

Spring term 2017

Chapel End Infant School and Early Years Centre Governing Body

Thursday, 20 April 2017

**Minutes of the meeting of the Chapel End Infant School and Early Years Centre
Governing Body held at the school at 6 p.m.**

Present:

Mr Alistair MacLellan – Chair (Local Authority Governor)

PARENT GOVERNOR

Mr Grant Jacobson

CO-OPTED GOVERNORS

Mr Craig Leither

Mrs Ludi Capelan

Mr Zen Jelenje

HEADTEACHER - voting

Ms Theresa Martin

Also present: Mrs Debra Noakes, Deputy Head Teacher

Clerk to the Governors: Julie Cornelius

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
1.5.2	To meet with the Headteacher to discuss the Healthy Schools Award and to report back at the next meeting.	Chair	Immediate
1.5.2	To e-mail the Headteacher with suggested dates to organise a book review; looking at the marking process and practice.	Mel Sevinc, Curriculum Link Governor	Immediate
1.5.2	To discuss at the next meeting, 'Other' SEN types.	Headteacher/ Deputy Headteacher	At the next meeting.
1.5.2	To review changes to any of the financial documentation listed on the previous agenda and to inform Governors accordingly. If no changes, the existing documentation will be sent to Governors.	Headteacher	Immediate
1.5.2	To e-mail to Governors, the analysis document relating to the Inspection Dashboard.	Headteacher	Immediate
1.5.2	To review the Inspection Dashboard and e-mail any questions to the Headteacher	Governors	Immediate
3.	To provide staff sickness data.	Headteacher	For the next meeting
3.	Chair's Action: To sign off budget closedown	Chair	By 28/4/2017

	to meet Local Authority submission deadline date of 28/4.		
	Date of next meeting: Thursday 4 May 2017 at 7 p.m. at the school.	Governors/ Governor Services	Immediate

To note: Action points included within the minutes will only specify the person(s) responsible for the action. Full action details are included in the ‘Summary of agreements and actions’ table shown above.

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies were received and accepted from Ms Mel Sevinc, Ms Janet McPartland and Mrs Antoinette Strydom.
- 1.3 Apologies for absence not accepted
Apologies were not received and were therefore not accepted from Ms Milena Lacheva.
- 1.4 The Clerk confirmed the meeting was quorate, with six Governors present.
- 1.5 Notice of Any Other Business/Confidential items
To receive the non-confidential and confidential (non-staff Governors only) and confidential (all Governors) minutes of the Governing Body meeting held on 30 March 2017.

- 1.5.1 To receive the non-confidential minutes of the Governing Body meeting held on 30 March 2017
Governors received the minutes and **agreed** these to be a true and accurate record.

The Chair, Mr Alistair MacLellan, signed a copy of the minutes and these were retained at the school.

- 1.5.2 Matters arising from the non-confidential minutes of the Governing Body meeting held on 30 March 2017
Unless noted below, all action points were addressed or will be discussed during this meeting.

Minute 4.1 Matters arising – Healthy Schools Award: OUTSTANDING ACTION: The Chair

Minute 4.1 Matters arising – Book review: OUTSTANDING ACTION: Mel Sevinc

Minute 4.1 Matters arising – traffic issues: The Headteacher has received an e-mail from the Local Authority representative to organise a visit to the school to discuss. In addition, the Headteacher has responded to a questionnaire regarding a proposed controlled parking zone within the local area; the Headteacher believes this will not have a positive impact on current parking issues.

Minute 5.5.3 – information relating to the identification of ‘Other’ SEN types: OUTSTANDING ACTION: Headteacher/Deputy Headteacher

Minute 5.7 – Attendance: AGENDA ITEM: Discussion on how other schools manage requests for extended leave for pupils to visit sick relatives overseas.

Minute 7. – Changes to financial documentation: DEFERRED ACTION: Headteacher

Minute 12.5 – Analysis document relating to the Inspection Dashboard: DEFERRED ACTION: Headteacher

Minute 12.6 – Inspection Dashboard review: DEFERRED ACTION: Governors

1.5.3 The confidential (All Governors) minutes of the Governing Body meeting held on 30 March 2017

These will be discussed under confidential items (all Governors) at the end of the meeting.

1.5.4 The confidential (non-staff Governors only) minutes of the Governing Body meeting held on 30 March 2017

These will be discussed under confidential items (non-staff Governors only) at the end of the meeting.

2. DECLARATIONS OF INTEREST

There were no declarations made pertaining to any of the agenda items for this meeting.

3. SCHOOL BUDGET 2017/2018

Governors received the following documentation – the Headteacher apologised to Governors for not receiving this in advance of the meeting.

2017/2018 Ratified Budget summary sheet and Declaration for Chapel End Infants' school

*London Borough of Waltham Forest Budget Share Summary 2017-18
Income and Expenditure breakdown.*

To discuss and formally ratify:

3.1 Outturn 2016/2017 (including Devolved Capital Outturn) and earmarked funding

3.2 School Budget share (Income) 2017/2018

3.3 Expenditure 2017/2018

3.4 Predicted Carry Forward

The following was noted and discussed.

- There will be a greater allocation than indicated for the 'High Needs Block'. This does not include funding for those children, whose paperwork is currently being processed.
- **Q. There is a minus figure on the Total Planned Carry Forward Balance; please explain?**
 - A. This figure does not currently include the capital carry forward and until the end of year closedown, it is not possible to know what the carry forward will be.
- **Q. Please provide information on any comparisons from last year to this year?**
 - A. Rates is an area for discussion. Although the rates are the same as last year, total rates money was not received at the beginning of the previous year and it therefore looks like there has been a significant increase in rates which is not the case.

- **Q. Are there any areas of substantial overspend?**
 - A.** Agency supply is one area, in that supply staff are being used to support SEN children and where funding for those children has not yet been received.
- Continuing Professional Development (CPD) Code **E09** is a more realistic figure (£8,615) for this year.
- **Q. Why was last year's budget for E27 'Bought in Professional Services – Curriculum' set at £96K, but this year is only £61K?**
 - A.** Some of this expenditure is now included in different expenditure codings. When the Local Authority allocates the budget to the school, 'High Needs' funding is given at the beginning of the year and there is a clawback if children do not stay at Chapel End for the whole year. There was then a clawback of £57K included in the E27 code last year to reflect this. This year, there is a £21K clawback included against the £61,071 allocated to this expenditure code.
- **Q. Please explain the difference between the amount of anticipated expenditure for E13 'Grounds maintenance and improvement' in comparison to last year?**
 - A.** Some tree work needs to be undertaken at a cost of approximately £2K. Although non-urgent, the anticipated cost is included, should that work need to proceed.
- Discussion took place in relation to E2805 'Professional Services' ICT.
- **E22 'Administrative Supplies'** is an area where savings could be made.
- **Q. Will the deficit be wiped out?**
 - A.** The £-24,371 will be wiped out.
- **Q. What is I17 'Community focused facilities income'?**
 - A.** This is daycare income and is calculated on the basis of an 85% take up of 20 daycare places. **E32 'Community-focussed school costs'** is calculated using a percentage of the staffing and premises costs involved. This may need to be adjusted, in that the school may need to be more optimistic and calculate income on the basis of a 90% uptake or reduce the costs to reflect a lower uptake .
- **Q. How pro-active can the school be in advertising daycare?**
 - A.** Very pro-active. Early Years staff are currently working on admissions for September and within a couple of weeks, there will be a better indication of the uptake. If take-up is low, the school can allocate to funded places. The Nursery is currently more or less at capacity and parents, who have expressed an interest for September, will be contacted to explore if they are interested in the 30 hours free provision.
The Chair suggested advertising in the local free paper and for Zen Jelenje to work with Karen Wishart in Early Years, to advertise this. Additionally, to tweet this information.
The Headteacher said income is session-based and a price comparison with other local childcare provision has taken place.
- **E28 'Bought in Professional Services – Other'**: This includes the Governor Services' contract. Last academic year, the school bought into the 'Gold' service; this was more cost effective in respect of the number of meetings convened each year. The cost was £3,285 plus clerking costs. Governors **agreed** to continue with the 'Gold' contract.
Legal Service Level Agreement: The Headteacher suggested it may be advisable to enter into this Service Level Agreement.

- **Q. Has pupil/teacher ratio (30.71 on Key Performance Indicators) increased this year?**
 - A.** Nursery numbers this year have increased, but the pupil/teacher ratio is compliant.
- **Q. Does this impact on the workload for staff?**
 - A.** No. There are no fewer teachers than last year, but there are possibly more pupils.
- **Q. Does the school undertake staff surveys?**
 - A.** The last staff survey was undertaken at least a couple of years ago.
- **Q. What are the rates of staff sickness absence?**
 - A.** There are more non-teaching staff that are absent; teacher sickness is not an issue.
- **ACTION: Headteacher**
- **Q. Please provide information about the average teacher cost of £56,028.94?**
 - A.** This is the cost to the school including on-costs; this is not the teacher salary.
- The Local Authority submission closedown date is 28 April 2017. This will be completed as a Chair's action.
- The budget will be ratified at the next Governing Body meeting on the 4 May.
- Income, expenditure and predicted carry forward details are given below. N.b. these are draft figures only; final information to be confirmed.
School Budget Share (income) 2017/2018: £2,219,122
Expenditure 2017/2018: £2,243,493
Predicted carry forward: MINUS £24,371

4. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 4.1 The next meeting is scheduled for Thursday 4 May 2017 at 7 p.m. at the school.
- 4.2 Agenda items
 - 1. To discuss how other schools manage requests for extended leave for pupils to visit sick relatives overseas.

5. CONFIDENTIAL ITEMS

- 5.1 To receive the confidential (all Governors) minutes of the Governing Body meeting held on 30 March 2017
This item is noted under confidential items. All remained present.
- 5.2 Craig Leither, who has resigned from Chapel End Infant school, wanted to say “thank you for a fantastic time at Chapel End.”
The Chair, on behalf of the Governing Body, extended his best wishes to Craig.
- 5.3 To receive the confidential (non-staff Governors only) minutes of the Governing Body meeting held on 30 March 2017
This item is noted under confidential items.
Staff Governors left the meeting at 7.35 p.m.

The meeting closed at 7.40 p.m..

Chair: (print)

..... (sign)

Date:

Chair of Governors Initials:
