pupils per year) that this rate of increase did not reflect the increase in the number of homes in the surrounding area in recent years.</p> <p><b>Football League champions</b> Tony advised that the Boys football team have been crowned league champions for the third year with a 100% record of wins. They will take part in the Champion League finals on May 15<sup>th</sup> (not 16<sup>th</sup> as noted in the report).</p>	
6.	<p><b>Resources for Learning</b> <b>a) Draft Minutes of the Resources Committee – 26 April 2017</b></p>	
	<p>A summary of the Resources Committee meeting was presented to the Board. It was noted that the final carry forward at the end of the year was £96.5k. The meeting had also looked at the DfE Benchmarking report.</p>	
	<p><b>b) Discussions re Approval of budget 2017/18</b></p>	
	<p>The Head outlined the key assumptions for the proposed budget:</p> <ul style="list-style-type: none"> <li>- Maintain a reasonable carry forward (£30K) at end of next financial year</li> <li>- Maintain current financial &amp; staffing structures – not a good time for significant change – wait until funding formula finalised</li> </ul> <p>He highlighted the following key information in the draft budget:</p> <ul style="list-style-type: none"> <li>• £60k of carryover from last year required to subsidise budget</li> </ul>	

- £75k drop in deprivation funding from £86k to £16k but £61k restored through Minimum Funding guarantee (triggered for the first time this year) which ensures that funding per pupil does not fall by more than 1.5% in a year. Different schools have been impacted in different ways by the changes to the banding model based on post code areas - Cambridge is affected because small areas of deprivation are interspersed by areas of wealth. Children's centres in the city centre saw a similar drop in funding
- Deprivation funding uses a different model to Pupil Premium funding, which is based on low income and shows no significant change. However, the provision of free school meals in KS1 mean that not all eligible families register
- Changes to Nursery funding (provision of 30 hours) may ensure any space can be filled leading to an increase in funding.
- £35k for growth funding for additional Year 6 class – final year

St Matthews will need to spend a significant proportion of this year's carry forward but due to prudent planning the school is in a better position than many schools who are planning deficit budgets. It is anticipated that after this year the school will see income increase again to similar levels to previous years under the new funding formula. Whilst this is healthier it will not allow for additional costs and inflationary rises.

From April 2017 schools are required to pay 0.5% of their payroll budget (approx. £8.5k for St Matthew's) for the Apprentice Levy (since considered to be employees of county council). Currently there are no suitable training courses yet established for teachers and budget cuts mean schools are unable to take on new TAs so money cannot be spent on apprentice TAs as intended.

One of the governors asked whether the planned carry over of £31k at the end of the year was adequate. The Head agrees that this small level of carry over coupled with the low capital funding does leave the school vulnerable but that this was in line or better than the position for many schools this year. He would normally plan to have a carry-over of double this figure but it is just not possible for the next year.

Governors noted the importance of building letting income and were advised that there is limited further capacity. It was noted that 85% of the proposed budget is needed for staffing costs. Other possible sources of income were considered including contacting alumni but concern was expressed that this would require significant resource to pay for very basic items for the school that should be funded by the government. It was noted that about 20 parents had attended the last "Meet the head" where there had been a lively debate about what action needed to be taken about school funding. It was agreed at the suggestion of one of the governors that the school should:

- i) Seize all opportunities to raise additional income e.g. lettings/PTA fund raising but that this should be for extras
- ii) Core costs should be budgeted for out of funding formula income

One of the governors asked about whether there should be a capital budget for play equipment in line with the School Development plan. It was noted that there had been considerable discussion about some safety

	<p>aspects including the Monkey bars and as a result these had been lowered. The Head confirmed that this equipment had always met safety standards but that following a spate of accidents they had been lowered. However there have been further incidents and therefore it may be necessary to take them out to limit potential reputational damage. However, funding for work in this area including replacement equipment would need to come through PTA funding.</p> <p><b>The FGB unanimously approved the draft budget for 2017/18</b></p> <p><b>Action: Resources Committee to look in more detail at setting up a fundraising Charity to maximise donations through Gift Aid etc.</b></p>	
7.	<p><b>Resources for Learning – Parent Governor Election Process</b></p>	
	<p><b>a) Approval of draft process</b>  A copy of the proposed procedure for Parent Governor Elections had been circulated with the papers. The Head advised that following the working party the proposed procedure had been circulated to the School Governor Services team. They had proposed a small number of very minor changes which now needed to be approved by the Board.</p> <p>Concern was expressed that the draft circulated was not the final version and some of the agreed changes were missing including a standard wording for announcing the appointment of new Parent governors to prevent any bias. It was agreed that the Clerk should seek to locate the updated version and for this to be circulated. It was noted that this updated version had been circulated to all governors for the last FGB and that the required changes were minuted. These changes and the changes suggested by Governor Services should be included and the final version circulated by email for approval. It was noted that this was a matter of urgency since one of the Parent Governor’s term of office finishes in July and an election would be needed either in July or September. It was agreed that the TLO Committee should consider feedback from governors and review and agree this final version in the absence of a suitably timed FGB</p> <p><b>Action: Most recent version to be identified and updated with Governor Service comments and circulated to all governors prior to the TLO Committee so that all governors have an opportunity to comment but final approval is delegated to this Committee</b></p> <p><b>b) Timing of next Parent Governor Election</b>  The timing of the Election was discussed since if it is held in the Autumn this will give new parents of the 50 Nursery children/90 Reception children an opportunity to stand. It will also give time to ensure that the final procedure contains all the required changes. Newly appointed Co-opted governors noted that they had not found it helpful coming to the last meeting of an academic year. However, an election in September would mean that the new governors missed the first FGB of the new academic year.</p> <p>The meeting agreed that the election should be postponed until September and that the vacancy should be highlighted at the new Parents’ evenings at the start of term.</p>	Clerk

	<i>Kevin left the meeting at 7.35pm</i>	
<b>8.</b>	<b>Resources for Learning – Instrument of Governance</b>	
	<p><b>a) Process for appointment of new co-opted governors</b></p> <p>The meeting was reminded that in 2015 the governing body had been reconstituted, in line with the circulated Instrument of Governance. This had included 9 co-opted governors who were given a 2 year  Term of Office. As a result, 6 co-opted governors would reach the end of their term of office in September 2017. Three of the current co-opted governors, including 2 co-opted staff governors have been appointed more recently.</p> <p>It was agreed that the circulated procedure needed further work since currently it is not a procedure but a summary of what was done last time.</p> <p><b>Action: Co-opted Governor Procedure to be reviewed and recirculated for July FGB</b></p> <p><b>Action: Reappointment of Current co-opted governors by FGB to take place prior to change to terms of office</b></p> <p><b>Action: Proposal that terms of office extended to 4 years for new Co-opted governor appointments and Instrument of Governance updated accordingly</b></p> <p><b>b) Extension of Terms of Office for Co-opted governors</b></p> <p>Following recent discussions by the Board advice had been taken from the School Governor service with regards to extending the term of Office for co-opted governors from 2 to 3 or 4 years. The proposal was that this should be handled as a 2 stage process so that current co-opted governors served a 4-year term of office (if they wished) rather than being appointed for a further 4 years at the end of the initial 2-year term of office. The stages would be:</p> <ul style="list-style-type: none"> <li>I) July meeting - co-opt existing governors appointed for a further 2-year term of office (if willing)</li> <li>II) September - change the term of office for future co-opted governors to 4 years</li> </ul> <p>School Governor service had advised that it is not possible to appoint co-opted governors for different terms of office to increase the stagger but that this will to some extent happen naturally over the next few years when people resign before reaching the end of their term of office. It was noted that one of the 6 co-opted governors has already advised that they wish to stand down at the end of their term off office in the Autumn. The other 5 co-opted governors advised the meeting that they were intending to stand for reappointment.</p> <p>It was agreed that at the next FGB each of the co-opted governor appointments should be taken individually (with the governor leaving the meeting) and a brief summary of their contribution to the Board circulated e.g. time on Board, positions held, attendance, declared skills etc. so that each co-opted governor can be considered for reappointment.</p> <p><b>c) Recruitment Letter</b></p> <p>A draft of a letter was circulated – this would be used to recruit co-opted</p>	<p>Chair</p> <p>FGB</p> <p>FGB</p>

	<p>governors from local businesses. The following corrections to the letter were noted</p> <ul style="list-style-type: none"> <li>• 16 members of the FGB (not 18)</li> <li>• This includes 9 co-opted governors – 2 of whom are drawn from the teaching and support staff at the school and 7 who are recruited from the local community (may include parents or be from outside the school), 1 elected staff governor, 1 local authority.....</li> <li>• Substitution of word “school” for College in penultimate paragraph and “pupils” for students</li> <li>• Skills to be included to be reviewed by Board at time letter is sent out and updated as necessary</li> <li>• Removal of the phrase “and women” from last paragraph and only used if a gender imbalance is identified in future.</li> </ul> <p>It was noted that there will be a vacancy for co-opted governor in September and it was agreed that this letter should be put on the school website to attract candidates from local businesses. It was noted that the application form for Parent Governors had been updated for use for Co-opted governors. One further correction was requested to remove the requirement for proof of identity at this stage – this documentation will be required for the DBS check for the successful applicant. If current parents applied to be co-opted governors, then they would be appointed in the usual way by considering the skills that they offered to the FGB but that consideration should be given to how many of the current FGB already had children at the school since it is important to have a balance of parents and non-parents. Concern was expressed that people without children at the school might be less committed.</p>	
9.	<b>Raising Standards - Governor Training</b>	
	<p>The Head advised that the termly briefing for governors was taking place the following week and 2 governors advised that they would be attending.</p> <p>One of the governors recommended the updates from the Key document site and it was agreed that she would circulate information to all governors to enable them to sign up. The school pays for this resource which was previously provided by the local authority</p> <p><b>Action: Lucy to provide The Key Link to all governors</b></p>	LW
9.	<b>Meet the Head</b>	
	Next meeting to take place after the half term holiday – suggested date Monday 10 <sup>th</sup> July.	
10.	<b>AOB</b>	
	<p><b>Resignation of the Clerk</b></p> <p>Tony advised the meeting that the Clerk had given notice to leave at the end of term. He thanked the Clerk for providing an excellent service over the last two years with detailed minutes and wise procedural advice. The FGB will need to appoint a new Clerk – this may be difficult since a number of schools have a vacancy. At the last appointment, the Board had specifically asked for an external appointment and he asked them to consider if this was still the case or whether there was anyone in the</p>	

	<p>school office who would be interested. He advised that one of the secretarial staff clerks for another local primary school. One of the governors suggested that the post should be advertised externally but that Tony should also find out if there would be any interested applicants. Suitable candidates could then be interviewed.</p> <p><b>Action: Post of Clerk to be advertised internally and externally</b></p>	<b>Head/Chair</b>
<b>12</b>	<p><b>Dates of future meetings and Agenda items</b>  TLO Committee – Thursday 22 June at 5.30p.m.  Full Governing Body - Thursday 13<sup>th</sup> July at 6.15pm</p>	
<b>13</b>	<p><b>School improvement actions and outcomes from meeting</b>  <b>Outcomes</b>  Approval of the draft budget for 2017/18</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Clerk to send out actions prior to circulation of Board papers</li> <li>• Edubase – some information still outstanding – emails have been sent to individual governors. Replies required</li> <li>• Mandatory DBSs still required for 2 governors – Clerk to follow up</li> <li>• Resources Committee to look in more detail at setting up a fundraising Charity to maximise donations through Gift Aid etc.</li> <li>• Most recent version to be identified and updated with Governor Service comments and circulated to all governors prior to the TLO Committee so that all governors have an opportunity to comment but final approval is delegated to this Committee</li> <li>• Co-opted Governor Procedure to be reviewed and recirculated for July FGB</li> <li>• Reappointment of Current co-opted governors by FGB to take place prior to change to terms of office</li> <li>• Proposal that terms of office extended to 4 years for new Co-opted governor appointments and Instrument of Governance updated accordingly</li> <li>• Lucy to provide The Key Link to all governors</li> <li>• Post of Clerk to be advertised internally and externally</li> </ul>	

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