

## HATFIELD SHEEP DIP LANE PRIMARY SCHOOL GOVERNING BODY

Minutes of the Hatfield Sheep Dip Lane Primary School Governing Body's Meeting held at the school on Wednesday 11 April 2019, commencing at 3.30 pm.

<b>Present:</b>		D Wright (Chair)
		K Holland
		A Dewsnap
		F Parish (Headteacher)
		A Parkhurst
		P Rajasutharsan
		M Melenciuc
		M Graham
		J Upson
		S Bradley
<b>In attendance:</b>		Catherine Lyth – Clerk

1	<p><b>PART 1 - HOUSEKEEPING</b></p> <p><b>WELCOME</b></p> <p>The Chair opened the meeting and welcomed Governors to the meeting particularly M Melenciuc, new Parent Governor.</p>	<b>Action</b>
2	<p><b>TO AGREE A FINISHING TIME FOR THE MEETING</b></p> <p><b>RESOLVED (1)</b></p> <p>That the finishing time for the meeting be agreed as 5.45 pm for Part I.</p>	
3	<p><b>APOLOGIES</b></p> <p>There were no apologies to record.</p>	
4	<p><b>GOVERNING BODY MEMBERSHIP</b></p> <p>Governors were informed of the following changes to the Governing Body's membership:</p> <p><b>Staff Governor Representatives</b></p> <p>a) Ms C Broxholme had resigned from the Governing Body. The Chair had written to her to thank her for her service.</p> <p>b) Mrs M Steeper had been appointed to the position of Staff Governor with effect from 10 April 2019 and would replace C Broxholme on the School Improvement Committee (SIC).</p> <p>The Terms of Reference (TORs) had been agreed at committee level and</p>	

	<p>included in Governors' paperwork.</p> <p><b>Q Are there timetabled meetings for the Inclusion and Safeguarding Committee?</b></p> <p><b>A They will be no more than three times a year, possibly September, March and July to fit in strategically with the audit.</b></p> <p><b>RESOLVED (2)</b></p> <p>a) That the changes in membership be noted.</p> <p>b) That M Steeper had been appointed as Staff Governor Representative.</p> <p>b) That M Steeper replace C Broxholme on the SIC and the Committee structure be amended to reflect this.</p>	<p><b>Clerk to amend Appendix A (Committee Structure)</b></p>
5	<p><b>DECLARATIONS OF BUSINESS AND PERSONAL INTERESTS</b></p> <p>All Governors had signed the Declaration of Interest book for this meeting.</p> <p><b>RESOLVED (3)</b></p> <p>That it be noted that there were no declarations of any business or personal interest raised in connection with any items on the agenda.</p>	
6	<p><b>PART II BUSINESS</b></p> <p><b>UPDATE ON CURRENT POSITION RE: HEADTEACHER/ACTING HEADTEACHER</b></p> <p>The Headteacher gave Governors a brief verbal overview of the current position with regard to the Headteacher and Acting Headteacher roles.</p>	
7	<p><b>URGENT ACTION TAKEN BY THE CHAIR OR VICE-CHAIR</b></p> <p>It was reported that no urgent action had been taken since the last Governing Body meeting.</p>	
8	<p><b>UPDATE ON ACADEMISATION/MAT PROGRESSION</b></p> <p>Copies of the update had been included in Governors' paperwork. An email in February 2019 had been received from B Nixon, CEO of Exceed Learning Partnership, (ELP) informing the school that the Directors of the ELP Board were to discuss and review the budget position of the school at the end of March. A further update had been received from B Nixon regarding the school transferring to the ELP MAT after further financial due diligence had been carried out.</p>	

	<p><b>RESOLVED (6)</b></p> <p>That the update be received and noted.</p>	
9	<p><b>MINUTES OF MEETINGS</b></p> <p>The Chair explained that Minutes of Committee meetings were brought to the full Governing Body meeting for information only as they had already been approved by the relevant committee.</p> <p>The Chair asked the Clerk to ensure that page numbers were included on all Minutes.</p> <p><b>9.1 MINUTES OF THE LAST GOVERNING BODY MEETING HELD ON 15 NOVEMBER 2018</b></p> <p>The Chair went through the Minutes page by page.</p> <p><b>9.2 MINUTES OF THE SCHOOL IMPROVEMENT COMMITTEE MEETINGS HELD ON 31 JANUARY AND 15 MARCH 2019 AND ANY MATTERS ARISING.</b></p> <p>These Minutes were now available for Governors' information.</p> <p><b>9.3 MINUTES OF THE FINANCE, HUMAN RESOURCES AND FACILITIES COMMITTEE MEETINGS HELD ON 19 APRIL, 14 JUNE AND 15 DECEMBER 2018 AND 8 FEBRUARY 2019 AND ANY MATTERS ARISING.</b></p> <p>These Minutes had been agreed by the relevant committees. The Chair asked that all confidential Minutes be left at the meeting.</p> <p><b>MATTERS ARISING FROM THE ACTION SHEET 15 NOVEMBER 2018.</b></p> <p>Actions 1 – 4 had all been completed.  5 Governor Action Plan had been emailed to Governors.  6 StEP report had been circulated.  7 Headteacher had met with A Walker regarding follow up support for Maths.  8 Training sessions had been provided by the Exceed Trust on 7 November 2018 for Health and Safety and 28 March 2019 for Safeguarding.  9 Governor Training Plan had been circulated to Governors.</p> <p><b>RESOLVED (7)</b></p> <p>a) That the Minutes of the last Governing Body meeting held on 15 November 2018 be agreed and signed as a correct record.</p> <p>b) That Governors note the Minutes from the Committee meetings as detailed.</p> <p>c) That the Clerk ensure page numbers were included on the Minute</p>	Clerk to

	<p>template.</p> <p>d) That the matters arising from the action sheet 15 November 2018 be received and noted.</p>	<p>ensure page numbers added to minute template.</p>
<p>10</p>	<p><b>HEADTEACHER'S REPORT</b></p> <p>The Headteacher asked that her report be minuted as confidential.</p>	
<p>11</p>	<p><b>FINANCE REPORT</b></p> <p><b>11.1 Overview of 2018/2019 budget and update on delegated budget 219/2020.</b></p> <p>The Headteacher explained to Governors that the initial budget showed an in-year deficit but the school could not remain in an in-year planned deficit position. Plans were already in place and the Headteacher outlined some of the savings that had already been made. As at March 2019 the deficit had been reduced from £88K to £1234 and it was hoped there would be a surplus going forward into the 2019/2020 budget.</p> <p><b>11.2 Medium Term Financial Plan</b></p> <p>The 4 year projection had been discussed at the Finance, Facilities and Human Resources Committee (FFHR) meeting on 15 March 2019. The Headteacher gave further clarification on some of the substantial savings already made. A plan to address the in-year deficit had been discussed and put in place today (11 April 2019). It would be reported on and the Minutes would be made available at the Summer term meeting. The Headteacher stressed the need to be really prudent when planning ahead as the budget was getting tighter.</p> <p><b>11.3 Delegated School Budget</b></p> <p>The delegated budget had been discussed and approved by the FFHR Committee and submitted to the LA. It would be shared with the Governing Body at a later date.</p> <p><b>11.4 Schools Financial Value Standard (SFVS)</b></p> <p>The SFVS had been audited and drafted on 7 February 2019. The action plan had been considered and approved on 8 February and submitted on 12 February 2019. Two actions had been identified; succession planning for Governors and a Pupil Premium (PP) audit. The PP audit had taken place on 10 April 2019. D Dickinson, Senior Education Standards Officer - SEND, had agreed to give a half day bespoke training for Governors in school sharing best practice from other schools.</p> <p><b>11.5 Finance Policy</b></p>	

	<p>The Finance Policy had been reviewed and approved by the FFHR Committee on 8 February 2019. It would be ratified and signed off by the Chair at this meeting.</p> <p><b>11.6 Audit of Voluntary and Private Funds</b></p> <p>The Audit of Voluntary and Private Funds would be completed by the deadline of 31 May 2019.</p> <p>RESOLVED (8)</p> <ul style="list-style-type: none"> <li>a) That the Finance report be received and noted.</li> <li>b) That the plan to address the in-year deficit put in place on 11 April 2019 be reported on and available for Governors' information at the Summer term meeting.</li> <li>c) That information on the delegated budget would be shared with the Governing Body at a later date.</li> <li>d) That the SFVS had been submitted by the due date.</li> <li>e) That it be noted that the Pupil Premium audit had taken place on 10 April 2019.</li> <li>f) That D Dickinson would provide bespoke training to Governors.</li> <li>g) That the Finance Policy be ratified and signed off by the Chair.</li> <li>h) That the Audit of Voluntary and Private Funds would be submitted by the due date.</li> </ul>	
12	<p><b>UPDATE ON ACHIEVEMENT AGAINST GOVERNANCE PLAN</b></p> <p>The update had been included in Governors' paperwork. The Governance Action Plan had been circulated. The informal review had been conducted by the Chair and K Holland (KH) in February 2019. A more formal review, rag-rated, would be carried out at the end of the year. The school needed to know how to tap into the views of parents, children and staff. KH said she would put something together and ask for Governors views on ways to engage. It could also be something that the two new Governors could get involved in. The Chair said that Learning Walks were a good way to look at what was going on in school and the Headteacher said that lunchtimes were a good time to engage children and get their views. J Upson asked that a list of acronyms used be included in any future reports.</p> <p>RESOLVED (9)</p> <p>That the information be received and noted.</p>	<p>A list of acronyms be included in any future reports.</p>

13	<p><b>GOVERNOR TRAINING AND DEVELOPMENT</b></p> <p>The Governor training plan had been included in Governor’s paperwork. A training analysis had been completed and three priority areas identified. The actions taken were listed and included the following: Some training had been completed with Exceed and some further development training would be done with the NGA (National Governors Association). The outstanding action was to develop and implement a process for monitoring training and evaluating the effectiveness of it. A formal end of year review would take place on a date to be determined.</p> <p><b>RESOLVED (10)</b></p> <p>a) That the report be received and noted.</p> <p>b) That a formal review of training be completed.</p>	
14	<p><b>COMPLIMENTS, COMMENTS AND COMPLAINTS</b></p> <p>A complimentary email had been received from Tom Collister who had worked with Key Stage 1 and Key Stage 2 pupils on ‘bike related days’.</p> <p><b>RESOLVED (8)</b></p> <p>That the compliment be received and noted.</p>	
15	<p><b>FOR INFORMTION</b></p> <p><b>15.1 Briefing paper items:</b></p> <ul style="list-style-type: none"> <li>• School Holiday Pattern consultation 2020/2021 – the Chair had a copy for Governors to look at.</li> <li>• Buy Doncaster website – the Chair explained to Governors what they needed to do to access the website.</li> <li>• Future Directions in Doncaster seminar – K Holland had attended the session on 7 March 2019.</li> </ul> <p><b>15.2 Anything new on the school website</b></p> <ul style="list-style-type: none"> <li>• The Chair asked Governors to send in their pen portraits for the school website.</li> <li>• K Holland said she needed to check the school’s Whistleblowing Policy.</li> </ul> <p><b>15.3 New Instrument of Government</b></p> <ul style="list-style-type: none"> <li>• The Chair asked Governors to note the new Instrument of Government.</li> </ul>	<p><b>Governors to submit pen portraits for the school website.</b></p>

	<b>RESOLVED (9)</b> That Governors receive and note the information.	
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<b>16</b>	<b>TO CONFIRM ANY CONFIDENTIAL ITEMS</b> Governors identified the items which were confidential and these were minuted accordingly.	
<b>17</b>	<b>DATE AND TIME OF NEXT MEETING</b> <b>RESOLVED (16)</b> That it be noted that the Governing Body's next meeting would be held at the school on Wednesday 17 July 2019 commencing at 3.30 pm.	

Chair                     *J Wright*                    

Date           17 | 07 | 2019          

The meeting ended at 6.35 pm.