

Red Gates School

Minutes of Full Governing Board

11th February 2019



Miss S Powell (SP)	Co-opted Governor, Chair	Present
Miss J Adjei (JA)	Co-opted Governor	Absent
Mrs B Alcaraz (BA)	Co-opted Governor	Present
Mrs M Beckles (MB)	Co-opted Governor	Absent
Mr J Cook (JC)	Co-opted Governor	Apologies
Miss G Francey (GF)	Co-opted Governor	Present
Mrs M Hendry (MH)	Associate Member	Apologies
Mrs P Holmes (PH)	LA Governor, Vice Chair	Apologies
Mrs N S Maduekwe (NSM)	Parent Governor	Absent
Ms C O'Brien (CO)	Staff Governor	Present
Mr B Rodin (BR)	Co-opted Governor	Apologies
Miss L Slee (LS)	Headteacher	Present
Mr J Stremes (JS)	Co-opted Governor	Present

In attendance:

Mrs G Jones	-	Clerk
Mrs E Lawlor	-	School Business Manager
Ms M Friend	-	JCA

AGENDA ITEM	MINUTES	ACTION NO:
1	<p>Welcome, Introduction and Apologies for absence</p> <p>i. There were apologies for absence for Tricia Holmes, John Cook and Melissa Hendry.</p> <p>ii. The apologies were accepted.</p> <p>iii. The meeting was quorate</p> <p>iv. The appointment of Ben Rodin as a co-opted governor was confirmed. He was unable to attend the meeting as he was on an Introduction to Governance training evening.</p>	
2	<p>Declarations of Interest</p> <p>There were no declarations of interest in any of the agenda items.</p>	
3	<p>Instrument of Government October 2018</p> <p>The Chair reported that all governors have now been appointed with the exception of a parent governor. The observer at the previous meeting had decided against joining the governing board.</p>	

4	<p>Minutes of the meeting held on 11th February 2019</p> <p>i. The Part 1 minutes of the meeting held on 11th February 2019 were approved as an accurate record and signed by the Chair.</p> <p>ii. <u>Matters Arising</u></p> <ul style="list-style-type: none"> • A Data Breach Protocol has been drawn up which is a sub-section of the GDPR policy. This has to be followed by everyone, including governors. The protocol was approved by the FGB. • St Nicholas school have agreed in principle to a formal agreement for membership of panels and this will be on the agenda for their next FGB meeting. • The date for governors to spend a morning or afternoon in school has been circulated. To date only four governors have expressed an interest. The Chair will send an email to remind governors. <p>Action</p>	1
5	<p>Finance</p> <p>i. <u>SFVS</u></p> <p>The Chair informed governors that she had been through the SFVS with the SBM and it is now at the stage where everything is a 'Yes'. There is now a 3 year budget plan in place and software to carry out projections. The headteacher will send the draft Business Continuity Plan to all governors for discussion at the next meeting.</p> <p>Action</p> <p>Governors were happy to approve the SFVS for submission.</p> <p>ii. <u>Draft Budget for 2019-20</u></p> <p>The SBM presented the draft budget plan for 2019-20 to governors which showed a comparison with 2018-19.</p> <p><u>Income</u></p> <ul style="list-style-type: none"> • An increase of £33,116 in funds delegated by the LA which is due to full year funding for 6 additional pupils. • An increase of £107,499 in SEN funding due to full year funding for 6 additional pupils and Willow Tree nursery funding (for 3 – 4 year olds) from September 2019. • A decrease of £2,084 in the catering income due to a reduction in the number of pupils taking school meals. • The budgeted total income for 2019-20 shows an increase of £99,120. <p><u>Expenditure</u></p> <ul style="list-style-type: none"> • An increase of £246,428 in teaching staff expenditure. This reflects the objectives of the SDP. The headteacher explained that there will be two new key roles : <ul style="list-style-type: none"> - An in-house Family Liaison Officer (currently bought-in for 2 days a 	2

week) who will work full time and also take on the role of lead DSL.

- A behaviour specialist who will work across the school.
- An increase of £159,205 in education support staff which includes Willow Tree nursery staff being added from September 2019 and salary increases of 8% that come into effect from April 2019.
- An increase of £48,365 in other staff expenditure which includes 7 new lunch time supervisors just recruited.
- A reduction in the cleaning costs of £3,239 due to the cleaning company being challenged.
- An increase of £10,249 in agency supply teaching staff to cover 2 full time positions plus contingency.

The budgeted capital income for 2019-20 is £29,914.

The budgeted capital expenditure is £59,584. £21,763 capital expenditure is planned for the chill out rooms and work to classrooms in line with Teach. The hygiene room will be halved in size creating office space for Speech and Language therapists whose current room will become storage.

The in-year deficit is £29,670. This will have a knock on effect in future years.

The SBM emphasised that the school need to be wary of what the budget bottom line will be going forward.

JS asked if the increase in TPS was included in the expenditure and it was confirmed that this will be funded for a year from 1st September.

CO asked if the behaviour specialist would be fully trained and carry out staff training. The headteacher replied that the aim is to recruit somebody who has already worked in that role with strong knowledge and experience to lead. CO thought it was an excellent idea that would benefit classes but felt that it might need more than one person given the behaviour in school. The headteacher replied that there is not a lot of flexibility but it might be possible to look at skilling up support staff under an experienced lead. GF clarified that an additional person will lead a four member of staff behaviour team.

BA asked about the 6 additional pupils and whether there was the possibility of another child joining. The headteacher confirmed that it was not possible for Red Gates to go over their numbers of 8 pupils per class.

GF asked if it was felt that the administration structure was working. The SBM explained that the school had lost of member of the admin team in early October which had meant the HR admin person doing the reception job part-time. However, a new part-time reception will be employed. The balance is right but not without a receptionist.

BA asked if the admin budget allowed for Willow Tree nursery and the response was yes.

The Chair asked where the Family Liaison Officer role would fit in the structure and the headteacher answered that it would be at assistant head level and part of the leadership team.

Mandy Friend explained to governors that the budget is not sustainable without additional funding. This will be the fourth year of no additional funding for special schools and if there is no additional funding not all the things budgeted can be put in place. Support staff make up such a large percentage of the budget and the two-year increase in salary has had a huge impact. Teachers pay increases for this year have been funded.

Governors recognised the longer-term impact of agreeing this draft budget, but felt with the upheaval experienced by the school in the last two years, the increased school roll and changing profile of the pupil population, and the changes proposed by the Local Authority (i.e. extending the age range and the inclusion of Willow tree Nursery) it was important to identify a budget that reflects the current needs to ensure that the school provides the highest quality of education and safeguarding.

iii. Finance Policies for Ratification

- Financial Policies and Procedures

The Chair pointed out to governors that this policy is relevant to what is going on in school which is to the credit of the SBM. The policy was approved by the FGB.

- Lettings Policy

The headteacher informed governors that there is an informal agreement in place with the after school playgroup. Four Red Gates children who do not fit the criteria attend because the playgroup uses the premises rent free.

JS asked about the procedure for access in the event of any lettings and the headteacher answered that a premises person would have to be employed to unlock, clear up and lockup. It was suggested that the proposed rates would not cover this and they would need to be revised accordingly.

JS asked if the £1 million insurance had been checked with Croydon and the headteacher will look into this.

Action

GF asked if the school were advertising and the headteacher replied that they were not actively doing so at the moment. The Chair added that the policy is in place should an opportunity come along.

Subject to the policy being checked it was approved in principle.

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	<ul style="list-style-type: none"> • <u>Charging and Remissions Policy</u> This was approved by the FGB. 	
6	<p>Headteacher's Report</p> <p>i. <u>Behaviour</u> See Part B – confidential minutes</p> <p>ii. <u>Personal Development – Healthy Living</u> The headteacher advised governors that this term the focus is on children who are overweight and underweight. 10 pupils are medically overweight, 10 pupils are medically obese and 1 pupil is medically underweight. All teachers and TAs have received Healthy Weight Awareness training and actions have been put in place. The chair asked how this was being monitored and the headteacher answered by seeing how families participate and how children participate in school. The school nurse is on board and parents receive feedback.</p> <p>The chair expressed concern that as the number of children having school lunch is decreasing there are more packed lunches. The headteacher stated that the school monitor packed lunches. There was a discussion regarding the lunches provided in school and it was agreed that governors would look at the lunches when they attend the governor's day in school. The chair emphasised that the children need to have the opportunity of a good, healthy meal.</p> <p>The chair congratulated the headteacher on getting the initiative going.</p> <p>iii. <u>Leadership and Management – Staff CPD</u> The headteacher informed governors that she has found a tutor to teach GCSE English to staff. The school want all staff to have GCSE English and Maths.</p> <p>14 members of staff have shown an interest in Erasmus courses. These will take place over the next two academic years and the funding is guaranteed.</p> <p>Wellbeing work has been taking place with training for leadership on mentoring and working with their teams in terms of mentoring, listening and having difficult conversations.</p> <p>A scheme is being piloted where a coach is working with senior leaders to give them time to offload. Gilbert Scott have agreed that one of their rooms can be used so that staff aren't interrupted.</p> <p>There is the possibility of meditation after school on Fridays and before school on Mondays.</p>	

7	<p>Safeguarding Update – Attendance Analysis</p> <p>Governors were given a copy of the attendance analysis which the headteacher talked through.</p> <ul style="list-style-type: none"> • There are no children missing in education in the spring term. • Medical absences are on track for an improvement. • Persistent absence is categorised as less than 90% attendance. <p>The Chair asked if having a full time FLO (Family Liaison Officer) would release work from MH and the headteacher replied that it would.</p> <p>BA reported that Croydon were late sending out their model safeguarding policy. MH has remodelled the Red Gates policy to fit Croydon’s.</p> <p>BA will attend a staff safeguarding training session.</p> <p>The chair asked what policies and safeguarding procedures agency staff are made aware of and asked to sign. The headteacher will check this.</p> <p>Action</p>	4
8	<p>Updates on:</p> <ol style="list-style-type: none"> <u>Premises and Recruitment of Apprentice Caretaker</u> JS reported that the takeup had been poor with candidates coming from a long distance. There is probably now a need to investigate agency staff. The headteacher advised that Croydon Works supply staff to school and organise apprenticeships. <u>Feasibility Study</u> JS informed governors that there have been numerous meetings over the last couple of months to discuss refurbishment, partial rebuild or additional build. In terms of funding a complete rebuild is off the cards. Costs in terms of additional build are not yet available to see if they fit within the budget. The refurbishment idea is liked because of what it would give the school in terms of layout. It should be possible to bring designs to the next meeting. <u>After school club</u> The headteacher reported that this is going really well. 	
9	<p>Training Report</p> <p>It was agreed that the FGB meeting scheduled for 3rd June will be a training session with a possible option being ‘Evaluating our own Effectiveness’ led by a national leader of governance.</p>	
10	<p>Chair’s action and related governors’ business</p> <p>See Part B – confidential minutes</p>	

11	<p>Policies for Ratification</p> <p>The addition to the GDPR policy was ratified earlier in the meeting.</p>	
12	<p>Future meetings</p> <p>Summer Term 2019 : April 29th, June 3rd, July 8th.</p>	
13	<p>Any Other Business</p> <ul style="list-style-type: none"> • The headteacher has approached the governing board to undertake a distance learning MSc in Mental Health and Wellbeing in Education with Buckingham New University. It was agreed to fund this course for 2 years at a cost of £2,900 per year. • There was a discussion regarding the minibus. See Part B – confidential minutes • The headteacher told governors that in September the school will have been in the current building for 10 years. 	
15	<p>Part 2 Business</p> <p>See Part B – Confidential Minutes</p>	

The meeting closed at 8.55 pm.

Signed: _____	Print Name: _____
Chair of Governors / Trustees	Date: _____

Chairs initial

Action Points

Action points arising from Full Governing Board meeting on 18th March 2019

No:	Action	By
1	Governors to be reminded about the day in school.	Chair
2	Draft Business Continuity Plan to be sent to all governors	Headteacher
3	Level of insurance for lettings to be checked with Croydon	Headteacher
4	Policies and procedures given to agency staff to be checked	Headteacher