

**EMERSONS GREEN PRIMARY SCHOOL.**  
**MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS**  
**HELD ON MONDAY 15<sup>th</sup> MAY 2017 AT 6.00 pm. AT THE SCHOOL.**

PRESENT. Mrs J. Young, Mrs J Bishop, Mrs B Morgan, Mrs J Davies, Mrs E Everson, Mrs F Jameson, Mrs L Zambrano, Mrs W Bradbury, Mr M. Beard, Mr K Hemmings, Mr I Mackenzie, Mr N Dunn and Mr M Reed (Clerk)

43/17 WELCOME,  
Bonnie, in Mike's absence, welcomed Governors to the meeting .

44/17 APOLOGIES  
Apologies were received from Mike Beard.

45/17 DECLARATIONS OF INTEREST  
  
There were no declarations of interest.

42/17 NOTIFICATION OF A.O.B.  
  
There were no items notified

43/17 MINUTES OF THE MEETING HELD ON 13<sup>th</sup> MARCH 2017

a Approval

The minutes were approved as a true record and signed by the Chair with minor amendments.

b Matters arising

There were none

44/17 MINUTES OF THE MEETING HELD ON 24<sup>th</sup> APRIL 2017

a Approval

The minutes were approved as a true record and signed by the Chair.

b Matters arising

There were none

45/17 HEADTEACHER'S REPORT –pre circulated

Karl said that the meeting in mainly to approve the 2017/2018 budget and that there have been very few changes since the last meeting.

Karl highlighted items in his report and answered questions as follows

- We have 30 pupils coming into Reception in September 2017. 38 first choice applications were made. Of the 30, 17 are siblings and 1 is a Resource Base pupil. As far as we know no others have Special Needs.
- A complaint was received by the Chair of Governors regarding an exclusion that was made following an after school incident. The child in question was very rude to a member of staff and attacked her and another teacher. Karl returned to school, talked to staff, and excluded the pupil for 1 day. The parents were unhappy with this decision but after talking with Mike, Bonnie, Jill and Karl have agreed the decision was correct. However we have decided to update the policy to make it appropriate for all EGPS pupils and bring it into line with DFE guidelines.

*Q What is in place to monitor behaviour and to keep other pupils safe?*

*A There was no sign this was about to happen. Two events in the pupils life happened that week which the parents did not report to the school. If this information had been known the incident may have been avoided. We have to keep other pupils safe and put in extra provision to work with this child and with the parents to enhance the existing support. We are happy that this child and all the others are safe in school.. The school can deal with all issues if kept informed of events in children's lives.*

*Q What were the parents worried about?*

*A Why the teacher got involved when it was after school. Teachers will get involved if they see bad behaviour. The parents also felt the teachers escalated the trouble. The complaint is settled and staff have to be sure they are supported and are safe in school.*

- Leadership and Management looks mainly at staffing. The LA are carrying out a Review of the Resource Base in June. All Resource Bases are being reviewed to look at provision and to hold discussions with staff. Our Resource base is never full and has very high costs due to pupils needs but it has to be sustainable. There are issues with who covers costs of Speech and Language needs. The NHS used to cover this but now will only cover if it is health related with Education having to pay for everything else. SEN funding is used to provide LSA's etc.
- We have to appoint an additional LSA for the Resource Base in September.
- Adam will return in September and take over the role of Resource Base lead as well as his Deputy Head role.
- Jill is leaving at the end of the Academic Year.
- Julie Thorn is taking over Karen's role as we can appoint internally for the temporary post.
- A Resource based pupil has left the school as unable to continue here due to illness and will be home educated. The LSA was on a temporary contract and has left the school.
- Governors have visited to meet with staff and monitor the SDP.

*Q Will Year 4 pupils be mixed up when they move up?*

*A No, classes are well balanced and it has been agreed to leave them alone at present. We will only mix classes up if it feels right for those pupils.*

*Q Is the consensus not to mix?*

*A Yes, a letter has been written which will go to parents and we will look at individual issues if we receive any objections from parents.*

*Q Will this change the perception of what the school does?*

*A They are both good classes that work and there is no reason for change and there is no need to change and upset pupils and parents.*

Q *Is there a school policy on this?*

A *No, but it was an unwritten agreement and may be best in the future. It may be better to tell parents that we will mix pupils up until Year 2 only. After next year we will only be one form entry.*

#### 50/17 HEADTEACHER'S ITEMS

a School hours

It is proposed to change the school hours to save some money. KS2 ends at 3.20 p.m. and KS1 at 3.15 p.m. Pupils are in assembly at this time and we have to let KS1 out 5 minutes before KS2. It is therefore proposed to end school for both Key Stages at 3.15 p.m.

This is part of the proposal to staff whose hours are changing and will make the situation fair for all TA's. We have a general rule about how long staff should look after pupils awaiting collection.

Governors approved this change.

b CPD

There will be CPD on 3<sup>rd</sup> July 2017.

c SATs

SATs week has gone well. Pupils were amazing and were given all the support needed. Breakfast was provided and helps to settle the pupils. The papers were fair and based on practice papers results should be good.

We will do Teacher Assessment next term.

Big Maths is having a major impact

d Attendance

Shown in some detail. In the Resource base we have 2 pupils with substantial medical needs which brings the average down.

Red and Yellow cards are reducing and EYFS is working well with two pupils making excellent progress.

Q *Is it common knowledge that the Librarian has left?*

A *Yes, the staff know this.*

#### 51/17 2017/2018 BUDGET – papers circulated

The Governors working party met with Karl to look at ways staffing costs could be reduced. This means there will be some redundancies but we will not lose any teachers. Sue will take a redundancy package but we cannot make any Resource Base TA's redundant as they are all needed.

One TA is leaving and will not be replaced and we may need to lose another next year.

Support staff was also considered and stated support hours will be reduced to meet the specified hours only. Funding is based on pupils needs and does not increase as the pupil travels up the school but salaries do.

The Resource Base is overspending by £50,000 and we decided we could reduce hours at the end of the day, fixed at 5.30 p.m. From all the proposals we have managed to cut £67,000 from our costs.

We are still considering changing the school meals provider from Integra and are talking to other providers.

*Q Are we paying for more meals than we need?*

*A No.*

*Q Is the print out showing all charges?*

*A Yes. The print out shows the in year deficit disappearing by 2019/2020 and we are currently concentrating on the next three years. We have always shown a deficit as pupils leave and staff continue to be employed.*

The budget is recommended for approval with a caveat that we may be able to make further saving by the time we have the revised budget exercise in November.

*Q Do you think anyone will be leaving?*

*A Not at present. Everyone will hold out for redundancy.*

Karl said that he had met with the TA's and their union representatives together with HR. Staff have been given a week to respond to the proposals and we are awaiting replies before going to a Governor panel. Unions have been supportive of what is being proposed. Staff are very unsettled at present with some divisions and Karl will make himself available to the staff after the consultation period.

At present we are not informing parents about possible staffing changes.

*Q When will parents be told about staffing and support for September?*

*A When everything is finalised. Some after school clubs may stop or be funded by parents contributions*

A discussion took place and comments as follows were made

- The extras after school need to be maintained as this is what make the school great.
- We cannot ask staff to work extra hours after school when we are already reducing their paid time and need to cover the costs if they are to continue
- Teachers now have much more to do and so have less time to run after school clubs etc.

*Q is it possible to get parents to run these?*

*A Possibly, proving they have DBS clearance and the necessary qualifications especially for sports clubs.*

- An action group has been formed to protest at funding cuts but EGPS are not aligned to the group. Some parents want the school to put out fliers etc. but we have said no to this.

Wendy proposed that the budget as presented is approved, seconded Bonnie unanimous.

- Karl commented that if any staff appeal against the decisions another panel of Governors will be needed to listen to the appeals. Second panel to be Jo Bishop, Jo Davies Neil Dunn, Ian Mackenzie and Lucy Zambrano. We can still give notice to staff even if they appeal. Letters will go out next week and appeals can only be about the process not the end result.

We need to be careful what we tell the parents and that what is being done will not affect their children's education.

51/17 RESOURCE COMMITTEE REPORT

See above under budget which covers what was discussed.

52/17 CURRICULUM COMMITTEE REPORT –

Report to be circulated and will be discussed at the next meeting

**Action Max**

53/17 CHAIR'S ITEMS

Bonnie said that the Governor skills audit will be run again

54/17 POLICIES

Karl commented that a new system for reviewing policies is being set up which in future will spread out the process.

The following policies were approved following very minor amendments

- First Aid Boxes
- Looked after Children
- Safeguarding
- Use of Image
- Work Life balance

A revised version of the Child Protection policy to be circulated to all Governors

**Action Karl.**

55/17 A.O.B.

*Q What has happened about the neighbour who was caught "fly tipping" his garden waste onto the school field?*

*A A letter has been written and sent to all houses in the road asking that this practice ceases.*

It was agreed that something to mark the retirement of some Governors will be organised for the July meeting.

Bonnie thanked Governors and closed the meeting at 19.40