



A meeting of the Governing Body of Brompton Community Primary School was held at the school on Thursday 13 December 2018 @ 5.30pm

**Minutes**

**Core Functions of GB:**

- Ensure clarity of vision, ethos and strategic direction
- Holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money well spent

**Present:** Nigel Hebron, Chair (NH), Jane Byrne, HT (JB), David Manning, DHT (DM), Nicky Milton (NM) NYCC Bursar, Lisa Forbes (LF), Elizabeth Price (EL), Joolz Form (JF)

**Absent:** Richard Lonsdale (RL) Lorna Hazelwood (LH)

**In attendance:** Brian Alker (Clerks mentor NYCC), Caroline Rayner (NYCC Clerk)

**PART ‘A’ – PROCEDURAL**

No.	Item	Actions
BCP/162 /18	<p><b>Apologies for absence and to determine whether any absences should be consented to.</b>            Introductions were made around the room and apologies were accepted. One of the new parent governors – Lisa Forbes – was present for her first meeting. The clerk handed her a Register of business interests form to fill in and also one for her husband to complete and return to school.</p>	
BCP/163 /18	<p><b>To remind governors of the need to declare interests, pecuniary or non-pecuniary</b>            There were none</p>	
BCP/164 /18	<p><b>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection</b>            No item was deemed as confidential, minutes will be made available for public inspection.</p>	
BCP/165 /18	<p><b>Notification of urgent other business</b>            There was no other urgent business notified.</p>	
BCP/166 /18	<p><b>To approve as a correct record the Minutes of the meeting held on 8<sup>th</sup> November 2018</b>            The minutes from the meeting were approved as a correct record.</p>	
BCP/167 /18	<p><b>To consider matters arising from the minutes and for which there is no separate agenda item above</b>            148/18 1) NGA code of conduct – the Chair asked if this was available to sign and the Clerks mentor stated that he believed that it didn’t need to be signed but that all governors have to have read it and agree to the code of conduct.            2) Skills audit – The HT had brought some blank skills audit forms to the meeting and each of the governors was asked to complete them before leaving.</p>	



	<p>160/18 – 18<sup>th</sup> January will be the new date of Head Teachers appraisal and the meeting of the school council. The Chair will attend both of these.</p> <p>154/18 – The school's EDA attended on 4<sup>th</sup> December for her meeting and was fair but critical of some things within the school but this is ok. The HT took on board the things identified and some changes will be made.</p>	
BCP/168 /18	<p><b>Analysing School Performance (ASP) Review</b></p> <p>The DHT handed out some figures to the governors which showed progress across the school for their children against the national figures for reading writing and maths. He went through the figures for each of the Key stages.</p> <p>These first sheet showed figures that help to identify that Brompton CP is in the Top 10% of the country for 17/18 which is a great result.</p> <p><b>General question: How does that compare to other schools locally? We are doing really well compared to others and better with some of the results than the local authority average - this is a positive result. We will analyse scores even further next and the data can be broken down to higher, middle and lower abilities.</b></p> <p><b>General question: What does the progress score represent, for example why are there some minus figures? These figures show the progress of children from Reception onwards. Zero is the starting point and if excelling this score, it will be above that as a positive number.</b></p> <p>The other two sheets show the figures for Key stage one and two and include the local scores which helps us to see where we sit amongst the other local schools. The DHT mentioned that our numbers in Key stage two have dropped so this does have an effect on the percentage results. The cohort size and ability does have an impact on the figures and we need to keep pushing each year. 100 is the expected mark but Brompton's scaled score is nearly 105 which is good. Better than the LA average which is pleasing.</p> <p>There were no further questions.</p>	
BCP/169 /18	<p><b>SDP Progress against Priorities/Pupil Progress</b></p> <p>Since the visit some things need to developed such as certain dates should be recorded and all documents kept together in one place such as SEF, SDP and monitoring items and Ofsted action plan. This will make for easier reference - to be kept like a school bible as such.</p>	
BCP/170 /18	<p><b>Correspondence</b></p> <p>None</p> <p><b>Action: Clerk to send out all relevant docs to new governors</b></p>	
BCP/171 /18	<p><b>Governor Training</b></p> <p>School Improvement meeting was held recently and it was asked if there were any notes or presentation available from this.</p> <p><b>Action: Clerk to ask Julie Doyle at NYCC for any notes from the meeting</b></p> <p><b>Joolz Form arrived 17:51</b></p>	
BCP/172	<p><b>Safeguarding/Child Protection</b></p>	



/18	<p>The documents had been sent out before the meeting and highlights in yellow any changes of relevance.</p> <p>The Chair handed out the following to each governor:          Working together to Safeguard children          Keeping Children safe in Education          Updated Child Protection Policy 18/19          Briefing on key updates to statutory guidance for schools in England – Keeping children safe in Education 2018</p> <p>Governors were asked to read them at their convenience and then sign the form to confirm that they had read them.</p> <p>The HT updated that there was only one family on child protection which had been down graded to a child plan.</p> <p><b>General question: what does this mean? The HT confirmed that this is the same child as mentioned in the last meeting and this family now need less intervention or meetings than before.</b></p> <p>However, the HT did confirm that she has had to make five referrals to social services very recently.</p>	
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BCP/173 /18	<p><b>Policies for Review</b>          As discussed at item 172/18 and also the Budget Management policy as follows in 174/18.</p>	
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**PART “B” – Resources**

BCP174/ 18	<p><b>Comparative Statistics/Revised Budget/SFVS</b></p> <p>The revised budget has been prepared. There is an NYCC consultation on funding going on at the moment. They are looking at SEND funding and Special needs. If there are changes to these vital areas then the funding will be affected.</p> <p>There has been a Pay award agreed– there are some changes to the “banding” system that is in place currently and these have yet to be fully agreed but there will be a 2% salary increase for all staff taking effect from April 2019.</p> <p>The teachers’ pay grant this year was slightly more than anticipated which is good news.</p> <p>The £16.40 we receive per pupil currently will rise to £20.</p> <p>Support staff – increases for 2018/19 pay and the start budget may need adjustment as the new pay structure comes into play from April – it will probably affect us more from Band 7 and above mainly. Traded services not sure of the amount as of yet. Maybe changes to Caretakers and Kitchen staff etc.</p> <p>Energy – the bulk contract is being re-negotiated currently.</p>	
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## 'Happiness Through Learning'



School broadband – there are new costs coming into place – it will be a £1000 increase which is mainly for the internet filtering system – the smooth wall. The subsidies have been removed by NYCC so hence the price increases. There is a three-year option, with a box, which seems to work out better really for most schools as it takes it over the £2000 floor limit and the costs can then be allocated to the capital budget which frees up the amount elsewhere. There is no depreciation as not classed as a business.

There has been £10,000 extra money given to schools from NYCC for capital, but it is very limited how you can spend the capital – its ring-fenced as such how it can be spent. This was discussed by the governors and all agreed to go for the three-year option.

Pupil premium - £13.20 per pupil and all other amounts remain the same as before e.g. children from Forces families is £300. Sports premium costs remain the same. It was confirmed by the Bursar that when children move school and leave or come to your school the costs for the sports funding is based on head counts only twice a year.

Free school meal costs of £2.30 per pupil are staying the same, so keeping costs below this per child will bring in profit. Smaller schools do struggle with this as the costs can be harder to keep down as less pupils etc.

3-year forecast there is a carry forward of £26,000 but next year there is an in-year deficit of over £9,000.

Saved £13,900 this year mostly from PP funding and reduced staff costs.

18/19 5 less pupils than first thought so this has increased.

19/20 a greater in-year deficit and showing a £35,000 loss

**General question: Do we have to have an action plan for this? The school needs to be financially viable. What can we do about this? There is not a lot we can do about it really as we have to just get on with it. The biggest costs to the school are the staff and we can't control that and they are needed.**

**General question: Can we make efficiency savings contributions somewhere? Is there a statutory minimum of staff for each class? Yes, there is a minimum and we can increase the numbers of children (PAN) who come into the school as get paid per child.**

We have to justify the deficits but we can challenge the deficit and ask the LA to come in and have a meeting. This seems to be becoming the norm.

**General question: Does this become the LAs responsibility then? No not really. There will become challenging constraints to try to save money and a lot of schools will employ more NQT's, as they are cheaper, to try and reduce the wage bill. But the standards could then fall. The local authority is also challenging the government as there is unfairness across the country in the payments that schools receive per pupil. There is no level playing field. North Yorkshire lose out as we are such a big county and have so many small schools.**

The bursar says it is a very challenging time for all schools and most are in the same position.

We will have a better idea at start budget of where we are at. We can get



	<p>more ideas about the situation.</p> <p>The improvised budget was agreed.</p> <p><b>Benchmarking</b></p> <p>We compared schools similar to ours for this those with similar pupil numbers and with a nursery. There were five comparable schools</p> <p>Brompton has a slightly higher number of staff but these are paid less than other schools. TA’s are used for a big resource. HLTA hours were lower than the rest of the group with Admin hours similar. On the high side for grounds maintenance and the grounds are quite large to maintain. We are proactive in reducing energy costs. Four out of the five are reporting an in-year deficit - most schools had a deficit of £30k.</p> <p>Figure given at the time of the October census was 184 pupils but there over 190 pupils now which doesn’t help things. The next census will take the extra pupils into account. This reflects in the figures and this then means that we are teaching the extra children for free. This higher number will help next year.</p> <p>The school financial standard has to be submitted in March so we need a volunteer to help with this. The Chair volunteered for this. The pre-audit questionnaire will be sent out by the Bursar and then will arrange to meet.</p>	
BCP175/18	<p><b>Budget Management Policy</b></p> <p>The Bursar handed out a revised Budget Management policy at the meeting, again any changes highlighted in yellow, and it was discussed.</p> <p>The HT still has to ask if anything is over £5000.</p> <p>Feb half term get the budget statement. The HT asked if some of the dates needed changing them please let her know</p> <p>April May for the start budget – so change Mar/Apr to Apr/May</p> <p><b>General Question: what are Virement procedures – item 9? The Bursar explained that this means moving money from one place to another i.e. a saving somewhere which can be moved across. Can put overspend in one column and an underspend in another and state the reason why.</b></p> <p>There were no further comments or questions and all were happy with the policy</p>	
BCP176/18	<p><b>Staffing</b></p> <p>None</p>	
BCP177/18	<p><b>Premises</b></p> <p>None</p>	
BCP178/18	<p><b>Pupil / Sports Premium</b></p> <p>Discussed in the Bursars update in 174/18</p>	



**'Happiness Through Learning'**



BCP179/ 18	<b>To Consider the Monitoring Report</b> Not discussed	
<b>PART 'C' – OTHER BUSINESS</b>		
BCP180/ 18	<b>Skills Audit</b> As discussed above in 167/18	
BCP181/ 18	<b>Governor Vacancies / Composition of the Governing Board</b> No vacancies	
BCP182/ 18	<b>To deal with any matters agreed for consideration under item 4 above</b> None	
BCP183/ 18	<b>“What Impact have we made”</b> Challenged the school finances and resources for the children Safeguarding documents Sharing the skills of the governing body to see what skills may be required next time we need to recruit a new governor.	
BCP184/ 18	<b>Date and time of next meeting</b> 17 <sup>th</sup> January 2019 at 5:30pm	
BCP185/ 18	<b>AOB:</b> None Any more about the development going on near Linen Way – no more news. Monitor the planning permission.  Still waiting for Ofsted to come and a similar school to Brompton CP has just had a visit and didn't get the Outstanding they were expecting so we can't be complacent.	
Signed:		
Position:		
Date:		