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**Eynesbury C of E Primary School Governing Body
Meeting of FPP Committee 26 June 2018**

Meeting commenced at 7.10pm.

Present:	Michael Freeman	MF
	Stewart Martin (left at 9.03pm)	SM
	Andrew Underwood (Chair)	AU
	Helen Rouse (Head teacher)	HR
	Silvana Martin	SiM
	Kate Arrowsmith	KA

In attendance: Tracey Crawshaw (Clerk) TC

Apologies accepted: Karl Wainwright (KW), Christine Taylor (CT)

Received from and not accepted: None

No apologies given: Sue Beeby

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 (24 April 2018)

The minutes for the meeting held on the 24 April 2018 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
12.2	Nursery hourly charge to be reviewed April 2018.	HR	April 2018	Ongoing
12.3	Breakfast club charge to be reviewed April 2018.	HR	April 2018	Ongoing
12.4	Afterschool Club charges to be reviewed April 2018	HR	April 2018	Ongoing
12.5	Head teacher to provide a breakdown of Squirrels costs to the school for review of the nominal fee.	HR	April 2018	Ongoing
12.6	Space can be offered in the school newsletter to local businesses to raise funds.	HR	Ongoing	Ongoing
12.7	Head teacher to feedback on updates on the fire system.	HR	December 2017	Ongoing

12.8	Head teacher to provide governors with quotes from PCM and Strictly Education at the next meeting.	HR	December 2017	Ongoing
12.9	Governors agreed to approve the whole school pay policy at the June 2018.	ALL	June 2018	
14.3	Governor's skills matrix to be updated	ALL	ASAP	Ongoing
14.4	SM will find NGA information on GDPR	SM	April 2018	Ongoing
15.1	Head teacher to write a piece for the school newsletter on the funding changes and implications	HR	June 2018	
15.2	Nursery staff to be asked to advertise the nursery	HR	June 2018	
15.3	Head teacher to send the information on replacing the WIFI to SM	HR	June 2018	
15.4	Governors asked the Head teacher to ask the ICT service when they will be moving to office 365	HR	June 2018	
15.5	SM to investigate education apprenticeships	SM	June 2018	

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

Action 10:1 This action will be ongoing and updates given as necessary. **Closed.**

Action 12.2, 12.3 & 12.4 Scarlet has produced figures for comparison of local nurseries, breakfast and out of school clubs. Figures were compared and discussed. Governors agreed to increase the fees by up to 10%. Refunds given if a child is collected early from after school sessions will be reviewed. **Closed.**

Action 12.5 There are continuing issues with Orovia. Once the issues have been resolved the figures will be brought to governors. To be carried over to the next meeting. **Ongoing.**

Action 12.6 The church were the only people to respond to the advert placed in the April 2018 school newsletter. [Governors enquired how much will be charged to advertisers? The idea is that a company sponsors the school newsletter for 1 month which is £25, this includes their company logo on the newsletter and a small space for an advertisement on the school website and notice board.](#) **Ongoing.**

Action 12.7 The Fire system report has been received. This has been reviewed by the Head teacher and the caretaker. [Governors enquired if there were any cost implications. There were some costs surrounding actions and the Head teacher will circulate the report.](#) **Closed. Action: HR**

Action 12.8 The caretaker will manage the contractors used by the school in doing so there is no requirement for a property management company. The contractors are able to provide emergency cover as required. From September the caretaker will manage the cleaning staff. The school gains financially from not having to pay a property management company. MF the Health and Safety Governor has been into school and reviewed the Red book and 5C's book to monitor the signing in and out of contractors completing work in the school. **Ongoing.**

Action 12.9 The 2018 Whole School Pay policy is not yet available from EPM. The school can continue to use the existing policy and the 2018-19 policy will be agreed at the first Governing Body meeting of the new academic year. Governors requested that EPM be asked to produce a set of release notes to help with understanding updates in the policy. **Ongoing.**

Action 14.3 CT to resend skills matrix to governors. Governors will be asked to complete a skills audit at the FGB meeting to help with governor induction and succession planning. **Action 16.1 Skills audit to be discussed at FGB meeting on the 4 July 2018. Closed.**

Action 14.4 The school has signed up to the ICT service. The Head teacher has created the required documents for GDPR and these have been shared with Governors and staff. A GDPR compliance audit has been completed and will be brought to the next meeting. **Action: 16.2 GDPR audit to be brought to the next meeting.** The school laptops need to be encrypted and this will be done as part of a 3 year replacement cycle. In the meantime those members of staff without encrypted laptops will use encrypted memory sticks. Staff have been emailed a list of 10 top tips for GDPR including group lists without surnames and that any communications by emails regarding children should use initials only. The Head teacher is speaking with other local schools regarding best practice in GDPR compliance. The September 2018 staff training at the beginning of term includes GDPR. Documents which require password protection can be password protected by the Head teacher, Caroline Truman and Nikki Colledge. **Closed.**

Action 15.1 The budget has now been set and Rob Cottle (Local Authority Advisor) is visiting the school to discuss the budget and help support with Orovia. The situation is still complex. **Action 16.3 MF** will send the Head teacher a draft letter to parents on funding changes and challenges from ParentKind (PTA association). **Closed.**

Action 15.2 An advertisement has been created and is displayed in the church. There are plans to display the advertisement elsewhere. **Ongoing.**

Action 15.3 SM has not received the information on the WIFI. **Ongoing.**

Action 15.4 The Head teacher has logged a call with the ICT service. **Ongoing.**

Action 15.5 The clerk sent information through to the Head teacher and chair and it is not currently financially viable for the school to take an apprentice. **Closed.**

5. Finance and Head teacher report.

The Head teacher presented a verbal report:

- Income remains the same, and there is still a number of unknowns including SEN funding (which EHCPs will be funded). The school has had an email from Martin Wade advising the school it will receive of £22,987 contingency funding. The funds have not yet been received.
- Governors noted that it is very difficult for the Head teacher to lead if they aren't aware of the final funding figures.
- A meeting was due to be held with Helen Phelan and Hazel Belchamber and Helen Phelan did not attend. Jonathan Lewis will be visiting the school next month.

Staffing

- A teacher has been appointed for 2 days a week in KS2 for September 2018.
- All classes will be taught by job shares from September 2018.
- The cleaners are performing well and are being managed by the caretaker. They have received COSHH and child protection training.
- A teacher will be returning to KS2 in July 2018 after maternity leave.

Premises

- There are issues with the flat roof (currently there are 3 leaks). This has been communicated to the LA. The repairs will hopefully be paid from emergency funds from the LA. The caretaker will be talking to Graham Tweedy regarding the leaks as the roofing contractor was employed by the LA when the roof was replaced last time. [Governors enquired if the leaks are causing damage. The leaks are not in any of the areas access by pupils including classrooms. Governors also asked if there is a working at heights policy, or which policy it would be part of. There is a risk assessment for the roof and the caretaker is ladder trained.](#)
- During bring a dad to school day staff members were advised of a small hole in the nursery fence. The hole was dealt with immediately. Staff members do check the fence each time the children go outside. [Governors enquired if this check is recorded or signed off. No, it is currently](#)

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not signed on a recorded record, but on a wipe clean board. Governors requested the fencing be assessed by the caretaker and a paper audit trail created.

- Three quotes have been received for the outdoor gym equipment. It is being funded by the Olympic Legacy funding (£5,000 carried forward from 2017/18 and £14,000 from the 2018/19). £7,000 has been spent on Hunts Sports Partnership. The equipment will be used by KS2 only and a sign will be placed on the equipment advising this. The PTA have organised as part of PTA day to have the paving slabs removed. The equipment will be surrounded by playbark. Governors discussed the quotes Caloo (£9000.60 including VAT), Playfit (£11,402 including VAT) and Action Play and Leisure (£15,824 including VAT). Caloo was the preferred quote and governors approved the purchase.

6. Policies

Whole School Pay Policy

Discussed in item 12.9

Governor Induction Policy

The policy was agreed and signed by the chair. The Head teacher will produce a tick list to be appended to the policy to ensure governors receive relevant information.

MS left the meeting.

7. AOB

CCS

The Headteacher's husband and MF have worked on the supporting framework for the catering contract. Governors thanked them for their hard work. Three companies have visited the school, of the 18 emailed 10 were not interested. Four companies have shown a significant interest in the school. Friday is the deadline for questions and the tenders need to be in the week after. The interviews will be held on 18th July 2018. The school covers 100 school meals a day and the new provider will be asked to look at increasing that to 150 per day.

OFSTED Report

The OFSTED report was circulated to governors by email today.

8. Date of next meeting – 15 October 2018.

Meeting of FPP Committee ended 21:10.

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

Actions

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12.5	Head teacher to provide a breakdown of Squirrels costs to the school for review of the nominal fee.	HR	April 2018	Ongoing
12.6	Space can be offered in the school newsletter to local businesses to raise funds.	HR	Ongoing	Ongoing
12.9	Governors agreed to approve the whole school pay policy at the June 2018.	ALL	June 2018	Ongoing
14.4	SM will find NGA information on GDPR	SM	April 2018	Ongoing
15.1	Head teacher to write a piece for the school newsletter on the funding changes and implications	HR	June 2018	Ongoing
15.3	Head teacher to send the information on replacing the WIFI to SM	HR	June 2018	Ongoing
15.4	Governors asked the Head teacher to ask the ICT service when they will be moving to office 365	HR	June 2018	Ongoing
16.1	Governor's skills matrix to be updated and taken to 4 July 2018 FGB meeting.	ALL	July 2018	Ongoing
16.2	GDPR audit to be brought to the next meeting	HR	October 2018	
16.3	MF will send the Head teacher a draft letter to parents on funding changes and challenges from ParentKind	MF	July 2018	Ongoing

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Agenda for FPP Meeting 15 October 2018 meeting time 7.00pm

Apologies

Declaration of interests

Election of Chair

Terms of Reference

Minutes of the Last Meeting 26 June 2018

Review of Actions/Matters Arising

Actions from FGB meetings a) School meal charges

Finance

Personnel

Premises

Policies – Whole School Pay Policy

AoB

Date of next meetings at 7pm

15 October 2018 (Mon)

11 December 2018 (Tue)

25 February 2019 (Mon)

24 April 2019 (Wed)

24 June 2019 (Mon)

Signed A. Underwood Date 15th October 2018