



## CLIFTON GREEN PRIMARY SCHOOL

### Minutes of the meeting of the Full Governing Body held in the School on Tuesday 14<sup>th</sup> November 2017, at 6pm

<b>Present:</b>	Mr Dave Brown (Headteacher) Mr Peter Warry (Chair) Mrs Alison Dewhurst	Mrs Lynn Comer Mrs Kathleen Wood
<b>In attendance:</b>	Mrs Lisa Green (Business Manager) Ms Claire Neal (Office Manager) Mrs Jess Swarbrick (Governance Support Officer - Clerk)	

	<u>Executive Summary</u>	
1	<b><u>Welcome, apologies and declarations of interest</u></b> The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Martyn Stoakes, Tobie Abel and John Hattam. There were no declarations of interest.	
2	<b><u>Minutes of the meeting held on 10<sup>th</sup> October 2017</u></b> Previously distributed. Agreed.	
3	<b><u>Action Plan and matters arising not covered on the agenda</u></b> Progress against the agreed actions was noted.	
4	<b><u>Staffing Update</u></b> Previously distributed. The Headteacher provided an overview of the current staff structure, and raised a number of points for discussion and approval.	
5	<b><u>Revised Budget</u></b> Previously distributed. Governors discussed the revised budget position, and agreed to recommend this for approval by the full governing body on 28 <sup>th</sup> November.	
6	<b><u>Cleaning Update</u></b> Previously distributed. The Business Manager presented a proposal relating to bringing cleaning services in-house, including a comparison of current and predicted costs. Governors agreed the proposal in principal subject to a number of questions which needed clarification. It was agreed to recommend the proposal for approval by the full governing body.	
7	<b><u>Catering Update</u></b> The Business Manager provided an update on catering uptake and income from September.	
8	<b><u>Funding Formula Update</u></b> Previously distributed. Noted.	
9	<b><u>School on a Page</u></b> Tabled. Noted.	
10	<b><u>Pupil Premium</u></b> It was agreed that this would be carried forward for discussion at the full governing body meeting on 28 <sup>th</sup> November.	
11	<b><u>Data Protection Compliance Update</u></b> The Business Manager provided an update regarding ongoing work to prepare for the changes to data protection regulations which would come into force in May 2018.	
12	<b><u>Health &amp; Safety</u></b> Governors noted the updated schedule of work which had been previously distributed.	
13	<b><u>Premises Update</u></b> The Business Manager provided an update on recent meetings with the LA regarding funding for premises maintenance and improvement.	
14	<b><u>Any Other Business</u></b> The Headteacher provided a confidential update on the Children's Centre.	
		<b>Action</b>
1	<b><u>Welcome, Apologies for Absence and Declarations of Interest</u></b> The Chair welcomed everyone to the meeting. Apologies were received, with consent, from Martyn Stoakes, Tobie Abel and John Hattam.  There were no declarations of interest.	
2	<b><u>Minutes of the meeting held on 10<sup>th</sup> October 2017</u></b> Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.	
3	<b><u>Action Plan and Matters Arising</u></b> With reference to the Action Plan: 1. The Business Manager reported that she had contacted the internal auditors, who had advised they would not send further updates once the final report was issued. Governors noted that they were satisfied that all actions within the report had been completed, and a record of this could be provided if required.	
4	<b><u>Staffing Update</u></b> The Headteacher reported that a member of the teaching staff would be leaving at Christmas, having taught at the school for almost 30 years. He noted that the teacher was currently on long term sick leave. The Headteacher raised the need for further discussion at a future meeting regarding teacher workload and stress, and the responsibility of the school and of governors to balance striving for improvement with duty of care for staff. Governors agreed that this should be an ongoing debate.	

	<p>Governors noted the staffing structure overview, which had been previously distributed. The Headteacher advised that the first box showed teaching staff, with other support staff set out in the box below.</p> <p>The Headteacher raised a number of proposals for consideration and decision as follows:</p> <p><b>i)</b> The award of a temporary TLR payment from January 2018 to August 2019 for a staff member to lead School Development Plan (SDP ) Area 5 – ‘Develop collaborative working across Y4-6 to maximise KS2 outcomes’. It was noted that this would equate to a cost of £1578. The Headteacher advised that this staff member would take on ownership of this priority, and work to Individual upskill colleagues in Years 3, 4 and 5 to develop the knowledge they need within the new national curriculum. Governors agreed that this was a key part of the SDP, and had been discussed at previous meetings.</p> <p><b>Governors agreed that in financial terms, an additional £1500 to improve results seemed a clear positive. However, a concern was raised regarding workload for the individual, given the Headteacher’s earlier comments.</b> The Headteacher advised that he had discussed this with the individual, and her view was that longer term, putting the work in now should reduce workload going forward and reduce levels of stress in the future. He added that she was looking to improve and this was a great opportunity for more leadership development.</p> <p>Governors approved the proposal, but emphasised the need for support for the individual. <b>A question was raised regarding monitoring the impact of the TLR.</b> The Headteacher advised that this would be done through the Teaching, Learning &amp; Curriculum Committee as part of their oversight of the SDP. It was further agreed that a real impact would not be clear in this academic year, but by September 2019, when the current Year 4 reached Year 6.</p> <p><b>Governors asked whether objectives could be attached to a TLR in the same way as a substantive post as it was felt that this should be done, in order to monitor performance.</b> The Headteacher advised that this was possible, as the TLR in effect changed the individual’s job description for its duration. It was agreed that once this began in January, the Headteacher would need to identify specific performance indicators with the teacher.</p> <p><b>ii)</b> The Headteacher raised two proposals for April 2018, for discussion:</p> <ul style="list-style-type: none"> <li>- To introduce a further TLR2a for Behaviour, as this is the only post on the Senior Leadership Team (SLT) not to have a TLR</li> <li>- To increase one of the five TLR2s to a higher level to provide a senior TLR position.</li> </ul> <p>In relation to the first point, the Headteacher advised this was being raised for future discussion in the new year.</p> <p>With reference to the second point, the Headteacher advised that discussion had taken place at Chairs’ Steering Group around the need for a clearer line of accountability within the SLT after the Headteacher and Deputy Headteacher. It was noted that this role would more likely be determined on an individual and their skills, rather than to a specific post. <b>The Chairs’ Steering Group had asked the Headteacher to bring back a proposal for an Assistant Headteacher role, which would be attached to an individual rather than a post.</b> Governors agreed that this should be discussed in more detail in the new year, with the full involvement of the new Deputy Headteacher.</p> <p><b>iii)</b> The Headteacher advised that the Community Liaison Officer role was currently a Grade 7, and he proposed increasing this to Grade 8, given the expansion of the role since its creation. He advised that an updated job description had been sent to the LA for pencil scoring, and the school would be advised of the outcome of this once it had been agreed.</p>	
5	<p><b><u>Revised Budget</u></b></p> <p>The Office Manager presented the revised budget, which had been previously distributed with explanatory notes.</p> <p><b>Income</b></p> <p>Governors noted two key reductions in income:</p> <p>I03 £16,708 reduction in SEND funding due to pupil movement.</p> <p>I01 £15,051 de-delegation charge for Educational Functions from the LA. The Office Manager reported that this was a new charge from the LA for services including Education and Welfare, School Improvement and</p>	

	<p>Asset Management, which had been missed at the start budget. <b>Governors asked whether this had been charged to schools in the past.</b> The Office Manager confirmed that it was new for this year, but this had not be communicated clearly to schools at the time of the start budget. The Headteacher advised that it was recognised it was the school’s responsibility to pick up on this additional cost, which had been communicated by email, but it was disappointing that the LA had not made its introduction clearer at the time.</p> <p>Additional income was noted relating to Pupil Premium funding (£3,420), trainee teacher placements (£1,700), and payments from the Headteacher’s and Deputy Headteacher’s work with other schools and with Ofsted (£3,700).</p> <p><b>Expenditure</b> E09 Governors noted an increase in staff development costs due to SENCO, safeguarding and counselling training. E20 It was noted that a change in hardware had resulted in a reduction of expenditure for ICT Learning Resources relating to the service level from Vital.</p> <p>The Office Manager reported a small saving overall on staffing. However, she highlighted that the cost of educational support staff was higher than previously, due to both higher levels and increased hours. Governors noted that this may be an issue for consideration in future budget discussions.</p> <p>Governors noted the summary figures as follows:</p> <table border="1" data-bbox="151 828 1276 1086"> <thead> <tr> <th><u>Total Balances</u></th> <th><u>Start Budget</u></th> <th><u>Revised Budget</u></th> <th><u>Variance</u></th> </tr> </thead> <tbody> <tr> <td><b>Income</b></td> <td>£2,051,745</td> <td>£2,029,231</td> <td>£-22,514</td> </tr> <tr> <td><b>Expenditure</b></td> <td>£2,083,247</td> <td>£2,073,391</td> <td>£9,856</td> </tr> <tr> <td><b>Expected Carry Forward (including Brought Forward)</b></td> <td>£28,724</td> <td>£16,066</td> <td>£-12,658</td> </tr> <tr> <td><b>Cumulative Carry Forward (including Capital and Brought Forward)</b></td> <td>£37,182</td> <td>£24,901</td> <td>£-12,281</td> </tr> </tbody> </table> <p>The Office Manager reported that this figure may improve, following investigations into higher than expected energy and water costs, as well as recharges which needed to come in from the Children’s Centre.</p> <p>Governors agreed that it would not be possible to maintain the same level of income and expenditure going forward, and even with the introduction of the new National Funding Formula, it would not be possible to maintain staff at the same level in 2018/19. It was agreed that difficult decisions may be needed in consideration of the budget in the next year.</p> <p>The Headteacher noted that one area of potential saving was the cleaning contract, which would be discussed under item 6.</p>	<u>Total Balances</u>	<u>Start Budget</u>	<u>Revised Budget</u>	<u>Variance</u>	<b>Income</b>	£2,051,745	£2,029,231	£-22,514	<b>Expenditure</b>	£2,083,247	£2,073,391	£9,856	<b>Expected Carry Forward (including Brought Forward)</b>	£28,724	£16,066	£-12,658	<b>Cumulative Carry Forward (including Capital and Brought Forward)</b>	£37,182	£24,901	£-12,281	
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6	<p><b><u>Cleaning Update</u></b> The Business Manager presented a summary of information relating to cleaning costs, which had been previously distributed. She explained that the first column showed the costs under the current contract, the second showed the cost if the contractors paid the Real Living Wage, and the third showed the cost if cleaning was brought in-house. Governors noted that bringing this in-house would remove the significant monthly management fee currently paid to the contractors.</p> <p>The Business Manager advised that in terms of benefits, it was felt that as with the catering, staff would have a greater sense of team spirit, and feel part of the school. She added that there were some risks to consider as well, including covering sickness absence. However, as with the catering team, the school would look at managing this effectively with cover from within the team where possible.</p> <p>The Business Manager advised that set up costs would also need to be considered, as it was assumed that the contractor would take their equipment with them if the school gave notice. <b>Governors asked whether these costs had been calculated yet.</b> The Business Manager reported that she had not yet costed up the total for equipment, but would provide this information for the full governing body meeting on 28<sup>th</sup> November. The Chair advised that this expenditure would be considered a legitimate Capital expenditure, though it was important to also factor in the budget for replacement on an ongoing basis.</p>	LG																				

	<p>The Business Manager advised that some members of the current team do additional work in school by direct arrangement already, including MSA and Breakfast/After School Club. As a result of this, it would be important to consider National Insurance thresholds and other issues, as if they were directly employed for cleaning, the school may potentially be paying more in total than previously. Governors agreed it was important to be mindful of this.</p> <p><b>Governors asked whether there would be a cost for giving notice on the current contract.</b> The Business Manager advised that the school was currently on a rolling contract so there was no cost involved. She added that the notice period was 90 days</p> <p>It was noted that in the event of bringing in-house, staff would transfer on their current conditions in terms of TUPE consultations, but these would then be improved through the increase to the Real Living Wage.</p> <p>Governors agreed to make a recommendation to the full governing body to bring the cleaning services in house, subject to receiving a response to the questions above around expected set-up costs.</p>	
7	<p><b><u>Catering Update</u></b></p> <p>The Business Manager tabled a summary of school meal uptake for September and October 2016/17 and 2017/18. She advised that due to a high number of variables, it could be tricky to make a direct comparison for short periods and it was important to look at over time, as this could change over the year at different points for many reasons.</p> <p>It was noted that there was a dip in Universal Infant Free School Meals (UIFSM) uptake compared to last year, though it was felt this may be due to the new Reception children not having hot dinners.</p> <p>The Business Manager advised that income overall was up from the same time last year. She noted that this could be down to a number of factors, including a tighter practice around collecting historic debts.</p> <p>Governors noted that the uptake of paid meals for 2017/18 was very positive, about 25% up on the previous year. It was noted that this was due to a better retention of uptake in Year 3, with children who had got used to school dinners under UIFSM.</p>	
8	<p><b><u>Funding Formula Update</u></b></p> <p>Governors noted the information on the new National Funding Formula, which had been previously distributed. The Headteacher reported that the key headlines meant that the school would benefit from the changes to the funding formula, though not as much as initially expected. He advised that the increase was equivalent to an additional £100 per pupil per year, an increase of 2.7%.</p> <p>A question was raised regarding the target funding allocation, which was set out in the information from the LA. Governors were unclear about what this was, and how it would be achieved. The Headteacher agreed to raise this with Richard Hartle, LA Finance Director and report back.</p>	HT
9	<p><b><u>School on a Page</u></b></p> <p>Governors noted the updated School on a Page, which was tabled for information.</p>	
10	<p><b><u>Pupil Premium</u></b></p> <p>It was noted that this item would be carried forward to the full governing body meeting on 28<sup>th</sup> November.</p>	
11	<p><b><u>Data Protection Compliance Update</u></b></p> <p>The Business Manager tabled an update on work to ensure compliance under the new data protection regulations, which would come into force on 20<sup>th</sup> May 2018.</p> <p>The Business Manager reported that she and the Office Manager were checking all practice in school against the compliance requirements, and the Office Manager would take on the role of Data Protection Officer.</p> <p>The Business Manager advised that many of the points on the checklist were already in place, though some additional actions would be undertaken to ensure full compliance by the deadline.</p> <p>It was noted that from a governance point of view, there was also a need to ensure compliance with the</p>	

	new regulations. The Clerk advised that the Governance Service were aware of the changes and were working to find solutions to support governing bodies in this.	
12	<p><b><u>Health &amp; Safety</u></b> Governors noted the schedule of health and safety checks which had been previously distributed. The Business Manager reported that she had met with Martyn Stoakes, Health &amp; Safety governor to review the checklist at the start of this half term, and he was also due to meet the Site Manager in December.</p>	
13	<p><b><u>Premises Update</u></b> i) The Business Manager reported that Claire McCormick from the LA had visited the school with a number of other officers to look at the state of the building, and to formulate a programme of maintenance and repair. It was noted that the LA had instructed Lucion Service to conduct a full asbestos survey of the school, which would be completed shortly. The Business Manager advised that based on the results of this, there would be a clearer view of how big the project would be overall. She advised that the LA would decide how much funding would be awarded and where this would be allocated.</p> <p>The Business Manager reported that the kitchen had not been expected to be on the list for development, but had been included in the inspection. She advised that the LA were keen to look at ways in which it could be developed to have more of a space that children and their families could access to cook together during the day</p> <p>ii) The Headteacher reported that the school had received a couple of complaints from neighbours regarding young adults accessing Clifton Woods and causing concerns. The Headteacher advised that he had provided assurance to the neighbours that the school would monitor this issue, which had also been raised with the PCSOs. The Headteacher further reported that the wooden gate had now been padlocked to put in additional resistance to trespassers. He noted that the school would also be looking to design signs to indicate that it was a place for children to play and explore.</p> <p>iii) The Headteacher reported that the Refugee Action Group for York (RAY) had started to use the school premises every Sunday for their meetings from this week. He advised that the group now had about 100 people attending. Governors agreed it was a great use of the space as a community resources.</p> <p>iv) The Headteacher reported that the parents of a new child in school who ran a decorating business had offered their services free of charge to repaint the school hall over the Christmas holidays. Governors agreed this was a very generous gesture, and noted their thanks to those involved.</p>	
14	<p><b><u>Any Other Business</u></b> <b><u>14.1 Children's Centre Update</u></b> <i>The following discussion has been recorded as a separate, confidential item.</i></p>	
15	<p><b><u>Date and Time of Next Meetings</u></b> * Tuesday 20<sup>th</sup> March 2018 at 6pm * Tuesday 8<sup>th</sup> May 2018 at 6pm * Tuesday 3<sup>rd</sup> July 2018 at 6pm</p>	

**The meeting closed at 8.00pm**

\_\_\_\_\_  
Mr Peter Warry  
Chair

\_\_\_\_\_  
Date

*"A school where children not only have high achievement, but experience opportunities to enrich their lives.  
A school that has family and community at its heart".*

**Clifton Green Primary School - Action Plan following the meeting of the Resources  
Committee held on 14<sup>th</sup> November 2017**

	<b>Action</b>	<b>Agenda Item</b>	<b>Person(s) Responsible</b>	<b>Timescale</b>
1.	Price up equipment cost for bringing cleaning services in-house	6	Lisa Green	28/11/17
2.	Query relating to NFF target funding allocation to Richard Hartle	8	Headteacher	ASAP

**Future Agenda Items:**

Minibus update

Benchmarking – identification of areas for focus