

	<p>The minutes were accepted as a correct record of the discussion held, were signed by the Chair and retained at the school.</p>	
4	<p>TO REVIEW MATTERS ARISING FROM THE MEETING HELD ON THE 19TH NOVEMBER 2019 AND REVIEW THE ACTION LOG FROM THAT MEETING</p> <p>The Action Log from the 19th November 2018 meeting had been circulated to Governors in advance of the meeting.</p> <p>The following discussion as held:</p> <ul style="list-style-type: none"> The timely distribution of policy documents for checking was raised. <p>Challenge: What happens to policies after they have been returned to SW from proof reading? Response: If they are under SW's remit, she makes the necessary amendments. This can sometimes involve consultation with members of staff. If the policies are not under SW's remit, they are sent to the responsible individual who makes the amendment and returns them to SW. The consistency of formatting for policies is being addressed when policies are being reviewed. It was noted that there are some policies on the school website which have not been adapted to fit Havannah Primary School, needing names or other details adding. SH advised that all policies should be right for the school and reflect practice at the school. The Lockdown Policy had been shared with members of staff; amended and would be delivered through a series of meetings.</p> <ul style="list-style-type: none"> SW advised the meeting that the results of the visit questionnaire were inconclusive. The school had taken a decision to combine Y3 and Y4 for one residential and Y5 and Y6 for another residential on account of costs. It was noted that the letter regarding the wearing of the correct uniform had been sent to parents before Christmas 2018 but it just discussed clothing not nail varnish and other items of uniform. <p>Challenge: Does the school have a Uniform Policy? Response: It does not.</p> <p>Challenge: Do Governors want a Uniform Policy? Response: Governors did not feel that a policy was necessary provided the school set standards and maintained them. It was noted that the wearing of nail varnish and head adornments were Health and Safety issues. It was agreed that the school would remind parents of the need to wear the correct uniform through the newsletter and spot checks would be carried out in school.</p> <ul style="list-style-type: none"> Papers had been sent out to advertise for a Parent Governor. There had been no interest. 	<p style="text-align: right;">SW</p>

	<p>Challenge: Will the process be repeated? Response: No. The school can now approach a suitable individual from the whole school community including the Pre-School.</p> <p>Challenge: Why would Governors consider a Pre-School parent? Response: As there is no interest from existing parents it would be worth investing in a parent of a Pre-School child who intended to move through to Havannah Primary School.</p> <p>The following actions were carried forward:</p> <ul style="list-style-type: none"> • To ensure that the Spring 2018 L&M had been signed off. • To bring the Publication Scheme to the Spring FGB meeting. • Link Governors to send their reports to SW to be lodged on Governor Hub • To investigate the CW GDPR package • SH to provide Governors with a Retention Scheme 	<p>CB/SW</p> <p>GH DB Govs</p> <p>SW SH</p>
5	<p>FINANCIAL UPDATE</p> <p>a) To review the following documents from the Manual of Internal Financial Procedure:</p> <p>i. <u>The Best Value Statement</u> This document had not been presented for Committee review.</p> <p>ii. <u>The Scheme of Internal Control</u> This document had not been presented for Committee review.</p> <p>iii. <u>The Scheme of Financial Delegation</u> This document had not been presented for Committee review.</p> <p>Action: To discuss documents i-iii at the Spring FGB meeting</p> <p>b) To receive the completed SFVS document. The SFVS document had been circulated to all Governors in advance of the meeting.</p> <p>There was no discussion of the document.</p> <p>The SFVS was would be forwarded to the FGB meeting on the 27.3.19 for approval. It had been circulated to all Governors for comment: none had been received. It would be ready for submission to CE by the 31st March 2019 deadline.</p> <p>SH thanked GH and JS for their help in completing the document.</p> <p>c) To receive the budget The Report to Governors containing budget vs actual; devolved formula capital; grants, SFVS, Pre-School and Hangout information</p>	<p>DB</p> <p>Clerk</p>

	<p>had been distributed to Governors in the meeting.</p> <p>Various anomalies were identified in the documentation. It was agreed that the correct information would be presented at the Spring FGB on the 27.3.19.</p> <p>Action: To add an item to the Spring FGB agenda: To receive DB's financial report</p> <p>Action: To add an item to the Spring FGB agenda: To receive an Extended Services Report</p> <p>Challenge: What does variance mean? Response: It is the difference between the forecast and actual figures.</p> <p>GH advised Governors that the budget documentation from CE was inaccurate. The budget could not be signed off at this meeting. Governors wished it to be noted that changes in the CE Finance Team had caused considerable confusion which the school was in the process of sorting out in order to provide clarity for the Spring FGB meeting.</p> <p>A further item was referred to the Part Two minutes.</p>	<p>Clerk/DB</p> <p>Clerk/DB</p>
<p>6</p>	<p>TO RECEIVE THE HEALTH & SAFETY (H&S) REPORT AND TO REVIEW HEALTH & SAFETY DOCUMENTS</p> <p>JS tabled a document entitled 'Health and Safety Review'.</p> <p>JS advised the meeting that he and SS had met to discuss H&S.</p> <p>Sue Pullen from the Local Authority had completed the H&S Review on the 26th November 2018. The 9 highlighted actions had been received by the school on the 2nd February 2019. These actions have been completed and signed off now.</p> <p>The following points were raised by JS and SS:</p> <ul style="list-style-type: none"> • One dead end water pipe will be removed in the second week of the Easter holiday 2019. Two have already been removed. • Reviews have highlighted an issue with storage and untidy children's toilets. The situation could be improved with the installation and use of hand dryers. <p>Challenge: Could these be paid for from the Devolved Formula Capital? Response: This money has already been spent. It was noted that the hand dryers would pay for their installation within two years. They would also improve the carbon footprint of the school.</p>	

	<p>The idea was proposed to the PTA alongside a number of other suggestions. Some of the other ideas were voted for. This was not voted on but was thought to be a good idea.</p> <p>It was agreed that a costing document would be presented at the Summer L&M Committee meeting.</p> <ul style="list-style-type: none"> The foul drains are regularly blocked with paper towels and fat from the kitchen drains. The recommendation is to use fully designed grease traps or two parallel fat filters in the kitchen drainage system: neither of which the school uses. <p>JS advised that someone will visit the school to review the filters.</p> <p>Action: To speak to CE Catering regarding their disposal of waste</p> <ul style="list-style-type: none"> The school drains will be power washed during the holidays. The Council will clean the drains/gulleys in Malhamdale Road during the next 20 days. <p>A small curb is required along the school's soil borders to retain run-off. It was acknowledged that this has cost implications.</p> <p>Challenge: Isn't it a slip hazard on the playground when the drains block? Response: It is. It was discussed that jet washing was not really powerful enough to solve the problem. A whole site drainage review was needed.</p> <p>Challenge: Has a date been set for the waste water to be cleaned? Response: DB needs to arrange a date.</p> <p>It was agreed that JS would forward a copy of his Report to the Clerk. SS would also forward the official Report and Compliance Report to the Clerk.</p> <p>A further item was referred to the Part 2 minutes.</p>	<p>DB</p> <p>GH/SW</p> <p>JS/SS</p>
7	<p>TO RECEIVE AN EXTENDED SERVICES REPORT</p> <p>An Extended Services Report was included in the flawed finance document circulated by the SBM.</p> <p>Action: To receive an amended Extended Services Report at the Spring Term FGB meeting</p>	<p>DB/Clerk</p>
8	<p>TO RECEIVE A BUILDINGS/FACILITIES REPORT</p> <p>The following items were reported:</p> <ul style="list-style-type: none"> The Office Phase 2 project had been completed. The retention fees had been paid. The project over spent by £2,998 which would be recouped from the school budget. <p>Challenge: Did the refurbishment include the new carpet in</p>	

	<p>Reception? Response: No it did not.</p> <ul style="list-style-type: none"> • The Trim Trail has been replaced using a contribution of £2,000 from the Devolved Formula Capital grant. • There was a discussion of extending the school car park to the front of the school. Whilst this was shelved currently, it is a project for the future. It would make the school safer for the pupils. • There was a discussion of various additional H&S suggestions: improved security fencing; film on the entrance door; blinds in class rooms; key pads on the main door and walkie talkies/mobile phones. All of these suggestions would comply with the school's Lockdown Policy. It was noted that they all come at a cost and need to be planned for strategically. 	
9	<p>TO RECEIVE A PE COMMITTEE REPORT</p> <p>SW informed Governors that the Committee (SW, GH, Peter Hayes and Multi-Flex) had met.</p> <p>The following was discussed:</p> <ul style="list-style-type: none"> • In school sport has been very successful: there have been half termly competitions based around the school's House system. Many sports had been included. • Kit bags had been purchased; which were signed out and signed back in. • Primary Sports Stars had sponsored a new football kit. • Team practices after school had been poorly attended. Team practices are going to be moved to the day time. This will cause some difficulty as valuable curriculum time will be used. Multi-Flex will use Monday and Friday afternoons to complete these sessions. The scheme will involve letters being sent to parents regarding competitions; practice taking place; competition occurring and results reported in the newsletter. • There is a need to reduce the deficit regarding the Sports Premium Funding as the Government may not sustain the funding after 2020. Expenditure needs to be reduced by £4.5k. • Action: To add an item to the Summer L&M agenda: To review the sports coaching contracts • It was noted that the funding was provided to ensure that members of staff were PE trained to enable the sustainability of the delivery of sport. The school needs to be compliant. • Challenge: Did Multi-Flex attend Parents' Evening? They attended one of the two meetings. It was very successful. They stayed all evening and had no free time. There were queues at one point for the drop-in session. Members of staff were able to refer parents to them. The school would repeat the exercise another time and would have Multi-Flex in attendance for both evenings. • Challenge: Is Multi-Flex attending all clubs? 	Clerk/DB

	<p>Response: Not all: attendance can be inconsistent. It can be difficult on a Thursday which is competition day.</p> <ul style="list-style-type: none"> • Challenge: Is SW still the Lead Teacher for PE? Response: Currently yes. Miss Kitson will resume the role on her return to school. • Challenge: Could one of the new members of staff take on the role? Response: Mrs Hamilton is focusing on IT an Science and Mrs Jackson will only be at the school short term. • Plans are in place to do the Daily Mile. In addition to PE lessons, children do the mile three times a week. The middays are being trained to complete two fitness sessions per week with classes at 12.50pm. In addition class teacher will complete the mile with their pupils. It can be achieved. A trail needs to be established. • The next meeting of the PE Committee will focus on Sports Day. 	
10	<p>TO RECEIVE AN ATTENDANCE REPORT</p> <p>SW advised Governors that the Autumn Term 2018 whole school attendance was 95.5%: boys' attendance is 95.1% and girls' attendance is 95.8%. This compared to the 2017/2018 figure of 95.7%. SW advised the meeting that the Autumn Term always displays the worst attendance figures because of illness. It was noted that these figures did not average out.</p> <p>Action: To check the attendance figures presented</p> <p>The key focus area regarding attendance is with Pupil Premium students. Governors challenged what the school is doing to address PP attendance. SW responded that:</p> <ul style="list-style-type: none"> • Mrs Birdsall has an in-depth breakdown of PP attendance. It was agreed that she would present this Report to the Summer L&M Committee meeting. • Incentives used are Breakfast Club and a half term free attendance at an After School Club. SW noted that 39/40 PP pupils attended a club. Whilst these pupils did not reach the attendance target they did significantly improve their attendance. <p>Challenge: Is the target of 95.5% achievable by the PP students? Response: If the target is set too high, they will not achieve it. Currently the school is setting a target of how much each child needs to improve their target by. This is more realistic for them to achieve.</p> <ul style="list-style-type: none"> • 98% of PP students have made significant improvement in their attendance. The data is skewed by specific children whose attendance is significantly below average. <p>Challenge: What does the school do in these cases? Response: Letters are sent out to persistent absentees. Guidance</p>	<p>SW</p> <p>SW/CB</p>

	<p>for the letters is sought from the Educational Welfare Officer. Formal meetings are scheduled with parents.</p> <p>Challenge: Does the school drill down in to the reasons for the absence? Response: It does. However it was acknowledged that the school needs to be more rigorous when requesting medical certification for sickness.</p> <ul style="list-style-type: none"> • Challenge: Is there an issue with Reception (Attendance has dropped from 96.8% to 93%)? Response: This would need to be checked on SIMS. Information will be included in Mrs Birdsall's Report where individual children's needs will be identified. • Challenge: How is the Y5 doing? Response: They are doing better than Reception and Y3. The specifics will need to be looked at there. • Challenge: So it would be right to say that PP attendance is depressing the overall attendance statistics? Response: It would be right to say that. It was agreed that Governors would like two sets of data moving forward: PP data and non-PP data. • SW advised Governors that term time holidays are still being taken. The number is dropping though. • Challenge: Have other incentives been looked at? Response: They have. • It was agreed that attendance needs to be included in the newsletter again. <p>Items were referred to the Part Two minutes.</p> <ul style="list-style-type: none"> • It was agreed to present Staff Absence Report at the Summer L&M Committee meeting. <p>Action: To add an item to the Summer L&M agenda: To receive a staff absence report</p> <p>It was noted that all data needs to be anonymised moving forward.</p>	<p>SW/CB</p> <p>SW</p> <p>Clerk/DB</p>
11	<p>TO RECEIVE AN EDUCATIONAL VISITS UPDATE</p> <p>SW presented an 'Update of Educational Visits Since September 2018' document. The document included year group; date; location/venue and focus.</p> <p>SW advised that the main change had been the amalgamation of Y3 and Y4 on one residential and Y5 and Y6 on another residential.</p> <p>SW reported that the Y3/Y4 residential to Cross Lanes Robin Wood had been amazing, in spite of pre-visit reservations. The detail and care at the centre had been faultless. Having the two cohorts together had worked very</p>	

well. The cost had been cut for the parents, with each coach costing £800.

SW advised Governors that there had been resistance to amalgamating the Y5/Y6 residential visit but financially it was the only option: merge or not have a residential. She had not received one complaint or email.

There was a discussion of the journey to Leicestershire for the Conkers activity with Y1. SW advised that the benefits of seeing the owl babies offset the journey.

SW further noted that Beeston was the best place for Y1 to undertake their residential experience.

There was a further discussion of the validity of taking Y6 to the Gauntlet Birds of Prey. SW justified this by stating that the cohort had read the novel Sky Hawk and, following the visit, produced excellent descriptive writing.

SW advised Governors that she would like to run the same programme again with Governor approval. This caused extensive discussion:

- Costs need to be reviewed. Trips are becoming very expensive. They cannot be paid for out of school budgets, which are becoming ever leaner.
- The school needs to look at planning in a two topic trips, a residential and the pantomime per year. There should not be a trip and a residential in the same term. It was noted that topics can change. However from Y1 to Y6 members of staff should know what is being taught when. Early Years would need to be treated differently.
- There was discussion of the need for a Y6 end of year activity. It was **agreed** that this was not required.
- SW advised the meeting that the school had lost a significant amount of money on the pantomime in Buxton. The school only went off-site for the pantomime every two years and the PTA had paid for the coaches.

Challenge: Could the school go to the Daneside pantomime?

Response: They only hold matinee performances on Saturday.

Challenge: Was Buxton more expensive than Stoke?

Response: No it was not.

Challenge: Could the school attend every three years?

Response: It would be possible.

A decision needs to be made in order to decide for Christmas 2020. Educational impact needs to be balanced against financial loss.

- An annual plan such as this should be produced: containing approximate costs. This would help parents to budget for payment. It was **agreed** that free trips can be added later.

Action: To add an item to the Summer L&M agenda: To receive an annual costed residential/trip schedule

DB/Clerk

12	<p>TO RECEIVE A CONSULTATION DOCUMENT: ANALYSING PRE-SCHOOL COSTINGS</p> <p>This item was deferred to the Autumn 2019 L&M agenda.</p> <p>Action: To add an item to the Autumn L&M agenda: To receive a consultation document analysing Pre-School costings</p>	DB/Clerk
13	<p>POLICY REVIEW</p> <p>The following policies had been sent to SH to proof read:</p> <ul style="list-style-type: none"> • Charging/Remissions • GDPR/DATA PROTECTION/FOI • Safer Recruitment • E-Safety • Fire/Evacuation/H&S (including pupils with medical needs) • Bad Debt <p>SH advised that she had not received the policies in time to proof read them. It was agreed that the current policies would be reviewed at the Summer L&M meeting.</p> <p>Action: To send electronic copies of policy documents to SH</p> <p>Action: To write all policies using a common format and add a version control on the top of the document</p> <p>Action: To lodge policies on Governor Hub for Governors to read prior to approval</p> <p>Action: To forward the Spring and Summer policies to SH now</p> <p>One item was referred to the Part 2 minutes.</p>	<p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p>
14	<p>SPRING TERM DIRECTOR'S REPORT</p> <p>The Director's Report had been circulated to Governors in advance of the meeting.</p> <p>Reference was made to:</p> <ul style="list-style-type: none"> • The maintenance of the existing funding formula for a further year, as agreed by Schools Forum. • Schools had received their share of the Government's £400m one-off capital expenditure funding. • The advice that all new Governors are Section 128 direction checked. This is the enhanced DBS check. • The school could register to pilot the Framework for Ethical 	

	<p>Leadership in Education.</p> <ul style="list-style-type: none"> • CE is piloting a DfE buying for schools programme which the school could partake in. • All Governors should be aware of the Corporate Parenting Pledge for Looked after Children. • The new Ofsted Inspection Framework could have implications for school staffing and budget from September 2019 onwards. 	
15	<p>AOB</p> <p>Term dates had been added to the agenda. Discussion was deferred to the Spring FGB.</p> <p>Action: To add an item to the Spring FGB agenda: To agree term dates</p> <p>Challenge: Should the school purchase a defibrillator? Response: There are currently defibrillators at Eaton Bank Academy and the estate pharmacy. SH had been informed, when completing her paediatric training, that defibrillators could be purchased through fund raising but often the on-costs had not been factored in to the equation.</p> <p>Action: To explore the purchase of a defibrillator</p> <p>Challenge: What happened to Joy with Equilibrium? Response: It was booked and paid for but then cancelled due to lack of interest.</p> <p>SS asked if Governors would be interested in attending free Fischer Family Trust training regarding attendance.</p> <p>Action: To send FFT training details to the Clerk</p>	<p>Clerk</p> <p>GH</p> <p>SS</p>
16	<p>Impact Statement</p> <p>Governors completed a detailed review of H&S recommendations made by the LA. They agreed to monitor the concerns moving forward in order to safeguard pupils, members of staff and visitors to the school.</p> <p>Governors received a PE review. They agreed to monitor the sustainability of physical health in the school moving forward, including a review of contracts in the Summer Term 2019 to ensure value for money.</p> <p>Governors conducted a review of school trips to monitor their value for money and to assess their educational impact on the students.</p>	
17	<p>Date of Next Meeting</p> <p>It was agreed that the Summer Term meeting of the L&M Committee would be held on:</p>	

	Monday 24th June 2019 at 9.30am.	
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The meeting moved to Part 2.

The meeting ended at 7.55pm.

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