

**MINUTES OF A MEETING OF THE GOVERNING BOARD OF
MANOR PARK NURSERY AND PRIMARY SCHOOL
HELD AT THE SCHOOL ON 27TH JUNE 2017**

Governors Present:

Mrs C Walley	CW	Chair
Mr S Cotterill	SC	Headteacher
Mr A Andrew	AA	
Mr G Mason	GM	

Also in attendance:

Mrs T Chapman	Clerk to Governors
Mrs L Simmons	SBM

PART ONE – NON-CONFIDENTIAL BUSINESS

1	<p>APOLOGIES</p> <p>Governors noted the absence of Cllr S Gardiner and Mr C Williams with no apologies received.</p>
2	<p>CONFLICT OF INTEREST</p> <p>Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.</p> <p>No potential conflict was declared.</p>
3	<p>PART ONE MINUTES AND MATTERS ARISING</p> <p>The part one minutes of the meeting held on 13th March 2017 and 19th May 2017 were confirmed as a correct record, and signed by the chair.</p> <p>The following matters arising were discussed:</p> <ul style="list-style-type: none"> • SC has met with Julie from the Welcome Café who visited school to talk to the pupils; she intends to visit again for homework club. • SC contacted a local marketing company to discuss ways in which they could assist the school in raising its profile in the area. SC advised that although the meeting was very positive, the school has to look at value for money and it was decided not to use an external company. • Discussions regarding the school prospectus have begun and SC will source ways in which the school can produce them whilst considering best value. • The school's Facebook page is live and receiving positive feedback. • SC advised that the pupils will receive new, more professional homework diaries where parents can see the teaching planner.

	<ul style="list-style-type: none"> • LS is still investigating the new signage. • SC advised that the school believe there to be £14k still outstanding from Cheshire East (CE). • The Breakfast Club needs to be reviewed by the Senior Leadership Team (SLT) to ascertain its future; it was agreed that the item be discussed again at the Autumn Term meeting. • AA is continuing to investigate the option of Airport Drainage Engineers to attend school to report on the field drainage. • The SFVS was submitted in time and the school hasn't received any feedback. • SC advised that sourcing an apprentice was not successful but a teacher direct student will be teaching from September at no cost to the school. • SC advised that since the meeting on 19th May, the school has bought the computers on finance instead of leasing them. The decision to do this was based on best value as leasing would have cost more at the end of the term. <p>Actions:</p> <p>To ensure that the link for the school's Facebook page is on the school's website.</p> <p>To ensure an item for Breakfast Club is on the Autumn Term agenda.</p> <p>To arrange a meeting with the H&S Governor, Caretaker and Headteacher in the Autumn Term.</p> <p>To ensure the Asset Management Register is updated by Autumn Term.</p> <p>To ensure that CLW creates a Financial Capabilities tab on the Skills Matrix</p> <p>To provide CLW with a template matrix.</p> <p>To ensure that Modern Governor training is part of the governor training plan.</p>	<p>SBM ✓</p> <p>Clerk ✓</p> <p>SC/SG ✓</p> <p>SBM /SC ✓</p> <p>Clerk</p> <p>SBM</p> <p>CLW</p>
4	<p>SCHEME OF DELEGATION</p> <p>The updated Scheme of Financial Delegation was presented at the meeting and the following was highlighted:</p> <ul style="list-style-type: none"> • School no longer has access to Imprest; the Business Manager, Admin Assistant and Maintenance Officer are authorised to use the School's Visa Card up to a limit of £500. 	

	<p>Q: Is £5k operationally too low for the headteacher? A: Yes, for example the Trim Trail is circa £10k in total; if we aren't successful in the bid we would have to convene a meeting to authorise full payment for it.</p> <p>The Clerk advised that authorisation to spend above £5k could be given by the Chair of the FGB under Chair's Action.</p> <p>The governors agreed to recommend to the FGB that the headteacher's Authority to Purchase up to limit is increased from £5k to £10k.</p>	
5	<p>FINANCE</p> <p><u>Three Year Budget Plan</u></p> <p>Governors received the 3 year budget plan prior to the meeting and the following was discussed:</p> <ul style="list-style-type: none"> • Funding for 2017 has been based on 195 pupils. • 67 Pupil Premium pupils totaling £88,440 in PP funding. • The LA supported the school financially last year; the budget includes this support, SEN funding and the £40k owed from CE. • 2016/17 Carry forward of £81,110 • In year deficit of £50,187 • Budget set with a carry forward of £30,923 <p>Governors were also provided with the Consistent Financial Reporting (CFR) Summary for 2016/17.</p> <p>Q: Is the PP funding for this year similar to last year? A: It's less because fewer parents are applying for Free School Meals.</p> <p>Governors discussed the predicted deficit of £27,559 for 18/19 and £140,083 for 19/20.</p> <p>Q: Is there an issue when setting a deficit budget? A: We aren't setting a deficit budget this year.</p> <p>Governors agreed that the issue of year 2 and year 3 deficits cannot go ignored and that it must be monitored closely and numbers on roll need to increase.</p> <p>Q: Why is there a large increase from Year 2 to Year 3? A: Wage increases, NI contributions.</p> <p>Governors agreed to submit the 3 year plan as presented to the Schools Finance Team.</p> <p>Governors agreed to recommend this budget as presented to the Full Governing Board for adoption.</p>	

Update on essential services & review of contracts

The SBM provided the governors with a list of contracts that have been reviewed:

Buildings Maintenance Contract – Integral

Contract not renewed due to poor service, school has obtained quotes for services and inspections from alternative providers.

ChESS

The ChESS arrangements had been agreed prior to the meeting.

Long Term Sickness Insurance

Due for renewal in September 2017; SBM currently sourcing quotes.

Love Music Trust

Contract renewed for £3170.

Swimming

Contract renewed for three terms at a cost of £3276.

Q: Is swimming for years 3 and 4 only?

A: No, Years 5 and 6 will have lessons in Autumn term; years 3 & 4 will have lessons in Spring and Summer terms.

Q: Does it include transport?

A: No, transport is an additional £2200.

Cheshire East Catering

Renewed the contract for circa £15k (meals £2.20 per pupil).

Site – Waste Disposal

Contract renewed at a cost of £2124 per annum.

Benchmarking

The governors received a benchmarking report against schools in a similar context to ensure value for money at the meeting.

The report was based on 2015/16 data.

Q: What does occupation per pupil mean?

A: Cleaning and premises costs.

A governor commented that the average KS2 Point Score is low against other schools; SC advised that this has been identified and is being addressed.

Action:

To ensure this item is on the Spring agenda for the 2016/17 data.

17/18 SAM

Clerk

6	<p>PREMISES</p> <p>Governors were provided with the statement of priorities for maintenance and development of the school's premises, grounds and equipment prior to the meeting and the following points were highlighted:</p> <ul style="list-style-type: none"> • The statement was created in July 2016 • Most jobs have been completed; any outstanding will be completed in 2017/18. • Testing of the electrics will take place during the summer break and is within the budget. • Governors noted that it was not clear which tasks were priority within the plan. • The boiler room is still flooding; an anti-flood valve to fix the issue would cost £836 but is not on the maintenance plan. • Quote to carry out the annual drains inspection and cleaning came in at £510. • Asbestos Survey in line with new legislations will be carried out over the summer break at a cost of £450; previous surveys have concluded that there is not asbestos on the premises. • The playground markings will be paid for using sports grant funding; one quote so far for £2.5k has been received and the school are waiting for a further two quotes. • The Trim Trail quote is £10k; school has submitted a bid for a grant to cover the cost. If the bud is successful the school will need to contribute circa £2.5k from the sports grant. • The insurance claim for the pergola roof was successful. • Spinney staging has been refurbished. • The wall in the allotment has been repaired and repointed. <p>Action: To rag rate the statement of priorities, provide costs and ensure alignment to the budget.</p> <p>To provide the SBM with a value for money template graph</p>	<p>SBM</p> <p>AA</p>
7	<p>HEALTH AND SAFETY UPDATE</p> <p>The Health and Safety report was provided prior to the meeting and the following points were highlighted:</p> <p>Q: How are the actions progressing? <i>A: Most of the actions are for training and staff will be sent on them when they become available; for example, the site manager needs to complete legionnaire awareness but the course isn't available through CE yet.</i></p> <p>Governors expressed concern over the lapse in some staff training.</p> <p>Actions:</p>	

	<p>To ensure that the staff training procedures are reviewed.</p> <p>To ensure there is a procedure in place to monitor staff training gaps and when a training session needs to be renewed.</p> <p>To ensure there is an item on the Autumn agenda to re-visit the training issue.</p>	<p>SE ✓</p> <p>SE ✓</p> <p>Clerk ✓</p>
8	<p>GOVERNORS KEY ACTIONS/SSDP/SEF</p> <p>Governors discussed their key actions and agreed that the monitoring schedule needs to work concurrently with the planning schedule.</p> <p>Actions:</p> <p>To meet on the morning of 7th July and agree the monitoring schedule.</p> <p>To ensure there is an item on the FGB agenda to approve the monitoring schedule.</p>	<p>CW/ ✓</p> <p>GM/SC ✓</p> <p>Clerk ✓</p>
9	<p>POLICIES</p> <p>Governors approved the following policies:</p> <ul style="list-style-type: none"> • Recruitment • Capability • Complaints <p><i>Q: Do we have any complaints on file for this year?</i> <i>A: No formal complaints.</i></p>	
10	<p>DIRECTOR'S REPORT</p> <p>The Director's Report for the Summer Term 2016 contained the following matters relevant to the committee:</p> <p>Item 4: Asbestos Management Item 6: Schools audit Programme 2016/17 Item 7: IR35 Tax changes Item 16: Failure to set a balanced budget</p> <p>The clerk highlighted to governors a number of issues, and governors noted the report. The following points were discussed:</p> <p>1. No members of staff are affected by the IR35 Tax Changes.</p>	
11	IMPACT STATEMENT	

	<p>How has the Board of Governors helped move the school forward in this meeting?</p> <p>The 3 core strategic functions defined by the DfE are:</p> <ol style="list-style-type: none"> 1. Ensuring clarity of vision, ethos and strategic direction; 2. Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and 3. Overseeing the financial performance of the school and making sure its money is well spent. <p>In relation to core function one, the GB has improved its strategic development by:</p> <ul style="list-style-type: none"> • Arranging the Monitoring Schedule <p>In relation to core function two, the GB has promote the highest possible standards for Safeguarding and held the headteacher to account by:</p> <ul style="list-style-type: none"> • Ensuring an effective staff training plan is in place <p>In relation to core function three, the GB has</p> <ul style="list-style-type: none"> • Approved the annual Budget • Approved the 3 year plan • Reviewed the Asset Management Plan 	
12	<p>MEETINGS</p> <p>It was confirmed that the next full Governing Board meeting would be held at the School on 22nd November 2017 at 5pm.</p> <p>Action: To ensure the dates of next year's meetings are circulated to the FGB.</p>	Clerk ✓

Mrs L Simmons left the meeting at 18:43

The meeting moved to Part Two.

