



**MINUTES OF A MEETING OF THE HAVANNAH PRIMARY SCHOOL
LEADERSHIP AND MANAGEMENT COMMITTEE HELD ON
MONDAY 19TH NOVEMBER 2018**

Governors Present: George Hayes (GH) Chair of Governors
Suzanne Hayes (SH)
John Sherwood (JS)

Also in attendance: Maria Wilson (MW) Clerk to Governors
Sue Sutton (SS) Associate Governor

PART ONE: NON-CONFIDENTIAL BUSINESS

		Actions
1	<p>APOLOGIES AND AOB ITEMS</p> <p>Apologies were received and accepted from Stef Williams (Head Teacher), Deb Ball (School Business Manager) and Alex Thompson.</p> <p>GH provided Governors with a Governor folder containing key documents pertinent to the school and governance.</p> <p>Action: To use the Governor folder to store any relevant documents in</p>	Govs
2	<p>CONFLICT OF INTEREST</p> <p>Governors were asked to declare any pecuniary interests and conflicts of interest with the business of the meeting to be discussed.</p> <p>George Hayes declared that he is Chair of Governors at Buglawton Primary School and is on the Board of Trustees at the Crewe UTC.</p> <p>No further conflicts of interest were declared for the business of the meeting.</p>	

3	<p>TO ELECT A COMMITTEE CHAIR</p> <p>The Clerk advised Governors that she had received no nominations for the post of Committee Chair in advance of the meeting.</p> <p>Suzanne Hayes was nominated. She accepted the nomination and agreed to serve as Committee Chair for the term of one year.</p>	
4	<p>TO CONFIRM THE MINUTES OF THE 18TH JUNE 2018 MEETING</p> <p>The Part One minutes from the Summer Term L&M meeting held on the 18th June 2018 had been circulated to Governors in advance of the meeting.</p> <p>The minutes were accepted as a correct record of the discussion held, were signed by the Chair and retained by the school.</p> <p>It was noted that it was still not possible to sign off the Spring Term L&M minutes as there was no Governor in attendance who could ratify the document.</p> <p>Action: To ensure that the Spring Term L&M minutes are signed off</p>	GH
5	<p>TO REVIEW MATTERS ARISING FROM THE 18.6.18 MINUTES AND REVIEW OF THE ACTION LOG</p> <p>The Action Log from the meeting held on the 18th June 2018 had been circulated to Governors in advance of the meeting.</p> <p>The following discussion was held:</p> <ul style="list-style-type: none"> • To collate the Educational Visits questionnaire data and distribute to Governors: carried forward • To circulate the correct Pre-School Admissions Policy to Governors: the Policy circulated for the meeting was incorrect. • The Health and Safety Review is to be completed w/c 26.11.18. • The Early Years Report is awaiting one small amendment. • To circulate the Health and Safety /Compliance Report; the Early Years Report and the SIP Report to all Governors: carried forward. • The uniform letter was not sent out by the specified date: this item was carried forward for a Christmas 2018 completion. <p>Challenge: What is the issue regarding the uniform? A: Following consultation with parents about changing the uniform it was agreed to leave it as it was. However there is a lot of variation in style and colour which SW was to clarify.</p> <p>Challenge: Is this important? A: Uniform is a school rule. It is important that the message going</p>	<p>SW</p> <p>SW</p> <p>SW</p> <p>SW</p>

	<p>from the school to parents is consistent.</p> <ul style="list-style-type: none"> The Clerk apologised: the Social Media Policy had been sent out but was sent to the T&L Committee not L&M. <p>Challenge: Did GH write it? A: It was written by the HT with guidance from the SBM.</p> <p>Challenge: Is the Policy sufficient? A: It could be more robust. Currently members of staff are being consulted over its content and are signing agreement to the Policy.</p> <p>Challenge: What is the purpose of the Policy? A: It is challenging: some schools ban parent/staff friendships on social media; in the case of Havannah some staff are also parents at the school. There is a fine line between providing a framework to protect the school and friendship. The document provides guidance to all interested parties.</p> <p>Action: To send the Social Media Policy to SH</p> <p>Action: To add the Social Media Policy to the FGB agenda for approval</p> <ul style="list-style-type: none"> To write an Appendix to the relevant policy relating to staff children's use of the Before/After School provision did not happen. The situation was explained to JS. It was agreed that being able to have your child at the Before/After School provision was an additional benefit available to both members of staff and Governors. It was further agreed that a statement be added to the Extended Services Agreement 'At the Head Teacher's discretion...' conditional upon the number of spaces available at the Before or After School Club and the triggering of additional members of staff needing to be employed.' To investigate the CW GDPR package: this action as carried forward. There was an extended discussion regarding policy approval: SH had not received any of the policies to be discussed at this meeting. She added that she had received none of last week's policies to review either. <p>Action: SH to let GH and the Clerk know which policies she has received</p> <ul style="list-style-type: none"> To contact Beechwood Primary School to enquire about funding clarification: this action was carried forward. The Parent Governor election is yet to be completed. <p>Challenge: Why did the previous incumbent leave mid-term? A: it was due to a combination of personal reasons.</p> <ul style="list-style-type: none"> GH advised Governors that the school had looked at Governor Hub (the CE approved electronic storage of governance information programme) but, in his opinion, the formatting and timeliness of all 	<p>Clerk</p> <p>Clerk</p> <p>SW</p> <p>SW</p> <p>SH</p> <p>DB DB</p>
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	<p>school documentation needed to be achieved before an electronic system was introduced. The Clerk added that if the school used Governor Hub all documents could be lodged there as they were produced: this would prevent the emailing of documentation between individuals.</p> <p>The Clerk advised that the cost of joining Governor Hub is £150 per year if the school buys back ChESS.</p> <p>GH approved a tentative trial to commence in the Spring Term of 2019.</p> <p>Action: To discuss adopting Governor Hub with SW/DB</p> <p>Challenge: Does the school have a ChESS buy back? A: For clerking, HR and other matters it does.</p> <ul style="list-style-type: none"> • Challenge: Have Governors reviewed the school website? A: Some have done, yes. • SH clarified that she has two outstanding actions which will be carried forward: To write a school Retention Schedule (not GDPR) and To complete the Publication Scheme. <p>Challenge: What is the school retaining? A: Documents. The Retention Policy outlines how long a school needs to retain various documents. The school uses the CE model policy but SH would like it to drill down further for Havannah Primary School governance.</p>	<p style="text-align: center;">GH</p> <p style="text-align: center;">SH DB</p>
<p style="text-align: center;">6</p>	<p style="text-align: center;">TO REVIEW THE TERMS OF REFERENCE</p> <p>The Terms of Reference had been circulated to Governors in advance of the meeting.</p> <p>Governors requested that an electronic copy be resent for them to approve electronically. GH added that they been approved by himself.</p> <p>Action: To amend the ToR and circulate for approval</p>	<p style="text-align: center;">Clerk</p>
<p style="text-align: center;">7</p>	<p style="text-align: center;">TO RECEIVE A FINANCIAL UPDATE</p> <p>In the absence of DB, the School Business Manager, GH talked Governors through the document which they had received in advance of the meeting.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> • The meeting with the Finance Management Services Officer took place on the 7th November. The budget papers are currently unavailable but will be circulated to Governors at the earliest possible opportunity. • After reviewing spending in all areas, the anticipated balance by 	

31.3.19 stands at a surplus of £10,648; at the end of Year 2 a surplus of £48,142 and at the end of Year 3, a surplus of £72,176. GH highlighted that most schools are posting a budget deficit for Y3 on account of funding changes and the cessation of the government Pay Grant (issued for 2 years from the current time to accommodate for increased teacher salaries).

- The figures presented for Governors regarding the Pre-School and Havannah Hangout show a conservative profit being made (£5.7k for Havannah Hangout).
- There is also a marginal school meal profit being made (£5k).
- DFC (Devolved Formula Capital) funds show £5,372 which has to be spent by August 2021. Part of this money will be used on IT to assist with the Accelerated Reading programme and to update the Head Teacher's laptop.
- The new Server, installed earlier this year which cost £2985, will be paid for from the DFC fund.
- The earmarked contribution from School Fund to pay for the retention costs of Phase 1 of the internal Refurbishment will come from the DFC money.
- Next year's DFC allocation is anticipated to be around £6.3k.
- There is a retention fee to pay for the internal refurbishment from the Capital Grant. This will be paid shortly as all outstanding work has now been completed. The refurbishment went over budget by approximately £3k.

Challenge: Does the school have to contribute to the Capital Grant?

A: The outdoor equipment was paid for through the Sugar Tax.

Challenge: Will the Sugar Tax income be received annually?

A: It will.

- GH advised that the Sports Premium Funding is guaranteed until 2020. Governors were advised that in 2017-2018 the amount of the premium doubled and that that amount has been maintained for 2018-2019. From April to August schools receive 5/12 and from September to April 7/12.
GH advised Governors that outside providers cost the school £17k. However a deficit of £16k has been accrued. There is the need to reduce this deficit before 2020: if this cannot be done then the deficit defaults to the school budget.
- **Thanks** were extended to SH for the completion of the School Financial Value Standard (SFVS) 2017-2018. The school received an assurance of 'GOOD'. The forthcoming SFVS is due to be submitted to CE in March 2019. SH is prepared to complete the document again but requested the support of both GH and JS as it is time consuming finding the evidence to back up the statements

	<p>made.</p> <p>Action: To contact GH and JS with a date to work on the SFVS</p> <ul style="list-style-type: none"> • Pre-School expenditure is estimated to be £58k. It is anticipated that the Pre-School will make a small profit of £9k. GH advised Governors that the position regarding the Pre-School will plateau as it reaches capacity and no changes to staffing are made. • Currently Havannah Hangout has a total of 79 children on the register: 40 of whom are fee paying; the remainder are either funded through the Pupil Premium monies or are staff children. A small profit of £5.7k is anticipated for the Hangout. 	<p>SH</p>
<p>8</p>	<p>TO RECEIVE THE SCHOOL'S PE FUNDING STATEMENT/PLAN</p> <p>This item was carried forward to the Spring Term L&M meeting. GH advised that currently the school has no PE Link Governor. GH advised that the PE Committee has not met to date. The PE Funding Statement on the school's website is not the most current document: dating from 2016-2017.</p> <p>Challenge: What does a Link Governor do?</p> <p>A: A Link Governor for PE would quality assure the teaching and provision for PE against the subject Action Plan: making reference to the relevant statement in the Term of Reference regarding healthy lifestyle and challenging the way the PE Funding was being spent.</p> <p>Action: To add an item to the FGB agenda: To appoint a PE Link Governor</p> <p>Action: To add receipt of a PE Committee Report to the Spring L&M meeting</p>	<p>Clerk</p> <p>Clerk</p>
<p>9</p>	<p>TO RECEIVE THE SCHOOL'S PUPIL PREMIUM IMPACT STATEMENT/PLAN</p> <p>There was a short break in proceedings whilst SS photocopied the Statement for Governors and they were given the opportunity to read it.</p> <p>Challenge: What happened to the Writing data?</p> <p>A: It was subject to rigorous LA and DfE moderation. This was explained to Governors as a national problem.</p> <p>SS explained the 3 Week Writing programme to Governors: the Inspiration days leading to modelled and guided writing sessions in the first instance; pupils then being encouraged to plan, draft and write beginning, middle and</p>	

	<p>end sections of writing and finally the independent pieces of writing using all of the vocabulary and grammar techniques which had been taught in the previous weeks. SS advised that at each stage slightly different stimulus material was used.</p> <p>SS added that, according to Pupil Voice feedback, the programme was popular with the students: they know what to write and how to write it following the modelling sessions.</p> <p>There have been two lesson observations carried out: all children clearly knew what to do and embraced the challenge as witnessed by both the quality and quantity of writing being produced.</p> <p>Pupil Premium was explained to JS: pupils coming from disadvantaged backgrounds being entitled to Free School Meals or Looked After Children (LAC) or children from service families. Each PP child can bring up to £1320 in to the school; LAC bring in £2300 and service children £300. The money is with the child for the duration of their school life hence can sometimes be called Ever 6 money.</p>	
10	<p>TO REVIEW PRIORITIES 8 TO 10 OF THE SCHOOL DEVELOPMENT PLAN</p> <p>Governors had received a copy of the School Development Plan in their Governance folders.</p> <p><u>Priority 8: Embed global education and British values</u> This item was not discussed as it was deemed more relevant to T&L.</p> <p><u>Priority 9: Governance and Strategic Leadership</u> GH advised Governors that Havannah Primary School has a relatively stable Governing Board: vacancies have been filled; however attendance is an issue to be addressed.</p> <p>Link Governor roles have been allocated but will be reviewed at the Autumn Term FGB. All Link Governor Reports will need to be forwarded to the Clerk for the FGB.</p> <p>Action: To forward their reports to the Clerk for inclusion in the FGB agenda</p> <p>Governors do monitor what is happening within the school.</p> <p>Governors and members of staff have held one joint meeting on the 26th September 2018. There are further joint meetings scheduled.</p>	Govs

	<p>A Governor Skill Audit will be completed at the Autumn Term FGB meeting. However it is the Governors' responsibility to be pro-active regarding booking the training they need.</p> <p>There was a discussion of governor engagement in meetings: which according to the Clerk would benefit from being more strategic and from drilling down into the evidence available. It was noted that engagement can only occur when documentation has been received sufficiently early for Governors to read and pose questions.</p> <p>Action: To email the NGA specimen questions to all Governors</p> <p>It was further noted that the school had made progress in governance but there was further progress to be made.</p> <p>GH advised that he would like to initiate an External Review of Governance in the Summer Term 2019 to be conducted by the LA.</p> <p>Challenge: Would the Report be confidential or published? A: It would be confidential but could be made available to an Ofsted Inspector.</p> <p>It was noted that the whole procedure would need to be carefully managed if agreed to.</p> <p><u>Priority 10: Converting School Status</u> MAT conversion is currently a low priority. It was discussed that it would be harsh to state that deadlines for this priority had not been met because the national agenda has changed. New deadlines need to be established in order to hold the plan to account.</p>	Clerk
11	<p>TO REVIEW POLICY DOCUMENTS</p> <p>GH advised that the Pay Policy, Appraisal Policy and Capability Policy had all been presented at the Pay Committee meeting held on the 15th October 2018. There had been some amendments to the Pay Policy which would be submitted to the FGB for approval. It was noted that decisions regarding staff pay had been made using these documents.</p> <p>SH advised the Committee that she had not received any policies to proof read this term. SH further advised that, in her opinion, all policies should follow the same format: proper titling of the policy and then version control identified on the front sheet of each policy.</p>	

	<p>SS left the meeting at 11.23pm</p> <p>The Pre-School Admissions Policy sent to Governors for recommendation to the FGB continues to be an out-of-date document.</p> <p>Action: To add approval of the Pay Policy, Appraisal Policy and Capability Policy to the FGB agenda</p> <p>Action: To review the spelling of 'lieu' throughout the Pay Policy</p> <p>Action: To circulate the correct Pre-School Admissions Policy to Governors</p> <p>Action: To send an electronic copy of all policies to SH</p> <p>Action: To write all policies using a common format and add version control to the top of the document</p>	<p>Clerk</p> <p>Clerk</p> <p>SW</p> <p>SW</p> <p>SW</p>
12	<p>TO SET ATTENDANCE TARGETS FOR 2018/2019</p> <p>It was noted that no Attendance data was presented for the meeting.</p> <p>GH advised the Committee that the LA green benchmark figure for attendance is 95.5%.</p> <p>It was agreed to set a target of 96%.</p> <p>Action: To provide an attendance report for the Spring L&M meeting</p>	<p>SW</p>
13	<p>TO RECEIVE AN EDUCATIONAL VISITS UPDATE</p> <p>It was noted that no Educational Visits information was presented for the meeting.</p> <p>Challenge: What will happen if a visit requires approval before the next L&M meeting?</p> <p>A: It will be approved as a Chair's Action.</p> <p>Challenge: How many visits are there?</p> <p>A: Every year group goes on a visit with the exception of the Reception class.</p> <p>Action: To provide an educational visits update for the Spring L&M meeting</p>	<p>SW</p>
14	<p>TO REVIEW GOVERNOR MONITORING, TRAINING AND DEVELOPMENT</p> <p>The Clerk advised the meeting that the new Governors had all enrolled on</p>	

	<p>their Induction Training; Kate Jones will commence her Induction Training in the Spring Term and Ann Holland is also enrolled on Exclusions training in the Spring Term.</p> <p>Challenge: Does Havannah buy back the CE Training option? A: This is to ascertained for 2018-2019: they did not in 2017-2018 as the CECP (Congleton Educational Community Partnership) would provide a more relevant, local, cost effective option.</p> <p>Action: To check the ChESS agreement regarding Governor Training buy back</p>	GH
15	<p>TO REVIEW THE RELEVANT ITEMS FROM THE 2018 AUTUMN TERM DIRECTOR'S REPORT</p> <p>The Director's Report had been circulated to all Governors in advance of the meeting.</p> <p>The Clerk drew Governors' attention to all items of the Report which impact upon either management or financial awareness.</p>	
16	<p>ANY OTHER BUSINESS</p> <p>There was no additional business for discussion in this item.</p> <p>GH asked the Clerk if emails could be attributed to the relevant committee.</p> <p>Action: To entitle all emails with the committee title</p>	Clerk
17	<p>IMPACT STATEMENT</p> <p>Governors reviewed the budget papers which were available to them.</p> <p>Governors received and discussed the Pupil Premium Funding statement.</p> <p>Governors discussed the adoption of Governor Hub on a trial basis for the Spring Term 2019 in light of the need to make governance more strategic, efficient and accpunable.</p>	
18	<p>DATE OF NEXT MEETING</p> <p>The Spring Term L&M meeting will take place on Monday 25th March 2019 at 9.30am.</p>	

The meeting moved to Part 2.

The meeting ended at 12.10 pm.

..... Chair

..... Date