



St Augustine Primary School,
Wilman Road, Tunbridge Wells,
TN4 9AL



ST AUGUSTINE'S PRIMARY SCHOOL, TUNBRIDGE WELLS
MINUTES OF FULL GOVERNING BODY MEETING
WEDNESDAY 21 MAY 2014
7.30pm at the School

Present Mark Dennison (Chair), Lisa Bon, Karon Crane, Simone Curry, David Glynn, Francis McGee, Carol Mellors, Paul Noonan, Clare Sawyer, Ann Theobald, Jackie Warren (Head Teacher).

In attendance Jon Crozier

Start 7.30 pm.

1. Prayer

The meeting opened with a prayer. The Chair welcomed back Mr Crozier.

2. Apologies for absence

Apologies received from Sarah Codling, Florence Duffield, Mel Gonzales, Judy Green, Father Peter Stodart, Father Ed Tomlinson. Apologies were accepted.

3. Declaration of Business Interests.

None.

4. Governor Matters

Miss Curry advised that she will be stepping down as Staff Governor in July. Thanks were extended for all her hard work as Governor and all she has achieved.

There are now 2 staff vacancies. The Chair has liaised with KCC regarding Governor vacancies. From September 2015 the constitution of the Governing Body can change. It was suggested to have only 2 Staff Governors, one being the Headteacher and the other a member of staff. Mrs Warren asked whether a non-teaching member of staff could stand as Governor. The Chair is to clarify.

Mrs Mellors is LEA Governor and Amber Moth historically was a Staff Governor. Mrs Moth does not qualify as a Foundation Governor as she is not a Catholic. Therefore, Mrs Mellors is to become a Foundation Governor in order for Mrs Moth to become LEA Governor. This has been agreed with County and the Diocese.

From September 2015 the Governing Body is to work towards the structure of 10 Foundation Governors, 2 Staff and 2 Parent Governors.

5. Minutes of Previous Meetings – 18 March 2014 & Matters Arising

Amendments were discussed and noted.

The Clerk is to make the necessary amendments. Following this, the Chair will sign the minutes as a true and accurate record of the meeting 18 March 2014.

Matters Arising

None.

6. Budgets

Review of outturn for 2013/14

- The figures have changed from a deficit of £2,656 to a surplus of £20,639.
- There has been an additional income of over £24,000 for 'Place Plus' and maths from Kent during the year.
- Through the year, there has been an overspend of anticipated expenditure by £13,518.
- E02 has had an overspend of £11,500 for our inclusion leader working on the POAP 2 days per week with consequent requirement for a supply teacher.
- E03 saw a saving of £12,903 due to £7,000 for pension saving and £2,000 over accrual for PM costs. Savings have also been seen as the new staff were lower down the pay scale.

Signed

Date

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- E12 has been overspent by £7,000 due to more extensive work and costs for repairing the ceiling and upgrading light fittings in other classrooms and class decorations.
 - E20 – ICT resources underspent by £6,300. This has been deferred to next year.
 - E27 - £4,300 has been received from the new PE grant which has been spent under this code on a PE specialist. The grant is only received for 2 years.
 - There is a revenue rollover of £85,995 at 31.03.2014.
 - Capital – extra expenditure arose due to more roof lights being replaced. Fan convectors were also replaced.
- Thanks were extended to Mrs Sargeant for managing the resources so well. Thanks were also extended to Mr Glynn for his hard work.
- Finance will report to the next FGB where the money under E19 has been spent.

3 Year Budget

- There has been a significant increase over earlier forecasts in income from KCC for the year 2014/15.
- Most of the income under I12, I13 and I18 has not been included for 2015/16 and 2016/17. This income will be balanced by equal expenditure under E19 and E25 and so there will be no impact on the in-year deficit figures in this 3 year budget.
- There has been a big increase this year for I18 due to the new FSM policy and the costs payable to our caterer are at E25.
- There has been a significant increase in teaching staff.
- There is an opening surplus of £85,995. It was agreed to spend this on moving the school from RI to good. Mrs Warren advised that she feels she needs specific resources in order to carry out what she wants to do. Governors asked what the money will be spent on. Mrs Warren advised that it would be for keeping an additional teacher, retaining a jobshare for an Inclusion Manager and for other teachers to be able to leave class in order to take on other roles. Mrs Warren advised that she has investigated how a good/outstanding school works and it is down to using extra staff. The Pay and Staffing committee have reviewed the staffing in detail and have reviewed a business case presented by Mrs Warren.
- The budget is currently carrying the full cost of a teacher on sick leave.
- Standards are improving but does lead to stress and strain on staff so now it is important to support staff in order to get good or outstanding in Ofsted.
- The surplus is going down over the 3 years.
- Data is showing accelerated improvement in learning.
- Governors asked whether this is a 'once and for all' decision as the surplus will considerably decrease.
- The illness impact is £30,000 this year.
- The income figures are based on a school roll of 313 in 2014/15 and 309 children for 2015/16 and 2016/17. The school has a maximum capacity of 315.
- Governors asked whether ICT team have costed for changing from an ICT suite to tablets. It was noted that this money could come from the deferred expenditure last year which was put into the capital for next year to upgrade software. An update is currently awaited from the IT Consultant (also used in St. Gregory's) as to how money should be spent. The Chair is to speak to the Chair of St Gregory's for this action to be brought forward. **Action: MD.**
- There has been an increase in MDS this year. There has been a cut back on building maintenance and improvement in this first year.
- There is a forecast deficit of £21,537 this year.
- Learning resources (not ICT) has been reduced by £9,000 in 2014/15.
- Governors asked whether the new curriculum will have an impact. Mrs Warren advised that it should not affect us as money will go into training for the new curriculum.
- Governors asked if what the school is going to do will be enough to go from RI to good.
- There is an in year deficit of £21,537 and a revenue rollover of £64,459 forecast for 31.03.2015.
- The school roll needs to increase for 2015/16 and 2016/17.



- Capital - £12,000 is needed for computers in 2014/15. New construction needs £10,000 for 2015/16 and 2016/17.
- The Free School Meals initiative was explained whereby the forms need to be completed so the school can continue to receive pupil premium.

The budget was approved for adoption by the Full Governing Body. Thanks were extended to Mrs Sargeant and Mr Glynn for their work.

Statement of Internal Control

The document was circulated prior to the meeting.

Item 4 has been completed and implemented. The wording is to be amended to 'to better match funding for SIP and better monitor its impact'.

Subject to the amendment, the document was approved.

7. Head Teacher's Report

Staffing

Mrs Warren thanked Miss Curry and Judith xxx as Acting Deputy Headteacher during the absence of Mr Crozier. The Governors also extended their thanks.

Attainment and Progress

- The school is continuing to meet with LA because we are a RI school.
- The LA is happy with the presentation and progress of data and attainment.
- The children's attitude to work has changed. They need more stamina. Pupils are learning how to respond to marking involvement and engagement much higher than last year.
- Floor targets for Yr 6 are in line with national targets.
 - 92% reading
 - 92% writing
 - 90% maths
- On track for reading, writing (86%) and maths (86%). Mainly boys and not EAL, some SEN, are pupil premium.
- Support will continue to the last day of school to enable Yr6 to be secondary school ready.
- 93% are on track for L4 in reading/writing/maths combined.
- Yr 6 worked and behaved so well during the practice SATs week.

Performance Management

- New targets have been set for TAs.
- Teacher has mid year performance management review.

Religious Education

- Mass 9.30am Friday 23 May 2014.
- RE assessments have taken place this term.
- There has been no news of RE inspection.

Pupil Attendance

- Attendance is currently 96.5%. This has exceeded the target of 96.4%.
- The school is really on top of absence. The attendance expectation is 95% per child.
- This week will see 60 letters being sent out regarding children who have dropped below 95%. Some are basic letters and some are monitoring letters.
- Some parents came in to explain reasons for absence, for example medical.
- The number of letters going out have reduced.



Pupil Numbers

- The school is expecting 43 this year. This is expected to go down as several are appealing to other schools.
- HMI have not come to visit the school but have conducted a telephone call instead. There has be more advice and another telephone call will take place in July. Ofsted will definitely visit next academic year.

8. Post Ofsted Action Plan

- Met in March.
- SDT are meeting tomorrow.
- Spotlights are to be sent out. **Action: MD.**
- The Chair is to have talks with staff. Talks took place yesterday and Friday morning with TAs.
- Governors are thanking staff for their time and for working hard.
- The school is to think about what is a unique selling point about the school. The Chair is to write a full report. **Action: MD.**
- The school needs someone to do PR/marketing for the school.

9. Pupil Progress

As above.

10. SFVS

- Embedding finance course is in June.
- There has been a meeting with the Headteacher.
- Asset registration has started and will be running through the school.
- Mrs Crane is continuing to monitor.

11. Committee Reports

Curriculum

Focus on homework.

Headteacher's Appraisal Review

Meeting again 10 July 2014.

12. Governor Visits Reports/Governor Training Feedback

Visits - 4 learning walks took place last month. Thanks were extended to Mrs Warren for leading them.

Training - October – training for new primary curriculum, February – safeguarding course.

13. Policies

None.

14. Safeguarding

No issues

15. Chair's Actions/Correspondence

- Card sent to Catherine Spain.
- Attended Early Years welcome. Thanks extended to staff for how well this was organised.
- 2020 vision.

16. Any Other Urgent Business

Governors invited to:

- Literacy evening – 7.30 4th June 2014

Signed

Date

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- Maths evening – 7.30pm 16th June 2014
- E-safety evening – 8pm 9th June.

17. Confidentiality

Staffing.

18. Dates of Future Meetings

FGB at 7:30pm –Thursday 10 July 2014 and Tuesday 23 September 2014

End xxx p.m.



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WEDNESDAY 21 MAY 2014

7.30pm at the School

Confidential item

Headteacher Report

Staffing

New TAs have been employed on fixed term contracts.

Regina Manso de Zuniga requested to reduce her contract from 5 days to 3 and to leave her phase leadership post. The school is unable to accommodate this to fit the next academic year. Mrs Manso de Zuniga is to move from a permanent to a temporary contract for one year. It will be necessary to advertise to replace her role. Governors questioned whether this can be afforded. Mrs Warren advised that it is including within this year's budget.