



MEETING OF THE FULL GOVERNING BOARD ON TUESDAY 24TH APRIL 2018 AT 6PM IN THE SCHOOL

"We are a community with a lifelong passion for learning."

Present: Hilary Priest (HP), Head, Mike Waterson (MW), co-opted governor, Chair, Simon Gifford-Mead (SGM) co-opted governor, Jen Tierney (JT), parent governor, Karen Jarvis (KJ), staff governor, Suzanne Bryant (SB) co-opted governor, Nicky Rajska (NR), co-opted governor, Ceri Goddard, (CG), parent governor, Rob Hill (RH) co-opted governor from item 2

In attendance: Debbie Horton (Clerk)

Minutes

1	Welcome & Apologies for Absence Apologies were received and sanctioned from Madeline Eaton. Nicky Rajska informed the board that she would be late. Laura Partridge was absent. The governors introduced themselves to Rob Hill, a prospective co-opted governor. RH said that he had responded to the recent advertisement for a governor with skills in finance. He is an accountant who works with charities. He had met with HP and MW the previous week to discuss the role. Whilst RH was outside the meeting, the governors appointed him as a co-opted governor for a term of four years. He was appointed the lead governor for finance. MW agreed to be his mentor.
2	Attendance & Declaration of Interest The governors present signed the attendance form. There were no declarations of interest.
3	Election of Vice-Chair There were no nominations and the election will be re-visited at the first FGB meeting of the 2018/19 year in September.
4	Approval of minutes of last FGB meeting on March 13th 2018 The minutes were agreed as a correct record.
5	Matters arising from minutes of last FGB meeting including progress made on the actions raised Actions: 5. HP to check privacy notices – HP said that these were in hand. Madeline Eaton, Sandie Lovell and Sophie ? were currently ensuring that the school was compliant with the General Data Protection Regulations (GDPR). 5. NR, CG to complete L2 safeguarding training – the clerk will re-send the link, and include RH. ACTION Clerk to send safeguarding L2 links to NR, CG, and RH 5. HP to take Pay policy with amendments to HRONE - HP reported that HRONE was not happy with the two amendments. It argued that the current policy was correct to reflect role rather than experience. HP said that she is awaiting a response to her latest email. A final decision would be required for September. 14. Clerk to contact NR about training – done.
6	School Improvement Plan (SIP) HP said that since the school was just one week into the new plan, which was discussed at the previous FGB meeting, no new data or information was available to the governors, which they had not had already. She reported that staff had met to discuss the new targets for the term.
6.1	Latest performance data No new information for governors.
7	Budget
7.1	Budget 2018-19 The governors had received the draft budget 18/19, the latest monitor and comparison data for different budget years. MW reported that the draft budget for 18/19 had been improved since the last version, as a result of cuts, an increase in sports funding, an increase in catering income due to a 10p rise in a school dinner, and a Devon Association of Primary Headteachers (DAPH) payment. The carry-forward was now C £24, 000. MW had written to Sarah Wollaston MP to inform her that contrary to Department of Education

	<p>promises, the new fairer funding formula had resulted in a drop in income per child at The Grove School. She had asked for more information and had offered to meet with MW and one of the Education Ministers. MW will follow up this offer.</p> <p><u>ACTION</u></p> <p>MW to follow up discussion with Sarah Wollaston MP</p> <p>HP reported that as representative of DAPH, she had attended a meeting with Sarah Wollaston about mental health and the fairer funding formula, where The Grove School budget was used as a case study. There is a further meeting about mental health on May 10th, but not the budget.</p> <p>Q: SGM asked if all Devon schools were having this conversation about their budgets A: HP said that they were, via DAPH.</p> <p>Q: CG asked why there was such a large drop in free school meals income for the 18/19 budget, from c£49, 000 to c£25, 000. A: MW said that there hadn't been a drop, just a redistribution of those funds to different cost centres, for example, the prior attainment cost centre.</p> <p>Q: CG asked why there was a drop in teacher training costs. A: HP said that this was a deliberate cost cutting decision, but teacher training had not been compromised. The school was now doing more collaborative work with other schools, which included teacher training.</p> <p>Q: CG asked why there was a drop from c£8000 to 0 in the mutual fund. A: HP said that this was a Resources committee suggestion. Historically the school had put more into this fund than they had received and so the committee had recommended putting £8000 into the supply fund instead and taking a risk.</p> <p>Q: CG asked about the rise in pupil premium income, to £55, 000. A: HP said that pupil premium plus funding had increased and expenditure had only gone up by c£2000.</p> <p>Q: CG asked how the saving was made in the ICT budget. A: HP said that the Technician took a cut in salary and agreed to work directly for the school.</p> <p>Q: RH observed that income as a whole had increased quite significantly. A: HP said that this was a result of an increase in the number of children in the school. There had been an increase from a single form entry to a form and a half. All years are full, apart from year 5/6.</p> <p>Q: RH noted that 86% of the school budget was spent on staffing costs and observed that this was high. A: HP said that it was high, but the school believed that a good staffing structure benefitted the children most of all.</p> <p>Q: SGM asked if a fund could be accumulated to pay for maintenance and repairs. Q: RH asked if any of the budget could be carried over to form a fund A: HP said that 5% of the budget could be carried forward, and more if there was a particular project planned, so in theory a fund could be collected, but in practice there would not be much spare.</p> <p>HP reported that the Resources committee had been looking at grants, and the idea of asking for regular contributions from parents had been raised. She said that lettings had increased, which was providing a strand of income.</p> <p>JT felt strongly that as a maintained school the government should be pressured for more money rather than parents and that it could create a division in the parent community. Following discussion, the governors agreed that they did not wish to pursue this idea further.</p>
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	<p>NR arrived at the meeting at 7pm.</p> <p>CG suggested that the FGB consult the Parent Teacher Association (PTA), to explain the budget position and have a joint conversation about ways in which the PTA might be able to support the school.</p> <p><u>ACTION</u> CG to draft a proposal for PTA/FGB meeting</p> <p>MW said that whilst the draft budget was adequate, it was far from optimal, and he would prefer to see more spent on the curriculum and an extra day for the new SENCO, for example.</p> <p>The governors accepted the draft 18/19 budget.</p>
8	<p>School collaboration</p> <p>HP said that the school was continuing to explore ways of collaborating with other schools. It had looked into joining a co-operative, the United School Learning Partnership, but had decided not to pursue this option as the schools in the partnership were geographically quite distant and there was a significant cost implication with the legal fees. She said that they had started to work informally with Canada Hill School in Ogwell, near Newton Abbot, which was an outstanding school and similar to The Grove School. Canada Hill had recently done an appreciative enquiry at the school which had as its aim, to identify what makes The Grove unique. A reciprocal exercise will be done at Canada Hill next week. HP reported that the Totnes Learning Community, (TLC) was being re-vamped this year, and in particular, it was looking at school support structures and how these might be improved.</p> <p>Q: RH asked if the intention was to share some of the costs A: HP said the plan was to share training costs</p>
9 9.1	<p>Committee reports Resources Committee</p> <p>The Resources committee minutes of 19th April hadn't been ready to circulate before the meeting. MW said that the focus of the meeting had been the draft budget, which had been discussed at 7 above.</p> <p>NB the Teaching and Learning Committee hadn't met since the last FGB meeting.</p>
10	<p>Safeguarding report</p> <p>HP reported that there had been no new safeguarding issues since the last report to governors. This term, however, there were two planned meetings, concerning a child in need and a child protection issue, which would be reported to governors when they had taken place.</p>
11	<p>Governor visits</p> <p>MW had made a SEND lead visit. He reported that he had met with the current SENCO, who is due to resign soon, and interviews had been scheduled for a replacement. He noted that 3 days instead of 2, for the new SENCO would be ideal, but not possible at the moment. HP said that the current expectation was one day in the classroom and one day spent on paperwork, but recognised that the paperwork was onerous and time consuming.</p> <p>The governors had received a governor visit plan for the term.</p> <p>JT's science visit will take place on a Monday, and likewise KJ's sports visit. CG is down for a pupil premium visits, and had contacted the Head about dates for an Equality visit. MW and HP will organise a school tour for RH.</p> <p><u>ACTION</u> HP to liaise with JT, KJ CG about dates for their visits <u>ACTION</u> HP/MW/RH to organise school tour date</p>
12 12.1 12.2	<p>Governor training Feedback from training undertaken</p> <p>MW and CG had taken narrowing the gap training, about Pupil premium children.</p> <p>Future training</p> <p>SB's new governor training will have to be postponed until September. RH will need to take new governor training and finance lead training. The clerk will inform him of forthcoming dates.</p> <p>It was confirmed that SB is deputy safeguarding lead, and CG is pupil premium and vulnerable children lead.</p> <p><u>ACTION</u> Clerk and RH to liaise over new governor training and finance lead training</p>

13	Clerk's report The clerk confirmed that she had sent all governors the registration code enabling access to the new Babcock website. .
14	Correspondence MW's letter to Sarah Wollaston as above.
15	Items brought forward by the Chair MW raised the idea of self-evaluation and suggested that he meet governors individually for informal discussion. The governors agreed that this would be useful. <u>ACTION</u> MW to organise one-to one self-evaluation sessions with governors
16	What have we done for the children? KJ said that the budget had been looked at very carefully to get maximum value for money for the children.
17	Dates & time of next meeting Teaching and Learning May 24 th 2018 at 8.30am Resources June 21 st at 8.30am Teaching and Learning June 26 th at 8.30am FGB Tuesday 10 th July 2018 at 8.30am

The meeting ended at 7.30pm.

Actions Table Summary

Item	Action	Lead	By when
5	Clerk to send safeguarding L2 links to NR, CG, and RH	Clerk	By next FGB meeting
7.1	MW to follow up discussion with Sarah Wollaston MP	MW	By half term
7.1	CG to draft a proposal for PTA/FGB meeting	CG	By half term
11	HP to liase with JT, KJ CG about dates for their visits	HP	Before half term
7.1	HP/MW/RH to organise school tour date	HP/MW/RH	Before half term
15	MW to organise one-to one self-evaluation sessions with governors	MW	Before half term

Table of documents received by governors for the meeting. Digital copies are stored in the relevant meeting box on the governors' section of the website, and hard copies of those not found elsewhere, eg committee minutes in committee file, are stored with these minutes in the FGB file.

Attachment	
	Agenda FGB April 24th 2018
4	FGB minutes March 13 th 2018
7a	Budget monitor 28.3.18
7	Income and Expenditure 18.4.2018
7	Comparison, 16/17, 17/18, 18/19
11	Summer Term visits plan