



Reydon Primary School

Minutes of Local Governing Body meeting held on Monday 5th November 2018 @ 6pm

Chair:	Celia Eldridge NB Chair for this meeting: John Verity	Clerk:	Paul Cunningham
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Name	Governor Type Trust/Parent/Staff/Associate	<u>P</u>resent/<u>A</u>pologies/<u>A</u>bsent
Celia Eldridge (CE)	Trust (Chair)	Ap
John Verity (JV)	Trust (Vice-Chair)	P
Gillian Simmonds (GS)	Trust	P
Carol Andrewes (CA)	Trust	Ap
Carly Grimmer (CG)	Staff	Ap
Catherine Millward (CM)	Staff	P
Jo Viner (JV)	Headteacher	P
Jenny Knights (JK)	Parent	P
Wayne Stocking (WS)	Parent	Ap

In Attendance

Linda Ellis, Deputy Headteacher (LE)
Nicki Mayne, School Business Manager (NM)
Paul Cunningham, Governor Services Clerk

Reydon Primary School Local Governing Body
Minutes / Actions

Monday 5th November 2018 @ 6pm

Agenda Item	Items Discussed & associated Challenging Questions
1. Welcome and apologies	JV welcomed governors to the meeting in the absence of the Chair. Apologies for absence were received from Carol Andrewes, Celia Eldridge, Carly Grimmer and Wayne Stocking; governors consented to these absences.
2. Training item on Safeguarding system	<p>Governors received a presentation from the Headteacher on the new safeguarding system, 'My Concern', which has been in use since the start of Term in September.</p> <p><u>Q: JV asked: How many Concerns does the school have?</u> <u>Headteacher replied that there are approximately 20 per month.</u></p> <p>LE gave an update on the Prevent Duty for schools. Governors noted the need to complete online 'Channel' training as part of the Prevent Duty.</p>
3. Declarations of Pecuniary Interest	<p>There were no declarations of pecuniary interest relevant to items on this agenda.</p> <p>Headteacher declared that she is now a governor at Red Oak Primary School.</p>
4. Minutes of Previous Meeting and Matters Arising	The minutes of the previous meeting (held on July 9 th) were confirmed as an accurate record. There were no matters arising.
Additional Item: Budget Monitoring	<p>NM reported on the final budget outturn for 2017-18. She noted the following points:</p> <p>Income was down on the GAG funding, this is because the original budget was based on funding with estimated pupil numbers and adjusted by the ESFA at year end.</p> <p>The school has received a donation of £5k, which has paid for music tuition for two years.</p> <p>The Solar panels were not working, which means that the income was not added. The panels are being repaired, with the repair being funded by Suffolk County Council.</p> <p>Overspend of £11k on TAs is covered by additional SEN funding. Gas boiler has generated savings compared to the previous oil-fired boiler.</p> <p>The overall budget shows an in-year deficit of £2633, compared to a predicted outturn of £49532. The surplus carried forward is £107k.</p> <p>She noted that the funding for schools within the recent Budget statement in Parliament is capital funding, and that the quoted figure of £10k is an average, not a guaranteed amount per school.</p>

	<p>NM presented the budget for 2018-19. She noted that this budget includes an amendment to incorporate the Teachers' Pay Grant, which is to cover the 3% MPS teachers' pay award. She noted that the revised budget has been submitted to the Trust Board.</p> <p>She highlighted the following points:</p> <p>92% of staff costs are for teachers and teaching assistants, with just 8% for other staff.</p> <p>The budget shows an in-year deficit of £12564, but she reported that this deficit is likely to increase, due to increased TA costs.</p> <p>NM noted that the 5-year budget shows increasingly large in-year deficits.</p> <p>She reported that the change in SCC transport policy will mean that children in Wrentham will no longer receive free transport to Reydon, although the funding will continue for children currently in the school.</p> <p>Governors adopted the budget report.</p> <p>NM gave a Health & Safety update. She noted that the audit is being completed in November. She reported that only one item is outstanding from the Fire Inspection report, and one item from the Legionella Report. Both of these issues will be addressed this term.</p> <p>NM reported that: some high-level windows in the hall have been replaced; outdoor play equipment has been replaced; the issues with a leaking roof are ongoing but will be addressed. She noted that a new electronic visitor register system will be installed later in the academic year, which is being funded by the Trust.</p>
<p>5. Headteacher's Report / Update on Pupil Progress</p>	<p>Governors agreed to convene a Working Party (to which all governors would be invited) to consider the PE Premium Action Plan, the Pupil Premium Action Plan and the School Development Plan, and they asked the Headteacher to circulate potential dates for this meeting.</p> <p><i>Headteacher's report:</i> The Headteacher mentioned the following items from her report:</p> <p>Pupil roll has stabilised. Attendance figures are strong, although persistent absence remains an issue (currently at 9.1%, but this is likely to reduce significantly over the course of the year). A Trust-wide PD Day was held at the start of term. ALT are considering a shared learning platform across the Trust as a result of the PD Day.</p> <p><i>School Development Plan:</i> Objective 1: three staff are following the Leading Active Learners (LAL) programme, as part of a programme for North Suffolk Hub schools. Subject leaders are now carrying out learning walks as part of their subject leadership. Objective 2: the focus is on challenge for children working at greater depth, especially writing.</p>

	<p>She reported that the school is one of three schools within ALT to pilot the use of technology in classrooms alongside Apple – this will mean that children in one class (yet to be identified) will have a device each. The project is still at the planning stage, and governors will get more feedback once the project is up and running.</p> <p>Objective 3: children’s Mental Health is a Trust-wide issue this year. The school will launch an Eco-Council of children to improve this aspect of school life.</p> <p>Objective 4: Pupil progress data is now only being collected termly, rather than half-termly, as the previous date in the first half of term was too early in the term to ensure that the date was sufficiently accurate.</p> <p>KS2 progress scores for 2018 are well within the confidence bands, and show accelerated progress for reading, writing and maths. The 2019 targets have been submitted to ALT.</p> <p>(JK left the meeting).</p> <p>Governors noted that this means that the meeting is no longer quorate, and further items will need to be deferred to a further meeting.</p>
<p>6. Reports from Sub-Committees and Governor Visits</p>	<p>Sub-Committees: there were no reports to receive.</p> <p>Governor visits: governors noted that several visits have been completed, and the reports are filed in the Visits folder. The reports did not raise any concerns for governors to consider.</p>
<p>7. Review of Policies:</p>	<p>Governors noted that approval would be sought electronically from governors for the policies listed below, as the meeting was not quorate to approve policies:</p> <ul style="list-style-type: none"> • Use of Images; • Safeguarding; • Equality; • Attendance; • Prevent.
<p>8. ALT Business</p>	<p>There were no updates to receive. LE reported that she had received GDPR training from the Trust’s Data Officer, and she noted that all staff and governors would need to attend GDPR training on a future PD day.</p> <p><u>Q: JV asked: Which Challenge level is the school now at within the Trust – 1, 2 or 3 (one the highest, three the lowest)?</u> Headteacher reported that the school is now at level 3, and as a result she will now have a meeting with the Trust only once annually.</p>
<p>9. Future Events</p>	<p>Headteacher reported that she will be adding relevant dates to the calendar on Governor Hub.</p> <p>She noted that governor involvement in formal monitoring events will be reduced.</p> <p>LE reported that the Choir will be attending Reydon Christmas Lunch at Village Hall on 6th December.</p> <p>Headteacher reported that the Christmas events at the Church will be on December 18th.</p> <p>Emma Freud and Richard Curtis will be judging the Short Story competition.</p>

10. Any Other Business	None.
11. Confidential Personnel Matters	Confidential
12. Date of Next Meeting	Monday March 18 th at 6pm.
	Meeting closed at 7.45pm