Countess Gytha Governors Meeting
Minutes of the meeting Thursday 25th January 2018
5.15 pm in the staff room

Present: Maria Butterfield
Lisa Goodland (Headteacher)
Lucy Jones (Chairperson)
Lizzie Lukins
Simon Peck
James Tuck

In attendance: Verity Smith – Clerk to the Board of Governors
Janine Carey – Finance Officer – Countess Gytha School

Apologies: All members were present.

Item 1. Governor Roles and Responsibilities

Chair of the Governing Board
059 The clerk took the meeting. Lucy Jones offered to be Chair of the Board of Governors in line with the Boards standing orders following the resignation of Steve Chaudoir. Lucy Jones left the room and the members unanimously agreed to Lucy becoming the Chair of the Board.

060 Lucy returned to the room and was informed of the decision. Lucy took the chair for the meeting.

Vice Chair of Governing Body
061 It was suggested that Lucy Jones should have a vice chairperson for which no members were able to commit to at this time however members agreed to support Lucy as needed.

Roles of Responsibility
SEN
062 Maria Butterfield agreed to be the SEN governor for the present time and declared her potential business interest.

Safeguarding
063 Simon Peck agreed to continue as the safeguarding governor. It was agreed that a meeting will be arranged for Simon Peck to meet with Lisa Goodland and Lizzie Lukins (Lizzie is completing the audit) to go through and sign off the safeguarding audit which will then be submitted online.

064 The members agreed to review the roles and responsibilities again in September 2018.

Item 2. Apologies
065 All members were present.

Item 3. Declaration of Interest and confidential items
066 No additional declaration of interests were made and no confidential items were discussed.

Item 4. Agree minutes of 30th November 2017 meeting
067 The members agreed the minutes of the 30th November 2017 were a true record of the meeting however it was agreed that item 11 would be amended to reflect a confidential minute. The clerk will amend the minutes and re-circulate for agreement at the next Board meeting.

Action: Amend minutes accordingly - Clerk

Item 5. Matters arising from those minutes: comment on action points not covered elsewhere on the agenda.
068 Item 5/30. Progress a Governor Action Plan. This is an agenda item for this meeting.
Item 6/32. Ask Caroline Holbrook to make a presentation to the members to gain an understanding of Key Stage 2 curriculum tests. This item will continue to the next meeting for review. Action: Ask Caroline Holbrook to make a presentation to the members to enable the members to gain an understanding of Key Stage 2 curriculum tests. Lisa Goodland

Item 6/33. Review governance structure. This is an agenda item for this meeting.

Maria Butterfield to meet with Aleshia Spike, SENCO regarding the provision for SEN. Maria Butterfield confirmed that she has spoken with Aleshia Spike, SENCO regarding provision for SEN.

Item 12/50. Complete Prevent training. Members were reminded to complete the online PREVENT training if they have not already done so.

Item 14/55. Agenda item for the next meeting – Board yearly programme. This is an agenda item for this meeting.

Item 15/56. Purchase a sound system for the school hall. The members were informed that this has now happened.

Item 6. Finance
Month 9 Budget

The month 9 figures have been circulated to the members prior to the meeting. Janine Carey advised the members that the budget is currently secure and it is anticipated that the school will have a £30,000 carry forward for next year. Lisa Goodland advised the Board that the school is putting together a ‘wish’ list of all purchases that are required. The school are obtaining quotes for several items presenty including a projector for the school hall and desks for teaching staff to enable better digital provision for their laptops.

The members noted the reduction of number of pupils on roll and the impact for the budget. The school have considered this in their planning, noting that current indications are that the school is oversubscribed for September 2018 with 29 families selecting Countess Gytha as their first choice. The PAN is currently 21. The school will liaise with County regarding ways to support greater admissions.

Lisa Goodland has a long-term plan to improve the aesthetics of the school.

James Tuck suggested the school look at an app called school ping which will enable parents to look at their child’s learning and progress. The members were advised that the school has recently purchased an online payment package which has other facilities including texting. The school currently uses mail chimp to communicate digitally with parents. As a consequence it will review these processes and streamline accordingly.

The Board returned to the budget and noted the kitchen budget is significantly improved. Janine Carey recommended the budget to the board, there are no known risks and there is a healthy carry forward. The board approved the budget as presented.

The members discussed the budget for 2018 – 2019 and noted that this is expected to be sustainable. Janine Carey and Lisa Goodland are arranging to meet to plan for the forthcoming budget.

School Financial Value Standards (SFVS)

The members were advised that this is currently being reviewed. It is anticipated that this will be concluded by March 2018.
The members were advised that this is currently being actioned and it is anticipated that these will be available by March 2018.

The Finance Policy

This is being reviewed and will be brought to the March 2018 meeting for adoption. The members asked if the policy is currently compliant and in consideration of potential changes in the future does the school need to review as there is potential for significant changes. The policy will be reviewed in conjunction with Preston Primary’s Policy to ensure compliance.

Virements and Fraud Register

There have been no virements for this reporting period and no instances of fraud.

The members noted the requirement to have these items on each agenda to ensure financial compliance. There will be pay committee meeting’s as required.

Simon Peck suggested that another independent person carry out a financial check on the figures as presented to ensure triangulation. It was suggested that Preston Primary Academy Trust (PPAT) may be able to action this. Lisa Goodland will liaise with PPAT.

Action: Lisa Goodland to communicate with PPAT with a view to a PPAT member reviewing financial information as presented to ensure scrutiny.

Item 7. Headteachers Report

Lisa Goodland reported to the Board that pupil attendance from September to date is currently 96.5%. This was welcomed by the members.

Item 8. Governor Business

Governing Body Structure

The members discussed the Board structure of approximately six meetings a year with additional other meetings as required. It was agreed that the school would look at PPAT meeting structure and consider a similar strategy.

Action: Lisa Goodland to establish the PPAT governing body meeting structure.

Preston Primary Academy Trust Multi Academy Trust

A confidential minute was taken and will be circulated inline with board regulations.

Governing Body Action Plan to including training for members

The members reviewed the OFSTED recommendation to have a review of governance. In consideration of the membership changes it has been agreed that this will not happen at this time. The members discussed a governing body action plan and it was agreed that the members need to be aware of their skills and the board needs to be aware of its skills shortages. Simon Peck will share a governor skills matrix for all members to complete and allow for an analysis of the membership and create a training plan.

Action: Simon Peck will share a governor skills matrix for all members to complete and enable analysis – Simon Peck/Verity Smith

James Tuck advised of his resignation as a member of the Board. He will continue in post until 28th February 2018. Lisa Goodland will pursue with the doctor’s surgery to try and secure a co-opted governor. The members discussed further routes to obtain governors. It was recommended that PPAT and ALP be approached to see if they could secure members for the board.

Action: Lisa Goodland to approach other providers to try and secure further members to the board.
**Governing Body Yearly Planner**

092 Lisa Goodland shared with the members a proposed yearly planner of Board activities. The agendas will be structured around this document and papers will be circulated in advance of the meetings. It was recommended that for policy review that one member will be asked to review a policy when appropriate and that member will bring it to the meeting recommending approval. This course of action was agreed.

**Dates for the forthcoming year**

093 The members agreed to the following meeting dates for the rest of the academic year at a newly agreed start time of 5.15 pm.

- Thursday 15th March
- Thursday 10th May
- Thursday 12th July

094 For the next academic year it was agreed the first meeting would be 11th October 2018.

**Item 9: Child Protection (Safeguarding)**

095 There are no safeguarding issues to report.

**Single Central Record**

096 Lisa Goodland brought the Single Central Record in duplicate for signing by the chair to acknowledge sight of the report. This action took place and members noted that this process will happen at every board meeting.

**Safeguarding Audit**

097 The members were advised that Lizzie Lukins is currently completing the Local Authority Safeguarding Audit and as previously noted a meeting will be arranged for this to be reviewed. Lizzie Lukins advised the members that she has updated the ‘concern’ form for staff and class teachers have been issued with a pack of blank forms for their use.

**Item 10. Policies**

098 The members noted that currently the finance policy is the only policy under review.

099 Lizzie Lukins left the meeting at 6.40 pm.

**Item 11. Any Other business**

100 A confidential minute was taken and will be distributed in line with confidential reporting procedures.

**Cleaning Contract**

101 The members were advised that the current contract ends at end of May and the school would like to take this aspect of work back in house. The school would employ a caretaker to be responsible for the cleaning team and locking the school with additional cleaning and odd job responsibilities. There would continue to be a small team of cleaners also employed directly by the school. The school has carried out a financial audit of changing this contract and it is cost neutral for the employment however the school will have a small outlay as it will need to purchase the equipment required to enable the cleaning to happen. The members noted this and discussed the disadvantages of this strategy however the Board agreed to the school’s recommendation.

**Core Group Meeting**

102 The members were advised of a core group meeting taking place on 9th March at 9.30 am to which Graham Simms and David Hogg will be present. Two governors are required to attend. Lucy Jones and Maria Butterfield agreed to attend and Bernie Green will also be asked to attend.

**Item 16: Date and Time of next meeting**

103 The next meeting was agreed as Thursday 15th March 2018 at 5.15pm in school.
The meeting closed at 7.05 pm.

Minutes agreed at the ______________________________ Governing Body Meeting

Signed_____________________________________ Chair of the Governing Body

Date____________________________________________

**Meeting Dates for 2017-2018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Status</th>
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<tbody>
<tr>
<td>Thursday 15\textsuperscript{th} March 2018</td>
<td>5.15 pm</td>
<td>Confirmed</td>
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<tr>
<td>Thursday 10\textsuperscript{th} May 2018</td>
<td>5.15 pm</td>
<td>Confirmed</td>
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<tr>
<td>Thursday 12\textsuperscript{th} July 2018</td>
<td>5.15 pm</td>
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**Meeting Dates for 2018-2019**

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<tr>
<td>Thursday 11\textsuperscript{th} October 2018</td>
<td>5.15 pm</td>
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**Summary of Agreed Actions**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Action</th>
<th>By Whom</th>
<th>By When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 4/67</td>
<td>Amend minutes accordingly</td>
<td>Clerk</td>
<td>Completed Feb 2018</td>
</tr>
<tr>
<td>Item 4/69</td>
<td>Ask Caroline Holbrook to make a presentation to the members to enable the members to gain an understanding of Key Stage 2 curriculum tests</td>
<td>Lisa Goodland</td>
<td>As agreed by Caroline Holbrook</td>
</tr>
<tr>
<td>Item 6/86</td>
<td>Lisa Goodland to communicate with PPAT with a view to a PPAT member reviewing financial information as presented to ensure scrutiny</td>
<td>Lisa Goodland</td>
<td>For the next meeting</td>
</tr>
<tr>
<td>Item 8/88</td>
<td>Lisa Goodland to establish the PPAT governing body meeting structure.</td>
<td>Lisa Goodland</td>
<td>For the next meeting</td>
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<tr>
<td>Item 8/90</td>
<td>Simon Peck will share a governor skills matrix for all members to complete and enable analysis</td>
<td>Simon Peck</td>
<td>For the next meeting</td>
</tr>
<tr>
<td>Item 8/91</td>
<td>Lisa Goodland to approach other providers to try and secure further members to the board.</td>
<td>Lisa Goodland</td>
<td>Update at the next meeting</td>
</tr>
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**For Information - Three Core Functions:**

a. Ensuring clarity of vision, ethos and strategic direction;
b. Holding Executive Leaders to account for the educational performance of the organisation and its pupils and the performance management of staff;
c. Overseeing the financial performance of the organisation and making sure its money is well spent.

**For Information – The Four OFSTED Areas**

1. Quality of teaching, learning and assessment
2. Effectiveness of leadership and management
3. Personal development, behaviour and welfare
4. Outcomes for pupils