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**Eynesbury C of E Primary School Governing Body  
Meeting of FPP Committee 29 June 2016**

Meeting commenced at 7.05pm.

|          |                  |    |
|----------|------------------|----|
| Present: | Andrew Chapman   | AC |
|          | Michael Freeman  | MF |
|          | Sue Lea          | SL |
|          | Andrew Underwood | AU |
|          | Helen Rouse      | HR |

|                |                         |    |
|----------------|-------------------------|----|
| In attendance: | Tracey Crawshaw (Clerk) | TC |
|                | Christine Taylor        | CT |

Apologies accepted: Stewart Martin (SM), Karl Wainwright (KW) and Sonia Wilson (SW)  
Received from and not accepted: None

The meeting opened at 7.05pm, Andrew Underwood welcomed everyone to the meeting. The meeting was quorate.

Governors received a presentation on Clever Touch smart boards

### **1. Apologies**

Apologies were received as indicated above and the committee accepted these.

### **2. Declaration of Pecuniary Interest**

None declared.

### **3. AOB**

### **4. Minutes of the last meetings (18 April 2016 and 5 May 2016)**

The minutes for the meeting held on the 18 April 2016 were agreed, signed and dated by the chair. The minutes for the meeting held on the 5 May 2016 were agreed, signed and dated by the chair with minor corrections.

### **5. Matters Arising and Review of Actions (detailed at the end of the minutes)**

The following matters were arising in addition those within the actions below:

| <b>Action</b> | <b>Details</b>  | <b>Who</b> | <b>To be Completed</b> | <b>Status</b> |
|---------------|---|------------|------------------------|---------------|
| 3.5           | Governors to attend Finance training. Clerk to investigate Finance training for the whole Governing Body                      | TC         | February 2016          | Ongoing       |
| 5.2           | The head teacher will contact Mr Wade to seek examples of best practice and details of the financial audit process            | HR         | Ongoing                | Closed        |
| 5.3           | Stewart Martin to undertake Safeguarding Audit.   | SM         | April 2016             | Closed        |
| 6.1           | Investigations and action to be made regarding filling the pothole in School Lane. The potholes have been filled temporarily. | MF         | ASAP                   | Closed        |

|     |  |    |      |        |
|-----|--|----|------|--------|
| 6.2 | Mouchel to be contacted regarding level of service | SM | ASAP | Closed |
|-----|--|----|------|--------|

**3.5** Governors confirmed that Finance Training is to be organised for the governors and the clerk will coordinate dates once received from Karl Wainwright. **Ongoing.**

**5.2** The Head teacher advised governors that the Audit Team are unable to meet with her. Out of the 6 schools Rob Cottle advises 5 of them are being re-audited, Eynesbury is not being re-audited. Andrew Underwood is to attend the next finance meeting (20 June 2016) with Rob Cottle and he will be asked to review the audit action plan as part of the meeting. **Closed**

**5.3** The Audit has been undertaken and Stewart Martin is to circulate a visit report for the Audit. **Action 7.1.** It was agreed that the Single Central Record (SCR) will be reviewed and signed. All of the staff and support lines in the SCR have been reviewed and any blanks filled. The volunteer, peripatetic music teachers and governors are being reviewed currently. **Closed**

**6.1** The potholes have been filled temporarily. **Closed**

**6.2** David Cook for Mouchel has met with the Head teacher, the contract was discussed and reviewed. The school requires a lower level of service than they currently receive. The previous contract was based on higher funding levels and the school is now in a better state of repair. The Service Level Agreement (SLA) has been reviewed and will be a bronze level which will lead to a reduction in costs (budget saving of £2,100). The school does not currently have an energy certificate which was part of the previous SLA and had not been completed. This will now be completed free of charge. The bronze level of service will provide access to the helpline and 3 visits a year.

## 6. Finance

The Budgetary Control Report dated 16/06/2016 was circulated to Governors, notes were circulated with the BCR and the following were noted:

### Income:

- Formula funding is as expected.
- SEN income is as expected
- There is an increase in Pupil Premium funding due to the increase in the number of children eligible for Pupil Premium – includes Early Years Pupil Premium funding.
- Bank interest was lower than expected.
- Casual charges were higher than predicted due to increased number of children taking up additional Nursery hours this term.
- Lettings are slightly lower than profiled, however this may be due to not all payments received. **Governors enquired if there has been any changes in the lettings. No, the school has been receiving increased bookings for lettings.**

### Expenditure:

- Teachers pay is well below the budgeted value by nearly £7,000. Supply staff is higher due to necessity to cover staff who have not been appointed, but this is offset by the underspend in Teachers pay.
- Staff training is underspent, but this will be spend later in the year on several high cost courses including the National SENCo award, Level 4 Teacher Assistant training x 2 and National Professional Qualification for Middle Leaders.

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- Governors enquired regarding the changes in Midday Supervisor roles from September. The Head teacher advised governors that both Midday Supervisors and Learning Support Assistants (LSAs) will be on the playground at lunchtimes. They will have different roles and the LSAs will be setting up play activities and learning spaces.
- Governors enquired why the buildings maintenance line is overspent. This is due to the Early Years grounds works and other projects taking place. Governors agreed that Chris Taylor would provide governors with more information on this overspend and projections for the year. **Action 7.2: Chris Taylor.**
- Governors discussed the 2017-18 budget and the fact that it currently does not balance. Possible reductions for 2016/17 and 2017/18 were outlined to governors if they will be required. Governors asked if the Fairer Funding would help with future funding. It is hoped that this will help the situation for schools in Cambridgeshire.
- School Funds. Governors reviewed and agreed the School funds audited accounts (audited by Peter Chandler CCA limited) for August 2013-2014 and 2014-15.
- Governors enquired regarding the crossing patrol for the school. Advertisements have been placed for the vacancy and parents have been advised that there is no crossing patrol in the mornings and afternoons.

The BCR was signed by governors.

## **7. Head teacher report**

The Head teacher presented a written report which included personnel and premises items.

### **Personnel**

The school is fully staffed for September 2016 and Caroline Truman is due to return from her maternity leave at the beginning of July, with 1 days leadership time and 2 days teaching in the classroom.

Staff have undertaken class transition discussions ready for September.

Governors enquired regarding staff turnover. The Head teacher advised governors that until 2014 the staff had been steady at the school, in the last 2 years there has been a higher turnover of staff.

### **Premises**

The outside ground development for Early Years is underway with support from parents and the reuse of existing materials to keep costs to a minimum.

The Diocese is to be approached for funding for a quiet/contemplation area.

In the future the governors will need to look at redecorating the whole school.

Interactive white boards. The Head teacher presented governors with the costings for new interactive white boards across the school (from 3 providers). The proposals were outlined, including benefits to the class, age of current equipment and financial benefits (savings on sundries such as bulbs and energy costs). Governors enquired if the staff would be able to use the software and facilities on the interactive white boards. The staff in years 5 and 6 have been trialling the boards and they have found them very easy to use including the bespoke software. Each class would also require a single I-pad or tablet to enable the uploading of information to Tapestry for example. The meeting room would also require a new interactive white board to facilitate the Maths Hub training and other meetings. The proposal is for 5 x 65" clevertouch smart boards for the Years 2-6 classrooms and 4 x 65" clevertouch smart boards for Nursery, Reception, Year 1 classrooms and the meeting room. Governors discussed the funding of the smart boards which will be approximately £20,000. Funding of the new interactive white boards

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was discussed £6,000 will come from Capital funding and the PTA would be approached to support the purchases. Depending on the funds available the Head teacher would as a minimum replace the interactive whiteboards in the Years 2-6 classrooms and redeploy the existing interactive whiteboards to the other classes if they are of better quality. The Head teacher has spoken to other schools in the locality with the clever touch smart boards and they have impacted learning in the classroom positively. Governors would like more information from the suppliers before the spend is approved. The Head teacher has a list of questions for Proactive and will feed back to an extra meeting to be held after the Full Governing Body meeting on the 5 July 2016. **Action 7.3: Head teacher**

## 8. Policies

**Intimate care policy** - no changes were made to the policy and it was agreed by governors and signed by the chair.

**Lone Working Policy** – Governors discussed the policy and the definition of lone working within the school. The policy was agreed by governors and signed by the chair.

**Safer Employment and Supervision Policy** – The policy was agreed by governors and signed by the chair.

**Support and Supervision Policy** – This a Cambridgeshire County Council Model Policy and governors approved the adoption of the policy and it was signed by the chair.

**Use of Reasonable Force** – This is Department for Education guidance and will be used in conjunction with the Positive Handling Policy. Governors agreed to adopt the guidance and signed by the chair.

## AOB

Michael Freeman on behalf of the PTA asked Governors if they would be able to support the summer fair on Saturday 2 July 2016 by manning a stall.

## 10. Date of next meeting – TBC

Meeting of FPP Committee ended 21:45

**Signed by the chair** .....**Date**.....

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## Actions

| Action | Details  | Who | To be Completed | Status  |
|--------|--|-----|-----------------|---------|
| 3.5    | Governors to attend Finance training. Clerk to investigate Finance training for the whole Governing Body. The Clerk is awaiting confirmation of dates. Carried over to the Full Governing Body to be held on 5 July. | TC  | February 2016   | Ongoing |
| 7.1    | Stewart Martin is to circulate a visit report for the Safeguarding Audit he has undertaken.  | SM  | ASAP            |         |
| 7.2    | Report on buildings maintenance spending and projection  | CT  | When available  |         |
| 7.3    | Head teacher to seek answers to smart board queries for extra FPP meeting to be held on 5 July 2016  | HR  | 5 July 2016     |         |

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**Agenda for extra meeting 5 July 2016 after FGB**

Apologies

Interactive White boards

AOB

**Agenda for Next FPP Meeting TBC 2016**

Apologies

Declaration of interests

Minutes of the Last Meeting 29 June 2016

Review of Actions/Matters Arising

Finance

Personnel

Premises

Policies

AoB

Date of next meeting TBC

Signed .....Date.....