

	<p><u>Minutes of meeting – 9 March 2017</u> There were no matters arising.</p>	
5	<p><u>BUDGET</u> Governors considered the previously circulated summary report and noted that the only cost centre appearing to be overspent was 01 TEACH. However, Mrs Lovick advised that this was a timing issue as it included staff on maternity leave and that the school would receive some of these monies back. Mr Schofield also noted that some other areas looked overspent, but again was advised that this was due to the fact that the estimated commitment was calculated at the beginning of the year. The HT fund had received payments from the SIG group, hence the increase.</p> <p>When asked whether there were any areas of concern, Members were advised that there were not. It was noted that there was little expenditure to date in respect of class consumables, but this was normal practice as teachers place orders prior to the Summer break in readiness for the new academic year.</p>	
6	<p><u>OUTTURN FIGURE</u> Mrs Lovick circulated this paper detailing the school’s outturn statement for 2016/17 and provided information to Governors in respect of the production of the report, specifically that it is produced when the financial year is closed. She added that all areas of income and expenditure are linked to nationally approved cost centres, thereby enabling benchmarking to take place.</p> <p>Mrs Lovick circulated information regarding income for the Breakfast Club and for School Meals. It was noted that these were both positive.</p> <p>It was noted that the outturn figure at £152,331, was slightly higher than the previous estimate, due to the school receiving EHCP monies being received.</p>	
7	<p><u>SEN FUNDING</u> Mrs Brown stated that the school had two panel applications pending at the moment (one for a Year 1 child and the other for a Year 2 child). In response to a query from Mr Schofield, the Headteacher provided additional information regarding the expenditure guidelines attached to SEN funding.</p>	
8	<p><u>FINANCE/HR MANAGEMENT DOCUMENTS</u> It was noted that the following documents, are Authority approved documents and that no significant changes have been made: Capability Policy for Teachers/Support Staff Staff Discipline Policies – Grievance & Conduct Special Leave of Absence Policy Improving Attendance Policy Whistleblowing Policy Flexible Working Policy Maternity Policy Paternity Policy Equality & Diversity Policy</p> <p>It was agreed that the School continue to use these policies.</p>	
9	<p><u>FINANCIAL COMPETENCES OF GOVERNORS</u> The extract from the Schools’ Financial Values Standard was discussed, particularly in respect of the completion of the skills matrix for Governors with financial responsibilities. It was agreed that this matrix should be sent to all Committee Members, to be completed</p>	VB/JW

	by the end of the Summer Term. Responses would then be collated for discussion at the Autumn Term meeting of this Committee.	
10	<p><u>CENTRAL RECORD OF RECRUITMENT & VETTING CHECKS</u></p> <p>Members were given an update with regards to the recent DBS and other checks that had taken place in school. Also, that as Chair of Governors, Ms Southworth had signed these off during visits to school on 16 March and 3 May.</p>	
11	<p><u>SICKNESS ABSENCE OF STAFF</u></p> <p>Members considered the report and asked for further information regarding person N. The Headteacher provided an update regarding this member of staff and advised that it was highly unlikely that the individual would be back at work before the Summer break. Members were informed that a referral to Occupational Health had been made and that an appointment had been arranged for 1 June 2017.</p> <p>Mr Schofield asked about payment arrangements during long term absence and was informed that this particularly member of staff, due to length of service, was entitled to six months' full pay. Ms Southworth asked for more information regarding the arrangements that have been made to cover this absence. Mrs Brown advised that individual members of the team had been working extra hours and that the Deputy had taken over much of the Manager's role. The Governors confirmed that they were happy to support the Headteacher's decision in terms of any honorarium payment.</p> <p>In respect of person Q, general discussion took place regarding health and wellbeing support for staff within school. It was acknowledged that Mrs Wright makes herself available to colleagues and that the Health & Wellbeing Group continue to explore activities/events to support staff. The reason for this person being off with anxiety was due to personal reasons, not school related. Ms Southworth asked whether, as a school, we provide an assessment questionnaire regarding staff wellbeing. The Headteacher advised that we did not routinely complete this but only when advised to do so by Occupational Health and/or HR. However, going forward this would be further considered.</p>	VB
12	<p><u>SUPPORT STAFF AND UNISON</u></p> <p>The Headteacher advised that Paul Crewe, a regional UNISON Officer had met with a number of staff, at their request, some weeks ago at which point they had raised two issues of concern – attendance at staff meetings and variable hours' contracts. Following this meeting, Mr Crewe had contacted the School's HR Advisor, Mr Dave Hewitt, and requested a meeting with him and the Headteacher; this took place on 10 May 2017.</p> <p>The Headteacher provided a summary report of that meeting and highlighted the key facts that she had shared, i.e. that staff hours may be increased (by mutual agreement) to accommodate attendance at staff meetings and that any increase in hours would be on a variable hours temporary contract. She had emphasised that there would be no reduction in hours for existing contracts of employment. She added that she had clarified that staff were given termly notice of staff meetings and that most meetings were relevant as the agendas related to teaching and learning.</p> <p>The second part of the grievance was concerning attendance at staff meetings. The Headteacher explained why she felt attendance was necessary – in respect of upskilling all staff, empowering others, improving and involving all in teaching and learning training, which ultimately should improve outcomes for children.</p> <p>Members were informed that Mr Crewe was returning to school on Tuesday 23 May to feedback to staff.</p>	

<p>13</p>	<p><u>STAFFING UPDATE</u></p> <p>Members were provided with an update regarding staffing.</p> <p>It was noted that Mrs N Haji had submitted her resignation, with effect from 31 August 2017, as she had secured a new teaching position in Dubai. She had also requested a return to work, from maternity leave, from 5 June 2017. In response to a question regarding the short notice of this request, Members were informed that it was to negate the need to pay back occupational pay prior to her resignation.</p> <p>The Headteacher also advised the Committee that Mrs Sarah Stowe had very recently received very favourable news that she had been matched for adoption and that she would commence her adoption leave from 5 June 2017. Accordingly, the Committee supported the Headteacher’s decision to allow Mrs Haji to return to work on 5 June in order that she can partly cover for Mrs Stowe in Year 6. In addition, it was noted that she would provide class cover for 5J to enable Miss Johnson to be released to undertake targeted intervention work with year 5 pupil premium children. The impact of this would be reviewed by the Standards & Effectiveness Committee.</p> <p>Mr Schofield enquired as to whether a replacement would be needed for Miss Haji. Mrs Brown provided information regarding the recent temporary appointment of an NQT – Miss Katie Phillips, after ratification of this from the Chair of Governors. Additional information of the process involved in recruiting from the NQT pool was given and Members were informed that Miss Phillips had excellent references and was currently undertaking teacher training through TEAM & Schools Direct.</p> <p>Mr Schofield also asked for information regarding the progress of the current four NQTs and was advised that all are progressing well and would successfully complete their NQT year.</p> <p>A proposed staffing plan for 2017/18 was circulated. Variations from the current year were highlighted and explained, including Mrs E Thomas returning to work on a 0.8 contract. Although it had previously been reported that Mrs Thomas would return on a 0.5 contract, the additional cost of this would be met from the variance between Mrs Haji’s salary and that of Miss Phillips. Members were also informed that Mrs Joyce would move to Reception, that Miss Wormald would move to Year 5 and that Miss Harrison would move to Year 3. Mr Schofield questioned how staff would feel about the proposed changes and Mrs Brown advised the Committee that all staff had been given the opportunity to express a preference and these had been factored in, though decisions had been made to improve outcomes and were children focussed. Two members of staff may query the decisions, one due to year group partner and the other due to the teacher wanting to more intervention based rather than class based.</p> <p>Ms Southworth asked at what point this staffing plan would be shared with staff and was informed that, following confirmation of teaching assistant roles/responsibilities/hours, it would be shared after the Spring Bank holiday.</p>	<p>VB</p>
<p>14</p>	<p><u>FREEDOM OF INFORMATION REQUEST</u></p> <p>Governors were informed of a recent Freedom of Information request relating to email exchanges between the Chair of Governors and the Headteacher. Also, that the majority of primary schools within the Authority had received the same request.</p> <p>The Headteacher advised that the school had retrospectively purchased the Information Governance SLA from the Authority and that as such had received help and support in complying with the request. It was noted that the purchase of the SLA provided additional benefits to the school in respect of training and advice in areas such as Data Protection.</p>	

15	<p><u>CHILLZONE</u></p> <p>Mrs Brown provided feedback regarding her recent meeting with the Directors of Chillzone noting that there had not yet been a return visit by Ofsted. Members were informed that a new Manager, Mrs Claire Wheeler, had been appointed. The Headteacher had been informed by Mrs Allison and Mrs Crossley that the areas of weakness previously identified by Ofsted had been actioned, including paediatric first aid training, safeguarding training, an improved registration system. Also, that planning is allocated and more focussed and that the SEF is being reviewed.</p> <p>The Headteacher expressed some concerns as to the accuracy of this feedback, based on conversations with other Chillzone members of staff, who are employed in other capacities in the school. She added, that she was concerned as to any reputational risk to the school should the Ofsted re-visit not be successful.</p> <p>Due to the absence at this meeting of Mrs Davies and Mrs Kay, there was no clarity on the review they were undertaking on the contract between the school and Chillzone. As such, it was agreed that the Chair of Governors, Ms C Southworth, along with Mr Iain Schofield would arrange a meeting with Chillzone to review the progress achieved along with appropriate evidence, and offer any further advice and support.</p> <p>Mr Schofield questioned whether there were any similar issues with Breakfast Club but was advised that this was run by the School and not a private company.</p>	CS/IS
16	<p><u>PUPIL PREMIUM UPDATE</u></p> <p>The Headteacher circulated a comprehensive list of the various interventions that taken place so far throughout the year along with revised and predicted school data as at the end of the Summer Term.</p> <p>Governors considered this data and noted that overall it showed a mixed picture of success. Ms Southworth asked how frequently the interventions were reviewed in terms of their impact and was informed that this took place every half term. Mr Schofield asked whether there was year on year progress for individual children and had this confirmed. The Headteacher advised that more thorough analysis of the data was available and that Mrs Morgan would share this information with the PP Lead Governor. It was noted that Mrs Morgan was also collating feedback on the impact of the investment into the third space learning initiative. The Headteacher informed the Committee that the PP Lead had been interviewed by the LEA School Improvement Officer and this had proved very positive. Mrs Morgan also received from the Lancashire Advisor a PP audit tool and again Mrs Morgan had completed this and the outcomes were available. Ms Southworth requested a copy of this.</p>	KM KM KM
17	<p><u>SPORTS PREMIUM UPDATE</u></p> <p>Mrs Duckett circulated papers relating to the Sports Premium Action Plan for 2016-17 and the range of activities/clubs/competitions in which the school had engaged.</p> <p>It was noted that going forward, and on her return to work, Mrs Thomas would assume some responsibilities for Sport along with Mr Clegg.</p> <p>Discussion took place regarding the costs of using the specialist coaches in some areas, it was acknowledged that this paid dividends in respect of encouraging previous non-participating children to engage in sport.</p>	
18	<p><u>DELEGATED ISSUES FROM FULL GOVERNORS</u></p> <p>There were no delegated issues.</p>	
19	<p><u>DATE OF NEXT MEETING</u></p> <p>To be arranged.</p>	

