

Quercus Federation
Minutes of the Meeting of the
Governing Body Held on
Tuesday 24 January 2017 at 5.30pm At Northiam Primary School

Present: John Crouch (JC), Rev Annette Hawkins (AH), Edward Collins (EC), Joe Roper (JR), Pippa Green (PG), Carol Feltwell (CF)

Kate Harper (KH, Exec Head), Allison Flack (AF, HoS), Julia Bray (JB, HoS), Judith Koral (JK), in part.

Also present: Vivienne Davies (VD) (Clerk),

Item	Discussion	Action
1.	<p>Welcome By Chair</p> <p>JC welcomed everybody.</p>	
2.	<p>Prayer</p> <p>JC opened the meeting with a prayer.</p>	
3.	<p>Procedural</p> <p>Apologies for Absence: -</p> <p>Apologies were received from Lindsey Greatley, Fiona Northover and Emily Sparrow.</p> <p><u>Declaration of Pecuniary Interest.</u></p> <ul style="list-style-type: none"> • The clerk declared an interest as she is clerk at the Beckley and Peasmarsh Schools federation. • EC declared an interest as related to Hannah who works in Hurst Green office. <p><u>Safeguarding Issues</u> – any urgent matters. There were no urgent matters.</p> <p><u>Health and Safety</u> – any urgent matters. There were no matters.</p>	
4.	<p>Minutes of the Previous meeting – 15 November 2017</p> <p>The minutes of 15.11.17 were approved. JC signed the minutes.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Governors suggested that Staff wellbeing as a Standard agenda item. • Nursery Lease at Northiam. There were no recent developments. 	Clerk
5.	<p>Finance Report</p>	

<p>Hurst Green</p> <p>A cumulative expense report was tabled.</p> <p>Governors noted the short-term contingency comprised of: -</p> <p>£10,000 Health Grant £10,000 Nursery Funding £2,000 released from the Nursery Funding to release Alison Flack from class.</p> <p>Governors noted that the short-term contingency needed to be allocated to expenditure codes by year end.</p> <p>Governors noted that the remaining Budget £62,799.07 is not an accurate figure as there were many outstanding payments i.e. the insurance payments.</p> <p><u>School Fund</u></p> <p>School Fund accounts for 2015/16 have been audited and the report would be presented to the next FGB.</p> <p><u>Capital</u></p> <p>Governors noted a £1,177.91 carry forward.</p> <p>Northiam CE Primary School.</p> <p>Governors noted that for the period ending 31st December 2016, Northiam CEP School is reporting an estimated year-end position of £27,357 underspend against Total Available Budget. This underspend assumes the full short term contingency of £25,264 will be spent in this financial year, but excludes the long-term contingency of £13,066 (to be carried forward to future years). This is an increase of £12,644 compared to the estimated year-end position of £14,713 reported at the end of June.</p> <p>Governors noted, that the estimated year-end position, monitored against the 2016/17 Formula Budget Share £412,845 (which excludes the £45,805 carry forward from 2015/16), is an overspend of £18,448. Governors challenged if there had been an analysis of the reasons behind overspend. Due to changes in the Bursar role this had not taken place.</p> <p>Governors noted that the Pupil Premium expenditure would be reported to the next meeting. There is a predicted underspend of £10k Health Improvement Grant.</p>	
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	<p>Governors challenged why £600 had been budgeted for swimming. KH advised that the sports grant could not be used the swimming.</p> <p>Governors challenged if the inventories had been signed off. Action: JC to follow up with FN.</p> <p><u>Safeguarding.</u> Fences had been extended to provide additional protection for the children.</p>	JC
6.	<p>Reports from Executive Head/ Heads of School</p> <p><u>Report from Executive Head</u></p> <p>Governors noted that Some subject action plans not completed due to staff absence at Hurst Green. Governors challenged what was being done to address the issue as staff would not be able to meet their targets. All staff have now returned to work (1 teacher on a phased return) and, with the appointment of an additional teacher at Hurst Green, it will be possible to allocate additional release time to enable subject leaders to carry out their roles more effectively.</p> <p><u>Teaching and Learning</u></p> <p>Governors challenged the reasons why Teaching and Learning was judged as Amber. This was due to the large amount of supply teaching. The School Improvement partner was confident that Teaching and learning would return to good. Support plans were in place where required.</p> <p>Governors noted that both schools are now using Abacus as a structure for their maths teaching and Cornerstones for the curriculum overall. AF and JB have produced a long -term curriculum plan for English to complement this.</p> <p>Monitoring of marking and feedback had identified a lack of consistency, with some very good practice but a lack of application of school policy in some classes. Governors challenged what was being done to address this. Marking and feedback would continue to be monitored.</p> <p>The Health and /wellbeing grant applications would be submitted in February. The school plan needed to be adjusted accordingly.</p> <p><u>Report from Heads of Schools</u></p> <p><u>Data outcomes</u></p> <p>Governors noted that progress in Year 2 is a priority in both Northiam and Hurst Green.</p>	

	<p><u>Northiam – Data Capture.</u></p> <p>Governors noted there were issues with Year 3 and Year 4 attainment.</p> <p>Governors noted that the Year 6 (Northiam) were currently on track to meet end of year expectations. Year 2 had made some improvement in Maths but there are some gaps in understanding. Interventions would be put in place to ensure Year 2 met end of year expectations.</p> <p>Attendance: 95.1%. There were a serious of persistent absences.</p> <p>Governors noted that assessment systems were in place in both schools</p> <p>The Heads of School would email the data capture reports to Governors. Action: AF/JB</p>	AF/JB
7.	<p>Sports Hall</p> <p>Governors noted that a review meeting was planned. A “young person” representative from Northiam was being sought.</p>	
8.	<p>Policies for approval</p> <p>The following ESCC policies were adopted: -</p> <ul style="list-style-type: none"> • Staff attendance • Attendance Procedure • Paid and Unpaid Leave • Adverse Weather • Discipline Policy 	
9.	<p>Chairs Update/Report - Confidential.</p> <p>Judith Koral left the meeting.</p> <p>Kate Harper, Julia Bray, and Alison Flack left after the first item.</p>	
10.	<p>Safeguarding</p> <p>CF had conducted a safeguarding monitoring visit at Northiam. Action: CF to conduct a monitoring visit at Hurst Green. Governors thanked CF for her report.</p> <p>Governors requested a Governor to be responsible for e-safety. This responsibility was assigned to CF.</p>	CF

11.	Link Governors Monitoring Governors were requested to conduct a link governor monitoring visit before Easter.	
12.	Date of Next Meeting - The next meeting would take place on Tuesday 7 March. Hurst Green. 5.30. pm.	

Actions Table 24.1.17

Actions	Responsibility	Timescale
Clerk to include Staff Wellbeing on future agendas	Clerk	ASAP
Signing-off inventories at both schools. JC to speak to FN.		ASAP
The Heads of School would email the data capture reports to Governors	AF/JB	ASAP
CF to conduct a Safeguarding monitoring visit at Hurst Green	CF	Easter 2017