



ROGATE C.E. PRIMARY SCHOOL

Finance and Curriculum Meeting

Monday 26th September 2016

6.00pm

PRESENT	PRESENT
Mrs Verona Hall <i>Chair</i>	Mr Max Harwood <i>Co-opted Governor</i>
Mr Matthew Wright <i>Vice Chair</i>	Mr Chris Hawker <i>Associate Governor</i> ARRIVED 18.08
Ms Amy O'Toole <i>Head Teacher</i>	Mrs Louise Stevenson ARRIVED 18.15 left 19.45
Mrs Stephanie Garwood <i>Staff Governor</i>	Mrs Hannah Pasfield <i>Parent Governor</i>
Mr Neil Ryder <i>Co-opted Governor</i>	
APOLOGIES	
Mrs Fiona Dix <i>Associate Governor</i>	
Mr Joe Bowman <i>Parent Governor</i>	
Mrs Rita Roach <i>Co-opted Governor</i>	
Mr Jonathan Gratton <i>Parent Governor</i>	
Rev. Edward Doyle <i>Ex Officio</i>	

IN ATTENDANCE
Sarah McCarthy <i>LA Clerk</i>

ITEM	MINUTES	ACTION
1	<p>The meeting opened at 6.05pm. The Chair welcomed everyone to the meeting. Apologies were received and accepted from Mrs Dix, Mr Bowman, Mrs Roach, Mr Gratton and Rev. Doyle. The clerk confirmed that the meeting was quorate.</p> <p>The Chair of Governors informed the meeting that she had communicated with Mr Gratton. He was unable to make any of the current meeting dates. The Chair had offered to change the dates but he was unable to make any dates. However he still felt that he wanted to be on the governing body, possibly as an associate governor. A discussion followed regarding this, and it was noted that governors need to attend meetings to be considered a full and functioning member of the governing body. It was agreed by all present that if Mr Gratton could not make any meetings he would not be able to be a functioning member of the governing body. The Chair of Governors will inform Mr Gratton that he would need to tender his resignation but the governing body would be happy to have his support as a parent helper.</p> <p>It was noted by the Chair that this would leave a vacant position on the GB. In light of the possibility of academisation, which would automatically mean a reduction in the size of the GB, the GB agreed that it would not look to immediately replace Mr Gratton.</p> <p>Mrs Stevenson arrived 6.15pm</p> <p>Q Given the amount of work still required to meet the action plan, would this mean that by not replacing Mr Gratton we would struggle to fulfil our duties?</p> <p>A If we feel after a few weeks that we are struggling to carry out the necessary duties we can relook at recruiting a new governor.</p>	<p>ACTION Chair of Governors</p>

Signed
Chair of Governors

Date



ROGATE C.E. PRIMARY SCHOOL

Finance and Curriculum Meeting

Monday 26th September 2016

6.00pm

2	Mrs Garwood declared a pecuniary interest in item 10 (Deputy head teacher interview process) due to being an applicant for the post, and all present signed the pecuniary interest forms for the records. Clerk to file.	ACTION Clerk																
3	<p>MINUTES OF THE PREVIOUS MEETING AND ACTIONS</p> <p>The following points were noted as incorrect in the previous minutes:</p> <p style="padding-left: 40px;">6.c The sports premium report has not yet been circulated.</p> <p style="padding-left: 40px;">9 Safeguarding: The date of the meeting was incorrect and should read 17.10.16.</p> <p>Once these changes are made the minutes will be approved. Clerk to amend minutes and circulate to Governors for approval.</p> <p>ACTIONS FROM THE PREVIOUS MEETING</p> <table><tr><td>5 a) allocating the percentage of teaching progression pay</td><td>SBM/HT COMPLETED</td></tr><tr><td>5 e) Sex and Relationship Policy to be reviewed</td><td>RR 17.10.16</td></tr><tr><td>5 f) Behaviour Written Statement of Principles to be reviewed</td><td>HT/REV. COMPLETED</td></tr><tr><td>6i) External review of Governance – all governors to be aware and complete actions assigned to them</td><td>All Gobs 17.10.16</td></tr><tr><td>6ii) review of pupil premium with governor responsible</td><td>HT/SG/HP COMPLETED</td></tr><tr><td>6iii) Complete Sports premium report</td><td>CC/MH/SBM 17.10.16</td></tr><tr><td>7 Governors to read hand-outs</td><td>All Gobs COMPLETED</td></tr><tr><td>10ii) Hollycombe Steam train trip – details to be provided for governors.</td><td>HT 17.10.16</td></tr></table>	5 a) allocating the percentage of teaching progression pay	SBM/HT COMPLETED	5 e) Sex and Relationship Policy to be reviewed	RR 17.10.16	5 f) Behaviour Written Statement of Principles to be reviewed	HT/REV. COMPLETED	6i) External review of Governance – all governors to be aware and complete actions assigned to them	All Gobs 17.10.16	6ii) review of pupil premium with governor responsible	HT/SG/HP COMPLETED	6iii) Complete Sports premium report	CC/MH/SBM 17.10.16	7 Governors to read hand-outs	All Gobs COMPLETED	10ii) Hollycombe Steam train trip – details to be provided for governors.	HT 17.10.16	ACTION Clerk to amend and circulate
5 a) allocating the percentage of teaching progression pay	SBM/HT COMPLETED																	
5 e) Sex and Relationship Policy to be reviewed	RR 17.10.16																	
5 f) Behaviour Written Statement of Principles to be reviewed	HT/REV. COMPLETED																	
6i) External review of Governance – all governors to be aware and complete actions assigned to them	All Gobs 17.10.16																	
6ii) review of pupil premium with governor responsible	HT/SG/HP COMPLETED																	
6iii) Complete Sports premium report	CC/MH/SBM 17.10.16																	
7 Governors to read hand-outs	All Gobs COMPLETED																	
10ii) Hollycombe Steam train trip – details to be provided for governors.	HT 17.10.16																	
4	<p>CONFIDENTIALTY</p> <p>The Chair of Governors reminded all present about the importance of confidentiality to support open, full and frank discussion in GB meetings.</p>																	
5	<p>BUDGET REPORT (appendix 1)</p> <p>The School Business Manager presented the governors with a table of the schools current chart of accounts. The following cost centres were noted:</p> <p>01 Clerical Staff This had an overspend of £3059.52. This had been due to the clerk to governors submitting substantial extra hours to cover the office when it was without a business manager, and also the considerable amount of increased and extended governors meetings at the beginning of the financial year.</p> <p>02 Midday Meals Had a slight overspend of £325.83 due to an error with payroll. The SBM had since rectified this with payroll.</p> <p>02 Office Expenditure This showed £944.28 overspend due to an invoice for the website build. This money was to be vired from Reserve funds.</p> <p>02 General Rates The SBM explained that WSCC had accidentally taken £24228.75 as well as £3339.60 in the summer data transfer. This had been rectified by Schools Finance and some money came through that morning on the September data transfer but the school had only received £23867.41. SBM to follow up.</p> <p>02 Universal Infant Free School Meals was currently showing a balance of £6702.00. This was due to a new system that was put in place by WSCC at the start of the new academic year.</p>	ACTION SBM																

Signed
Chair of Governors

Date



ROGATE C.E. PRIMARY SCHOOL

Finance and Curriculum Meeting

Monday 26th September 2016

6.00pm

	<p>Schools received this funding first, and then would be invoiced directly by the catering company for all meals eaten.</p> <p>05DFCG The £3857 left in DFCG was earmarked for the chrome books which will cost around £7500. The remainder of this money would be invoiced from reserve funds.</p> <p>The SBM also informed governors that:</p> <ul style="list-style-type: none"> £2115 had been vired from 01 NJ Pension contributions and moved to reserve funds as this was over budgeted and should be a fixed sum at £1677. £1401 was still unallocated and was vired into reserve funds. A new cost centre 03 SEND was created and £1500 from pupil premium was vired to this cost centre. <p>Q What percentage of pupil premium should be spent on SEND and do we currently have any pupils with EHCP's/statement of special educational needs?</p> <p>A We have one child who is at the draft stage of EHCP and should be completed soon. We are currently unsure of what should be spent on SEND. SBM and SG to investigate.</p> <ul style="list-style-type: none"> £2766 was vired from reserve funds (as per previously agreed by governors) to pay for the school lockers. The school will have all the fan heaters and electrics replaced at half term. WSCC agreed to pay this cost of £22000 provided school pays 5% (£1100) Governors agreed to this and it will be paid from 02 Buildings. <p>Governors thanked the SBM for the report and had the following questions:</p> <p>Q Would it be possible to have a clearer report as this is difficult to understand.</p> <p>A Yes. I can meet with Mr Wright in his capacity as Finance Governor and agree a format for reporting that would be suitable.</p> <p>Q Would it be prudent to look at creating a three year forecast looking at projected funding, especially as pupil numbers have decreased.</p> <p>A Yes, I can look at this with Schools Finance.</p> <p>The Head teacher then explained that after the Ruth Miskin phonics training that four staff members had attended, there would be a cost for the resources required to implement the new phonics scheme. This would cost around £3500. Governors stressed the fact that they had not been informed of this additional cost, but it was agreed that without it the staff could not implement this new scheme. The Head teacher explained that it was a nationally recognised phonics scheme that had a very high success rate, particularly for pupil premium children. It had been proven to close the gap in phonics knowledge for both KS1 and KS2 pupils. The governors then discussed how much reserve fund should be protected and it was agreed by all present that the reserve should not fall below £12500. Mrs Garwood noted that some of the money for the resources could come from the pupil premium budget as the children in this group would benefit from the scheme a great deal. Mrs Pasfield proposed that the resources were purchased and Mr Harwood seconded. All voted in favour. The SBM to complete virements and look at the budget in light of this spend.</p>	<p>ACTION SBM/SG</p> <p>ACTION SBM/MW</p> <p>ACTION SBM</p> <p>ACTION SBM</p>
6	<p>PE and Sports Premium Grant report</p> <p>Mr Harwood was still to meet with Mrs Cromie to finalise this report.</p>	<p>ACTION CC/MH</p>



ROGATE C.E. PRIMARY SCHOOL

Finance and Curriculum Meeting

Monday 26th September 2016

6.00pm

7	<p>Pupil Premium Spending report</p> <p>Mrs Garwood explained the funding that was currently in the pupil premium 'pot'; currently £20494.76. The majority of this was already committed to support staff salaries for interventions with pupils. 3 pupils had their residential school trip paid for at £255 each. The action plan was still being created, and the notion was to create an individual plan for each pupil premium child which would show where the money had been spent and how this had made a positive impact on their learning. The Chair of Governors noted that it was important for the GB to see a breakdown of pupil premium spending and exactly where it had been spent and what impact this had had. Mrs Garwood agreed to create this breakdown of spend for the next meeting on 17.10.16 which would show spend versus impact and totals spent from September 2016. Mrs Garwood also agreed to circulate the pupil premium action plan.</p>	ACTION SG AGENDA 17/10/16
8	<p>HT Appointment Spend approval In light of discussion under AOB it was agreed to not approve any funding for this at present.</p>	
9	<p>Pay Policy approval (appendix 2)</p> <p>The pay policy had been circulated and the points in red were discussed as follows: 'Procedures': A discussion followed regarding the 'X'% amount of pay increase that teaching staff would be allocated in the policy (assuming they met performance management targets.) The Head teacher explained teachers' pay scales for the benefit of the GB and informed them of current teaching staff scales: 1 teacher UPS3(cannot move further up); 1 teacher UPS1; 1 teacher M4 (who should meet performance targets and is likely to move up); 1 teacher on M6 (unlikely to meet targets and so move up) 1 teacher on M6 (new staff member :will not be moving up at this early stage) The head teacher recommended that after looking at the budget the most that could be offered would be 1%. Governors had the following questions: Q Is M1 a newly qualified teacher? A Yes, but in theory an exceptional NQT could start on a higher main scale. Q Would 1% be in line with DfE, union or national guidelines? A Yes. This would then be reviewed annually. Q Would you be able to move the figures around, for example, one staff member who has performed exceptionally get 1% and someone who has performed less well get 0.5%? A No. The 1% would be written in the policy and would apply as 1%. It would be possible to leap frog pay scales but is not advisable.</p> <p>After a full discussion Mr Ryder proposed to adopt the Pay policy and Mrs Pasfield seconded. All voted in favour.</p>	
10	<p>Deputy Head teacher interview process</p> <p><i>Mrs Garwood left the room at 19.55 for this item, due to pecuniary interest declared</i></p> <p>The advert had been placed in the staff room and the date of the interview will be 11/10/16. After a discussion it was agreed that the interview panel will be the Head teacher, Mrs Hall, Mrs Pasfield (as Pupil Premium Governor) and David Etheridge from the Diocese of Chichester. Mr Wright proposed and Mrs Hall seconded. All present were in favour.</p>	

Signed
Chair of Governors

Date



ROGATE C.E. PRIMARY SCHOOL

Finance and Curriculum Meeting

Monday 26th September 2016

6.00pm

11	<p>HT Report (appendix 3)</p> <p>The Head teacher's report had been circulated prior to the meeting. However, Due to the meeting overrunning it was agreed that the Head teacher would present her report at the next meeting.</p> <p>The Head teacher did briefly want to present the notes from the first school council meeting. It had been a very positive experience for all the pupils and they had made some suggestions that would be implemented, including holding a fundraising event for Children in Need. Other comments from the council were that they thought 'school was a very friendly, welcoming place where they enjoy learning'. Year six particularly enjoyed their new classroom and felt they were making better progress. This showed a direct impact of the effect of the teacher training and impact on pupils.</p> <p>The Head teacher had also looked at the school's data on the EPod. It showed that Rogate came out top in a comparison of local school's data. The end of key stage test results will be confirmed at the end of October and a discussion followed as to how this data could be presented to improve the image and perception of the school. Mr Ryder as the governor in charge of publicity agreed to draw up a draft press release once the data was confirmed. The SBM also clarified that there were two forth coming dates for open days, and an advert was going into the Petersfield Post on Wednesday 28th September and Wednesday 5th October. Posters were being distributed to all local nursery schools, shops and parents who may know interested prospective parents.</p>	<p>AGENDA 17/10/16</p> <p>ACTION NR</p>
12	<p>Pupil Premium action plan</p> <p>Discussed above in item 7.</p>	
13	<p>Ofsted Changes to Safeguarding (appendix 4)</p> <p>This was handed out for governors to look at. Due to time constraints this will now be an Agenda item at the next meeting.</p>	<p>AGENDA 17/10/16</p>
14	<p>Data training part two</p> <p>To be continued at a later date.</p>	
15	<p>School Website update</p> <p>The Head teacher explained that she had been creating all the pages for the school website. It should hopefully be legally compliant and ready to launch on Friday 30th September.</p>	
16	<p>AOB</p> <p>CORRESPONDANCE</p> <p>The Chair explained that she had been in correspondence via email with Ruth Cummings of the Diocese. It had been explained that the Diocese would be happy to take on the appointment of the Head teacher, including if the school become an academy.</p> <p>Q Have we had any more information about becoming an academy?</p> <p>A No. The academisation order will need to be handed to a Head teacher Board at the DfE who will look at the viability. We believe that this has not yet happened which is what is holding up the process.</p> <p>Governors noted that it put the school in a very difficult position and was potentially putting prospective parents off sending their children to the school with such uncertainty over shadowing everything. The Chair recommended that the GB do nothing at present with advertising the Head teacher position until things have been made more certain by the Dfe.</p>	

Signed
Chair of Governors

Date



ROGATE C.E. PRIMARY SCHOOL

Finance and Curriculum Meeting

Monday 26th September 2016

6.00pm

	<p>Q Has the school noticed an effect on the parents? A Not at present. Everyone in the school has noticed a much calmer, relaxed attitude from staff, parents' and pupils. The appointment of Ms McAuley has been very successful so far and Wolves class appears much more settled.</p> <p>The Chair of Governors agreed to email a policy schedule to SBM for upload to the GVO. It was agreed that an alert to particular governors responsible for policy updates would be created on the GVO. Mr Ryder and Mr Wright had wanted to meet with governors to give an introduction to the GVO, but due to time constraints it was agreed that they would distribute log in details to all governors so they could begin looking at it.</p> <p>The behaviour policy and statement of written principles had been circulated prior to the meeting. All present approved the policies.</p>	ACTION NR/MW ALL Govs
17	The Chair thanked everyone for attending and the meeting closed at 20.18. The date of the next meeting will be Monday 17 October 2016 at 6pm.	

TABLE OF ACTIONS

ITEM	ACTION	BY WHOM	DUE DATE
5 (12.09.16)	5 e) Sex and Relationship Policy to be reviewed	RR	17.10.16
6 (12.09.16)	i) External review of Governance – all governors to be aware and complete actions assigned to them	All Govs	17.10.16
6 (12.09.16)	iii) Complete Sports premium report	CC/MH/SBM	17.10.16
10 (12.09.16)	ii) Hollycombe Steam train trip – details to be provided for governors.	HT	17.10.16
1	Chair to speak to Mr Gratton regarding position on GB	VH	ASAP
5	i) Incorrect refund of general rates ii) SEND spend budget iii) Financial reporting iv) 3 year financial forecast v) Budgeting for phonics resourcing	SM SG/SM SM/MW SM SM	ASAP 17.10.16 17.10.16
6	Sports Premium report to be finalised	CC/MH	17.10.16
7	Pupil premium spend report and action plan	SG	17.10.16
11	Draft press release for key stage test results.	NR	31.10.16
16	GVO Log in details to be issued. All gobs to log on to GVO and familiarise themselves	NR/MW ALL Govs	

Signed
Chair of Governors

Date