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**Eynesbury C of E Primary School Governing Body
Meeting of FPP Committee 19 February 2018**

Meeting commenced at 7.10pm.

Present:	Michael Freeman	MF
	Stewart Martin	SM
	Andrew Underwood (Chair)	AU
	Helen Rouse (Head teacher)	HR
	Karl Wainwright	KW

In attendance: Tracey Crawshaw (Clerk) TC

Apologies accepted: Christine Taylor, Kate George (KG)

Received from and not accepted: None

No apologies given: None

The meeting opened at 7.10pm. Andrew Underwood welcomed everyone to the meeting. The meeting was quorate.

1. Apologies

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

2. Declaration of Pecuniary Interest

None

3. Minutes of the last meetings (12 December 2017)

The minutes for the meeting held on the 12 December 2017 were agreed, signed and dated by the chair.

4. Matters Arising and Review of Actions (detailed at the end of the minutes)

Action	Details	Who	To be Completed	Status
10.1	Additional income generation to be discussed	ALL	ongoing	Ongoing
11.1	Report on uptake of music lessons after the free lessons	HR	ongoing	Closed
12.2	Nurse hourly charge to be reviewed April 2018.		April 2018	
12.3	Breakfast club charge to be reviewed April 2018.		April 2018	
12.4	Afterschool Club charges to be reviewed April 2018		April 2018	
12.5	Head teacher to provide a breakdown of Squirrels costs to the school for review of the nominal fee.		April 2018	
12.6	Space can be offered in the school newsletter to local businesses to raise funds. Action		December 2017	Ongoing
12.7	Head teacher to feedback on updates on the fire system.		December 2017	Ongoing

12.8	Head teacher to provide governors with quotes from PCM and Strictly Education at the next meeting.		December 2017	Ongoing
12.9	Governors agreed to approve the whole school pay policy at the June 2018.		June 2018	
13.1	Governors to write a letter to the Local Authority raising concerns and the number of children with or awaiting EHCP plans at the school.		February 2018	Ongoing
13.2	M Freeman will send a description from a policy he uses at work for "significant others"		February 2018	Closed
13.3	Safeguarding and Child Protection Policy to FGB		February 2018	Closed

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

Action 10:1 Governors discussed what other local schools are doing to raise funds. The school is very fortunate as the PTA is very proactive. Local teaching schools access opportunities and the Head will look for opportunities to link up with those schools. The school does access funds through the St Neots Schools Forum in conjunction with other schools. **Ongoing.**

Action 11.1 Thirty Year 2 children have had free violin lessons in the Autumn term, 8 children have continued with group lessons. Year 3 had 10 weeks of free clarinet lessons and there has not been any further take up. Year 3 had 10 weeks of cornet lessons, with 4 children taking up the lessons and 2 have continued with lessons. The free lessons are often a way into music lessons and is the start of a journey of learning musical instruments. **Closed.**

Action 12.6 This has not been taken forward. The school received a free Christmas tree though advertising this year which was excellent. **Ongoing.**

Action 12.7 The Fire officer has not rescheduled the appointment with the school. **Governors enquired if there were any statutory actions from the first visit? The fire officer was going to investigate if the school required an automatic fire detection system as the school currently has a manual one. The caretaker has attended fire risk assessment training and ADT check the fire equipment.** The Head teacher will contact the fire officer regarding rearranging the appointment. **Ongoing**

Action 12.8 HR reported that this was still outstanding and would be undertaken before the next meeting.

Action 13.1 The Head teacher will draft a letter for governors to sign regarding the impact on the school of children with Education Health Care Plans (EHCP). The Head teacher shared a case study of an application from a child through the Fair Access Panel. The child did not have an EHCP and the school raised concerns regarding their ability to meet the child's needs. The parents felt the child required a full time TA. The Head teachers from both schools have spoken and the school the child is currently on roll does not provide a fulltime TA for the child. The reputation of Eynesbury school to support children with SEN means parents are choosing to place their children at the school. The child did not live in the school catchment area.

The Head teacher requested that there be a cap placed the Year 6 class at 29 places. This is to ensure stability in the class. The committee governors agreed to cap the class to 29 places in Year 6. This was proposed by KW and seconded by AU. **Action 14.1** The proposal will be approved at the next FGB meeting on 19th March 2018.

Governors noted their concerns regarding the impact of children with EHCP's or requiring EHCP's on the school and in particular the budget. Governors will monitor the situation closely and class sizes and numbers of pupils with EHCP's in each class.

Action 13.2 Complete

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Action 13.3 The Safeguarding and Child Protection Policy was approved at the Full Governing Body meeting held on the 5 December 2017.

5. Finance and Head teacher report. Budget 2018-19

The BCR for period January 2018 created on the 19 February 2018 was circulated to governors along with a written report and the following discussed:

Finance

- Bank interest is less than budgeted for.
- Governors enquired regarding the water bill. The current bill is still an estimate and has been paid. There are no concerns after the previous water leaks. They further enquired regarding the electricity bill. The school has paid the most recent bill of £1,600, but is still awaiting bills from the previous supplier. The payments have been built into the budget.
- Teaching staff budget line is due to be overspent, however will be covered by insurance claim (sickness and maternity) and some double counted in the supply line.
- Governors enquired regarding cleaning materials overspend. This is due to the new caretaker identifying needs such as new cleaning materials and equipment.
- PE grant. £8,000 was originally expected, but £13,000 was received (Olympic legacy funding), so £5,000 will be carried forward. Governors enquired regarding how the budget is spent. Spending includes Cambridge United at school on Monday lunchtimes and after school and Hunts Schools Partnership training staff. The Head teacher has made links with Little Paxton Sailing club regarding future activities.
- When the budget was set the contribution to reserves was set at £20,135. Based on the January carry forward it is currently £22,622, but is expected to be less due to phased return of a teacher, doubling of staff due to Leadership handover and increasing staff costs in nursery. The expected outturn is around £18,000-£20,000 (including £5,000 ring fenced for sports funding). The nursery had 40 children in September 2017 and 20 are expected in September 2018. Governors asked if staffing could be reduced in the nursery. If staff numbers are reduced to 2 then it impacts the provision of indoor and outdoor activities. Governors enquired if more marketing of the nursery would help increase numbers. More marketing may help the situation, but unfortunately the 15 hours free funding does not cover the cost of running the nursery. The hourly rate from the funding does not match the hourly cost of running the nursery. The cost of nursery provision was reviewed last year and is due to be reviewed in April.
- The number of EHCP plans within the school were discussed. Five children have EHCP's, with one further child's proposed EHCP received today with confirmation of funding from the beginning of March. The school is already aware of a child with an EHCP beginning in Reception in September and an application has been made for a child currently in nursery this week. This will make 8 EHCP's within the school from September 2018, with the school paying the first £6,000 this totals £48,000. **Action: 14.2** KW will contact Jonathan Lewis Service Director – Education Cambridgeshire County Council/Peterborough City Council regarding the matter.

Governors discussed the LGSS budget. The school will receive £13,749 in additional funding from the 2017-18 budget. At this time the school is not able to balance the budget and have a deficit of £60,000. The deficit will be partially met the carry forward (max £15,000) and anticipated EHCP funding, however there are additional pressures on the budget 2018/19 including the nursery, very high levels of SEN (both discussed above) and maternity leave of 4 members of staff (3 x teachers and 1 x TA will also have an impact. The school is paying £1,500 towards the minimum funding guarantee, to support other schools. The school has the lowest turnover of staff in the area which is very positive. The Head teacher and staff will work hard to balance the budget.

Premises

- A site security risk assessment has been undertaken.

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- Tree survey has been redone, three trees had been felled as they were identified as a risk. **Governors enquired regarding neighbours trees. The Head teacher will approach the neighbours regarding the trees.**
- The extractor fan for the kitchen has been serviced, the bearings have gone and need replacing as soon as possible costing up to £5,000. The extractor fan was supplied by CCS, but they have told the school that they are not liable for the maintenance. CCS has been asked to provide evidence that they don't contractually have to pay for repairs.
- Quotes have been requested for windows with broken seals and beading.

6. Policies

Schools Financial Value Standards (SFVS) 2018 (previously circulated) were discussed and completed. Action: 14.3 Governor's skills matrix requires updating and will be completed as soon as possible. Governors approved the SFVS.

7. General Data Protection Regulations (GDPR).


The Head teacher circulated information from the clerks briefing on GDPR prior to the meeting. The Head teacher has watched a webinar in preparation for the changes. The school needs to appoint a Data Protection Officer. **Action 14.4:** SM will look at the NGA information and feedback to governors. **Action 14.5** KW will speak to the St Neots Learning Partnership regarding their data officer. **Action 14.6** HR to speak to the ICT service regarding their GDPR offer.

7. AOB

None.

7. Date of next meeting – 24 April 2018.

Meeting of FPP Committee ended 21:15

Signed by the chair  **Date** 24/4/18



Actions

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12.7	Head teacher to feedback on updates on the fire system.		December 2017	Ongoing
12.8	Head teacher to provide governors with quotes from PCM and Strictly Education at the next meeting.		December 2017	Ongoing
12.9	Governors agreed to approve the whole school pay policy at the June 2018.		June 2018	
13.1	Governors to write a letter to the Local Authority raising concerns and the number of children with or awaiting EHCP plans at the school.		February 2018	Ongoing
14.1	FGB to approve capping Year 6 at 29 pupils		March 2018	
14.2	KW will contact Jonathan Lewis Service Director – Education Cambridgeshire County Council/Peterborough City Council regarding the EHCP funding.		April 2018	
14.3	Governor's skills matrix to be updated		ASAP	
14.4	SM will find NGA information on GDPR		April 2018	
14.5	KW will speak to the St Neots Learning Partnership regarding a data officer.		April 2018	
14.6	HR to speak to the ICT service regarding their GDPR offer		April 2018	

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Agenda for FPP Meeting 24 April 2018 meeting time 7.00pm

Apologies

Declaration of interests

Minutes of the Last Meeting 19 February 2018

Review of Actions/Matters Arising

Finance including budget for 2018-19

Personnel

Premises

Policies

AoB

Date of next meeting 26 June 2018

Signed A. Williams Date 24/4/18

