

**Rossett Acre Academy RKL
Meeting of the Governing Body
on Wednesday 1 May 2019: 6.30pm at the School**

Present: Ian Foy (Chair) Liz Matykiewicz, (Vice Chair), Corrine Penhale (Head), John Riggs, Michelle Williams, Tom Williams

In Attendance: Chris Foster (Trust Accountant) **(first 2 items only)**, Cath Wilson (Deputy Head) **(first 3 items only)** and Susan King (Clerk)

- a. Ensuring clarity of vision, ethos and strategic direction;
 - b. Holding the headteacher to account for the educational performance of the school and its pupils;
 - c. Overseeing the financial performance of the school and making sure its money is well spent.
- Agreed by Governors

Item No	Minutes	Action
1.	<p>Welcome and apologies Apologies were received and accepted from Dave Betts and Jonathan Davies</p>	
2.	<p>Finance Update The Finance Report to the end of March was received prior to the meeting. Chris Foster reported on the following changes to the budget.</p> <ul style="list-style-type: none"> • The forecast for this year is now for a deficit of £7,000. This is due to a cover teacher’s contract being extended until the end of summer rather than finish at the end of April. • New projections had been made on utility bills following the new utilities contract and calculations being made on the new kWh rates. <p>Q: Has the new contract been signed? A: Yes for a one-year deal from last October. The Trust would have better economies of scale because of this.</p> <ul style="list-style-type: none"> • There is also a new catering contract which is better financially for the school. The Head reported that consideration is being given to putting the price of school dinners up to £2.15. <p>Q: When was the last price increase? A: Many years ago. Oatlands charges £2.15 and Coppice £2.20 so we would be comparable.</p> <ul style="list-style-type: none"> • It had recently been announced that the PE funding would continue. • The Head reported on work which needs doing quite urgently. The wooden fence and gate, currently blocked by chicken wire is to be replaced with a metal fence and gate. Also work needs doing to replace some fixtures in the toilets which are causing an unpleasant environment. Governors agreed that that £3-4,000 should be spent doing this work. • Target reserve levels had been set at 4% which meant that Rossett Acre needs reserves of £53k which it already has. • Teacher pensions contributions have risen by 7% and it had recently been confirmed that this was fully funded by the government which was good news. • A comparison of administrative teams’ costs across 9 primary schools in the trust was received. Governors noted with satisfaction that Rossett Acre figures were in the middle of the calculations and so were effectively comparable. • The Head outlined the plan for autumn term teaching cover to governors. This had been discussed with Chris. Chris was thanked and left the meeting. 	

3.	<p>Assessment Update – SEN Funding</p> <p>The Deputy Head outlined the new process for SEN funding which came into operation from 1 April 2019. The following main points were noted.</p> <ul style="list-style-type: none"> • There were previously 3 elements to SEN funding – that budgeted for by the school; that received according to the number of SEN children in the school and Educational Health Care Plans (EHCP) successfully applied for. • The element of ‘can do’ within the ECHP application has now gone. • The LA had now moved to a banding system. There are 10 bands – an EHCP cannot be applied for if a child falls within the first 3 bands. <p>Q: Is the object of this change to reduce funding? A: They’re not saying that.</p> <ul style="list-style-type: none"> • Rossett Acre children have not yet been banded. There is currently one EHCP which will remain until its review date. <p>Q: Will there need to be new assessments on existing children? A: Yes, when each annual review comes around.</p> <ul style="list-style-type: none"> • It is unsure how strict the banding definitions will be enforced. Based on worse and best case scenarios, it is estimated that the school will lose between £10k and £25.5k of funding. • The LA expects schools to put in the first £6k of funding and this system is regarded as ‘top-up’ funding. <p>Q: Has this decision been made final? A: Yes</p> <ul style="list-style-type: none"> • The Deputy Head read through some of the banding definitions and governors agreed that they were very subjective and that applications would need to be very persuasive. <p>Q: Will there be an appeals process? A: Yes.</p> <ul style="list-style-type: none"> • The Deputy Head reported some hope in that some of the SEN children at Rossett Acre were also receiving Pupil Premium funding which could be diverted to cover some losses. <p>Q: Will the school moderate/collaborate with other schools in the Trust to ensure the best applications possible are submitted? A: This is a good idea.</p> <p>Q: Do you meet up with other Trust SENCOs? A: We used to meet up but not now. It would be good to have a lead on this across the Trust.</p> <p>The Deputy Head left the meeting.</p>	Action DH/ Head
4.	Urgent Business: None raised	
5.	Declarations of interest: None raised.	
6.	Confidentiality: One item from the Headteacher’s Report was considered confidential and was minuted confidentially.	
7.	Minutes of the meetings on 18 February and 4 March 2019 Both approved and signed	
8.	<p>Matters arising from the previous minutes</p> <p>Care suite: HT had discussed with CEO. If a child needs this provision then further discussion with the Trust will be required. To put on hold at present.</p> <p>Leeds Credit Union savings scheme: The Head reported that, following further research into this scheme, it has been put on hold while other schemes were researched.</p>	

	<p>Research into grants for solar panels: This is deferred as LS was shortly to leave the Trust.</p> <p>Parent Survey: No report was available. The Chair would chase this.</p> <p>Vision, Ethos, Aims and Drivers The Head reported that the Vision, Ethos and Aims had been written and all had been shared with the School Improvement Director (SID) who had been very impressed. RRS (Ready, Responsible, Safe) had been implemented and the children knew it off by heart. The SID had asked the Head to be involved in looking at the Trust DNA for curriculum intent. The Head and governors welcomed this involvement.</p> <p>The 3 Cs (Curiosity, Challenge and Community) would be implemented from September.</p> <p>Parental Contributions The Head reported that more and more parents were not paying the contributions asked for particularly with swimming. This was discussed with a number of ideas put forward including giving parents a breakdown of what trips and visits actually cost and possibly asking for a one-off sum at the beginning of each year. It was agreed that this needed more thought.</p>	<p>Action Chair</p> <p>Action Chair</p>
9.	<p>Head Teacher's Report The Head Teacher's Report had been circulated prior to the meeting; the Accident summary report was tabled. The Head outlined the highlights of the report as follows.</p> <ul style="list-style-type: none"> • At present the school has no Music Lead but the Peripatetic music teacher had agreed to lead the music evening and may take the Lead for next term. • The exhibition of children's art went really well and the children had loved seeing their artwork displayed. • The School Council had raised £1399.69 for the Children's Heart Surgery Fund. • Reception was now full with 60 children allocated for next year. • TW volunteered to talk at the New Starter Parents Evening as he did last year. The Head thanked him and would email him the details. • All Paxton locks had been fitted. • The new teacher trainees were fitting in well. <p>Q: Why are the figures for head bumps down and more accidents in the field? A: The field has recently been open for playing and possibly with this extra space there is less chance of heads bumping.</p>	<p>Action Head/ TW</p>
10.	<p>Governor event for parents The governor event was discussed and it was noted that IT would be covered by an NSPCC event. It was agreed to consider taking part in the Parent Teacher Association (PTA) quiz with key governance questions included in the quiz to get information across in a fun way. It was also agreed to look into a stall at the summer fair. The Head would let governors know the date of the fair.</p>	<p>Action Head</p>
11.	<p>Three-year strategy This had been circulated prior to the meeting.</p>	
12.	<p>MAT Update The Head reported that she would be attending an IT strategy day on 8 May and there was a Safeguarding and Social Media event a couple of days later.</p>	

13.	Policies The Safeguarding Policy had been received from the Trust but it required customising for this school and would be circulated once this had been completed.	Action Head
14.	Risk Register This had been circulated prior to the meeting.	
15.	Governor Training/visits Visits: It was noted that governors should aim to visit the school at least once a term. Training: A couple of governors (JD and DB) still needed to complete the on-line 'Trust Safeguarding Refresher/Update'. TW reported that the Trust new governor training had been cancelled due to low uptake. He suggested that the Head identified the other trust governors who needed to attend so that they could all come up with a convenient date on which to have the training. This was agreed. SATs: The Head asked for a governor to attend the SATs during a session to ensure the correct procedures were being undertaken. A couple of governors said they would try and do this and would get back to the Head. Q: Does the school/Trust still subscribe to The Key? A: Yes, but not for Governors. I will look into this and discuss with the Trust.	Action JD/DB Action Head/TW Action IF/MW Action Head
16.	To note any governor correspondence received None received	
17.	Any other business None raised.	
18.	Date for next meeting: Monday 1 July 2019 at 6.30.	
19.	The meeting finished at 8.20pm.	
20.	Signed: Dated:	