



Care Respect Equality Achievement Trust Excellence

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Headteacher Mrs Karen Jupp



Stanton Harcourt CE
Primary School

STANTON HARCOURT CE PRIMARY SCHOOL GOVERNING BODY

Minutes of the meeting of the Local Governing Body
held on Thursday 25 June 2015 at 7.30 pm at the School

Present:

A K Boer (AKB)		- Foundation Governor (Diocese-appointed)
Rachel Elliott (RE)	Vice Chair	- Director-appointed Academy Governor
Jenny Faulkner (JF)		- Parent Governor
Carol Steels (CS)		- Director-appointed Academy Governor
Richard Thomson (RT)		- Director-appointed Academy Governor
David Wallom (DW)		- Director-appointed Academy Governor
Jane Watts (JW)	CHAIR	- Foundation Governor (Diocese-appointed)

In attendance:

Kit Howells (KH), Clerk

The meeting was quorate.

Item	Item title	Action
1.	<p>Welcome and Apologies for absence JW welcomed Governors.</p> <p>Apologies for absence received from: Nick Rickards (NR) - Parent Governor Karen Jupp (KJ) - Headteacher (<i>ex officio</i>) Laura McEachern (LM) - Associate member (SEN) Drew Tweedy (DT) - Associate Member and accepted.</p>	
2.	<p>Declarations of interests DW lives on the boundary of the School.</p>	
3.	<p>To approve the Budget for 2015-16 and forward Resources Committee had met immediately prior to this meeting to discuss the budget for the next academic year 2015-16, and RE briefed governors, who received the draft Budget.</p> <p>Governors questioned the figures for the later years and noted that these could be estimates only. The 2015-16 year is built on known factors and includes rising costs, with the second year being fairly precise. It was noted that the budget is revisited through the year and revisions were sometimes required which would be brought to the governors. Looking forward beyond next year, the budget was based on estimates of pupil numbers which drive the income for the school, together with associated pupil premium and SEN funding. It was noted that there will be flat funding from next year.</p>	

Signed: (Chair) Date:

	<p>For 2015-16, the deficit of c£15K will be met by the planned surplus to meet this eventuality.</p> <p>Governors queried various details of expenditure and RE explained the rationale. In particular, governors were pleased to note the inclusion of purchase of the new ICT cloud option to enable the School's educational software to be distributed into pupil iPads from a single point within the School rather than via a teacher's laptop.</p> <p>The new finance system being used within the EPA will go 'live' on 2 November, with full training for all EPA finance staff being held before half term.</p> <p>AKB briefed governors on the EPA Directing Board away day discussions around building the central services arm of the EPA, and the benefits which will accrue to the schools if it can be funded from next year. The School already benefits from the detailed monitoring and financial support provided by the EPA Chief Finance Officer Mike Lawes, but it was agreed that further support is necessary to assist with tightening up financial strategy and operational processes in the immediate future to meet the needs of the school and to ensure cost efficiency.</p> <p>It was noted that the Staff Handbook is being refined and updated in preparation for the new academic year and this will also assist process efficiencies.</p> <p>Governors thanked RE, JW, Linda Walsh and KJ for their work on the budget and RE recommended it for approval.</p> <p>Governors approved the Budget for 2015-16.</p>	RE/ KJ
4.	<p>GovernorHub HealthCheck</p> <p>The HealthCheck document had been previously circulated and Governors agreed responses to each section and delegated actions for improvement. KH will forward completed document to JW for checking before circulation to governors.</p>	KH JW
5. 5.1	<p>Other business</p> <p>Class teachers from September 2015</p> <p>JW reported the agreed arrangements as follows: Early Years - Vicky Cummings/ Sarah Gray sharing Class 1 - Jenny Woodford Class 2 - Linda Walsh Class 3 - Lucinda Ram (4 days) / Karen Jupp (1 day)</p> <p>PPA time - to be covered by various staff. SEN – Sarah Gray 1 day pw.</p>	

	<p>It had been agreed to create a mini senior team comprising Jenny Woodford as Coordinator for the Lower school (including Early Years) and Linda Walsh as Coordinator for the Upper school. These Coordinators will hold regular meetings with the staff in their respective areas of the School.</p> <p>It might be that these two coordinators will share the Staff Governor role; it is not necessary for a teacher to be the staff governor and this remains to be decided.</p> <p>Now that the Budget had been agreed, KJ will communicate next year's class structure to parents and carers.</p>	<p>KJ</p> <p>KJ</p>
5.2	<p>Website Governors noted that SH is not able to 'piggyback' on the EPA website. Work is continuing to ensure statutory information is uploaded to the School website.</p>	<p>NR/ JF</p>
5.3	<p>Staffing JW briefed governors on staff movements from the end of this academic year.</p> <p>It was noted that KJ had returned to work and was gradually increasing her hours back to full time. Support from Marilyn Trigg had continued, including undertaking all teacher appraisals. KJ was not currently undertaking EPA DCEO duties.</p>	
5.4	<p>Parent Governor election Nancy Hutchison has been elected new Parent Governor. KH to welcome and send background information.</p>	<p>KH</p>
6.	<p>Date of next LGB meeting: Thursday 16 July 2015, 7 pm which will be followed by social event with staff.</p> <p>It was agreed that teachers will not be asked to make presentations this time, but will be asked to prepare a presentation for Curriculum Committee/LGB autumn meeting, on strategy for the year ahead, based on the 2105 end of year data.</p> <p>The aim in the new academic year will be for the LGB meetings to 'feed into' the EPA Directing Board meetings and dates will be proposed at the July meeting.</p> <p>Committee meeting dates: Resources: 6.30 pm on Thurs 16 July (Pay Committee meeting only). Curriculum and Communication: 7 pm on Tuesday 7 July</p>	<p>All to note</p> <p>KJ</p> <p>KH</p> <p>Res Comm C&C Comm</p>

	<p>Appendix</p> <p>Governor responsibilities</p> <p>Pupil Premium statutory requirements – JF</p> <p>Safeguarding (inc liaison with KJ termly) – JW & LM</p> <p>Updating Website to meet statutory requirements – NR & JF</p> <p>Teaching some RE classes – DT</p> <p>Finance and new Budget (liaison with EPA CFO) - RE</p> <p>New Communication Group - JW,RT,NR</p> <p>Support of LW/liaison with EPA CEO on leadership – JW</p> <p>Collective Worship - DT</p> <p>Health & Safety - CS (& RE)</p> <p>Chair of Curriculum & Communication Committee - NR</p> <p>Minuting of Curriculum & Communication Committee - JR</p> <p>In addition to the Class /Subject liaison already agreed:</p> <p>DW - Maths and Science</p> <p>LM - SEN</p> <p>DT – RE, SIAMS and Music</p> <p>RT – Literacy</p> <p>AKB - Eco and EPA link (Directing Board member)</p> <p>RH - Class 3 (Years 5/6)</p> <p>NR – Class 3 (Years 5/6)</p> <p>JW – Foundation</p> <p>CS – Class 1 (Years 1/2)</p> <p>RE – Class 2 (Years 3/4).</p>	
	<p>Governor training undertaken</p> <p>JF Closing the Gap 14.5.15</p>	

The meeting closed at 2115 KH/28.06.15