

## Lanesend Primary School

### MINUTES

#### of a meeting of the Full Governing Body

held at the school on 13<sup>th</sup> December 2017 at 6.30pm

**Present:** Karen Herbert-Duff (KHD) - Chair, Caroline Sice (CS) – Head Teacher, Jo Hunter (JH) – vice-Chair, Tara Hopkinson (TH), Andrea Flux (AF), Paul Herbert (PH), Dave Cooper (DC) – Staff member and invited guest  
Louise Hallsworth (External Auditor) - invited guest (for item 5 only)  
Richard Crossley – Clerk (RC)

#### 1) Apologies

Apologies were received from Lauren Elliott.

#### 2) Declarations of interest

No new or amended declarations were made.

#### 3) Minutes of previous meeting

The minutes of the last FGB meeting on 18<sup>th</sup> October 2017 were agreed to represent an accurate record of that meeting - proposed by JH and seconded by AF - and were signed by the Chair.

#### 4) Action items from previous meeting

A summary of the status of matters arising and actions is given below:

1. AF advised that, so far, out of term time holiday requests for the month of December amounted to 50 sessions. This compares to 28 sessions in the same period last year.

Attendance is good, standing at 98% and, taking out children below 5 years of age (not included in the statutory data), does not significantly affect attendance figures. There has been one further request for term time holiday in April 2018.

PH suggested that it might be useful to view attendance figures on a rolling average over the year and it was agreed to trial this. **Action: AF**

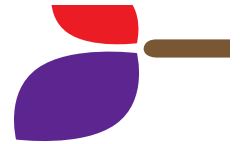
5. JR agreed to take a random sample of 10 policies to check whether the 'purpose' wording is correct. **Action: JR**

46. This month's candidates were agreed as: Jack (new apprentice), Lisa Cooper, Vicky, Andrea F, Carrie A and Dave C.

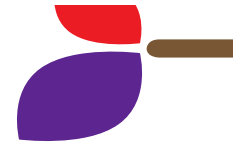
104. This item is on hold, pending the outcome of IOW LA consultations.

#### Action items status at the end of this meeting

Note: Completed items are shown 'greyed out', retained for one month and then removed from the list. Numbers are allocated serially and do not change when completed items are removed from the list.



	<b>Action item</b>	<b>Date item raised or amended</b>	<b>Person responsible</b>	<b>Status</b>
1	Dates for holiday requests	30/10/2015	AF	Ongoing monitoring and tracking. DC to arrange for inclusion on TV display.
5	'purpose' words to be added to policies when reviewed. Policy impact?	21/10/15 13/12/17	JR	<b>Standing Action Item</b> <i>JR to random sample 10 policies</i>
25	Investigate methods for feeding back pupil progress to volunteers	20/07/17	JR	JR/CS to discuss Autumn term - ongoing
46	Write Govs. Monthly awards	15/09/16	KHD	<b>Standing Action item</b>
69	Create a log of improvements and initiatives in school	09/03/2017	JR	<b>Standing Action item</b>
81	Review planning & monitoring docs, inc.'why are we doing this' doc.	20/07/2017	Strategy group	Review at Dec '17 FGB
82	Item 81 for Sept FGB agenda	11/05/2017	Clerk	Review at Dec '17 FGB
83	Gov. Dev. Plan as part of Strategy Group	20/07/2017	ALL	Review at Oct '17 FGB
93	Investigate Free School teacher contracts re term times	22/06/17	CS	ongoing
98	Investigate SIMS re under 5 absences	13/09/17	AF	ongoing
100	Complete skills audit and declaration forms	13/09/17	ALL	18/10/17
102	Decide on choice of commissioning group	13/09/17	PH	ongoing
103	Forward nominations for Governor award as and when they arise.	18/10/17	All	Ongoing



104	Discuss October holiday dates with staff	18/10/17	CS	On hold pending IOWLA consultation
105	Link gov. To introduce themselves to their classes	18/10/17	Link gov.	ongoing
106	Include Link gov. details in gov. newsletter	18/10/17	JR	When published
107	Clerk and CA to ensure that new GB membership is advised within 14 days	13/12/17	Clerk/CA	ongoing
108	Provide auditor with docs. Confirming KHD and JH membership	13/12/17	CA	ASAP
109	SDP updates to become standing item on agendas	13/12/17	Clerk	Ongoing
110	Meet with Councilors re. SEN funding	13/12/17	KHD	Jan 2018
111	Meet to develop funding action plan	13/12/17	JR/CA	12/01/18
112	Liaise with CA re new members	13/12/17	Clerk	ASAP
113	Follow up audit/report items to ensure efficiency	13/12/17	CS/CA	ASAP

## 5) Auditor presentation

Louise Hallsworth joined the meeting and was welcomed by the Chair.

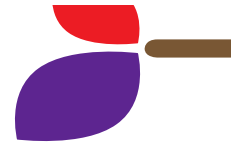
Louise gave an overview of the recently published Report & Accounts. The emphasis was on the few items that needed attention, as the majority of the audit had been very positive. She apologised that there were incompatibilities between some of the graphs that the school had produced and the standardised accounting software used by her Company. She felt that, for the purposes of an Academy report, and given the likely audience, some of the graphs and more detailed data were not needed.

Louise complimented the way in which information had been retained, whilst noting that some of the records of transactions had not been presented in a 'normal' accounting way, even though they were financially accurate.

It was noted that the EFA is becoming stricter and is requiring accounts to show a more regular state of the organisation's instantaneous financial position. Some of the methods currently used by the school make this rather complex.

Louise noted that no fixed assets register exists, which is now required by the EFA. She offered to provide a template/spreadsheet if required.

Louise accepted one error on the auditors' part in the original draft, which had since been corrected.



There is now, apparently, a 14 day limit by which changes to trust members must be notified. For future reference, in addition to confirmation in FGB minutes, the Clerk will notify CA separately of any such changes so that they may be implemented without delay.

**Action: Clerk/CA**

Louise requested copies of the documents showing when KHD and JH became Members of the Trust and CA was asked to provide this.

**Action: CA**

There were no further questions and governors thanked Louise for her useful presentation.

***Acceptance of the accounts and report was proposed by KHD, seconded by JH and unanimously agreed by the FGB.***

KHD asked CS to raise concerns and ideas raised by Louise with Carrie to ensure efficiency improvements. EN also volunteered to sit with CA to guide her if needed.

**Action: CS/CA**

## **7) Head Teacher's Report**

CS referred to her report, which had been circulated prior to the meeting. She noted that any issues raised during the OFSTED inspection were addressed in her report.

Governors were asked whether they had any actions outstanding/overdue regarding the SDP and it was agreed that this will become a standing item on future agendas.

**Action: Clerk**

CS had recently attended a Schools forum meeting, at which the SEN funding proposals had been agreed in principle.

Following discussions around this topic it was agreed that KHD will arrange to meet with councillors Laura Peacey-Wilcox and John Nicholson in the new year to discuss the subject of SEN funding and its likely effect on Lanesend.

**Action: KHD**

JR suggested a meeting with CS on Friday 12<sup>th</sup> January to develop a funding action plan.

**Action: JR/CS**

**Items 6), 8) and 9) had been covered elsewhere.**

**Item 10) is in progress, awaiting some final actions by the Clerk.**

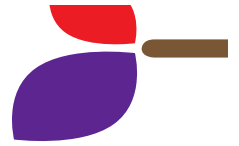
## **11) New Governor Proposals**

KHD advised that herself, JH and EN had met with the 3 prospective governors who had attended the October FGB meeting. All 3 had expressed a continued interest in joining the Governing Board. Their co-option was proposed (KHD), seconded (EN) and agreed unanimously.

The Clerk will advise CA that their membership is effective from 8<sup>th</sup> January 2018 and ask her to set up e-mail addresses for them.

**Action: Clerk**

There being no further business, the Chair closed the meeting at 8.38 pm.



The next FGB meeting will be on 24<sup>th</sup> January 2018 at 6.30 pm.  
Please advise the Clerk if you are unable to attend

*Richard Crossley*, Clerk

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