

## Meeting of the Ashlands and Misterton Federation Governing Body

Minutes of the Governing Body held on Tuesday 26<sup>th</sup> November 2019 at  
Ashlands C of E First School at 17:30 (GB2)

**In attendance:** Eleanor Kading (Chair – EK), Nicola Ball (NB), Liz Popham (LP), Elizabeth Clemow (EC), Kay Dawson (KD), Niki Clarke (NC), Abi Cox (AC)

**Clerk:** Leanne Haldane (LH)

**Guests:** Lisa Carter (LC) – left meeting at 18:40

No.	Procedural Matters	Action
1	<p><b><u>Apologies</u></b></p> <p>LG – currently on maternity leave</p> <p>The meeting was confirmed at quorate.</p> <p>New Code of Conduct for Governance Boards document from Governance Services was adopted by the board. The Governors signed forms agreeing to the Code of Conduct. Copy of the new document and signed forms held on file (Copy to be passed to LG to sign)</p> <p>Governors signed the new declaration of interest forms attached to the new Finance Policy. Copies held on file (Copy to be passed to LG to sign)</p> <p>NC requested a tour of Ashlands as she is not based at this school in her role. Clerk to arrange with Ashlands secretary.</p> <p>AC and EC to complete enhanced DBS checks for the single central record. LC to request</p> <p>Governors to update their email signatures with the new values. Ashlands or Misterton secretaries to support with this.</p>	<p>ACTION</p> <p>ACTION</p> <p>ACTION</p>
2	<p><b><u>Declaration of interests in any agenda item</u></b></p> <p>None declared</p> <p>Urgent matters added to Section 14 – Remembrance service</p>	
3	<p><b><u>Finance Focus A</u></b></p> <p><u>Financial Report – Month 6</u></p> <p>LC presented the Financial Report for the Federation 2019/20 as at Month 6. A copy of the document is held on the GB file.</p> <p>LC outlined the headlines section of the document. LC advised about the</p>	

extra income and that this year this funding had been anticipated. LC advised that in Month 8 the school had been given an extra £12K for teachers pay. LC advised a £4k balance was available from this as some pay increases hadn't gone through. LC advised that there was an UPS (upper pay scale) that had not been picked up for one of the teachers, so this amount will be used to fund that. LC advised the £12k will be ringfenced to give a cushion for costs for the summer term.

LC advised the budgets are getting harder going forward so the more money that can be saved, the better.

LC advised the Balances at this point are good and that they are carrying forward at the end of the year (see LC handouts on file) uncommitted revenue balance £43k at this point of the year. LC advised that some of this is the UIFSM funding. The council has queried this as this normally sits as a committed fund as a grant, however the money put aside will be used instead to offset deliver costs for meals etc. LC has advised the council of this and they were fine with it. LC has made this all clear in the notes in her report.

The GB commented that the report was really clear and shows how the catering contract with Wadham makes the school money.

LC advised about the Devolved Formula Capital Grant of £10993 which is given to the school for all repairs. No further money will be awarded for repairs.

The GB queried if repairs could be made and then the money claimed back from the LA.

LC advised that it cannot be done this way. LC commented on the fire improvements that need to be made to Ashlands School re: the school hall and adequate fire escape doors for the amount of pupils. LC has discussed the requirements with 3 builders, but is holding off for now as the money is not available to change the doors etc. that are needed. LC advised that the risk assessments are in place to cover this decision and that the DFCG grant will cover the costs, another allocation is due in April so they would look to start this work then.

The GB asked if this money could be reallocated anywhere else if repair work was not needed that year?

LC replied no, although it does depend on what needs doing. The re-surfacing of both playgrounds was paid for with this grant as it is seen as an improvement.

NB advised that Judith Barrett visited the schools this week and commented that the school is being maintained really well.

The GB asked if the school hall at Misterton was big enough to meet fire regulations.

LC advised that the fire brigade has just assessed Misterton and it was fine

as there are doors at both ends.

The GB advised they have noticed there is a fire door at Misterton that can be locked. LC advised she would check this tomorrow as that is unsafe.

LC advised she will produce a Month 9 report to make sure everything is still on track. LC asked that all Governors focus on trying to raise as much money externally as possible. LC commented that quite a few grant/funding companies want the school to open up their facilities to the wider community. LC advised that neither school really has facility to do this.

The GB asked if the schools ran a holiday club.

LC replied no and the grant applications don't accept the wrap around care being offered after school.

LC advised of some grants that have been successful – a maths grant coming from Hinckley Science grants; £200 per school from Battens solicitors; Hachesons Building Contractors (company developing at the back of Ashlands School) has given £11k to the school.

LC asked if any of the GB know of any businesses with a grant fund then it is worth asking for an application, and letting LC know.

AC advised her company has money put aside for this sort of project, but would need details of how it would be spent. AC and LC to liaise about this.

The Month 6 report had previously been sent out to all the GB and is a very detailed report. EK met with LC prior to the meeting and discussed every aspect of the report and the budget. A list of questions/discussion from this meeting has been filed with the report. LC asked if there were any further questions.

The GB asked about the 'Looking Ahead' section of the notes accompanying the report and specifically about sustaining 7 classes across the Federation. The GB asked if LC felt confident that this will be managed or what will be plan B if this can't be managed.

LC replied that last year was balanced by £200 and it looks likely the same will happen this year. LC commented there is a bit of extra funding coming in for each pupil and teacher's pay award has been 2.75% when 3% was built in. LC commented it's always hard but a balanced budget has been set for this year.

The GB asked in this case is it not worth looking at what to do if something goes wrong.

LC advised that Month 9 will be a better position to do this. LC advised there are things that can be done that can balance the books next year, for example this year teachers have had pay awards across all bands, but last year only bottom and top of the scale were awarded, so it could change again next year. LC advised all apprentices are on FTCs. LC advised the school just needs to keep trying to make money. LC handed out the

ACTION

benchmarking report she has compiled (copy held on file) and advised that if the schools are compared to other schools who are running 2 sites then this Federation is actually doing very well. LC commented that they are not allowed to set a deficit budget and so everything was cut right back this year.

LC advised she is required by County to set a 3 year budget; last year, this year and next year. LC commented she always add 2 extra years on but this does not come to the GB as things always change. LC commented that the Month 9 report this year will be important if they are to fund 7 classes next year. LC advised she would like to start working on next year's budget with EK early February.

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The GB asked when does LC received the NOR for the new intake.

LC replied in April, however the funding for April is already in as it is based on the October census.

LC commented that currently the school received £2747 for each child, but next year it is £3700. LC advised this is a rise, however the schools will have to pay out in different areas to compensate this.

NB commented that before any change to age range can be considered, they need to ensure the county will supply funding.

LC replied that there is a growth funding available for schools when age ranges are changed, also funding for adaptation of teaching space.

#### Unofficial Fund Report

LC handed out Unofficial Fund statements for both Ashlands and Misterton, copies of each are held on the GB file.

LC advised the Unofficial Fund statements had been returned from the Accountancy firm today. LC advised this is a small fund that sits alongside the current account and monies such as commissions from uniform sales at Tesco, fundraising from church services etc. are stored here and then donations such as Lords Larder fundraising paid out.

LC advised that Ashlands has a closing balance of £5k which will be contributing towards play equipment.

LC advised this is a very useful fund that is simply used for the good of the children e.g. ensuring trips go ahead, sweets for cinema trips, prizes at the end of the year for good attendance, play equipment etc.

The GB asked if this fund could be used for swimming if not enough funds were received.

LC replied they probably wouldn't use it as it doesn't benefit all the children. LC commented this has never been asked before so they haven't considered it and it probably wouldn't be enough to cover the swimming. LC advised they have used it for circus skills workshops and for brining in

theatre companies.

The GB asked if the PTA money for the play equipment had been received.

LC replied yes and it has been ringfenced for this spend. LC advised the unofficial fund account can also be used as a holding fund, for example with the money received for the car parking space. LC advised that Mathsframe is on there as it is linked to the school account by paypal, so it goes into this account and then out into the main account. LC advised that the unofficial fund account is officially audited as per the Finance Policy.

The GB asked about the travelling book fair and whether it makes any money.

LC replied no, however the school gets a lot of books from holding the fair, the money just sits in the account and then goes back out to the vendor.

### Benchmarking

LC presented her Benchmarking report (mentioned earlier, copy on GB file).

LC had compared schools in our CISP, with either a similar amount of children or a similar Federation, based on 2018 information. LC advised that this information is on the Government website so anyone can find it. LC used St Barts (181 pupils) and Merriott & Haselbury (Federation – 141 pupils). Ashlands results are in pink.

The GB commented it was interesting to see where different schools were making more money through clubs, grants and fundraising such as the school fetes. The GB commented it would be interesting to know what ideas other First schools in the area are doing to raise money.

LC replied that she may share the benchmarking report with other schools for their information.

The GB asked about how energy is used and whether suppliers are changed if cheaper.

LC replied that SCC regularly go out to tender for the best energy supplier deal and moves the schools around frequently to get the best deal. LC advised that the new boiler etc. at Misterton should see the cost of energy reduce there.

LC advised that Wadham have purchased an audit as they had to, however Ashlands is now included on this so LC will not need to purchase this separately.

LC commented that the Federation is doing really well all through the report. LC advised that premises is doing well and the schools won't need to purchase any further supplies as the new cleaning company being used brings everything with them and does all their own COSHH and takes everything away for an hourly rate.

LC advised that Ashlands will be running an extra class to the other schools but still spends the least in premises.

LC commented that the introduction of apprentices to fill vacancies as they have come up has made a lot of savings. LC advised they will continue to look at the best value way of filling any further vacancies.

The GB queried what 0.86 of a teacher is.

LC replied it is a teacher that is split across the site or is working part time.

LC asked the GB if there were any further questions on the reports.

The GB replied not but thanked LC for her hard work and how clear these report were in showing where the Federation currently stood.

#### Finance Policy

LC has updated the Finance Policy and added the correct named staff. As such the Finance Policy was discussed in this section of the meeting, not under Item 8 as previously agended, so LC could be present.

At the end of the Finance Policy there is a Governor checklist which the finance governor and Clerk need to ensure is completed and everything in place.

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LC advised that the Finance Policy sits alongside the 'Financial Management Scheme' and there is a 'Statement of Association' to be signed.

The GB queried the section regarding Cloud Technology on Page 28 and where it refers to the 'Data Protection Act 2018' and whether this should now say 'GDPR'.

LC replied she didn't know as the policy had been sent down from County. LC advised she would query this with the Finance department at County and email the GB to clarify.

The Finance Policy was agreed by the GB and the policy and statement of association was signed. Copies held on the GB file.

#### MATS

NB asked LC following all the conversations around MATS, did she think it would have a positive financial impact for the Federation to join a MAT.

LC replied there would be no financial benefit whatsoever from joining a MAT. LC advised her concern is that the school could lose control of how money is spent once inside a MAT. LC commented that the Federation controls the budget and spending so well that it is a concern for her to think a MAT might take some of that. LC commented that our Federation is unique within the CISP and the concern is what makes this unique would be lost if a MAT was joined.

	<p>NB asked LC to update the GB if she changed her opinion.</p> <p>LC replied she would.</p> <p>The GB asked what makes the Federation unique in the CISP.</p> <p>LC replied that the Federation is already working like a MAT, finding the best services, getting the best deals/value for money, looking at the best ways to minimise costs whilst ensuring money is spent on staffing to get best practice for Teaching &amp; Learning.</p> <p>The GB thanked LC for her contribution to the meeting and for her reports and all her continued hard work.</p> <p>LC left the meeting at 18:40.</p>	
4	<p><b><u>Minutes of last meeting</u></b></p> <p>Minutes of GB1 meeting held on 15<sup>th</sup> October 2019 approved and signed. The GB confirmed the minutes were an accurate reflection of the meeting with only 2 amendments – Item 10 Policies to be agreed: The policies were approved by the GB not the GD. It is ‘Time Teach’ and not ‘Teach Teach’ Amendments made and minutes filed in GB file.</p> <p>Confidential minutes of GB1 meeting held on 15<sup>th</sup> October 2019 were distributed and agreed and signed.</p> <p><u>Action Points from GB1:</u></p> <p>GB1: Item 1, Action 1: AC has completed, LG to do  GB5: Item 9, Action 1 &amp; 2: KD has sent the PSHE policy today. Clerk to agenda for approval at GB3  GB7: Item 3 – Action 1: LP has a number to pass to WP  GB7: Item 6, Action 1 &amp; 2, Item 7 Action 1, Item 9, Action 1 &amp; 3 – Completed  GB1 – Item 10, Action1: SEND policy resent and ready for signing at this meeting  GB1 – Item 10, Action 2: Complaints policy ready for signing off  GB1, Item 11, Action 1: completed  GB1, Item 13, Action 1: KD will forward emails from LC to Clerk for filing re: Bins at Misterton  GB1, Item 17, Action 1 – completed.</p> <p><u>Link Roles</u></p> <p>Discussion concerning Link Roles for all Governors.</p> <p>EK handed out a new Link Role document, will email to Clerk to forward to all GB.</p> <p>EK has now begun her role as the Foundation Governor. EK advised that the Diocese has pledged their support to the school and will mentor EK on</p>	ACTION

	<p>wording and approach for documents, when they visit the school in January. EK advised that Jonathon Morris has said he will be around whenever EK needs him, however he will not be taking on a role on the Governing Body.</p> <p>NB advised they are very grateful for EK taking on this role. NB advised that a church representative will also be useful for the future and SIAMS require it. NB advised that she receives weekly updates from Ed Gregory at the Diocese which she forwards to all staff. The last one gave information about advent and helped the staff think about the run up to Christmas from a Christian perspective. NB commented if there was an ex-officio on the GB to refer to for Christian perspective and vocabulary it would help with her workload.</p> <p>The GB commented that the school shouldn't be penalised by SIAMS that no-one is in place.</p> <p>NB replied that this is the case and the grading 'satisfactory' is not used anymore, only 'requires improvement'.</p> <p>NB advised she has received an email from the Diocese arranging for her to meet with the Parochial Council to see if any of their congregation would like to be part of the board. NB commented that it would be very helpful to have this input to support with putting Christian vocabulary into policies.</p> <p>EK advised that she highlighted this to Karen Sancto who said she is available to give support with language when needed. EK advised if support is not given to the schools then she will contact them again.</p> <p>NB commented that any time she does need advice, she emails them and receives an answer quickly.</p>	
5	<p><b><u>EVC – GB to delegate responsibility to the school</u></b></p> <p>The EVC document was signed delegating this responsibility to the Headteacher to cover the period September 2019 – July 2020. Signed copy held in GB file.</p>	
6	<p><b><u>Overview report of RE: Action plan, how school sits within SIAMS requirements</u></b></p> <p>KD attended RE training last year to consolidate her knowledge. KD advised as part of the training they looked at some art work entitled 'Big Frieze' by Emma Yartlett. It is an activity that helps children to put part of the Bible in order. KD handed out an example for the GB to review to get a feel for the artwork and the questions that were used with the children.</p> <p>KD advised that the artwork is now up in every classroom and is being used by all years. Parts of the Frieze are for KS2 and KS3.</p> <p>KD advised the roll out has been very successful and all the teachers are engaged.</p> <p>KD advised that the RE Policy has recently been updated and the new</p>	



	<p>school Values incorporated, this will be forwarded to the Clerk to add for approval to GB3 agenda.</p> <p>KD advised they are required in school to teach other faiths and a non-religious faith (Humanist has been chosen)</p> <p>KD handed out the RE Action Plan 2019-20 (copy held on GB file). KD advised that all the action points are linked to RE learning and has been produced on Excel so the outcome can be ticked off when it is taught. KD has shared all lesson planning on the U drive for the teacher's information.</p> <p>KD advised an Ethos committee has been set up and is going well.</p> <p>KD is going to visit WP's classroom as he has been trained in 'Godly Play' which is very involved and rewarding for the children. KD will look to use this going forward.</p> <p>KD advised that SIAMS has asked for the RE Policy to be reviewed (this has been done), the RE Curriculum to be reviewed (this is being done) and to have a clear outcome for pupils. KD advised it's all going in the right direction.</p> <p>Thanks were passed to KD for her report.</p> <p>The GB asked KD if following her review, is the required amount of RE being taught.</p> <p>KD replied yes, there is 1 hour RE teaching a week and carols are being sung every day.</p> <p>The GB asked if there is any contingency for pupils that don't want to take part in this.</p> <p>KD replied yes it is written in the policy.</p> <p>NB advised that if any family would like to withdraw from worship or RE this is usually worked out with the family, for example they may not attend church, but could attend collective worship in school but sit respectfully. It is normally agreed with the headteacher and parent if an alternate faith is to be delivered by the school or at home.</p> <p>EK advised that Karen Scanto had made it very clear that the school is not a Faith school, but an inclusive school.</p>	
7	<p><b><u>CISP development update</u></b></p> <p>HTs and Chairs met a few weeks back and decided they would be open to moving to Primary status but would not be joining a MAT. The likelihood is that Wadham will need to change to a Secondary and will need to join a MAT to survive financially.</p> <p>HTs, Chairs, Regional Schools Commissioner and Dave Farrow will meet again in January 2020 to discuss further. If the decisions is made to move</p>	

	<p>forward in this way in 2021 then it will happen at the same time for all schools involved.</p> <p>NB advised LC will begin to look at how this may work financially for the Federation.</p> <p>EK will email round any further updates to the GB.</p>	
8	<p><b><u>Policies to be Agreed:</u></b></p> <p><b><u>Finance Policy</u></b>- signed as minuted above in Item 3</p> <p><b><u>Dignity at work</u></b> – Query from GB as lists 10 types of discrimination but only 9 were listed. NB to check as this comes from County. NB to check before signing. Clerk to re-agenda for GB3.</p> <p><b><u>Pay Policy</u></b></p> <p>EK has met with LC and looked through the policy in detail. The policy and recommendations have come down through county.</p> <p>It was agreed that EC and LP will be part of this meeting next year as part of the Finance Committee. LC will be present in an advisory role.</p> <p>The Pay Policy was agreed and signed off.</p> <p><b><u>Home School Agreement 2019-20</u></b> – Agreed by GB.</p>	ACTION
9	<p><b><u>Accessibility report interim review</u></b></p> <p>Accessibility Plan 2018-21: Interim Report November 2019 shared by NB to GB prior to meeting. Report reviewed and signed at GB meeting, signed copy held on GB file.. Copy to be sent to Kate @ Misterton to publish on the Website.</p> <p>NB commented that the report is now RAG rated throughout and disseminated with all staff so it is now a working document. This has been good for NB's work/life balance.</p> <p>The GB asked if going forwards then Red could be used for Ashlands and Blue for Misterton and if the colour is to do with neither school then use a completely different colour.</p>	ACTION
10	<p><b><u>Governor visits</u></b></p> <p>Copy of EYFS visit to Ashlands 01/07/19 circulated to GB. Copy held on file.</p> <p>Copy of Website review visit to Misterton on 22/10/19 circulated to GB. Copy held on file.</p>	

11	<p><b><u>Safeguarding</u></b></p> <p>The Safeguarding Audit has not been released yet, this is later than normal. NB will meet with LP once it is released and a time frame for completion will be given to GB.</p> <p>NB reported no concern, however recently a positive handling plan has been put in place and is working well.</p>	
12	<p><b><u>Health &amp; Safety</u></b></p> <p>NB reported no concerns apart from 11 off in reception class with flu like symptoms. NB advised the school sent an LEA advice letter to parents concerning the flu, the cleaning company has been updated and they used extra disinfectant the following day.</p>	
13	<p><b><u>Church Distinctiveness</u></b></p> <p>NB approached Karen Sancto (Diocese Advisory) for support with wording on the Federation statement line.</p> <p>Karen replied by email and made the following points:</p> <p><i>She empathised with our striving to get the wording right for our Federation, and commented that ‘ getting the wording right on this says a lot about your Christian distinctiveness’.</i></p> <p><i>She suggested that using the RE Statement of Entitlement may help. I have attached the latest revision of this and there are a number of sentences on the first page that may be useful to us.</i></p> <p><i>She has suggested saying something along the lines ‘a deep respect for the integrity of all faiths and worldviews, as an inclusive church school community’ and because it is directly taken from the Church of England RE Statement of Entitlement, it has backing should you need it.</i></p> <p><i>By including ‘as an inclusive church school community’, it could be you are alleviating parental concern that the school is a Christian community and therefore won’t respect anything other than the Christian faith. Some people would think that and worry about that, so I think you are right to acknowledge it and remove the doubt or fear.</i></p> <p><i>This would then amend the wording from; Encourage respect for all faiths and cultures within a Christian ethos to; Encourage a deep respect for the integrity of all faiths and worldviews, as an inclusive church school community</i></p> <p>The GB agreed with the change of wording.</p> <p>NB provided a brief guide for Governors: SIAMS and the definition and role of a Foundation Governor. Copies of both documents held on GB file.</p>	

14	<p><b><u>Urgent matters arising after agenda sent, to be added at the start of the meeting</u></b></p> <p><u>Remembrance Service</u></p> <p>The GB raised that the Federation wasn't read out during the list of schools giving wreaths.</p> <p>NB advised that they didn't have time to say all the schools properly and said 'Ashlands and St Barts' together quickly.</p> <p>The GB advised next year the school Logos need to be stuck on the wreath to make it clear who it is from.</p>	
15	<p><b><u>Confidential matters</u></b></p> <p>Review of Staff Pay – moved to GB3 as the finance committee has not met yet.</p>	
16	<p><b><u>Discussion of effectiveness of this meeting</u></b></p> <p>No time to discuss this agenda item</p>	
17	<p><b><u>Agree date for next meeting</u></b></p> <p>Agreed - Tuesday 14<sup>th</sup> January 2020 at 17:00</p>	
18	<p><b><u>Next meeting focus</u></b></p> <p>Headteacher Report 1 reflecting Autumn term including:  Data Review, Pupil Premium Review  SIP/SEP report  Parent Questionnaires  Review of Staff Pay  Safeguarding Audit  Governor Visits  Policies</p>	
<b>Meeting closed at 19:35</b>		

**MATTERS ARISING FROM FULL GOVERNORS' MEETING HELD ON 26<sup>th</sup> November 2019**

<b>ITEM</b>	<b>ACTION</b>	<b>BY</b>	<b>TIMESCALE</b>	<b>COMPLETE</b>
GB2, Item 1 – Action 1	Clerk to arrange tour of Ashlands for NC	Clerk	By GB3	
GB2, Item 1- Action 2	AC and EC to complete enhanced DBS checks for the single central record.	LC	ASAP	
GB2 – Item 1, Action 3	Governors to update their email signatures with the new values	All	By GB3	
GB2 – Item 2, Action 1	LC and AC to liaise about potential grant funding from AC's company	LC and AC	By GB3	
GB2 – Item 2, Action 2	LC and EK to start working on next year's Budget early February	LC and EK	Feb	
GB2 – Item 2 – Action 3	EK and Clerk to meet and review the 'Governor Checklist' in the Finance Policy	EK and Clerk	Feb	
GB2 – Item 4 – Action 1	Clerk to agenda PSHE Policy for approval at GB3. KD to send to Clerk for distribution	Clerk & KD	By GB3	
GB2 – Item 8 – Action 1	NB to check number of discriminations on Dignity at Work Policy – Clerk to agenda for sign off at GB3. Front cover needed	NB & Clerk	By GB3	
GB2 – Item 9, Action 1	Clerk to forward Updated Accessibility Plan to Kate Goodison for publishing on school website	Clerk	By GB3	