

**ST MATTHEW'S PRIMARY SCHOOL
FULL GOVERNING BODY - MINUTES OF MEETING
WEDNESDAY 1ST MAY 2019 at 18.15 pm**

PRESENT:	Z Thorn (ZT)	Chair
	C Mills (CM)	Vice Chair
	N Perry (NP)	
	D Lucarelli (DL)	
	L Walker (LW)	
	R Herbane (RH)	
	John Parkin (JP)	
	K Blencowe (KB)	
	C Bates (CB)	
	K Hehir (KH)	
J Murphy (JM)		
R Warwick (RW)		
R Mottershead (RM)		
M Tinkler (MT)		
T Davies (TD)	Headteacher	
L Steel (LS)	Assistant Headteacher	
A Lewis (AL)	Assistant Headteacher	
K Spencer-Allen (KSA)	Assistant Headteacher	

CLERK: E Silver

Item	Agenda Item	Action
	WELCOME The Chair welcomed everyone to the meeting.	
1	APOLOGIES FOR ABSENCE There were apologies from: A Gurria (AG) It was noted that the meeting was quorate.	
2.	DECLARATIONS OF DIRECT/INDIRECT PECUNIARY INTEREST s The following additional declarations of interest were made: Tony Davies – trustee of Cambridgeshire Music Trust Zoe Thorn – partner no longer working at Microsoft and will be working at Samsung from June	
3	MINUTES of FGB held on 4th OCTOBER 2018 AND MATTERS ARISING The minutes of the 12 th December 2018 were approved as a true and correct record. No typos or corrections were requested.	
4	MATTERS ARISING OR AGREED ACTIONS UPDATE <ul style="list-style-type: none"> • Letter has been drafted by Chair of Governors to be sent to the Education department – to be discussed under AOB • Update on Pollution working group also to be taken as AOB 	

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	<ul style="list-style-type: none"> • TD noted that 2 separate skills audits were now circulating- any outstanding responses to either are needed by 15th May 2, 2019 - General skills audit for all governors circulated by Chair - Financial skills audit as required for School Financial Values Standard – circulated to Resources Committee. It was noted that whilst the Head teacher has these skills it is important to demonstrate that there are other governors with financial skills who are independent and able to provide challenge on financial matters <p>Action: Both audits to be circulated to governors for completion and return to school office electronically or paper copy by 15 May 2019</p> <ul style="list-style-type: none"> • Governing Bodies section of School Development Plan (SDP) has been updated with RAG rating and circulate - on Agenda – now clearer as to what actions have been done and what is still outstanding. • St Matthew's has featured in the news again – recent article on Sex Education around the world included the school as an exemplar for UK. 	TD/ZT
5	<p>Headteacher's report</p> <p>The contents of the report were noted by the meeting. In answer to questions TD advised that</p> <ul style="list-style-type: none"> • Here teachers have been recruited to date with one additional vacancy outstanding. Recruitment for this teacher will be taking place next Tuesday afternoon – John Parkin confirmed he could attend to represent the governors. • Peer Review of school taking place on 19/20 June. Governors needed on Thursday 20th – Ricardo, Rosa, Zoe and Deborah volunteered but others can attend if they are interested. TD advised that he had attended the Morley Peer Review and that the group had spoken to a group of governors for an hour on the second day to ensure that the school's own evaluation is correct. • Attendance is better than average – this results from the ongoing work done by AL supported by JM in the school office. Likely absence will be around 4% although this can always change rapidly if there is a virus in the school. Work done is to follow up on this group of children (8%) with attendance below 90% and for many of these children a gradual increase in attendance is being seen. • No exclusions since last report but that was only 3 weeks at time of writing report. Local Authority Safeguarding review was started at the end of the Spring term and will be completed this term. • Wider curriculum reviews are being scheduled resulting from the training on developing leadership skills to cover the curriculum. This identified a need to look closely at the large number of objectives currently required and see if these can be reduced to allow prioritization in key areas. • No further information since the update at the Resources Committee regarding correspondence with Hazel Belchamber regarding compensation for poor service from the Local Admissions office which has led to a reduction of £30k in funding for this year. She advised that she would be discussing the matter with Martin Wade. • Thanks were expressed to the organisers of the Funding campaign march on 1st April – 1000 people turned out to support. A second march is planned for 17th July and it is anticipated that work can be done so that this is national rather than just Cambridgeshire. 	

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6	<p>RESOURCES FOR LEARNING</p> <p>a) Draft Minutes of the Resources Committee – 24 April 2019</p> <p>The minutes were noted by the meeting. The meeting noted</p> <ul style="list-style-type: none"> - that the Committee had challenged the budget for the coming year in detail – as outlined in the minutes. They commended the school on the action taken to be prudent at the end of the previous academic year and the savings that were made which has enabled the school to bring in a balanced budget despite the significant drop in income. The Committee were recommending the Budget to the FGB. - Letting Policy rates for 2019/20 – increase of 3% (inflation linked) agreed - School Funding campaign – discussed in detail <p><i>Richard Warwick arrived at 18.30</i></p>	
6	<p>RESOURCES FOR LEARNING</p> <p>a) To agree the budget for 2019/2020</p> <p>A number of further questions were asked by Governors with relation to the proposed budget:</p> <ul style="list-style-type: none"> • It was established that the boiler that was replaced was part of the old school and not replaced at the time of the rebuilding work • SEND funding – TD advised that he has spoken to the local authority about the fact that the school can not afford to provide 1 to 1 care for children without educational healthcare plans (EHP). In the past when both the school and local authority have had better funding it has been possible to come to an arrangement. The local authority has agreed to continue funding for this term to provide 1 to 1 for one of the 2 children currently at the school who need this provision without a healthcare plan but there is no long-term solution. An application is in process for one of the two children and this may result in funding or a placement at a special school. Governors noted that this places both the school and the families involved under considerable additional stress. TD advised that another child will be joining the school following exclusion from their previous school. The child lives in catchment and therefore the school may not have any choice despite not having the physical space or funding needed to meet their needs. TD advised that the school have not met the child so the level of need is unclear but potentially if the situation breaks down then they will have to exclude the child. A child with 2 exclusions can be turned down by other schools. In answer to a suggestion TD advised that a volunteer cannot be used because of the long-term level of continuity and commitment needed. The cost of 1 to 1 support for a child is £16-17k and the proposed budget has no surplus. The FGB agreed that this was a tragic situation for both the child and the school to be in but that there was no choice if the needs were too great to be managed. • Educational visits – as is usual the full costs are not included because cost and parental contributions balance out. • Agency costs – it was explained to the meeting this is an unpredictable area and in many cases additional cost in this area will lead to a reduction in another area e.g. staff costs. The school has to pay for the first two weeks of sickness cover, but insurance then kicks in to pick up the costs. • Bought In services – governors asked if the allocated figure in this code was realistic. TD advised that many cuts had been made to the budget 	

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	<p>including in this area to bring in a balanced budget, but the figure was realistic without any margin for contingencies.</p> <p>Budget setting – it was explained to the meeting that some areas of the budget can be very accurately forecast whilst others are unpredictable e.g. allowance for cover or maintenance in the school but that historical data is used to indicate the level that these cost codes should be set at to give a reasonable expectation of meeting the budget. If for any unforeseen reason the school had to run a deficit next year then the school would need to speak to the local authority and agree a plan for the following year to replace this money. If funding next year is based on realistic pupil numbers, then with the additional £60k it should be possible to make up a £20k deficit. Ray Byford, who works for the local authority as the school's financial advisor has worked with the school to set this budget and has agreed that all spending levels seem reasonable and has suggested that the school is in a better position financially than many others he visits. If he had any serious concerns about the proposed budget, then he would be writing to the Board to suggest adjustments. It was also noted that the monthly figures are reviewed by the local authority every month and any potential problems would be flagged to Ray Byford.</p> <p>Governors suggested that budget setting would be a good area for training of all governors (as has been done in the past by Ray Byford).</p> <p>TD advised the Board that the school has not only received a reduction in funding because of the low census number but that AWPUeere funding per pupil has also gone down by £11 from last year. Per pupil funding in total was -£55 less than received in 2013-14.</p> <p>Governors asked the Head teacher about what level of funding would take the school into a more comfortable position and TD advised that there would need to be an increase of £100 per pupil plus he would suggest a small increase in the lump sum baseline figure to £150K since this would benefit small schools. In addition, funding of the High Needs block needs review. With an appropriate level of funding we would be able to fund additional 1 to 1 support as needed.</p> <p>Governors asked if the school had an option not to submit the budget until we heard from Hazel Belchamber/Martin Wade about compensation because of the risk of deficit on the current budget but the Chair advised that 10 May is final date for submission. Submitting a budget with a carryover of £82 for the year also sends a very powerful message that there is no contingency funding in the current allocations. The budget under scrutiny is a very prudent budget but acceptable given the current funding.</p> <p>The FGB unanimously approved the proposed budget for 2019/2020</p>	
8	<p>RAISING STANDARDS – SCHOOL DEVELOPMENT PLAN UPDATE</p> <p>Governors reviewed the updated plan which had been circulated prior to the meeting. The following matters were brought to the attention of the meeting:</p> <ul style="list-style-type: none"> AG has undertaken Link Governor visits on SEND and Literacy and reports will be going to TLOC Following work on curriculum area leadership staff team has determined that they are working with too many assessment statements and a review is needed to look at what is most important for our community. The aim would be to reduce to a smaller number of statements that can be delivered effectively. Ofsted are looking for a curriculum that is going deeper rather than taking a scattergun approach since they have recognized that in many schools the curriculum has become enormous 	

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	<p>and needs focusing and personalizing to the school and its community trimming down.</p> <ul style="list-style-type: none"> • St Matthew's will be receiving training in a vocabulary development programme called Mrs Wordsmith. The programme is being introduced in Fenland as part of a School Regional Improvement Board Project. St Matthew's is not part of this project itself but the school have been able to access some of the training and resources. are benefitting from a Fenland school funded vocabulary study called Mrs Wordsmith. Although the school does not meet the entry criteria one of the parents is involved and has been able to secure free resources and give KSA access to training. The study is looking at the premise that children exposed to less talk at home have a much smaller vocabulary and are therefore disadvantaged when they start Nursery or Reception. The goal is to provide activities during the school day that will enrich vocabulary. This includes 15 minutes in the morning working on vocabulary and a period of the teacher reading aloud every afternoon. Work is is ongoing to assess how these activities impact on children both learning through talk and learning to talk. St Matthew's would be keen to make similar changes, but it is less clear how to fit this work in to the current curriculum. • ICT technician is looking at the possibility of moving to chrome books which are half the cost of laptops and accessing programmes stored in the cloud. In addition, work has been done to demonstrate that at a very low cost it is possible to rebuild old slow laptops and convert them to efficient chrome books. A number of secondary schools have done this. There are cost implications since it is likely that the WIFI would need to be upgraded and the cost of licenses needs to be factored in to the costings. The ICT service have suggested a WIFI system that would cost about £10k but the school are also investigating whether there are cheaper options. TD advised that the current WIFI did not upgrading since the router company no longer exists and it would not have the capacity needed for Chrome books to run web based programmes. David Trent, school Computing leader, will be is being paid out of the Capital budget to carry out a feasibility study and speak to other schools that have made the transition. Governors asked if there was any support or finance that could be obtained from local tech companies for a project of this nature. It was agreed John Parkin, ICT Link Governor and possibly Ricardo Herbane (IT knowledge) could meet with David Trent and look at how this project is implemented. If older laptops can be successfully converted, then parents could be asked to donate these to the school leading to further cost savings. • RE – expenditure needed for additional resources for new curriculum. It was noted that curriculum reviews may need to be completed before expenditure in any area to ensure resources bought support the retained parts of the curriculum. 	
9	<p>PEER REVIEW – EVALUATING GOVERNANCE</p> <p>TD reported that he had taken part in the Morley School Peer Review. They had used a rubric to review the work of the school. He advised that the exercise is less about detail and more about reviewing every aspect and making some snap decisions and then analyzing them. The purpose of the exercise is to identify what we are good at and where improvement is needed. TD asked governors to carry out a similar exercise in the area of governance.</p> <p>Do you want the headlines listed here?</p> <p>Overall governors agreed that Governance hits most of the criteria for Established with some areas moving into the Leading category. The governors representing the Board at the Peer Review meeting (9.00am on the 20th June) will use the</p>	

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	<p>information gathered in this session. One key area for improvement in relation to governance was that of linking governors' understanding of data to outcomes in the classroom.</p>	
10	<p>RAISING STANDARDS – DRAFT ATTENDANCE POLICY</p> <p>AL advised that the policy was a model policy with only minor adjustments for clarity. In addition, the model letters used for absences and lateness are included in the document. The late letter has been modified to include a reference to penalty notices and links to the legislation as recommended by the local authority.</p> <p>Governors asked about whether it was the school's policy to avoid penalty notices and AL advised that the school works whilst we would want to understand the particular circumstances behind absences but that the school does intend to use penalties when there are repeat offences and no indication that parents have changed their behaviour or are engaging with support offered to address poor attendance after the school has contacted them.</p> <p>Governors asked what happens when a child is absent:</p> <ul style="list-style-type: none"> i) Phone home – if no answer ii) Phone mobiles and/or work numbers for parents iii) Email sent if no phone contact made iv) If no reply, then 3rd and 4th contacts contacted or if sibling known to be at another school then that school would be contacted <p>All these communications would be made on first morning of absence.</p> <p>In addition, at the end of each term letters are sent to the families of pupils who are below 90% attendance. There are 3 different letters which are sent out in succession if no improvement/intervention is seen.</p> <p>One of the governors asked whether we would go to the home address and were advised that the school does not have the resource to do this and would have concerns about staff safety. They were aware that the local authority may would suggest this, but this is not included in this model policy. The governor advised that this may be an area that they need to discuss with the local authority since this is the guidance that has been provided following a recent incident with safeguarding issues although he acknowledged it may not be possible to implement it. AL advised that this could be raised at the next Attendance team meeting. Governors asked about whether social workers would be contacted if the school knew a child was being monitored and it was confirmed that this was done. In one instance but the school was told that it is their responsibility to visit the home.</p> <p>Action: Governor to provide more detailed information to the school and the school to raise at attendance meeting with local authority.</p> <p>Governors commended AL and JM and the whole school on their excellent work in this area</p>	
11	<p>RESOURCES FOR LEARNING</p> <p>DRAFT HEALTH & SAFETY POLICY</p> <p>Policy updated as a result of issues identified at recent Safeguarding audit with Chris Meddle. A small number of corrections were noted by governors as follows:</p> <p>Organisation page 2 – no mention of KSA or of office staff</p> <p>Page 5 - Lockdown – reference only to look somewhere else – agreed basic information should be included here</p> <p>Page 5 – Accident reporting – need to add in Nursery classroom as location for report book</p>	

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	<p>Page 5 – Safe classrooms – needs clarification about use of glass with appropriate risk assessment since now following a curiosity approach to help children learn about real life objects and the consequence of dropping them. Also, in the home corner no longer using plastic plates and cutlery but trialing china so that children are aware of the weight and feel of objects.</p> <p>Page 6 – statement about footballs only in the cage needs clarification since also used at the side – needs to specify times</p> <p>Page 6 – Cycling statement needs clarification to exclude supervised training and after school club activities</p> <p>Page 7 – Reference to Criminal Record Bureau (CRB) needs to be updated</p> <p>Page 8 – mentions reference to staff challenging strangers but no mention of tail gating when people go through locked doors (noted that this is in Risk Assessment)</p> <p>Clear guidelines on which cupboards are routinely locked e.g. craft, science and cookery would be useful.</p> <p>DRAFT BULLYING AND HARRASSMENT POLICY</p> <p>It was noted that in this policy there is a requirement from the local authority for the Link Governor for this area to attend a termly meeting; at the moment that meeting is usually twice a year, but this can be increased as required.</p> <p>This policy is coming to the governors since it has not been reviewed for a number of years to ensure that it is still up to date since the model policy has not been updated since 2014.</p> <p>Action: Link Governor for Bullying and Harassment to come in termly</p> <p>CODE OF CONDUCT FOR ALL ADULTS</p> <p>Governors confirmed they were happy with the content of this document however it was noted that almost everything in the document is repeated in other documents.</p> <p>One of the governors asked if the After School Club used these policies and was informed that they have their own policies and are inspected separately by Ofsted. In answer to a question about who would be responsible if there was an accident the Board were advised that was dependent on the cause. If it was due to poor maintenance of school equipment the school might be responsible but if it was due to poor supervision, then it would be the responsibility of the After School Club.</p> <p>Governors asked about what the position with long term letters were and were advised they would have their own insurance or could piggy back on the school public liability insurance. A question was asked about whether there should be locks on the hall doors to prevent letters using the rest of the building, but it was noted that one of these doors is <u>are</u> fire exits and therefore this cannot be done.</p>	
12	<p>RAISING STANDARDS – GOVERNOR TRAINING</p> <p>The Chair advised the FGB of the following training:</p> <p>14th May – Clerks termly training</p>	

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	<p>15 June – Governors Conference 8 May/21 May – Governors termly training June 3rd – Induction training – Richard Warwick attending. Other governors who have not yet attended were encouraged to book a place</p> <p>Action: ZT to circulate dates and times to Clerk and all governors</p>	ZT
13	<p>FORWARD PLANNING – AGENDA ITEMS FOR 10TH JULY 2019 (18.15) Outcomes of statutory Assessments Peer Review feedback</p> <p>Action: RM to look for links/training for data analysis</p>	RM
12	<p>AOB</p> <p>PTA Fundraising In the last 4 weeks £2865 have been raised. It is not yet clear how much of this is one off donations and how much is monthly giving.</p> <p>Letter to Education Secretary The draft letter was tabled for all governors to see and if necessary, comment on to the Chair. It was requested that a similar letter was sent to the Social Services</p> <p>Action: Chair to finalise feedback on Letter to Education secretary re funding and update this letter for Social services and ensure both sent</p> <p>Pollution /Air quality RH and PM have put together a survey monkey with 2 parts; covering both views on the local area and also level of interest in joining a working party. The link to this survey will be sent to all parents and leaflets given to all local residents in Norfolk Street.</p> <p>Action: Survey to be finalized this week, reviewed by small group of governors and sent out as soon as possible.</p> <p>It was noted that there is likely to be another national day of action regarding climate change. Date was not known but thought to be in July</p>	Chair
13	<p>SCHOOL IMPROVEMENT ACTIONS AND OUTCOMES FROM MEETING</p> <ul style="list-style-type: none"> • Two skills audits (general and Finance skill) to be circulated to governors for completion and return to school office electronically or paper copy by 15 May 2019 • Governor to provide more detailed information on recent attendance/safeguarding incident to Head and the school to raise at attendance meeting with local authority. • Link Governor for Bullying and Harassment to come in termly • ZT to circulate dates and times of training this term to Clerk and all governors • RM to look for links/training for data analysis • Chair to finalise feedback on Letter to Education secretary re funding and update this letter for Social services and ensure both sent 	

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The meeting closed at 20.30

Signed:..... Date:.....

