

**FOWLMERE PRIMARY SCHOOL**  
**MEETING OF THE GOVERNING BODY**

**Wednesday 8 May 2019**  
**7.00pm in School**

**MINUTES**

**Present:**

Sarah Burge (SB), Chair  
Philip Atkin (PA), Head Teacher  
Bruce Gilliam (BG)  
Gill Heathcote (GH)  
Clare Hobro (CH)  
Chris Martin (CM)  
Ashley Meggitt (AM)  
Andrew Page (AP)  
Nico Schonken (NS)  
Hayley Woods (HW)

Lynsey Perkins (LP), Assistant Head Teacher (Associate Member)

Lisa White (LW) (Camclerk) in attendance.

**1. Apologies for absence**

The Chair opened the meeting at 7.10pm. There were no apologies for absence.

Given that the Head Teacher is still recovering from an illness, the Chair proposed and it was agreed that only vital items of the agenda be covered at the meeting.

**Standing Items**

**2. Declaration of Interest**

There were no declarations of interest in relation to the agenda.

**3. Minutes of the last meeting and Matters Arising**

Draft minutes of the meeting held on 13 March 2019 were circulated prior to the meeting. Subject to an amendment on page 3 of the minutes for clarification purposes, the minutes were approved by the Governing Body and signed by the Chair as a true record.

**Matters arising from the meeting held on 5 December 2018**

**Item 5 School Policies**

Membership of PRC needs to be agreed at the July FGB meeting. **ACTION C/F SB**

**Item 9c Outstanding Governance**

Add an item for the February FGB meeting to discuss further the inclusion of Governance in the School Improvement Plan (SIP). **ACTION C/F SB**

Signed  Date 17/7/2019

## **Matters arising from the meeting held on 6 February 2019**

### **Item 10 School Development Plan 2018/2019**

New Behaviour Policy to be implemented for September and brought to the July FGB meeting for review and approval by the Governing Body. **ACTION C/F PA/LP**

## **Matters arising from the meeting held on 13 March 2019**

### **Item 4 Training Module**

GH to email clerk to confirm completion of 'Governor Visits' training module. **ACTION C/F GH**

Forward model Governor Visits protocol to PA. **ACTION C/F SB**

Circulate model protocol to staff for their review. **ACTION C/F PA**

Circulate model protocol to governors for review at May FGB meeting. **ACTION C/F SB**

### **Item 5 Safeguarding**

SLT to look into holding an evening regarding the general safeguarding of children. **ACTION C/F PA/LP**

### **Item 6 School Policies**

Add a discussion on Communications Policy to the Annual Strategy Review meeting. **ACTION C/F SB**

Add a discussion on outstanding governance to the Annual Strategy Review meeting. **ACTION C/F SB**

SLT to discuss further what level and type of communication is deliverable. **ACTION C/F PA/LP**

### **Item 8 School Data – Head Teacher's Report**

School to liaise with families of persistent absentees. **ACTION COMPLETE**

### **Item 9 School Development Plan 2018/2019**

File all governor visit reports in the Governor Visit Report folder on the school's portal. **ACTION COMPLETE**

Governor Visit Policy to be updated to reflect this change. **ACTION C/F SB**

Write up Data visit report. **ACTION C/F NS**

Arrange a SEND visit. **ACTION COMPLETE**

Behaviour visit to be scheduled for Summer term. **ACTION C/F SB/NS**

Arrange a general fact finding Curriculum visit for Summer term. **ACTION C/F GH**

Governors to confirm if they wish to take on the role of Chair of Standards Committee. NS agreed to take on this role. **ACTION COMPLETE**

Review Governor Monitoring Visits in the SDP. **ACTION C/F SB**

Signed



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#### 4. Re-election of Co-opted Governor

It was noted that SB's current term of office as Co-opted Governor is due to end on 14 July. SB has advised that she would like to renew her term of office and as such passed the meeting to NS while she stepped outside to allow governors to discuss her potential re-appointment.

NS asked the Governing Body if they were happy to re-appoint SB as Co-opted Governor for a further term.

**NS proposed and GH seconded SB's appointment. It was noted that the Governing Body unanimously approved the re-appointment of SB as Co-opted Governor.**

#### 5. Training Module

The Chair apologised for any confusion caused as to which training module should have been completed for this FGB meeting.

It was noted that the two modules that should have been completed so far are:

- Introduction to Governance;
- Governor Visits for Schools.

The Chair reminded governors that if they had not yet completed the above two modules, to do so as soon as possible and advised the Clerk once they have been done in order to keep Governor training records up to date.

It was noted that the next training module will be 'Strategy'.

#### 6. Safeguarding

##### a) Reports

It was noted that there has not been a Safeguarding link governor visit since the last FGB meeting.

In addition, it was noted that there had been no safeguarding concerns logged since the last FGB meeting.

##### b) Annual Child Protection and Safeguarding Monitoring Report

It was noted that the Annual Child Protection and Safeguarding Monitoring Report is due for completion by 20<sup>th</sup> May 2019. The Head Teacher confirmed that the report will be completed and submitted by the deadline and will be shared at the next FGB meeting.

**Share completed Annual Child Protection and Safeguarding Monitoring Report at the July FGB meeting. ACTION PA**

#### Items for Information or Approval

#### 7. Budget 2019/2020

The 2019/20 Budget report was circulated to governors during the meeting. It was noted that a more detailed report was reviewed by the Finance and Premises Committee and that this report was a summary of the Budget Plan for the next three financial years.

It was noted that the school is able to set a balanced budget for the 2019/20 financial year with a carry forward of approximately £27k. As Chair of the Finance and Premises Committee, AS advised that the following two years are in deficit.

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AS explained that the Committee had reviewed the income and expenditure fully and had reduced costs where possible but advised that there is little scope for further cost cutting.

**A governor asked:**

**Q: How does this compare to last year's Budget plan?**

A: Last year we forecast a £20k deficit for the 2019/20 financial year but as a result of increased pupil numbers and therefore funding plus cost cutting exercises, it is better.

**A further governor asked what the forecast for the next two years is based on and the Head Teacher explained that it is based on what the school thinks will happen with regards pupil movement, any related increases or decreases in funding, plus the known regular items.**

The Head Teacher further explained that as a result of splitting the year groups, the school has more places available which will help to improve the financial situation for future years.

A brief discussion then took place with regards to the new nursery that has recently opened up in Fowlmere. It was noted that it is important to build strong links with the nursery to ensure children are encouraged to attend Fowlmere Primary School.

The Governing Body noted that fundamentally the only way to ensure a balanced budget in the future is to increase pupil numbers and a discussion followed on the next steps with regards promotion of the school within both the local and wider community.

In addition, governors considered other ways to reduce costs and discussed how to access other streams of income, for example, donations from the Parish Council or voluntary contributions from parents.

**It was proposed and agreed that the Chair discuss the idea of voluntary contributions from parents with the other cluster schools at the next cluster collaboration meeting in June. ACTION SB**

A governor suggested that if the school was able to offer more after school clubs, this may help attract more pupils. The Chair advised that this was not an issue raised in this year's Parent Questionnaire but did feature a lot in the previous year's. The Head Teacher explained that the school is currently at capacity with regards clubs and that unfortunately, more volunteers are needed in order to run additional after school clubs, and that there are very few volunteers available.

**Following this discussion, it was noted that the Finance and Premises Committee recommended the 2019/20 Budget for approval by the Governing Body.**

**It was noted that the Governing Body approved the 2019/20 Budget.**

## **8. School Policies**

### **a) Monitoring Visits Policy**

It was noted that this item will be carried over to the FGB meeting in July.

### **b) SATs Administration – DfE guidelines**

It was noted that the Head Teacher confirmed that the DfE guidelines for SATs administration are being followed.

In addition, the Head Teacher advised that governors may be needed to assist with the monitoring of the SATs and that this will be confirmed.

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The Chair wished to note the Governing Body's recognition of the amount of work the staff undertake to get the children SATs ready.

**9. Subcommittee Minutes**

It was noted that there were no subcommittee minutes circulated prior to the meeting.

**10. School Data - Head Teacher's Report**

It was noted that this item will be carried over to the FGB meeting in July.

**Items for Discussion**

**11. School Development Plan 2018/2019**

- a) Monitoring visits – outstanding reports – Data, H&S

It was noted that this item will be carried over to the FGB meeting in July.

**12. 2018/2019 Parent Questionnaire, SEND parent questionnaire updates**

It was noted that a more detailed discussion on the recent parent questionnaires will take place at the next FGB meeting but the Chair gave governors a brief summary as follows:

- Responses broadly similar to last year;
- 38 responses this year, which is slightly lower than the previous year;
- No real surprises with regards any issues raised. The Head Teacher explained that with the recent focus on behaviour, many of the comments / complaints unsurprisingly centred on behaviour;
- 4 out of 12 SEND questionnaires were completed.

**A governor asked if a paper copy was also made available to parents / carers and it was noted that it was.**

**13. Urgent Matters**

The Chair wished to extend thanks and appreciation to everyone who ensured the smooth running of the school during the Head Teacher's recent absence.

**14. Date of next meeting**

Wednesday 10 July at 7.00pm.

There being no further business, the meeting closed at 8.00pm.

Signed  Date 17/7/2019