Governing board minutes

THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL			
Meeting of:	Local governing body		
Date and time:	13th May 2019 at 5.30pm		
Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Liz Coyne, Stella Aldred, Rachel Bryan, Rod Hague, Justine Howard, Rev. Rachel Hawes		
Apologies:	Mary Isgar, Fiona Lewis		
Others in attendance:	Fiona Johnston (Clerk)		
Quorum:	6	Quorum met:	Yes

		Papers considered	Action
1	**Opening prayer** given by Rev.H.		
2	**Apologies** (see above) The Chair thanked SA for her work as a governor. SA is standing down as a governor after 4 years. The LGB requested her continued support and wished her well for the future.		
3	**Declarations of interest.** There were no declarations of interest.		
	Matters arising from the Minutes of 25.4.19 There have been 17 applications for the post of apprentice TA. JP reported that DCAT wishes the LGB to remain at 9, and so SA will not be replaced. Mark Talbot and Darren Carpenter will meet the CEO of West Sussex Education next week to discuss expansion plans for The March.		
4.	**Acceptance of Minutes from 25.4.19** The Minutes were proposed by RH, seconded by SA and accepted by the LGB. The Minutes were signed by JP.		
6.	**Safeguarding** NM reported that following a recent incident MyConcern and Section 47 had been invoked for a child protection plan. The online recording system had worked well and NM thanked Rev H for her prompt support in the matter. A strategy meeting of the relevant agencies had noted that staff at The March had 'gone above and beyond' what is required of them. JH asked what practical support could be given by the LGB. A discussion ensued regarding the role of the school, the staff and the response of outside agencies who are faced with financial cutbacks. An Ofsted report had stressed that West Sussex Childrens' Services is putting the lives of children at risk through their inadequate systems. The LGB agreed that a school mobile phone should be purchased immediately so that staff did not have to give protection agencies their personal details. The LGB also discussed the feasibility of having (or sharing) a family link worker in the school. DCAT had been informed of the efficaciousness of such a plan and NM will repeat the request to DCAT. JH will get an indicative task list of a family link worker. JP requested a costing of NM's time involved in safeguarding issues, to see what costs and skills might be saved by the employment of a family link worker. NM will request details from St. Richard's school regarding their family link worker.		RB NM JH/NM/RB NM

7.	**Any other business** With reference to the SIAMs toolkit, EC explained her involvement with the Sanctuary Group in Chichester. She reported that children at The March held negative stereotypical views on Islam and refugees. She has conducted an audit of how other faiths are taught in the school and reported that Islam had not been taught effectively. RB joined the meeting at 6.03 pm JP noted that a balance should be sought between the teaching of Christianity in a Church School and that of other faiths. JP agreed that a relationship between the school and the Sanctuary project should be developed. EC will investigate closer links in the autumn term.		EC
5.	**Finance** RB presented her report on income and expenditure as the basis for setting the budget for 2019/20. JP commented that the National Funding Formula will have an effect on the years beyond 2020. The staff pension grant figures are still an estimate, but the budget needs to be balanced with the schools' contribution to pensions. The figure for pensions has risen sharply this year. The IAR (individually assigned resources) are fixed for this year but may vary in the future. The governors discussed the County prediction of a reduction in pupil numbers versus the local building boom, but recognized that caution is needed in future staff employment. The bulk of expenditure is staffing costs which must be reduced from 83% to around 80%. From September, an extra day has been budgeted for SENCO and an unpaid apprentice TA will be in post for 18 months. NM will review the roles of TA's for September to see where costs can be reduced. The Premises Manager post has not yet been filled but is budgeted for, and staff training costs are minimized through the high expertise of the current teaching staff. However, this is offset by higher salaries. JH challenged the high cost of the cleaning contract. RB explained that costs would be less if a cleaner was employed directly, but difficulties would arise if the cleaner was off sick. JH asked which SLA's are still relevant. RB responded that Premises, Burley's (ground maintenance), Chartwell's (school meals), Evolve (which includes risk assessments for school trips) and job advertisements are included. JH queried the management fee. JP explained that this is a fee to DCAT. The governors agreed that the speedy response of DCAT to various issues is much better than that given previously JP thanked RB for her thorough work and explanations on the budget, and all governors agreed that RB's documents made the budget much clearer. JP proposed that the LGB approves the budget. RH seconded the motion. There was unanimous approval for the budget, which must be submitted to DCAT by 23rd May.	Budget dashboard/ KPIs (May '19)/Income &Expenditure report	

8.	**Any other business (contd).** NM: a SIAMs visit will happen next week to look at books and give advice. The Ethos team meetings were set – 14.6.19 and 4.7.19 at 9am. The Finance Committee will meet on 3.6.19 at 8.00am. **Date of next meeting** 15th July 2019 at 5.30 pm The meeting concluded at 6.50 pm. Signed……Dated……..		

