

Townley School & Pre-School

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Headteacher: Mrs Maria-Anne Higgins

Minutes of the Meeting of the Governing Body

Tuesday 26th April 2016 – 7.00 p.m.

Governors present:

John Garlick, Maria-Anne Higgins (Headteacher), Chrissie Birch, Tony Bradbury, Yvonne Chenery, Simon Freeland, Maggie Ford, Karen Jackson, Andrew Murray and Fred Yeulett.

Others present:

Tina Chisholm (Clerk).

1. Apologies for absence

Apologies were given and accepted by Sharon Barwick, James Hughes, Natalie Paine and Will Sutton.

2. Declarations of Interests

No new items to declare.

3. Minutes of Previous Meeting

- Item 3 - All Governors who had not had a copy of, and read and understood the Code of Conduct, were asked to do so, and to sign the register.
Action: All Governors to be in receipt of a copy of the Code of Conduct, to read and understand it, and to sign the register.
- Item 3 - Governors asked if Prevent Training undertaken in their current jobs was sufficient. The Headteacher advised it was, and that their original certificate must be shown to the Clerk. Governors who had not completed Prevent Training were asked to do so.
Action: Headteacher to re-send on-line Prevent Training link to Governors and all Governors who had not yet done so were asked to complete the training
- Item 4 - Covered at Agenda Item 4.
- Item 12 –Tying and format errors have been rectified and policies signed by the Chair.
- Item 13 – Covered at Agenda Item 10.
- The minutes of the last meeting, held on 2nd February 2016, were agreed and signed by the Chair.

4. Terms Of Reference

- Terms of Reference for the Resources Committee were reviewed by the Committee held on 10th February 2016. The Headteacher requested a change to point 5a to read “and more than one quotation will be needed for items over £2000, unless the provider is the LA”. This was approved by governors.

Approved: Terms of Reference for the Resources Committee were approved by the FGB

Action: Clerk to update Resources Terms of Reference and to be signed by Chair of Governors and Chair of Resources Committee.

- Terms of Reference for the Standards Committee were reviewed by the Committee held on 13th April 2016. These were read through, approved by the FGB and signed by the Chair.

Approved: Terms of Reference for the Resources Committee were approved by the FGB

5. Budget 2016/17

The Headteacher and Chair of Governors met with Ray Byford, the school's financial advisor on 21st March 2016 to build a budget for the school's 2016/17 budget submission. The Resources Committee then met on the 26^h April 2016 to set the budget. The following key points were highlighted;

- The budget for 2015/2016 balanced.
- Headteacher and Chair of Resources Committee confirmed that the 2016/2017 budget was going to be tight. Funding has increased due to higher pupil numbers, but expenditure had increased in some areas this year due to the increased needs of the school, mainly staffing. In the long term the school will benefit.
- It was reported that the school no longer receives NI rebate, which has impacted on the budget, along with the increase in minimum wage.
- Funding received for a year 6 SEN pupil has gone, the funds for the member of support staff has been included in the budget at this stage, due to a potential pupil coming into Reception in September with special needs.
- Grounds Maintenance expenditure is less this year, although cleaning costs have increased due to the rise in pupil numbers.
- Headteacher reported that due to the change in school uniform, the school may have to use school budget in the short-term for stock supply, which should be brought back within budget by the end of the financial year. She reported however, that a fund raising exercise, Bags for School, was hoped to assist in this matter. Friends of Townley may also be able to help. The Chair reported on potential support from Tesco could also be looked into.
- Based on the projected income/expenditure, the school should have a minimum of £10k carry forward at the end of the year.
- Potential income may change due to additional funding/bursaries which have not yet been confirmed.
- The Pre-school budget showed an overspend of £653.57. The Chair of Resources Committee advised that this was due to the Pre-school still having Aged Debts of £937.50. He advised these are being actively pursued, and once paid would bring the Pre-school back within budget.

- It was reported that pupil numbers currently stand at 86.
Decision: **The Governing Body ratified the budget for 2016/17**
Action: **Finance Officer to Submit 2016/2017 Budget**

6. Academy Status (*Moved from Agenda Item 10 – Items 6 to 8 now move on 1 item*)

- The Headteacher had attended a Heads Cluster Meeting to discuss Academy Status, and the potential of all schools within the cluster becoming part of two Multi Academy Trusts. There will be other meetings arranged to continue to ascertain the best way forward for schools within the cluster.
- A Governor had attended the Academies Conference on 20th April 2016, and fed back to governors with both verbal and literature information.
- Governors were asked in turn for their views on Academy Status, and all agreed that while they would prefer the school to retain its own identity, and not be an Academy, it was beneficial for the school to work with other cluster schools, with which the school has a strong relationship, to work together to ensure the best way for forward. It was felt beneficial to the school to take the initiative and be proactive in becoming an academy, enabling the school to make decisions rather than having them imposed on them.
- The Governing Body strongly encouraged the Headteacher to continue links within the cluster regarding academy status, to explore all options, and to continue to review the possibility of Multi Academy Trust status..

7. Pre-School Updates

- The Headteacher asked Governors if it was necessary to have this as a standing Agenda item, as all areas within Pre-School are covered by both the Resources and Standards Committees. Governors agreed this Agenda Item is no longer required.
Agreed: Pre-School Updates is not longer a separate Agenda Item at FGB meetings.
- Water pipes have burst underneath the Pre-School building, which will bring financial implications to the school Budget. Work is due to commence on 2nd May 2016. In the meantime the Pre-School are using the school's facilities as required.

8. Governor Monitoring of SDP

- Governors have been visiting the school to carry out Monitoring Visits, and their reports are held on file
- The Chair reminded Governors to arrange further visits, with dates and times to be agreed with the Headteacher.

9. Questions from Governors about Heads Report/SDP/SEF

- Governors had been e-mailed the Heads Report, and prior to the meeting were asked by the Chair for any feedback and questions. All governors present acknowledged that they were happy with the Heads Report.

- Concern was raised by Governors over low attendance. The Headteacher advised that attendance was monitored closely, with regular meetings taking place with the LA EWO. It is believed that the next academic year will see the school, under guidance from the LA, enforcing fines as per the school's Pupil Absence Policy

10. Questions from Governors to Head about Safeguarding Report/Governors DBS

- This item is an ongoing agenda item at all FGB meetings to give all Governors' an opportunity to raise any concerns regarding Safeguarding. It is also the opportunity for Governors' to be made aware of current or potential Safeguarding issues.
- Governors had been issued with a copy of the Safeguarding Report, which cannot be taken from the meeting. The report was read through by all Governors.
- The Headteacher and Safeguarding Governor had met and an Action Plan has been drawn up based on the report..
- The Headteacher asked all Governors to read through the School Governors Child Protection Booklet, which was made available at the meeting.
- Safeguarding training had taken place on the school premises, with many governors attending. The Headteacher advised that FOTS committee members and school volunteers had also attended, and governors expressed gratitude and thanks for this.
- DBS' need to be completed by all Governors by 1st September 2016. Those without a DBS from Townley School and Pre-school must arrange with the Clerk for one to be carried out.
Action: Clerk to e-mail governors details of ID required for the DBS and governors to arrange with Clerk a time and date for the DBS to be processed.
- No other Safeguarding issues.

11. Reports from Committees

- The Standards Committee met on 13th April 2016, all items have been covered at earlier Agenda Items.
- The Resources Committee met on 26th April 2016, all items have been covered at earlier Agenda Items.

12. Policies

The following Policies were e-mailed to all Governors to read through in readiness for this meeting, where feedback was requested, and adoption sought:

- Policy on Children Missing In Education
- Policy for Lone Working
- Policy on Non Collection of Children
- Policy for Physical Intervention

Governors agreed adoption of the above 4 policies.

Agreed: The above Policies were adopted by the FGB.

13. Correspondence/E-Mail Addresses and Education News

- Governors were asked to use their LA e-mail addresses for all Governor correspondence. All governors have been issued with a link, user name and password for their e-mail address. If governors are having difficulties with their e-mails please contact the school office.
- The Chair encouraged governors to use the Governors websites, details of the sites are at the bottom of the Agenda.

14. Governor Visits/Training

Covered at Agenda Items 8 and 10.

15. Dates of Next Meetings

FGB (7.00pm)

Tuesday 12th July 2016

Standards (4.30pm)

Wednesday 6th July 2016