

Pinxton Village Infant Schools Governing Board



Minutes of the meeting of the Governing Board of Pinxton Village Infant Schools held on Thursday 20th October 2016 at 6.00pm at John King site.

Membership

'A' denotes absence

Caroline Wilson (Joint **Vice Chair** & Parent Governor LW)
Mary Dooley (LA Governor)
Sebrina de Veer (**Chair** & Co-opted Governor)
Gavin Morris (Co-opted Governor)
Jessica Knighton (Staff Governor)
Matthew Peat (Co-opted Governor)
Jason Holmes (Parent Governor JK)

In attendance

A Jan Pierce (Headteacher & Ex-officio)
Christine Avery (Associate Member)
Liz Hails (Associate Member)
Jayne Cotton (Clerk to Governors)

Unless where otherwise stated, governors had received all associated documents and papers relating to the set agenda seven days in advance of the governing board meeting. It was expected that all governors had familiarised themselves with the content of the papers prior to the meeting.

113/16 Welcome and Apologies for Absence

The Chair welcomed governors to the meeting. 7 governors were in attendance so the meeting was quorate.

Apologies from Jan and Anju were received and accepted.

114/16 Governing Body Membership

a) 3 co-opted vacancies.

- A parent from John King had expressed an interested in being a governor.

Action: SDV and JP to set up a meeting with them after half term to inform them more about the role.

- CW has registered on the website www.inspiringgovernance.org and has registered PVIS governor vacancies. She sent letters to the 3 geographically closest people with skills ranging from Science, Engineering to Finance. CW to keep governors updated.
- SGOSS are aware of the 3 vacancies.
- LH had approached Pinxton Parish Council for them to place an advert in the newsletter but hadn't received a response. MD clarified that they are no longer placing these types of things in their newsletter but would be able to place on their notice board.

Action: MD to arrange for the advert to be put on the notice board.

115/16 **Declarations of interest in any of the agenda items for this meeting/Confidentiality**

- CA, LH and JK declared an interest in agenda items 15a, b and c.
- JH declared an interest in agenda item 10c.

Governors were reminded that all matters discussed at the meeting were confidential.

116/16 **Teaching School Alliance Update**

a) TSA Budget update, including risk register

Received: Report from AV, presented by SDV

Main points noted and discussed:

- The close down of the Ripley office is now complete with expenditure of just over £3k with only the gas and electricity bill left to pay.
- Whaley Thorns Primary School had confirmed use of their space for training in 2016-17, they are also storing excess furniture.
- Some items have been sold which will be allocated to the TS budget.
- £40k from Government Grant had been received.
- £17,022 income had been received from alliance members from the memorandum of understanding (33 schools).
- CPD course brought in £7,970, there was an expected income of £20k. AV expected significant increase over the rest of the year for this but due to illness they weren't in a position to push forward to get more courses planned.
- School Direct income of £23,324 was also received, but this did not contribute to the budget due to it going out again.
- The budget is on track, there is an expected income of £80,000 with £64,992 currently being received. With the expected generation of money from CPD courses being run it was felt things were ok financially until August 2017.
- Items 8, 9, 10 and 11 on the risk register are highlighted just for governors to be aware, they are low risks.

b) Ripley Closedown report

Received: Report from AV, presented by SDV

Main points noted and discussed:

- Most of the activities were complete; the few left open included some bills to be paid.
- There were no questions regarding this report.

c) TS Financial Regulations and procedures

Received: Report from AV, presented by SDV

Main points noted and discussed:

- Under Section K item 1 regarding inventories, LH does not have anything to do with inventories for the TS, this needs amending to be AV role and not LH.
- Governors noted and **approved** these procedures.

Action: AV to amend the TS Financial Regulations document section K detailing who is responsible for inventories.

d) TS Charges and Remissions policy

Received: Report from AV, presented by SDV

Main points noted and discussed:

- Governors **approved** this policy.

e) Longwood salary reimbursement invoice – spend approval

Received: Invoice from LH

Main points noted and discussed:

- This invoice is for backfill of salaries and other costs for Synergy TS to be reimbursed back into the Longwood school budget. This invoice is for 5/12ths of the 16/17 year (April 2016- August 2016 of the current school year).
- Governors **approved** this spend from the Synergy TS budget of £23397.87.

f) NLE work/ Bursary Accounting

Main points noted and discussed:

- It was agreed that SDV, AV and LH will meet together and decide the best format to present the TS budgets to governors.
- Governors would like to see carry forward from previous years and a commentary to help them understand the budgets better.
- Governors agreed the TS was currently showing a positive picture, especially now the Ripley offices were closed.
- AV is working from home still, but other schools are stepping in to take up the slack.

Action: SDV, LH and AV to meet to put together a budget format for the TS

a) Amendments & Acceptance of Minutes

The minutes of the Governing Board meeting held on 21st September 2016 had been circulated to governors prior to the meeting and were approved as a true and accurate record.

The minutes from the meeting held on the 29th June 2016 were amended, with the quotes received by LH attached and signed by SDV.

b) Matters arising from the Minutes

Minute	Action	Person
22/16	CW to confirm availability to attend the welcome to chairing course, so JC can book it. CW unable to attend the date in June. JC to let her know next date once it is released. CW has been booked onto the 5 th November course Completed	CW/JC
52/16 (b)	SDV and CA to discuss skill sets PVIS board are in need of at present. It was agreed more skills in Finance were needed JH to attend DCC Finance training. Completed	SDV and CA
64/16	CW to look into how to join NGA, costs and which level to sign up for. CW has now signed up and joined. LH to pay invoice which is £79 annual subscription. CW to send an email regarding access and change the email to the school chair of governor email address. Ongoing	CW
65/16 (b)	SDV and CW to look at subject areas and assigning to governors over the summer. Completed	SDV and CW
72/16 (a)	JC to put a governor application pack together. Discussion regarding hard copies of governor induction pack. Agreed to have PDF blank version with no contact details in which would go on website. JC to do this and sent to LH for uploading. To also look into a copy being on one note for governors to access once on the board. LH to set up governor emails so they can access one note, and to look into sharepoint. It was agreed for audit governors would still need to sign to say they have received access to the induction pack or any changes made to it. LH to put onto One Note during half term Ongoing	JC /LH
72/16 (a)	SDV to liaise with LH to advertise governor vacancy on SGOSS. Complete	SDV
75/16 (a)	SharePoint within office 365 be looked as a way of reviewing the minutes. Ongoing	LH
76/16	JP to make changes as discussed to Safeguarding Audit and sent to LA. Ongoing	JP
77/16(c)	CW to look into her files and send information on this	CW

	alternative to the data dashboard. Ongoing	
79/16	JP to give feedback on academisation at the next FGB meeting in September. Ongoing	JP
82/16 (b)	JP to bring self-evaluation and outcomes to the autumn meeting so results can be compared with the national data. To be brought to the next SI meeting. Ongoing	JP
94/16	SDV to email SGOSS to advertise 3 vacancies and to email interested person. Completed	SDV
94/16	CA to speak to parent interested in being a governor. Completed	CA
94/16	LH to organise a recruitment letter to send out to parents. Completed	LH
98/16	JC to bring a copy of the working together code of practice document to the next meeting. Complete	JC
99/16	JC to ensure absent governors complete a form and to collate the information for governors pecuniary and personal interest and send to LH to be uploaded onto the school website. MD to give her form to LH. Ongoing	JC
100/16	JC to get advice from Governor Support regarding how to make this amendment in the minutes. Governors agreed to having information in the minutes regarding quotes and company names. Complete	JC
101/16	JK to forward last year's SIP to SDV- Completed	JK
102/16	MP to go on the performance management training, JC to let MP know the new training dates once they are published. SDV and CW to give MP copies of any literature they have from the course they attended. Ongoing	JC/SDV/CW
102/16	CW to attend meeting on 11/10/16 to meet Adrian Baldwick ongoing CW emailed and will meet after half term. Ongoing	CW
106/16	JC to book CW on the Briefing on 5 th October in Denby, GM to let JC know if he can attend so she can book a second space. Complete	JC/GM
109/16	SDV to check if she still has a copy of AW resignation and to forward to JC. Complete	SDV

118/16 Governing Board Framework Document Approval

a) PVIS Governing Board Terms of Reference

Governors **approved** this document, subject to the wording being changed to "board" rather than "body".

Action: LH to replace the wording in the Terms of Reference document from "body" to "board"

b) Working Together Code of Practice

Governors **approved** this document, subject to the wording being changed to “board” rather than “body”.

Action: JC to replace the wording in the Code of Practice document from “body” to “board”

119/16 Safeguarding

Received: CA keeping children safe in education, the management of safeguarding

Main points noted and discussed:

Q- Where children or families have left to attend another school does the family worker make links with the new school so they don't slip under the radar?

A- Yes there is a handover, she contacts the school to liaise with their new family worker.

- A discussion was held about children missing in education. At PVIS where a child had potentially gone missing it was followed up, liaising with Social Care and the new school etc. All the guidelines were followed and paperwork filled out. LA are going to let PVIS know the new guidelines, but CA is happy the school already follows the guidelines.

Q Who is the designated safeguarding lead within school?

A- This is JP

- All governors confirmed they had read this document.
- Safeguarding training is updated every 2 years, JP is the lead but both CA and JK attended the designated lead course as well. Every term there is a SLT safeguarding briefing which JP, CA or JK attend in rotation.

Q- Is a suitable safeguard filter being used on the IT system?

A-School uses a DCC approved filtering service and are confident this is adequate.

Action: CA to send next 2 sections regarding Safeguarding to the next meeting.

120/16 School Improvement

Received: A verbal report from CA

Main points noted and discussed:

- Everything is going to plan and on track.
- SDV has completed the governors section which will be copied into the School Improvement Plan for the leadership and management section.
- New information has been received for the requirement to have the pupil premium strategy document on the website, CA to bring this to the next

- meeting.
- JK presented the Sport Premium Report including financial overview. It was agreed this report should come to every meeting and should be an agenda item.

Action: CA to bring the pupil premium strategy document to the next meeting.

121/16 Academy update

Received: verbal report from CA

Main points noted and discussed:

- Some schools are approaching this differently, by developing a formal practice of working together, whilst others are looking to become an academy.

122/16 Finance

a) Finance report

Received: Report from LH

Main points noted and discussed:

- The introduction of the national funding formula by the LA is now delayed until April 2018. At present it is unknown what this formula will look like, some schools will gain some will lose. Caution was therefore advised for the 18/19 years figures in this report.
- Longwood budget Annex 1 had a projected carry forward from 16/17 of £34,814, however the current estimate is now £42,279. The difference is mainly due to surplus money from the universal free school meals. This is allowed but not something which should be relied on yearly. By 17/18 the carry forward is £2,707, with staffing remaining the same which included build in pay rises. By 18/19 the figures are projected to be in deficit by £39,765, however costs will be considered at budget setting
- 95% of the budget allocation for 17/18 is for staffing cost and 96% in 18/19.
- For the John King budget Annex 1 had a projected carry forward of £59,903, however the current estimate is £61,750, again this is through benefiting from school meals. The John King budget has a carry forward of £74,282 for 2017/18 and £59,500 for 18/19.
- As an overall picture with both school budgets combined, the overall carry forward figure for 18/19 would be £19,735 which is a healthy position. Some staff costs are paid from one budget but the staff work for both schools, so costs must be considered overall.

Q- What are phantom pupils?

A- Each class can take 30 pupils, if there are less than that in a class the school gets a small amount of money for 'empty chairs' in that classroom towards the running costs of the class. This is less than if it was a real child. The school has 135 pupils at moment but has the capacity for 150.

- There were no virements since the last report, which LH explained was the

movement of budgeted amounts between the budget areas.

- Regarding Devolved formula Capital there has been expenditure for internal improvement work and classroom based IT. The proposed expenditures are linked to the premises survey plan. All expenditure and income reported is site specific.

Governors thanks LH for an excellent informative report.

b) Virements/ Approval of Spend

Received: Verbal Report from LH

Main points noted and discussed:

- It was requested that £40k was moved into the Synergy Teaching School budget from the LW budget which was from the Department of Education Grant. This would be an internal transfer.
- Governors **approved** this transfer.

c) New IT SLA approval

Received: Report from LH

Main points noted and discussed:

- JH left the room at this point due to having a business interest in this item.
- LH presented 3 quotes she had sought:
Atom IT- £5750 annual cost
DCC IT- £5000 (Gold package) annual cost
Stones- £5571 annual cost
- The new IT service provider would take over from Jan 2017, due to costs the frequency of visits will be less, although the level of expertise will increase which would hopefully mean less visits will be required.
- It was agreed that a decision needed to be made on knowledge and expertise of the service providers and the best fit for the school, rather than just costs.

Q- Would there be a handover from the old service provider?

A- LH will be doing the handover.

- Governors considered LH report and discussed the pros and cons of the providers. DCC already provide the schools server support and telephone assistance and LH advised they were happy with the service received. , It was agreed for consistency of service and value for money that DCC would be the best option for PVIS.
- All **approved** LH recommendation for the DCC IT to be the new service provider.

d) Disposal of inventory items

Received: Report from LH

Main points noted and discussed:

- Governors **approved** these disposals.

e) Imprest account reconciliation

Received: Report from LH

Main points noted and discussed:

- Governors **approved** these accounts.

123/16 Premises/Health and Safety

Received: Report from LH

Main points noted and discussed:

- The last annual visit with Area Surveyor Ian Carrington-Millsopp was carried out in April 2015. This is now overdue and was highlighted in the last audit in March 2015. LH has chased but due to staffing shortages they are only dealing with urgent matters. LH to keep chasing.
- Improvement works since the last report were discussed which included repointing of brickwork at John King and decorating of both schools.
- Planned works were discussed including replacement of the lead valley above the resources room at John King. LH to budget for this in next year's budget and provide some independent quotes.
- A 5 yearly electrical installation review was carried out which highlighted some significant rewiring requirements. These will be covered by next years IMP (insurance maintenance capital pool) budget, rather than the school's own funds, due to the value.

Action: LH to provide SDV with a copy of the electrical report.

124/16 Audit Action Plan

Received: Letter from DCC Audit

Main points noted and discussed:

- Governors noted this correspondence which confirmed the March 2015 judgement of 'Qualified Assurance' due to the IT Service Level Agreement not being in place at the time of the audit visit. LH advised that whilst this was disappointing, as it was felt that issue was outside of the schools reasonable control, she was proud of all the work that has taken place to respond to audit recommendations and the systems that are in place now. Governors were confident that the outstanding issue had been dealt with.
- An outstanding action for laptops to be encrypted is in progress. Volume licences have been purchased to install the Windows encryption program.

Action: LH to bring an update on the audit actions to the next meeting.

125/16 PVIS Policy Review

a) Complaints Policy

Subject to some typing errors being amended Governors **Approved** this policy.

Action: JH to email LH typing errors to be amended.

b) Equality Policy

Subject to some typing errors being amended Governors **Approved** this policy.

Action: JH to email LH typing errors to be amended.

c) Teachers Pay Policy

Q-Does the school use the council shared services for payroll?

A-Yes

Q-Will pay scale M6 and M6a be merged?

A-This is one of the points being disputed by the Teacher Unions at the moment. It is not significant for our staff at this stage.

- Governors **approved** this policy.

Action: LH to amend to include the schools name.

d) Support Staff Performance Review Policy

Q-Under point 7 it refers to the school capability procedures, what is this?

A-This is a procedure where a system of review will be undertaken, like a performance improvement plan.

- Governors will get a report regarding performance around October time plus feedback through various relevant agenda items.
- Governors **approved** this policy.

Action: LH to check if there is a DCC capability policy.

Action: CA to amend the reference from “body” to “board” within the Support Staff Performance policy.

e) Charges and Remissions Policy

- Governors **approved** this policy.

f) Financial Roles and Responsibilities

- Financial roles have changed significantly over the last 2 years.
- CA is now doing more financial roles within the Deputy Headteacher role.
- There are now additional financial roles included for the Schools Business

Officer and School Business Assistant role.

- The Synergy Teaching School has also now been included.
- The reference to “body” needed changing to “board”.
- Audit highlighted that the school needs this document.
- Governors **approved** this document.

126/16 Confirm arrangements for Headteacher’s Performance Review

The date for this has been set for 07/12/16 with Adrian Baldwick.

127/16 Personnel

JK and LH and left the meeting at this point (20.05pm)
CA left the meeting after item a) (20:10pm)

See confidential minutes for a summary of the discussions held under this agenda item.

128/16 Governor Training

a) Feedback from Governor strategic briefings and planning for next briefings

Governors to look at the NGA website once access has been arranged.

b) Feedback from recent training

- JP and CA went on an Ofsted update briefing in the autumn term by the LA. There has been a phrase change regarding Pupil Premium which is now “diminishing the difference” rather than “closing the gap”. There is a big emphasis on proving that pupil premium children are making more progress than their peers. There is also an expectation that as many governors as possible will be present during Ofsted visits for outstanding schools. Governors will be expected to be able to show their own evidence that they are checking teachers are doing what they say they are doing and to have their own improvement plans.

c) Training requirements

10th November Finance training- JH to confirm if he can attend

5th November Welcome to Chairing- CW to attend

12th November Welcome to Governance –JH to attend

MD is now a cabinet member for Safeguarding and has attended 4 meetings as a consultant.

129/16 Governor visits into school

a) Arranging Governors Visits into school

- SDV circulated a document detailing governor allocations to identified areas.

Action: SDV and JH to make a date with LH regarding Health and Safety.

Action: Governors to make arrangements for visits within their allocated area before the next meeting.

Action: MP to arrange with CA regarding the RAM visit into school.

b) Feedback from governor visits into school

- School visit reports to be sent to JP and SDV, as these are essential for Ofsted evidence.

130/16 Correspondence

Main points noted and discussed:

- CA received resignation from the play worker at John King
- Governors approved for CA to advertise for a replacement playworker at John King

131/16 Agenda Items for next meeting

- Sports premium
- Pupil Premium Strategy

132/16 What have we achieved tonight that will make a difference to the children in this school?

- Policies have been reviewed and approved.
- Visits into school have been planned.
- Positive feedback received from Synergy Teaching School showing it is in a good place financially and operationally.
- Finance for PVIS looks in a good position.
- Health and Safety reports shows children are being kept safe.
- The robustness of the Safeguarding Policies had been challenged.

133/16 Date and time of next meeting:

School Improvement- 23/11/17 6pm at John King site.

The Governors thanks CA and all the staff for carrying out a superb job in the absence of JP.

The meeting closed at 8:35pm

Signed

(Chair)

Date

PVIS Action list from the Governing Board Meeting 20/10/16		
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102/16	CW to attend meeting on 11/10/16 to meet Adrian ongoing CW emailed and will meet after half term. Ongoing	CW
114/16	SDV and JP to set up a meeting with parent interested in being a governor after half term to inform them more about the role.	SDV/JP
114/16	MD to arrange for the governor vacancy advert to be put on the parish notice board.	MD

116c/16	AV to amend the TS Financial Regulations document section K detailing who is responsible for inventories.	AV
116f/16	SDV, LH and AV to meet to put together a budget format for the TS.	SDV/LH/ AV
118/16	LH to replace the wording in the Terms of Reference document from “body” to “board”.	LH
118/16	JC to replace the wording in the Code of Practice document from “body” to “board”.	JC
119/16	CA to send next 2 sections regarding Safeguarding to the next meeting.	CA
120/16	CA to bring the pupil premium strategy document to the next meeting.	CA
123/16	LH to provide SDV with a copy of the electrical report.	LH
124/16	LH to bring an update on the audit actions to the next meeting	LH
125a & b /16	JH to email LH typing errors to be amended in the policies.	JH
125c/16	LH to amend the Teachers Pay document to include the schools name.	LH
125d/16	LH to check if there is a DCC capability policy	LH
125d/16	CA to amend the reference from “body” to “board” within the Support Staff Performance policy	CA
129/16	SDV and JH to make a date with LH regarding Health and Safety.	SDV/JH
129/16	Governors to make arrangements for visits within their allocated area before the next meeting	ALL
129/16	MP to arrange with CA regarding the RAM visit into school	MP/CA