

**MINUTES OF THE MEETING OF THE  
CHAPEL END INFANT SCHOOL GOVERNING BODY  
HELD ON THURSDAY 11 FEBRUARY 2016  
AT 7 P.M.  
AT THE SCHOOL**

**Present:** Mr Alistair MacLellan – Chair (Local Authority Governor)

**PARENT GOVERNORS**

Mr Grant Jacobson

Ms Milena Lacheva – Ms Lacheva arrived at 8.10 p.m.

Ms Mel Sevinc

**CO-OPTED GOVERNORS**

Mrs Claire Jane Fear

Ms Kate Williamson

**HEADTEACHER - voting**

Ms Theresa Martin

**STAFF GOVERNOR**

Mrs Antoinette Strydom

Also present: Mrs Debra Noakes, Deputy Head Teacher – papers only.

Clerk to the Governors: Julie Cornelius

**1. WELCOME AND APOLOGIES FOR ABSENCE**

1.1 All present were welcomed to the meeting.

1.2 Apologies for absence were received and accepted from Mr Terry Toomey, Mrs Ludi Capelan and Mr Craig Leither.

Ms Milena Lacheva had advised she may be arriving late.

1.3 Apologies for absence not accepted

There were no Governors to whom this was applicable.

1.4 Quorum

The Clerk confirmed the meeting was quorate – six Governors are required for a quorum – seven Governors were present.

1.5.1 Notice of Any Other Business/Confidential items

The Headteacher noted the following item:

1. The Emergency Response Plan

**2. DECLARATIONS OF INTEREST**

2.1 Governors to declare any interests they have in any of the following agenda items

There were no Declarations of Interest.

### **3. MINUTES**

#### **3.1 To receive the Minutes of the Governing Body meetings held on 14 January 2016 and 28 January 2016 respectively**

3.1.1 The Chair confirmed that Governors had only received the Minutes of the Governing Body meeting held on 14 January 2016.

**[Completed Action: The Clerk has notified Governor Services, requesting despatch (for the next meeting on 10 March 2016) to Governors, of the Governing Body Minutes of the meeting held on 28 January 2016.]**

#### **3.1.2 Minutes of the Governing Body meeting held on 14 January 2016**

Governors received and **agreed** the Minutes of the Governing Body meeting held on 14 January 2016, subject to the following insertion.

Payroll signatories, as noted below, should be specified within Minute 10. Financial documentation.

Governors agreed the payroll authorised signature list. Signatories are Terri Martin (Headteacher), Debra Noakes (Deputy Headteacher) and Joan Smith (Office Manager).

The Chair signed a copy of the Minutes for retention at the school.

#### **3.2 Matters arising**

##### **3.2.1 Minute 10.2.1 – Whistle Blowing Policy:**

The Chair of the Governing Body said he had requested that his details be included within the Policy. Governors agreed the policy at the meeting on 14 January 2016 subject to the above insertion. The policy was presented at the meeting to confirm the insertion had been actioned.

##### **3.2.2 ACTION: The Chair will compile a list of action points that need to be addressed at the next meeting. This will include the following:**

- 1. School improvement**
- 2. Performance data**
- 3. Any relevant financial matters**

#### **4. CHAIR'S ACTION**

The Chair had nothing to report.

#### **5. TRAINING AUDIT DISCUSSION**

5.1 Mr Craig Leither has been appointed as Training Link Governor; Mr Leither had sent apologies for this evening's meeting.

5.2 The Chair asked Governors to note receipt of the Chapel End Infant School Governing Body training log, maintained by Governor Services.

- 5.3 The Chair will review (linking this to the skills audit) the training log with Mr Leither. This will form the basis of assessing the skills and training requirements of the Governing Body.

The Chair and another Governor referred to training they undertake as part of their employment; this is training relevant to the role of a Governor. This information will form part of the training/skills audit.

- 5.4 **ACTION: The Chair suggested the training audit be discussed at a future meeting.**

## 6. PUPIL PREMIUM FUNDING, LINKED TO SCHOOL IMPROVEMENT

Governors had received in advance of the meeting, a document, detailing the record of planned Pupil Premium Grant (PPG) spending by item/project 2014/2015. The document included the following information: Use of funding; cost; new or continued; intervention; intended outcomes; monitoring; update.

- 6.1 The total PPG received was £97,400 and the total PPG expenditure was £97,400.
- 6.2 The Headteacher drew Governors' attention to the 'Update' column which identifies the impact of Pupil Premium expenditure.
- 6.3 **Q. Are you happy with the outcomes to date, for this year?**  
**A.** The Headteacher said, for 2014/2015, yes.

- 6.4 This item is noted under confidential items. All remained present.

- 6.5 **Q. A Governor requested further information regarding school trip subsidies?**  
**A.** The Headteacher said a child would never be excluded from attending a school trip if the parent cannot make the requested £5 maximum voluntary contribution. We believe that if the cost is maintained at a low level, more parents will be able to make the requested voluntary contribution. However, trips are becoming more expensive and we may need to look at increasing the voluntary contribution to £10 per trip.

- 6.6 **Q. How many school trips are organised?**  
**A.** The Headteacher said this comprises one trip per term. This forms part of the creative curriculum and all trips are linked to learning.

The Headteacher said there is usually a good rate of payment in respect of the requested £5 voluntary payment and it is hoped that an increase to £10 per trip would not deter parents from continuing to make a contribution. Should this have a detrimental impact, this would need to be reviewed.

- 6.7 The Deputy Headteacher said RAISEonline data ties in with Pupil Premium. It is important for Governors to see this link, when reviewing expenditure.

## 7. BUDGET MONITORING INCLUDING PUPIL PREMIUM

Governors were presented with a Budget Monitor report to month 9. This was a summary budget monitor to 31 December 2015 and included projected outturn.

- 7.1 Income  
**I16 to I17 – community focused income/grants:** This related to daycare. This figure was down because although twenty daycare places had been budgeted for

and there were twenty children attending daycare, those children were not attending full time. This equated to approximately 16 full time equivalent children attending daycare.

## 7.2 Expenditure

7.2.1 **E01, E02:** There was a small underspend. A teacher who had left the employ of the school had not been replaced. There was however a member of staff working at the school who was employed through an Agency; this would therefore show as an overspend on agency staff.

7.2.2 **E19 – Learning resources, not ICT:** The overspend for this code is due to payment for Sport England playground equipment.

7.2.3 **E20-E25 & E29:** This was an underspend. The school has not yet been invoiced for school meals supplied since the summer of 2015.

### **Q. Is that usual?**

**A.** The Headteacher said, yes, Catering will often invoice late.

7.2.4 The Headteacher said the school is looking at a £20K underspend; this is not a huge amount. Including the capital underspend, this totals £47K but this money is allocated for I.T. equipment expenditure. Match funding will be applied for, in respect of building works.

7.2.5 The Headteacher said information has just been received in respect of schools making capital bids. The conditions survey is now out of date and is in the process of being updated but schools can now bid on works other than those identified within the condition survey as long as they meet specified criteria.

## **8. AUDIT FEEDBACK**

8.1 An internal audit took place in November 2015. This was conducted by the Local Authority and the audit report was received this week.

8.2 Themed audits now take place and the theme of the audit conducted in November, was procurement and contracts.

8.3 No major issues were highlighted. Some minor issues were flagged but the audit report did not reflect some of the discussion held in relation to these issues. In respect of some of these issues, the school had informed the Auditor they had followed advice given during the previous audit.

8.4 A formal debit card policy was required; this has been addressed.

8.5 Within debit card procurement, it was identified that Purchase Orders were not raised; the system is set up in such a way that if this is implemented the purchase order has to be cancelled once the purchase has been made to prevent the system generating a cheque payment.

8.6 **Q. The Chair asked about the concern that Chapel End Infant School would be reported on as part of a group themed audit. Has this happened?**

**A.** The Headteacher said the Local Authority was talking about producing a general report but she had requested that should this happen, that individual schools would not be named.

8.7 The Headteacher concluded, saying that the Local Authority's idea of a themed audit, was to improve the audit process; feedback should form part of that improved process.

8.8 The Chair said he would write to the Local Authority in respect of the audit report received.

## **9. BUDGET PLANNING DISCUSSION**

9.1 The Headteacher said daycare requires discussion at the next meeting; this is in particular relation to the budget.

### **Agenda item for next meeting: Daycare**

9.2 The cycle of business suggests that Nursery fees should be reviewed at the next meeting.

### **Agenda item for next meeting: Nursery fees**

9.3 Service Level Agreements (SLAs) need to be reviewed.

9.4 I.T. expenditure needs to be reviewed. It is anticipated this will be high; a report is awaited.

9.5 The staffing structure needs to be reviewed. Some discussion will take place under agenda item 11.

9.6 **Q. Has the Local Authority provided the school with any indication regarding an impending funding review and the potential impact of this on budgets?**

**A.** The Headteacher said a representative discussed the national funding formula at a meeting she had attended, but no information was provided on the actual amounts. The Headteacher said the school has received an indicative budget for next year; this has not decreased. Some advice given is that schools should allow for a 2% increase in employer national insurance contributions.

9.7 A Governor said the Government believes that London schools spend too much money and it wanted to redistribute funding.

## **10. SCHOOL POLICIES**

10.1 Probation Model Procedure for School Support Staff

10.1.1 The Headteacher said this is a new model policy which has been proposed by the Local Authority's Human Resources team.

10.1.2 This policy was circulated to Governors in advance of the meeting. It was noted this policy was presented to Governors for information only.

10.1.3 The Chair, alongside the Headteacher, had reviewed this policy. Ludi Capelan, as Human Resources Link Governor, was also involved in the review process. The Chair noted he was in agreement with the policy.

10.1.4 The Headteacher said any model policies presented by the Local Authority have already been reviewed by the Borough's Legal department, as well as by appropriate Unions.

10.2 Leave of Absence Policy – September 2015

10.2.1 This policy was discussed at a previous Governing Body meeting.

10.2.2 Discussion took place regarding special leave and the quantity of days granted.

10.2.3. A Governor suggested that some of the points relating to special leave were not clear. It was suggested that staff receive a sheet which provides more detail regarding the mechanics of the process.

10.2.4 It was noted that point 1.2 refers to a form which is included as an Appendix; this form needs to be added to the policy

**ACTION: The school to add the form as an Appendix.**

10.2.5 The Chair referred to item 4.3 which relates to the role of the Governing Body. It was proposed that the Human Resources Link Governor be included within the policy, as the point of contact for advice.

10.2.6 Governors **agreed** that the number of days of special leave should be 20.

10.2.7 Religious festivals: The Headteacher wanted to make Governors aware that further discussion may need to take place in relation to this. This is because of the potential impact of several staff being absent from school at the same time.

10.2.8 Governors **agreed unanimously** to adopt the Leave of Absence Policy.

10.3 Lettings Policy – 2015

10.3.1 The Chair, together with the Headteacher, had reviewed this policy. The Chair was in agreement with the policy.

10.3.2 **Q. How many lettings take place?**

**A.** The Headteacher said there aren't many lettings. The Local Councillors use the site once per term.

10.3.3 Governors **agreed unanimously** to adopt the Lettings Policy.

10.4 Charging Policy

10.4.1 Governors had received the Chapel End draft and model Financial Regulations Policy. With the exception of information relating to residential visits, the Charging Policy did not differ from this.

10.4.2 Governors **agreed unanimously** to adopt the Charging Policy.

10.5 Debt Recovery Policy - 2016

10.5.1 This is the existing policy which the Chair had reviewed with the Headteacher.

10.5.2 It was noted that some sections refer to certain issues being at the discretion of the Governing Body/Finance Committee/Headteacher.

**Q. In relation to this, does the Headteacher have any thoughts about accountability?**

A. The policy has been updated to specify with whom accountability lies in each section. In most cases this will be with the Headteacher and only when issues cannot be resolved at this level will they be passed to the Governing Body.

10.5.3 Governors **agreed unanimously** to adopt the Debt Recovery Policy 2016.

10.6 Debit Card Policy

10.6.1 The Debit Card Policy was adopted from the model Credit Card Policy. The School did not have a credit card.

10.6.2 The model policy has been amended to include that the school does use its debit card to purchase, not only from the internet, but also from high street shops.

10.6.3 Governors **agreed unanimously** to adopt the Debit Card policy.

10.7 Schools Code of Conduct Policy

10.7.1 This is an existing model Policy but one which has not previously been implemented.

**[Milena Lacheva arrived – the time was 8.10 p.m.]**

10.7.2 The Governing Body **agreed unanimously** to adopt the Schools Code of Conduct Policy, subject to an insertion regarding social media.

**ACTION: The Chair will review this in relation to social media.**

10.8 Publication scheme 2015

10.8.1 This was discussed at a previous Governing Body meeting. This covered what qualified for publication and in what format.

10.8.2 The school is required to have this policy in place; the policy appears on the school website.

10.8.3 The Chair said he has reviewed the Publication Scheme and it makes clear what information is available on request.

10.8.4 Governors **agreed** to adopt the publication scheme.

10.9 Scheme of Delegation

**ACTION: The Chair and Headteacher will discuss this and will bring this back to the Governing Body.**

**11. STAFFING STRUCTURE**

Governors were presented with a staffing structure for support staff.

11.1 The Headteacher said this is presented for Governors' information.

11.2 The Office Manager will be retiring at the end of September and consideration needs to be given to how she will be replaced.

11.3 This item is noted under confidential items. All remained present.

**12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 12.1 The next meeting will take place on Thursday 10 March.
- 12.2 The Chair said he will be attending the Governors' briefing on 25 February 2016.
- 12.3 Agenda items:
  - 1. Daycare
  - 2. Nursery fees
  - 3. To receive and approve the Minutes of the Governing Body meeting held on 28/1/16.

**13. ANY OTHER BUSINESS**

- 13.1 The Chair invited Governors to a lecture taking place at the Guildhall on Tuesday 23 February. This would be presented by Nicky Morgan, Education Secretary.

**COMPLETED ACTION: Following the meeting, the Chair sent an e-mail to all Governors in relation to this.**

13.2 Emergency Response Plan

The Headteacher said schools have received guidance notes from the Department for Education (DfE) in relation to this.

The Emergency Response Plan is in the process of being organised and will be issued to Governors once completed.

**ACTION: The school to issue the Emergency Response Plan to Governors, once completed.**

The meeting ended at 8.30 p.m.

Signed.....

Date.....