

Draft **Minutes of Full Governing Body Meeting**

Held at 6.00pm on Monday 14th May 2018 at Newcroft Primary Academy

Present: Mrs E Walshe (Elected Chair of Governors)
Mr D Brown (Vice Chair)
Mr A Smythe (Executive Head Teacher)
Mrs S Hattersley
Mrs J Hylton
Mrs S Newton-Shilliam
Miss L Ogle
Mr L Robinson

In Attendance: Mrs E Hallam (Head of School), Mrs Lane (Business Manager) (6.20pm)

Clerk to the Meeting: Mrs V Webb

1) Welcome & Apologies for Absence

Apologies are received and accepted from: Mrs J Stevens

2) Election of Chair

E Walshe self nominates for the position of Chair of Governors. EW leaves the meeting for discussions to take place.

E Walshe is unanimously elected as Chair of Governors.

3) Declaration of Business and Pecuniary Interests

There were no declarations of interest in the business for this meeting.

4) Governor vacancies

Wayne Darwin has resigned as a governor. Governors give thanks to WD for everything he has done for the governing body.

The FGB have the following vacancies:

1 x parent governor – election required – EH/AS to action.

2 x governing body appointed governor (legal background would be preferable)

1 x staff governor (not required at present as this would cause an imbalance of staff to non-staff governors)

DL to update the website, Edubase (now called 'Get Information About Schools' at gov.uk), companies house etc.

5) Final Academy Budget 2018/19

The report has already been discussed in full at the finance meeting.

(DL arrives)

- The only change is the assessments material of £400, AS talks through the need for this reduced amount to assist teachers with assessments and testing.
- There is clear consistence with the carry forward for the next 3 years. The figures also include the support staff pay increase.
- The reduced funds from Thornton is highlighted in the report.

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- Items in red are shared services (Symphony Learning Trust)
- Staff absence insurance is not being sourced this year, the allocation will remain in the cost centre if
- EW asks for clarity on the premises cost centres and if they include the new building costs? AS confirms that this has been included, although the allocations are very tight due to the reduced funds available.
- Kitchen staff: an extra 45 minutes staff time is required, this has been included.

Governors formally agree for the 2018/9 budget to be submitted to the Trust for approval.

6) Term dates 2019-20

Dates are not yet available from the Local Authority. This item will be deferred to the next meeting.

7) New Building updates

LR updates governors that a pre-start meeting is taking place next week and confirms that there has been a change of architect and also some changes to the plans. A new programme of work is going to be supplied. AS confirms that the car park will be out of action in the autumn term which will cause some parking issues but staff have been prewarned and asked to walk to work if possible.

Walking Bus meeting has been rescheduled to Monday 21st May 2018 at 8.55am. A note will be sent home to parents this week.

8) Ideas for Governance Structure

AS talks through the change of Governance structure at Thornton and streamlining the committees. AS provides a draft programme of work for 2018/9 and talks through the proposal. The 6 FGB meetings remain as previous. T&L needs to be added to the report (AS to resend). The new programme should reduce the workload for governors and the number of meetings to attend, but still ensures all the necessary areas are covered. To summarise: remove the sub-committee meetings and cover the areas at FGB meetings. The Pay committee will remain and meet in the autumn term, at the end of the FGB meeting. EW asks for confirmation from JH that she is happy with the new format for Finance matters. JH confirms that the monthly visits will cover the finance areas and will flag any areas of concern, although a written report to be minuted would be preferable to ensure that governors are aware of any concerns.

DL leaves the meeting at 6.55pm.

Governors adopt the new programme of work for 2018/9 and will continue to review the new process. AS will update the document and resend to governors.

Governor roles:

Finance: EW and JS

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SEN: SH

Learning walks: all

Safeguarding: DB

Inclusion: SNS

Pre-school monitoring: EW and JS

H&S: SH

T&L: DB and EW

9) Any other business

- EH will inform parents about the change of Chair of Governors and arrange a card and gift for Bill.
- Governors training on appeals and exclusions on the 28th June 2018, 6.30pm at Newcroft. It is recommended that 2 governors attend this session. DB and possibly EW (tbc) with another session taking place in the autumn term.
- GDPR training is taking place on 23rd May 2018 at 6.30pm.
- JH has been in school for the first day of SAT's ensuring the correct procedures are being followed.

10) Date and time of the next meeting

Monday 2nd July 2018 at 6pm

Copies of all the documents will be filed with these minutes.

Signed _____ Chair

Dated _____

The meeting closed at 7.25pm