

Minutes

GOVERNING BODY OF DEVONSHIRE PRIMARY SCHOOL

FULL GOVERNING BODY MEETING

Tuesday 27th June 2017 at 7.30 pm at Devonshire Primary School

Governors present: Mr C Eley (Chair)
Miss F Alexander (Vice chair)
Mr M Kearsey (Headteacher)
Miss F Oastler (Associate Member)
Mrs S Barnes (Associate Member)
Mrs S Underwood (Associate Member)
Mrs N Gala
Mrs C Cutler

Mr K Jayaraman
Mr S Doubell (Associate Member)
Dr A Mirza
Dr C Milner-Watts
Mrs N Bonney
Mr D Brims
Mrs G Griffin

Also Present: Ms W Close - Observer
Mrs L Love (AHT) - Observer

Mrs B Scrivens (AHT) - Observer
Mrs L Atkins (Clerk)

Absent: Mrs J Kibbey
Ms R Saunderson

Mrs S Underwood
Miss S Walker

The meeting opened at 7.42 pm

Item	Appendix Action
<p>1. Apologies for absence Apologies for absence were received from:</p> <ul style="list-style-type: none">• Mrs J Kibbey• Ms R Saunderson• Ms S Underwood• Miss S Walker <p>Absences were consented and the meeting was noted to be quorate.</p>	
<p>2. Declaration of Interests None not already declared</p>	

3. Governing Body Membership

- a. To discuss governing body membership/vacancies/appointments/terms of office due to expire etc.

It was noted that Neeta Gala was leaving and she was thanked for her work with the governing body. There is therefore a vacancy for a parent-governor and this will be publicised at the start of the new term. As she is the link governor for MFL, the governing body will be looking to replace that role.

- b. To ensure governors' membership/ attendance/ register of interests information is accurately recorded on the school website

CE will update Enclosure B to show correct membership of all committees and panels from Sept 2017. Devonshire staff changes will also be reflected on this. Otherwise information is correct.

- c. To ensure governing body records are regularly updated on Edubase.

FO confirmed that this is up to date.

- d. To ensure Governor Support Service are still informed of any governor membership changes immediately after they occur.

LA was asked to inform Governor Support Service of the parent-governor change.

- e. To note that governing bodies' powers to remove elected governors of schools (parent and staff) are due to become legislation in September 2017 (Newsletter Item).

This change was noted.

Enc B
CE

LA

4. Minutes of the meeting held on 27th March 2017

Governors to approve minutes and to amend any points of accuracy.

The Minutes of the meeting were circulated in advance and were accepted as an accurate record of the meeting.

A copy was signed by the Chair of Governors.

Governors to report on any action points or other matters arising not already covered by the agenda.

The actions arising from the minutes were reviewed and confirmed as having been completed apart from the following which will be carried forward:

- Item 7: Check if EAL Policy has been approved
- Item 7: Governors Annual Statement to be updated
- Item 11: Staff Structure Document has been agreed but still needs to be circulated

FO/FA
FA
FO/FA

5. Minutes/Reports of Committees

To consider minutes/reports of Committee meetings.

The Minutes of the following Committees/Reports were all circulated in advance of the meeting and were accepted as a correct record:-

Premises and Finance Committee (25th May 2017)

Site Manager's Report (May 2017)

Curriculum Committee Meeting and Data Meeting (8th June 2017)

FA reported that there will be new legislation next year implementing the EU General Data Protection Regulation, effective from May 2018. This will affect the new child media policy and the provisions regarding active data consent will have wider implications on School life and consent from May 2018, including informing staff what data is held about them.

6. Financial Issues (Newsletter Item)

To consider financial issues taking account of the Department for Education Financial Standards for Schools / Academies Financial Handbook.

The Governors considered the Budget Submission and 3 year financial plan which had been prepared by the SBM (School Business Manager).

SB highlighted the main points:

- The School ended the financial year 31/3/17 with a £119k contingency.
- This was £21k more than planned but is not a surplus, it is a much-needed buffer for future years.
- Decisions had been made in consultation with the HT, D-HT, curriculum leaders and the finance committee.
- It is important to view the figures in a 3 year context as the school will lose the current Y4 bulge class in 2019 which will mean a loss of £130k from allocated income as a result. One less teacher at that point has been taken into account.
- Appendix D shows 3 years, up to 2019/20 but it is in the 4th year that this loss of income will be most apparent.
- The income shown is based on the Local Authority Funding Formula, with 4 blocks of funding:- 101 is Delegated Funds, £4k per pupil, also includes Early Years funding, 103 is SEN funding, 105 is Pupil Premium, currently about 100 pupils are eligible for this.
- Devonshire will not be offering 30 hours of free nursery care but will keep to 15 hours (morning or afternoon).
- Under expenditure, E01 is Teaching Staff. Increments and pay awards have been built in to this.
- From September there will be no Deputy Headteacher post. The leadership structure will be Headteacher, 3 Assistant Headteachers and 4 phase leaders. Removal of the Deputy Headteacher post is a saving within the staffing budget.
- Increased pension costs have been built in. Employer contributions will go up by a further 2-3%.
- Under E08 Indirect Employee Expenses, Sutton maintained schools have to pay an apprenticeship levy of 0.5% back to the LA.
- For E12 Building Maintenance, £12k has been built in for planned works

**Appendix
D**

including carpeting classrooms and replacing lighting (agreed at finance committee). In Y2 and Y3 there is a wish list for another £18k to be spent.

- Budget is set at £196,99k contingency surplus (rolls forward). 2019/20 is currently estimated at £203,760k. The School will be in deficit if it does not carry forward but this will be adjusted each year.

Governors asked whether the School could take on another bulge class. FO explained that they could only take a bulge class if they were requested to do so.

The reduction in SEN funding was queried and it was explained that this was due to children leaving from Y6.

Governors asked whether there had been any funding changes following the recent election and were told that there was nothing from DfE yet. There will still be a national funding formula but it is not yet known what effect it will have. It could mean a 2% increase for Sutton Schools, but this is uncertain. This planned 3 year budget is based on the assumption of no change.

SB explained that the revaluation of the LA pension scheme and the effect for Devonshire is an additional £14k on top of the current £30K and that the new School Business Manager, Wendy Close, will have to add that expenditure in, for Y2, Y3 and Y4, so the surplus will have another £42K taken off it. There must be a tight rein on the budget and new initiatives to save money.

A Governor asked about parent contributions. They were informed that these were for the School Fund, which is completely separate and for the academic year and this will be reported in the Autumn term.

Appendix F (shown on screen) showed £20k balance remaining of Devolved Capital. £10k will be spent on improving drainage in the playground and around the School and £10k on developing the wildlife area.

Governors were informed that the LA audit team visited the School on 13th and 14th June to do an audit. A written report will follow but the verbal report was very positive.

A-Z Club is nearly full. After-school club is at maximum capacity (70) and breakfast club is at 45 (capacity is 50).

RESOLUTION:

Governors agreed the recommendations of the Finance Report dated May 2017 to:

- Note the schools 2016/17 outturn position
- Agree the 'Planned Use of Year End Balance'
- Complete the Statement of Internal Control (SIC) pre-certification checklist, note the Risk Register and sign off the SIC
- Agree the proposed 2017/18 budget
- Note the Best Value Statement
- Note the devolved Capital position
- Note the A-Z report and current academic year end projection

SB was thanked for all her hard work on this and on School budget planning over nine and a half years.

7. HR Issues (Newsletter Item)

Items were discussed under 6. - Financial issues.

8. Report of the Headteacher

The Headteacher's report had been circulated in advance of the meeting. Points of particular note were highlighted:-

- (1) Devonshire remains a very popular school. At KS2 there was one place left and twins applied, so that year group is now at +1. 360 in total.
- (2) It was noted by a Governor that the number of English as an Additional Language (EAL) children has doubled since 2009. MK stated that these pupils enrich the school and that children who have more than one language often outperform those with just one. There is no one dominant culture but a wide mix. The School has also grown by 50% since 2009, so this number should be viewed in the context of overall growth.
- (3) There is one Looked After Child (LAC).
- (4) With regard to Attendance, MK felt it was unlikely that they would reach 96% but would not be far off. The children know the School is aiming for this. The number of PA's is significantly down.
- (5) There have been fewer exclusions.
- (6) There have been no incidents that can be classified as bullying - sustained, intentional, repetitive behaviour.
- (8) Staff changes were detailed and the School is fully staffed for September. MK and FO were really happy with the team who will be in place. He pointed out that a new caterer is also starting and that appears to be working well.
- (9) Staff Development training events were detailed. MK pointed out that all staff attended a very useful session on 16th June on Memory Skills and Mind Mapping.
- (10) Governor visits to the School since the last meeting were outlined. MK stated that Devonshire is fortunate to have so many Governors who do come in to the School.
- (12) The School had a fire drill with CE in attendance. They have learned from this, and although it was a successful evacuation, it will be improved.
- (13) Some of the school activities that had taken place included, on April 20th, Y5 'Kip on a Ship' - an overnight stay and tour of HMS Belfast and on May 16th, a Y6 residential trip to the South Downs Youth Hostel. MK pointed out that next year there will be too many in Y6 to do this as one trip, so it will be on 2 separate weeks. There are plenty of staff volunteers. On May 22nd there was a visit from 30 prospective South Korean headteachers. They had

<p>a tour and spoke with the headteacher and school council and the children spoke very positively about the School. On May 23rd Matt Tarrant from Prevent Strategy spoke to Y5 and Y6 with an anti-extremism message. Sports Day will be postponed, but will hopefully take place on Friday. District Sports was cancelled today, due to bad weather. MK welcomed Governors' attendance at any of the School events.</p> <ul style="list-style-type: none"> • (16) A Safeguarding update was provided. It was noted that parents are often shocked by the message about the way Social Media can be used. <p><i>Governors thanked MK for a comprehensive Headteacher's report, which will be his last one at Devonshire.</i></p>	
<p>9. Policy Documentation Child Media Policy - May 2017</p> <p>RESOLUTION: Governors approved the Child Media Policy</p>	
<p>10. Governors Annual Statement to Parents This is to be further considered.</p>	
<p>11. School Priorities and the School Development Plan (SDP) Governors to consider progress in two or three priority areas of the School Development Plan.</p> <p>Governors agreed to consider the SDP in committee.</p>	
<p>12. School and Governing Body Self-Evaluation Governors to consider sections of the school self-evaluation and to identify priorities to include in the SDP.</p> <p>FO thanked Governors for the feedback received to date.</p>	
<p>13. Headteacher's Annual Safeguarding Report to Governors To receive an annual report from the Headteacher on safeguarding issues.</p> <p>This was included in the Headteachers report.</p>	
<p>14. Approval of School Closure Dates and Educational Visits</p> <p>a) Governors to consider the approval of draft school closure dates for the academic year 2017/18</p> <p>Planned INSET days were agreed by Governors as:- 4 September 2017 16 April 2018 3 January 2018 23 July 2018 - 1 further date still to be decided.</p>	
<p>15. Governors to consider arrangements for external validation of the school's self evaluation judgements and to consider any resulting reports MK reported that the School has had two days input from an external advisor. There has been a learning week and some training with the senior leadership team. They will report back to the Data meeting.</p>	

<p>16. Pupil Premium and PE and Sports Premium This was reported under 6. - Financial Issues.</p>	
<p>17. Governor Visits to School This was included in the Headteacher's report</p> <p><i>Thanks were given to all the link governors who had sent in reports.</i></p>	
<p>18. Governor Training (Newsletter Item) Governors noted that there will be a new programme of events in the autumn term.</p>	
<p>19. Forum of Sutton Governors (Information Item) The FSG representative stated that he was unable to attend the last meeting of the Forum of Sutton Governors.</p>	
<p>20. Correspondence to the Chair/ Chair's Action It was noted that there were no minutes from the Personnel Committee as there was no meeting this term but one will be held next term.</p>	
<p>21. CONFIDENTIAL MATTERS - To agree what, if any, items should be declared confidential and recorded under 'confidential items'</p> <p>Governors agreed that detailed data, if confidential in data meetings was confidential for these minutes too and the A-Z Club accounts were confidential.</p>	
<p>22. Date and time of next / future meeting(s) FGB dates were agreed for the next academic year: Autumn Term - Tuesday 14th November 2017 Spring Term - Tuesday 13th March 2018 Summer Term - Tuesday 26th June 2018</p>	
<p>23. Any Other Business <i>CE thanked MK and SB for all they have done over the years for this School.</i></p> <p>MK stated that his 10 years at Devonshire had been an amazing time. He felt that the quality of challenge and support from the Governing Body had been outstanding and that they had made a wise decision in the appointment of FO to headteacher from September.</p> <p><i>He thanked the Governors for all they had done. He also wished to particularly thank SB for all the management information and financial information, which for over nine and a half years had been in very safe hands.</i></p>	

Closing Time of Meeting: 9.15pm

Chair's Signature Date 14th November 2017