

MORLEY VICTORIA PRIMARY SCHOOL GOVERNING

**MINUTES FOR
SCHOOL FILE TO BE
SIGNED BY THE
CHAIR**

Minutes of the meeting held on Tuesday 23 April 2019 at 6.00pm.

PRESENT

Paul Redfearn (Chair)
Joanne Wood (Co-Headteacher)
Else Burton
Catriona Lawrie
Claire Skeet

Julia Britton (Co-Headteacher)
Ali Archbold
Julie Hardaker
Chris Pratt



IN ATTENDANCE: Leyla Saxton (Associate Member)
Joe Franklin (Clerk, Governor Support Service)

1.00 APOLOGIES

- 1.01 Apologies for absence were received and accepted from Letty Dixon, David Heaslet, Bhavna Patel and Graham Poucher.
- 1.02 Christine Bell was also absent and no apologies were received.
- 1.03 Kelly Bentley sent her apologies because she was preparing for a Teaching and Learning review the following day. These apologies were accepted. Staff associate members were also not in attendance for the same reason.
- 1.03.1 It was noted that Ali Archbold, Julie Hardaker and Claire Skeet would be meeting the Teaching and Learning reviewers at 2.30pm the following day, and then hearing the feedback from the day at 3.50pm.

ACTION

**A. Archbold
J. Hardaker
C. Skeet**

2.00 DECLARATION OF INTERESTS

- 2.01 There were no new declarations of interest.

3.00 MEMBERSHIP MATTERS

- 3.01 It was noted that David Peacock had resigned as an Associate Member.
- 3.02 Governors discussed succession planning for the roles of Chair and Vice-Chair upon completion of Paul Redfearn and Catriona Lawrie's terms of office of on 24/07/2019. Governors discussed both roles and the following points were highlighted:-
- The roles needed to be filled at the next meeting on 24/06/2019.
 - The importance was stressed of both roles taking a strategic leadership approach.
 - The need for administrative duties to be shared by all the board, and not to be a significant part of the Chair's role.
- 3.03 It had been agreed at the previous meeting (minute 5.07) that

	<p>Reconstitution and Succession Planning - Roles of Chair and Vice-Chair would be on the agenda for the 24/06/19 meeting of the board. It was now agreed that a further item be added to cover Planning of governance arrangements for the next academic year, including structure, key duties and monitoring roles.</p>	<p>Agenda</p> <p>Agenda</p>
3.03.1	<p>Governors agreed that the discussion should include the allocation of administrative duties (e.g., the policy planner). In addition, it was acknowledged that the Co-Headteachers were providing a high degree of support to the governing board, and the review of the governing board structure should include duties they were undertaking on behalf of the board.</p>	<p>Agenda</p>
3.03.2	<p>Governors agreed that Meeting dates for the 2019/20 academic year should also be set at the next meeting. It was agreed that the first meeting of next year would be held in September.</p>	<p>Agenda</p>
4.00	<p>MINUTES OF THE LAST MEETING</p>	
4.01	<p>Resolved:</p> <ul style="list-style-type: none"> That the minutes of the meeting held on Monday 11 February 2019 were agreed as a correct record and the Chair be authorised to sign them. 	
5.00	<p>REVIEW ACTIONS AND MATTERS ARISING</p>	
5.01	<p><u>New governors (minutes 5.03 & 5.04 refer)</u> New governors had been added to the "Get Information about Schools" system, the school website and SharePoint. Leeds for Learning accounts had also been set up, and induction packs had been issued by the Clerk. An action was carried forward for new governors to send a one-paragraph profile to the Co-Headteachers for inclusion on the school website.</p>	<p>New governors</p>
5.02	<p><u>Governing Board Structure (minute 5.05.4 refers)</u> The Chair had issued the revised version to governors.</p>	
5.03	<p><u>Role of the Chair (minute 5.07.1 refers)</u> The action for the Chair and Co-Headteachers to issue a role description was carried forward. The Clerk said that he would send guidance to the Chair on the role of a Vice-Chair.</p>	<p>Chair & Co-Headteachers Clerk</p>
5.04	<p><u>Review of governance (minute 5.08 refers)</u> It had been agreed that all committee meetings would be clerked by Governor Support Service as part of the new Service Level Agreement. Kevin Precious had circulated the NGA Learning Link to governors. The Co-Headteachers had made some amendments to Letty Dixon's safeguarding report and said that they would circulate it to governors.</p>	<p>Co-Headteachers</p>

5.05	<u>Skills audit (minute 5.09 refers)</u> The action for new governors to complete the skills audit was carried forward. The Co-Headteachers said that they would send the audit forms to the relevant governors for completion.	New governors Co-Headteachers
5.06	<u>Governor days (minute 7.02 refers)</u> Attendees had been identified for the next termly governor day on Friday 14/06/2019. The Co-Headteachers said that they would prepare and issue the agenda.	Co-Headteachers
5.07	<u>Pupil Progress meetings (minute 14.03 refers)</u> Governors had not attended the last round of meetings. The Co-Headteachers said that they would circulate the dates of the next meetings.	Co-Headteachers
5.08	<u>School e-mail addresses (minute 15.01 refers)</u> The Co-Headteachers had created school email addresses for governors. An action was already in hand to correct e-mails that were not working.	
6.00	APPROVAL OF FORMAL BUDGET FOR THE YEAR AND REVIEW OF THE VIREMENT LIMIT TO DETERMINE IF CHANGES ARE NECESSARY	
6.01	The Co-Headteachers advised that a review of Basement Buddies had been carried out with the Local Authority Finance Officer. Investigation of the finances and working methods had shown that there was a clear need for a restructure of the before and after school provision to ensure that it was on a sustainable footing, and so that it would contribute properly to the overall school budget.	
6.01.1	The extended school contribution to the school budget for 2019/20 had been decreased by £5,000 to £11,950 to aid the Basement Buddies deficit position. Nevertheless, a three year budget projection showed deficits for each of the next three years (£15,270, £15,900, £17,150), with a deficit balance to be carried forward to the 2020/21 year of £4,040. Consequently, action had to be taken.	
6.01.2	The Co-Headteachers advised that they had conducted a thorough review, including meetings with staff, the local authority, and also with Fusion HR following the switch to its service. Benchmarking had been carried out in respect of other schools. The local authority had been consulted in respect of play-workers' job descriptions. Staffing hours had been considered in relation to pupil numbers, the level of duties required, and the recent cessation of the holiday club (except for training days). Many hours of work had gone in to modelling potential solutions.	
6.01.3	The Co-Headteachers tabled a business plan for Basement Buddies that they had developed as a result of their review. The plan featured the following:-	

- A proposed new structure.
- Changes in working hours and contracts for management and play-workers.
- Consistency of hours and rates of pay for all play-workers.
- A timeline to complete the restructure by 31/05/2019, which had been obtained from HR. The timeframe allowed for consultation with extended school staff and unions.
- A gradual increase in fees over the next three years as a result of the benchmarking exercise and as recommended by the local authority finance officer.
- The effect of the proposed business plan on the budget over the next three years.

6.01.4 Governors discussed the proposals. The following points were highlighted:-

- The inconsistencies that existed in the current structure that needed to be addressed.
- The issues had built up over a number of years and were now being correctly addressed by the new Co-Headteachers.
- The number of hours worked by play-workers, and the need for additional hours to be worked on a casual basis.
- The importance of having the right skills in the roles.
- The incremental increases in fees and the need for very clear, early and consistent communication to parents.
- Extended school provisions should ordinarily make a contribution to the overall budget of a school. The proposals would result in a surplus over each of the next three years.
- The importance of carrying out a restructure in an open, fair and transparent way, and of following the correct rules and procedures.
- The key requirement was to get the right outcome for the school and the needs of the children.
- A Nominations Committee would need to be set up. Full information would be provided to that committee by the Co-Headteachers. The Nominations Committee would report back to the full governing board.
- It had been checked that an Appeals Committee was not required because the proposals did not include workforce reduction.

6.01.5 **Resolved:**

- That governors approved as presented the business plan for restructure of Basement Buddies.
- That a Nominations Committee be set up consisting of Chris Pratt, Paul Redfearn and Claire Skeet.

6.01.6 The Co-Headteachers highlighted the following important dates:-

- Consultation with extended school staff and unions on

29/04/19.

- The Nominations Committee to meet on 15/05/2019 to address the results of one-to-one meetings.

6.02 The Co-Headteachers tabled the **2019/20 main school budget**, which had been set in conjunction with the Local Authority Finance Officer and reviewed by the Resources Committee in a meeting on 16/04/2019.

6.03 The following headlines were referred to in respect of the final outturn for 2018/19:-

- Income was £9,384 lower than projected at £1,956,986, mainly because of lower Pupil Premium and SEND funding.
- Expenditure was £2,665 lower than projected at £1,960,665.
- There was a small in-year deficit of £3,679 compared to an initial projection of a surplus of £3,040.

6.04 The school would be entering the 2019/20 year with a surplus of £98,020. Income for 2019/20 was projected to rise by 0.4%, whereas a rise in expenditure of 4.0% had been set. As a result, there would be an in-year deficit of £73,020, resulting in a surplus balance to carry-forward to 2020/21 of £25,000.

6.05 Governors noted that the projected in-year deficit was higher than the figure of £67,920 discussed by the Resources Committee. The Co-Headteachers said that was because of new staffing appointments. Although the appointments were on pay scales that would help the overall budget, there was some initial increased expenditure because of notice periods and maternity leave.

6.05.1 The Co-Headteachers explained that two teachers had been recruited (one NQT and one MPS). They described the robust selection procedure that had taken place, including governor involvement in interviews and observation.

6.06 The following responses were made by the Co-Headteachers in response to governors' questions:-

- The large increases in the cost of utilities had been built in to the model as agreed with the Finance Officer. These were 14% for gas, 24% for electricity and 3% for water.
- The numbers in Nursery had been reduced by 11 as part of the setting of a prudent budget. The aim was to fill Nursery places.
- Teaching Assistant costs were expected to rise by 8.5%, partly due to changes in salary ranges and also because of changes in staffing made by the school.
- Supply costs were expected to rise in 2020/21 because of an issue of long-term sickness. Assumptions had been

made accordingly. The Co-Headteachers were looking to implement an alternative provision which should improve the budget position at the January review.

6.07 Resolved:

- That the plan for allocation of the budget to budget headings for the financial year 2019/20 was approved.
- That the proposed 2019/20 in-year deficit of £73,020 and surplus to carry forward of £25,000 were approved.

7.00 SAFEGUARDING/CHILD PROTECTION

7.01 The Co-Headteachers confirmed that the form for the annual Section 175/157 Child Protection Compliance Return had been received by the school. It would be completed and then checked by the Child Protection/Safeguarding governors – Ali Archbold and Letty Dixon. The form would be signed off by Paul Redfearn as Chair of Governors and would be returned to the local authority ahead of the deadline of 1 June 2019.

**Ali Archbold
Letty Dixon
Chair**

8.00 ENSURE A MEMBER OF THE COMMUNITY OR GOVERNING BOARD OVERSEES THE SATS PROCESS TO ENSURE THERE ARE NO ACTIONS WHICH COULD COMPROMISE THE INTEGRITY OF THE RESULTS

8.01 Governors agreed that they would visit school on each day of the SATs to see the process involved. The following rota was agreed:-

- Monday 13/05/19 - Else Burton and Julie Hardaker
- Tuesday 14/05 - Ali Archbold
- Wednesday 15/05 - Claire Skeet to confirm her availability
- Thursday 16/05 - Graham Poucher and Leyla Saxton

Claire Skeet

9.00 CHAIR'S BUSINESS

9.01 No business was reported.

10.00 CLERK'S BUSINESS

10.01 The Clerk reminded new governors of the induction training provided by Governor Support Service, which could be booked on Leeds for Learning. Two additional dates in May had been added to the programme (Induction 1 on 14/05/19 and Induction 2 on 21/05/19 – both at Shine in Harehills between 6.30pm and 8.30pm).

10.02 The Clerk referred to the Governor Update email which was issued at the beginning of each month and which had lots of useful information and links. The April edition included information on the following:-

- The Annual Governor Conference in the Civic Hall on

Friday 14/06/2019 (12-4pm). It was noted that the date clashed with the next Governor Day in school.

- Changes to DfE's data analysis tool - Analysing School Performance - including a guide to accessing it through the DfE's new sign-in website.

11.00 ANY OTHER URGENT BUSINESS

11.01 No other business was reported.

12.00 DATE AND TIME OF NEXT MEETING

- 12.01
- Governor Day - Friday 14 June 2019 (agenda to follow)
 - Full Governing Board - Monday 24 June 2019 at 6.00pm

The meeting closed at 7.55pm

