**’Love One Another, Know Ourselves, Believe and Grow’**

Tutshill Church of England Primary School

FGB meeting

G5 meeting 22nd May 2019

4:30pm to 6:30pm

|  |  |  |
| --- | --- | --- |
| Attendees | Apologies | Absent |
| Jennifer Lane (HT)  Katharine Clarke (KC)  Surraya Rowe (SR)  Natalie Fryer (NF)  Alex Watson (AW)  Amanda Cooper (AC)  Abi Ryder (AR)  Suzanne Moore Osley (SO) | Marion Evans (ME) Vice Chair  Vicar David Treharne (DT)  James Bradbury (JB)  Lisa Hebborn (LB) |  |
| Also attending Karen Beard (KB) Clerk  Nina Williamson (NW) to present Budget for 19/20 | | |

**Agenda**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item no** | **Subject** | **Time required** | **Key input from** | **Purpose/Comments** |
| 1. **05/19** | **Opening Prayer** | 5 mins |  |  |
| 1. **05/19** | **Welcome and Apologies for Absence** | 5 mins | Clerk |  |
| 1. **05/19** | **Declaration of Interests** | 5 mins | Clerk |  |
| 1. **05/19** | **To agree items of Any Other Business previously notified** | 5 mins | Clerk |  |
| 1. **05/19** | **Minutes of Last Meeting** | 5 mins | Clerk |  |
| 1. **05/19** | **Matters Arising from Minutes** | 10 mins | Clerk |  |
| 1. **05/19** | **Vote in Acting Vice Chair** | 5 mins | Clerk |  |
| 1. **05/19** | **Governors’ Budget Plan** | 15 mins | NW |  |
| 1. **05/19** | **Raising Additional Income -** | 10 mins | KC on behalf of JB |  |
| 1. **05/19** | **Data Predictions and Staffing** | 20 mins | HT |  |
| 1. **05/19** | **Committee Reports – finance delivered under GBP** | 5 mins | HT |  |
| 1. **05/19** | **Safeguarding** | 5 mins | HT |  |
| 1. **05/19** | **Parents Views/Communication** | 5 mins | Acting Vice Chair |  |
| 1. **05/19** | **AOB** | 10 mins | Acting Vice Chair |  |
| 1. **05/19** | **Dates and Times of next meeting**  **18th July 2018 G6 @ 4:30pm** | 5 mins | Acting Vice Chair |  |

**MINUTES**

|  |  |  |
| --- | --- | --- |
| **Item no** | **Subject** | **Action** |
| 1. **05/19** | **Opening Prayer** |  |
| 1. **05/19** | **Welcome and Apologies for Absence**  KB arrived late NF kindly stepped in  Apologies were received and accepted from ME, DT, JB and LH  Welcome to NW to present the Budget for 19/20 |  |
| 1. **05/19** | **Declaration of Interests**  **none** |  |
| 1. **05/19** | **To agree items of Any Other Business previously notified**  Field  School Governors |  |
| 1. **05/19** | **Minutes of Last Meeting**  Update action list |  |
| 1. **05/19** | **Matters Arising from Minutes**  **none** |  |
| 1. **05/19** | **Vote in Acting Vice Chair**  KC was nominated by JL to be the Acting Vice Chair. She left the meeting while the Governors took vote to elect her in as Vice-Chair. KC returned and was welcomed as Vice-Chair, . KC chaired the meeting from this point. |  |
|  | KB arrived to the meeting |  |
| 1. **05/19** | **Governor’s Budget Plan**  NW presented the Budget for 2019/2020 to Governors; outlining that there will be £105,000 to carry forward for next year, the budget is manageable for the next year reducing income and increased expenditure outside of the school’s control, will present issues in the future. It is has been a challenging budget with limitations on income and increase with expenditure. There is a need to look for extra funding and apply for any relevant grants. Currently PTA looks for funding and is a registered Charity, this will be discussed later in the meeting at item 74.  Looking at a three-year plan, should staffing remain at the same cost redundancies may have to be considered at some stage in the future. However this will need to be mapped and be planned well in advance. An additional cost this year has been toward the EHCP funded pupils.  The budget has been approved by the Finance Committee on 10th May 2019. |  |
| 1. **05/19** | **Raising Additional Income**  KC presented options of raising extra income on behalf of JB. HT explained that raising funds for Schools is difficult and whilst there are a vast amount of grants available, some of them might not be appropriate or the School does not fit the criteria. Currently there is no comparison on how other Schools access funding; whereas Academies employ a specific person to fund raise, this is not an option for us.  KC confirmed that JB wanted to help with the application of grants, there is a lot of work involved with completing the applications, she asked if anyone else has experience of this kind of work; both SR and SO said they had and would help wherever they could.  There are two housing developments in the area and a discussion around the developments and their effects on our school took place. |  |
| 1. **05/19** | **Data Predictions and Staffing**  HT circulated documents for Governors. The data for reading, writing and maths were discussed for each year group. Progress throughout the School is positive and some children are working above the expected level which is very encouraging. Some year groups will be monitored to see where things are working well and practice will be shared with years where it is not. External monitoring for Reception, Year 2 and Year 6 shows that they make very good progress; it does seem to have an effect compared to those year groups that don’t have external reporting of pupil outcomes.  HT is looking at ways to streamline coverage of the Curriculum. In Maths there will be meetings to ensure that all topic areas are covered before May half term to ensure continued progress.  Ofsted’s new framework. The category is set to be renamed to. Quality of Education (QE) and is now allowing Schools to identify their own curriculum direction, under the headings of the 3 i’s; Intent, Implementation and Impact. The change in category focus is a step forward in education. Schools ought to be more aware of their own demographic and environment and what effects this has on the children attending. HT will provide more information on this when she has it.  Staffing redundancies have been considered because of the restraints on budgets, this has not been rolled out to Staff yet. HT asked that this be kept confidential for now. HT has been able to re-deploy some Staff after resignations and there will be one appointment. HT has spoken with HR at GCC to discuss pay and there are few options available to us regarding pay progression. . HT wanted to explore the possibility of giving an opportunity of Leadership to a member of Staff but given the current position this has been put on hold for now.  Staff are aware of the forthcoming picture, including redeployments, and this may not suit all but there is training available and hand overs will be arranged.  HT circulated a document for the Governors to read, this outlined Jane Pritchard-Meeker’s annual visit to HT. This is still confidential so Governors read and handed back to HT. |  |
| 1. **05/19** | **Committee Reports – finance delivered under GBP**  Finance Committee see point 73 above  KC presented report from HR Committee – refer to eSchool attachment for details  Committee discussed Performance Policy specifically for TA’s. Safeguarding was discussed. The Trick Box for children is already being piloted during the Summer Term. There is potential that Tutshill will be asked to be a lead school for Trick Box in our area. .  KC presented report from T&LC Committee – refer to eSchool attachments for details.  Committee looked at separate groups of children and attendance. Data is broken down into boys and girls and into specific groups and Years. |  |
| 1. **05/19** | **Safeguarding**  Independent Reviewing Officer meeting for a family at school. The Children’s wellbeing is always taken into consideration. |  |
| 1. **05/19** | **Parents Views/Communication**  HT has received an email from a parent regarding behaviour in classroom, HT will meet with the parent to get more details. There are no complaints currently. |  |
| 1. **05/19** | **AOB**  The Spring Fayre was a lovely experience for the children and parents; it was held in the field which the School has been given.  School field: The documentation for this has now left the solicitors and is with the Diocese so we are hopeful that the hand over will be completed soon.  HT was asked if the School used “The Key”; a website for school governors. HT confirmed that the School uses an alternative, less expensive site called “The School Bus” instead. She will send the link.  SATs: the children in the Years involved approached this with confidence and found it challenging but rewarding. Language used in the SATs was by far the most challenging.  HT announced that KB will be leaving as Clerk, she will attend the last meeting on July 18th. |  |
| 1. **05/19** | **Dates and Times of next meeting**  **18th July 2018 G6 @ 4:30pm** |  |

|  |
| --- |
| Meeting Closed at 6.30pm |
| Approved by Chair as being a true record of the meeting Date: |

Text Key:

|  |  |
| --- | --- |
|  | Red text = actions |
|  | Blue text = proposed/seconded |
|  | Orange text = suggestions |
|  | Purple text = questions |