

St Augustine's Catholic Primary School
Minutes of the Full Governing Body Meeting
Tuesday 21st May 7.30 pm at School

Present: Mrs Lisa Bon, Mr Jon Crozier, Miss Simone Curry, Mr Mark Dennison (Chair), Mrs Florence Duffield, Mr David Glyn, Mrs Judy Green, Mr Francis McGee, Mrs Carol Mellors, Mr Paul Noonan, Father Peter Stodart, Mrs Jackie Warren (Head Teacher)

In Attendance: Mrs Beverly van Winkelen (Clerk).

Father Peter opened the meeting with a prayer asking for God's guidance.

1. **Apologies:** Mrs Ann Theobald, Mrs Amber Moth.
2. **Declarations of Business Interests:** No matters were declared.
3. **Minutes of the Meeting held 19th March 2013:** These were accepted as a true and accurate record of the meeting and signed by the Chair.

Update of Governor Actions: Mr Dennison agreed to look into action points 1, 2, 3 and 9. Mrs Mellors was seconded to the Curriculum Committee for six months. All other actions were completed.

Mrs Bon had completed the Decision Planner at the curriculum committee and would share it with the other Governors.

The whole school scrutiny report had still not been received from Penny Bowles; The Chair said that he would take up the matter with Keith Ransome.

4. Governor Matters:

4.1 **Governor Resignations:** There are five vacancies on the Governing Body (GB) following the resignations of Sarah Chater, Nick Jotischky and Helen Greagsby and Henriekje Harrington Vogt plus the space left by Father Behruz. Efforts will continue to fill the spaces. *Governors suggested translating the information letter into Polish and Pilipino to attract candidates from these areas of the school. Other Governors asked if limited English might hinder the process. Father Peter will announce the vacancies at the Polish Mass.*

4.2 **Joint Panel for St Gregory's:** The Chair had met with the school today to sign the agreement and the Governors at St Augustine's must decide to sign the reciprocal agreement. *Governors felt that everyone should be available to sit on the panels as needed and that they undergo training to fully understand the role. Governors asked for the lines regarding experience to be removed from the document. Subject to this alteration the Governors were happy for The Chair to sign the document.*

5. **Head Teachers Report:** Mrs Warren reported that there had been a poor response to the advertisement for a teacher and the post had been re-advertised. One appointment was made and that person could start in Term 6.

Two Higher Level Teaching Assistants (HLTA's) had resigned, ideally the school would want to replace them with suitably qualified people and would look within the school staff first to appoint a Cover Supervisor; an advertisement would go out at the start of Term 6.

Governors asked if the data information was included in the Curriculum Committee minutes and whether everyone was happy with using the information. Governors will need to demonstrate a good grasp of data for Ofsted. The data dashboard had been produced by Ofsted from the last set of results. *Governors were concerned that the school would not meet the floor targets.* Mrs Warren informed the GB that floor targets only applied to those in KS2 and that a better picture could be seen using the targets set by the school. These were challenging and aspirational and aimed to provide accelerated learning for the children. Most were aiming for Level 3 and were doing well. All are on track to achieve Level 3 in Science. *The Chair had last looked at the targets in March and asked what had made the improvement.* Mr Warren stated that the teachers in KS1 had put in an enormous effort with phonics being built up thoroughly, a new Maths scheme had been introduced and the analysis of assessment and tracking was more thorough and understood. An outside adviser had also moderated the targets and found them to be correct. It was reported that in Y2 there are some Level 3 readers. The Maths tests took place tomorrow. Pupil Progress meetings were being held regularly and the data had shown that some pupils were not making sufficient progress. The May data will hopefully show a reduction in the number on the list. In Year 4 two children with complex needs were a concern others needed to accelerate their progress. The next assessments are taking place now and the data would be available at the next curriculum meeting and Governors were keen to know what action plans had been put in place. Mrs Warren said that she would take an anonymous Pupil Progress paper to the next curriculum meeting to show the work that was already in place. It was pointed out to Governors that in Years 3 and 4 more children are diagnosed with Dyslexia.

Following her meetings with Staff, Mrs Warren would circulate a summary to Governors. Two areas cropped up several times, Midday Supervisors and Subject Leadership. All Subject Leaders had been spoken to and action plans put in place in line with the budget. The Midday Supervisor role was being revisited and a Line Manager would be put in place.

Middle level leaders in the school were supported by the Head Teacher, but they remained vulnerable in the whole school review as they were not au fait with the job. *Governors asked if they had a clear Job Description and it could not be confirmed that one had been issued, despite this the Action Plans had helped to focus their work, Subject Leadership is a very important role and staff should be seeking out the leaders to find the strengths and weaknesses in the subjects. By making themselves aware of any issues links were created between subjects.* Mrs Warren told Governors that there would be more lesson observations in Term 6 and that she would be visiting classrooms more frequently. *Governors asked if the standard of lesson observation had improved and were told that they had but there was still more work to be done. Differentiation had improved as well.* Mrs Warren has attended a paired observation session with Bishops Down School and would be involving the Senior Leadership Team (SLT) at St Augustine's. *Governors asked to see evidence of lesson observations in the Head Teachers report, but this is difficult to evidence because the process involves talking to the children as well and looking at their books. It was much more child centred.*

Attendance figures were another area of concern to the Governors. They were reminded that there were two very sick children in the school that had an effect on attendance when they were in hospital and despite receiving home tutoring they were not considered to be at school. Also there are many families who persisted with unauthorised holidays during term time.

- 6. School Vision:** A Governor had suggested that it be call 20/20 Vision. The proposal was put to the SLT last week and it had been decided to adopt this title. The Chair reported that the staff were happy with the statement but were concerned about some of the wording. The wording would be reconsidered and discussed at the next FGB meeting.

- 7. Finance Report:** The original budget had been set to show an in year deficit of £3,990 but there was a small surplus of £307.

Additional income had been received for a statemented child, staff training, student work placements and music. These amounts had not been in the original budget.

Staffing costs (E01) had been reduced slightly due to staff changes but Agency Supply Staff (E26) shows an increase due to a one off payment for agency staff and additional hours of non-contact time for the Deputy Head. Other Staff Costs (E07) had gone up as a result additional Midday Supervisor hours being paid. Indirect staff costs had also risen slightly due to the need to advertise for a Head Teacher twice and staff subsistence costs.

ICT learning resources had gone up as a result of purchasing four replacement LED projectors for the classrooms.

In the capital budget the original budget had been set with an in year expenditure of £4,500, this had increased to £7812 leaving a year-end surplus of £16,146 against £18,678 set in the original budget. The extra expenditure was generated by the need to buy convector heaters and light fittings.

Other items of building maintenance were discussed; there have been several problems with taps. A new system had been put in place for reporting these items and the completed form was returned to the Bursar, these are then discussed with the site manager, the results are then fed back to the staff member who raised the concern. Issues are dealt with at the time and not held over until the next Finance meeting.

Mr Glynn informed the Governors that the biggest area of spending was in Learning Resources Expenditure (E19), the Governors were presented with a separate sheet showing the breakdown of spending. *Governors noted that the PTA had made a donation of £8,500 to buy equipment for the playground. Spending on school trips had been reduced as teachers were more conscious of the impact the trips had.*

The three year budget had been set by the previous Head Teacher. *Governors looked at the information and then linked it to the School Improvement Plan (SIP); a new Maths scheme for KS1 was identified in this way. Abacus is a scheme that can be updated as the curriculum changes. Collins Primary Maths had been purchased for KS2.* Mr Glynn informed the Governors that there would be more focus would be on the first year for subject resources and that this would be done by the curriculum committee. *Governors were worried that the Head Teacher might have to keep asking for money, but Mrs Warren assured them that things are discussed with the Subject Leader first and then costings made appropriately in the budget. Governors said that they needed to see a link between the SIP and expenditure. Resources are purchased as required so that they do not go to waste. Governors asked for a baseline to work from and asked to see copies of the Subject Leaders Action Plans. It was explained that these run from September to September whereas the finances worked from April to April. Priorities are set in September with purchase being made in December; purchases from February to March where discouraged to allow the year-end figures to be finalised. Governors discussed the need to look at the school year versus the financial year to minimise the constraints on spending. The Finance committee would undertake this work.*

It was suggested that the school take out a credit card for any small items that might be needed to ensure that staff were not spending their money on school purchases. The matter would be looked into by the Head Teacher.

Governors were told that the budget was well within the Balance Control Mechanism (BCM) figure of 8% of the total budget with a year-end surplus of £68,014. They were also told that the total income last year had been increased by £29,000 and the total expenditure had gone up by £31,000. The increased spending was related to staff costs; relating to educational support staff and Midday Supervisors. Costs for Midday supervisors would increase as a Senior Midday Supervisor was being sought. The whole school review had indicated that this was necessary to line manage the team. Staff had also received a 1% pay rise. This will have an impact on the half year figures as most increases will start in September.

Money had also been spent on the gates which would not recur this year, although the money to replace the gate to the Cadogan grounds had been factored into the budget. LED projectors had been purchased and installed in class rooms the others would be replaced on a rolling basis. Insurance costs had increased by £7,000 and some delegated funds had to be repaid to KCC.

The Pupil Premium Grant figures (PPG) need to be studied and the school must remain determined to spend the money where it is most useful and has the greatest impact; the wording on the website needs to be changed in relation to PPG.

Governors discussed the funding given for SEN children and those with English as an additional language (EAL) and wondered whether the school was missing out on funding in this area. The school is being given support to access additional funding.

The three year budget was discussed, in 2013-2014 the nett increase in funding would be 3%, a small decrease would be seen in 2014-2015 but the following year it would reduce further. This would result in in year deficits. In 2013-2014 this would amount to £2565, but the full impact would be felt the year after and it was important to find savings. Some had been identified in the building maintenance budget. When the school is further into the financial year it would be easier to see where more savings could be made. The utility lines would not show any decrease. In the third year the deficit would increase but this was to be expected as the funding figures are not yet known. Mrs Warren indicated that this might be KCC's way of pushing schools towards academy status and told the Governors that fourteen schools in Tunbridge Wells were looking to form a trust to procure better prices from companies. St Augustine's were not allowed to join and the collaboration was being overseen by the diocese of Rochester and did not have the same financial benefits as the Catholic model.

Governors discussed the Governors Fund and it was agreed to revamp the form and send it out in September. The amount in the fund is variable and is not a guaranteed income stream.

Following their discussions the Governors voted unanimously to accept the three year budget plan.

The Statement of Internal Control (SIC) had had three additions made to it, and these were approved by the Governors.

Other matters were discussed and are considered to be confidential.

RE Report: governors were informed that there was a monthly staff meeting and that the current topic 'playing together' had been well received. Book scrutiny had shown an improvement in the work being produced. Father Antony continues to visit the school at regular intervals and a meeting had been held to look at the SEF are related to Section 48. In the week commencing June 24th the school would be teaching other faiths. The children had also been learning about the Stations of the Cross. An RE meeting had been held for parents and had been poorly attended. Thanks were given to Mrs Palouti for arranging the event and she is going to attend

an FGB meeting to talk to the Governors. A meeting was also to be fixed for the other Catholic schools in Tunbridge Wells to meet.

8. **Governor Visits:** Several visit reports had been circulated to the Governors from Mr Dennison, Mr Noonan and Mrs Theobald.
9. **Governor Training:** A Safeguarding course for all staff and Governors was to be put in place then attendance on a rolling basis. Mr Dennison had also attended an Educational Visits course.
10. **Chairs Actions:** Mr Dennison reported that the number of parents using Parent View was going up and Governors were asked to assist the PTA by helping on the tea and coffee stall at the school fete.
11. **Safeguarding:** No matters were reported
12. **Any Other Business:** No matters were reported
13. **Confidentiality:** Some matters were considered confidential and are filed separately.
14. **Date and Time of the next Meeting:** Wednesday 10th July 2013, 7.30 pm at School

The Meeting Closed at 10.10 pm

- Action Point 1: Mrs Bon to circulate Decision Planner to the Governors.
- Action Point 2: Mark Dennison to speak with Keith Ransome re the outstanding report and the Head Teachers Performance Management.
- Action Point 3: Mark Dennison to liaise with St Gregory's over the signing of the Joint Panel papers.
- Action Point 4: Mrs Warren to circulate staff summary to Governors.
- Action Point 5: Mrs Warren to discuss a credit card for staff use with Mr Dennison.
- Action Point 6: Finance committee to look at financial planning for the school year.