

St Augustine's Catholic Primary School
Minutes of the Full Governing Body Meeting
Tuesday 29th May 2012, 7.30 pm at School

Present: Fr Behruz, Mrs Lisa Bon, Mrs Sarah Chater, Miss Simone Curry, Mr Mark Dennison (Chair), Mrs Florence Duffield, Mr David Glynn, Mrs Judy Green, Mrs Henriekje Harrington-Vogt, Mr Nick Jotischky, Mrs Jan Mann (Head Teacher), Mr Francis McGee, Mrs Amber Moth, Mr Paul Noonan, Fr Peter.

In Attendance: Mr Jon Crozier (Observer)
Mrs Beverly van Winkelen (Clerk)

- 1. Opening Prayer:** Father Peter prayed for God's guidance in making decisions for the school.
- 2. Apologies:** Mrs Helen Greagsby, Mrs Carol Mellors, Mrs Anne Theobald.
- 3. Declaration of Business Interests:** No disclosures were made by the governors.
- 4. Minutes of the previous Meeting held 26th March 2012:**
 - a. These were accepted as a true and accurate record of the meeting and signed by the Chair. The Confidential Minutes were read to the Governors, signed and filed separately.
 - b. **To receive an update of agreed Governor Actions:** All action points in the previous minutes had been concluded.
 - c. **Matters Arising not covered by the Agenda:**
 - i. It was agreed that the school would not close for the Olympic torch relay through Tunbridge Wells; the INSET Day on 2nd July would be moved to the 17th July so that children would not be at school. The staff would begin the day at 8 am, stopping at 10 am for those that wanted to see the relay to be able to do so. Following the relay the staff would return to school to conclude their training. This was seen as the best compromise which was clear for both staff and parents and would be communicated to parents in the Newsletter on Friday. There are currently two torches going around the schools in Tunbridge Wells; St Augustine's had received a torch today from St Barnabas's and would be passing it on to St John's tomorrow.

Action Point 1: Mrs Mann to Publish change of INSET day in the newsletter 1st June

- ii. Mrs Green Reported that a draft policy to cover Governor visits to the school had been circulated to the Community Committee; some changes had been made and the policy was now being reviewed by the Head Teacher and would come before the Full Governing Body on 17th July.

5. Governing body Issues:

- a. **Governors Section of the Website:** This had recently been updated to include the membership of the various committees and the minutes of the Full Governing Body meetings.
- b. **Governors Photographs:** These were to be uploaded to the website so that parents were aware of the area and the different Governors; one photograph would be omitted at the Governor's request.

Action Point 2: Mrs Green to arrange for Governors photographs to be put on the website

c. Attendance at School Events:

- i. Mrs Duffield had attended the Stunning Starts opening Ceremony for the Olympics; each class had adopted a participating country and used images and music from the country to illustrate their theme. A closing ceremony is also planned.
- ii. Mrs Green had attended the Science Team meeting and was very impressed with the progress being made in science. She had observed science investigation work being done across years 1 and 2 and was encouraged by the children's enthusiasm for the subject. Science was being taught with a view to improving knowledge and skills across the school and it was felt that more time for feedback from science meetings and the funding of experiments would be helpful; teachers regularly purchased consumables for experiments. In other years the classes have made use of store loyalty cards to purchase these items.
- iii. Mrs Harrington-Vogt had attended the Indian exhibition; outside speakers had been into school to talk to the children; they in turn had investigated the subject and produced booklets. Mr Dennison also attended

- iv. The mosaic cross had been completed and was now hanging outside the school entrance. The Governors were very impressed with the mosaic which had been designed by Mrs Gill and completed by the children.
- v. Mrs Bon and Mr McGee had visited the Art Exhibition themed around 'Motion', there was a lot of Olympic imagery which the children had worked very hard on and was much appreciated by the parents.
- vi. Fr Peter had attended a Confirmation Meeting (outside school) where it had emerged that the teaching of Science (Big Bang Theory) might be leading to faith losing credibility. He was willing to talk to the children at the invitation of the Subject Leader.

Action Point 3: Mrs Mann to arrange for the Subject Leader to send an invitation to Fr Peter.

The Chair continued to urge Governors to visit the school and form links with their assigned classes.

6. Head Teachers Report: Mrs Mann reported that it had been a very busy term. Since the last meeting teachers had been involved in training days centred on the monitoring of children's work. There had also been a very useful visit from a KCC advisor in preparation for Ofsted.

A new Year 3/4 teacher had been appointed from an extremely strong field. Each candidate was asked to teach a group of ten children as well as the more formal interview process. There were two internal candidates and Mrs Carew was eventually selected to start in September.

Mr Welstead will continue to offer supply cover at the school and had also been asked to take on additional duties, to which he had agreed.

The Head Teacher reported that cover was being supplied for Mrs Liddle during her maternity leave.

There had been many sporting successes across the school and the children had been particularly inspired by a talk from an Olympic swimmer at the St John's Centre.

The school is near to full capacity and attendance continued to be very good.

7. Governing Body Reports:

a. Finance Report

The financial papers had been circulated to the Governors prior to the meeting for them to study and questions were invited from the Finance Committee.

- i. **2011-2012 Outturn (5 A4 pages):** There had been some minor changes to the earlier revenue outturn figures and these had been explained in a separate document to the Governors. Increases in income had occurred through additional funding for music, teacher training and supply costs. There had also been a donation from the PTA. 'Virements' had been received from KCC for £200 and £812 which had not been in the original budget.

Changes in expenditure had occurred in part due to higher than expected Performance Management pay awards, an increase in the number of weeks that the administration staff worked and relief cover for the caretaker. The relatively mild winter had also resulted in a reduction of the fuel costs.

Governors were also given a breakdown of the figures relating to E19; this details the expenditure on resources (ex ICT). £42,904 had been spent on subject resources for the year groups. £10,483 had been spent across all four phases to cover the cost of the creative curriculum and this included £3,265 which had been used to provide for its trips.

The outturn revenue figure for 2011-2012 was an in year deficit of £12,302 against an anticipated deficit of £11,447 giving a rollover of £67,707. The outturn capital figure for 2011-2012 was an in year surplus of £7,375 against an anticipated surplus of £3,111 giving a rollover of £15,091. Governors agreed the outturn report for 2011/12.

- ii. **The Statement of Internal Control (SIC).** This had also been audited by the Finance Committee and had shown one weakness. The Single Equality Scheme had not yet been added; this would be completed for the next academic year. Governors agreed the SIC and it was duly signed by the Chair.

Action Point 4: The Single Equality Scheme to be completed by September

- iii. **2012-2015 Budget (4 A4 pages):** Governors were asked to agree the Budget for the next three years. The Governors were guided to focus primarily on 2012-2013 the Finance Committee will monitor the changes that KCC anticipate will arise in the later years. For the coming year a deficit of £3990 is being forecast. This has been due partly to an additional 31 hours of TA time being added to the budget to cover further needs of SEN children in the school. Some of these children may get statements that will require additional TA's. The Head Teacher advised that there are to be changes to the way children are assessed for SEN which will lead to some of them being removed from the SEN register and this may result in a fall in the available funding in future years.

The 2012-2013 revenue figures show a net increase of 1.98%; these figures do not account for the new services that the school now has to buy back from KCC such as additional bought in professional services and catering.

It is projected that the net revenue funding from KCC will reduce by 0.4% in 2012/2013 and increase by 1.07% in 2013/14. It was acknowledged that the Pupil Premium was rising; the income figures for 2013-2014 and 2014-2015 are based on KCC's current the information. It is anticipated that there will be in year deficits of £4,275 for 2013/14 and £9,679 for 2014/15. The Governing Body were guided to focus primarily on 2012-2013. The F & P Committee will monitor the changes that KCC anticipate will arise in later years.

Capital funding will continue to be severely reduced compared with earlier years. Some convector heaters in the classrooms will be replaced at a cost of approximately £4,500. A larger project will be considered in later years

Governors were concerned that if most of the Capital fund was not spent then the money would be clawed back by KCC. This is not the case, if a capital project has been identified it is possible for the school to accrue money for larger projects. Plans are in place to improve the driveway and the path.

The Head Teacher reported that the building was in a good visual state of repair; the windows in each classroom had been replaced and new curtains had been fitted throughout. KCC had recommended that the fire alarm be replaced but after alterations/additions were made it is fully compliant. The main electrical distribution board was also very old but it was considered fit for purpose.

A Governor had asked why the teacher's and TA's absences from work were not covered by insurance and were told that the outlay would have been more than the school would recoup from claims over any period of several years.

The comparison report between 2011/2012 budget, 2011/12 outturn and the 2012/13 budget was reviewed.

The three year budget was accepted by the Governors, proposed by Mr Noonan and seconded by Fr Peter.

- iv. **Benchmarking Report (3 A4 pages):** This is based on a series of checks based on benchmarking with other schools. It was found that the average cost per teacher was 5.6% higher at St Augustine's against other similar schools. This was due to the high proportion of our teachers on the upper pay bands.

Spending on TA's per pupil was significantly higher due to the number of pupils with SEN at the school. The school also received more funding per pupil than similar schools to cover this need.

Energy costs had shown a fall due to the installation of new biomass and gas boilers. Further efficiencies are expected in this area.

Bench marking was carried out using information relating to twenty five similar schools; it was noticed that the funding received per pupil was less than the average of these other schools. Other schools were receiving £3927 per pupil with St Augustine's receiving approximately £500 less; the matter is to be addressed with KCC by the Finance Committee after the issue of the next set of benchmarking data for 2011-2012

- v. The Voluntary Fund had been audited and all was found to be in order.
 - vi. Governors approved the Best Value Statement and it was duly signed by the Chair and Head Teacher.
- b) **RE Report:** Mrs Pitt-Polouti is about purchase a new programme entitled 'Come and See'; this would be used in school from September and Mrs Pitt-Polouti would be attending training at the end of May. Following this the programme would be rolled out to staff.

Preparations were in hand for the St Peter and St Paul Mass.

The department was in the final stages of their moderation focusing on Knowledge and Understanding; it was found that teachers needed to be clearer in their planning to assess the areas of work they were focusing on.

The children had made a mosaic cross and this had been erected at the front of the school. The children had also celebrated the feast day of St Augustine and there had been a lot of activities throughout the afternoon of Friday 25th May.

- 8. School Asset Register:** All classes had been updated and this would continue to be carried out every time a new purchase was made. A compliance visit had taken place on 4th January 2011.
- 9. Chairs Actions:** Mr Dennison had received one email regarding the school gates; the matter had been resolved.
- 10. Safeguarding:** One issue had arisen and Father Peter was satisfied as the Child Protection Officer that all the right procedures were in place.
- 11. Any Other Business:** It was reported that the website had been updated and in future the FGB minutes and the Head Teachers' report would be posted to the site. Chris Gibson was congratulated for all the hard work he had put into updating the site.

Action Point 5: Mr Dennison to arrange for approved FGB minutes and Head Teacher's Reports to be added to the Website after each FGB.

- 12. Confidentiality:** No matters were considered to be confidential.
- 13. Agreed Actions:** These are noted throughout the minutes for Governors to action before the next meeting.
- 14. Dates of the next Meeting:** Wednesday 11th July at 7.30 pm (Head Teacher recruitment) and then for usual FGB Tuesday 17th July 2012 at 7.30 pm.

The Meeting closed at 9.30 pm

Mrs Mann and Mr Crozier left the room; the remaining Governors were given a short briefing updating them on the selection process for the new Head Teacher.