

Minutes for the Summer Term 2018

The Governing Board of Brookfields School

Minutes of the Full Governing Board Meeting held at the school on Friday 29 June 2018 at 13:00

Members of the Governing Board:

Name	Category of Governor	date of end of tenure	Designated Role
Clare Williams (Chair)	LA Member	30 September 2020	Chair of Governors
Judith Williams	Staff Member	31 October 2021	
Sara Ainsworth	Staff HT	Ex Officio	Head teacher
Wendy Wilson	Co-opted	18 June 2019	
Sara Rioux	Co-opted	2 March 2020	Apologies Received
Jean Ledson	Co-opted	18 June 2019	(Vice Chair)
Mary Wynne	Co-opted	18 June 2019	
Penny Bevill-Pierce	Parent	15 December 2020	Apologies Received
Lauren Campbell	Parent	4 October 2019	
Jamie Lee Cole	Parent	10 May 2019	Apologies Received
Mrs Jenny Perry	Parent	31 October 2021	Apologies Received
Also Present			
Sam Campion-Gibson	Associate Mem.		Apologies Received
Bernard Keogh			Clerk of Governors

The Clerk checked the number of Governors present (7) to ensure that the meeting was quorate.

1. Apologies

Apologies were received and accepted from Sam Campion-Gibson, Jamie Lee Cole, Jenny Perry, Penny Bevill-Pierce and Sara Rioux.

2. Declaration of Pecuniary Interests.

There were no interests declared.

3. Governing Board Membership

There are no changes to the Board membership and there are no vacancies currently.

4. Minutes of the Previous Meeting

The minutes of the meeting held on 2 March 2018 were **agreed** and signed by the Chair.

RESOLVED that the minutes be received and accepted

5. Matters Arising

It was noted that the actions from the previous meeting have been completed

6. Committee reports and/or reports from Governors with special responsibilities

Curriculum Minutes were distributed prior to the meeting.

SA advised that Samantha was currently in London.

Jean Ledson gave a brief summary of a meeting as Curriculum Governor and it was noted that the school have achieved the Silver Award in the Rights Respecting Schools programme.

RESOLVED that the report be received and accepted.

7. Headteacher's Report

The Headteacher's report had previously been circulated and consisted of a verbal summary of the updated position with the School Improvement Plan which highlighted the following:

Leadership and Management.

- The SIP is 98% completed with a small number of actions carried forward.
- SEND review – a review by an independent company is looking at provision for high needs in Halton. A school visit was undertaken at Brookfields and a report is due in September with opportunities for parents to view.

Q – Will the Outreach continue under academy status?

A – Yes.

Quality of Teaching and Learning.

- Classes will now be known by names rather than numbers – local animals and bird names have been chosen.
- Curriculum and assessment to be under review during the next academic year but B Squared is working well at the moment.
- All objectives completed.

Personal Development , Behaviour and Welfare.

- Both objectives completed.

Outcomes for Pupils.

- Elements a) and b) of Objective 1 have been carried forward for future development.
- Other elements and objectives are complete.

Premises.

- Objectives completed where possible with roof works to be undertaken over the summer holidays / autumn term

Governors thanked the Headteacher for the report.

RESOLVED that the report be received and accepted

8. Pupil Premium Report /Sport Premium Report etc.

The Headteacher reported that summaries of the reports have been uploaded to the school website and provided to Governors.

9. School Improvement Plan – see Headteachers Report at Item 7.

10. Polices.

SA advised that the GDPR and all associated policies have been produced as temporary polices from Shaw Trust have been adopted and the named DPO is from the Shaw Trust.

Thanks to **Lynsey** for her work on GDPR within school.

11. Pupil Admission Number (PAN)

The number of pupils on role has moved upwards over time and the school is working with the LA to establish what the correct PAN number should be. This is important due to funding being dependent upon this number.

12. Planned Residential Visits.

Two visits with Yr6 groups to Wingate Centre have been very successful. There are no further residential visits planned until 2019.

13. Nominations for Chair and Vice Chair.

These were deferred until the autumn term meeting.

14. Director's Report

The Clerk gave a verbal report of the Strategic Directors Report to Governors who noted the recommendations.

RESOLVED that the report be received, and the items noted.

15. Items from the Clerk.

The Clerk highlighted the following items for the information of Governors.

- 1) NGA and Edsential Newsletters – updates will be provided by the Clerk.
- 2) GDPR Update – as reported under Item 10 .
- 3) Report from the Designated person for LAC – Headteachers Confidential Report contains information on LAC.

16. ASIA / SIP Report

A visit by Lloyd Willday has been completed which was his last visit to Brookfields and his report is awaited.

Future school improvement work will be undertaken by the Shaw Trust team.

17. Finance items

Budget 2018/19.

Wendy issued the proposed budget set and gave a verbal report on the issues that had been encountered .

The draft budget was presented by HBC and was returned for review as unsuitable as the income was only sufficient to cover staffing costs. There followed many meetings to review the status in terms of banding of children which lead to changes being made to classifications of some pupils / amount of top-up funding. In addition the EFSA have been contacted to determine the correct position with base funding amounts.

Pupil Premium and Sports Premium grants were highlighted.

A draft VB1A form summary was presented to Governors which showed the staffing costs have reduced from 94% of the income to 89% of income this leaving 11% for the non-pay budget items. This allowed the budget to be set without the need to use the bank balance fund. Other sources of income are being used to fund the budget.

SA detailed a number of changes to provision due to the shortfall in budget income – for example stopping the music specialist teacher, looking to source music therapy in a more cost effective way (possible different provider) and art therapy is being retained at a lower level than previous.

Financial Statement 2017/18

The 2017/18 Financial Statement showed a balanced budget with a carry-forward of £2K and Wendy summarised and explained the reasons for the budget items which had overspends in excess of £1K. The bank balance has also been reduced over the year.

Q -What is happening with the roof repairs to the school?

A – The LA have agreed to carry out the repairs during the summer break.

Devolved Capital spend was reported and the areas of proposed spend were detailed.

School Funds Audit

The audit certificate for September 2016 – August 2017 accounts was provided to Governors.

Internal Audit - Actions

The recommended actions and timescales have been met and the Implementation plan submitted to the LA Audit team.

RESOLVED that the 2018/19 Budget be approved **with reservations by Governors** at the reduction in the budget funding which remains an issue for satisfactory resolution with the Local Authority.

18. Governor training & school visits

It was reported that Safeguarding training was provided in April 2018 for all Governors.

Governor were reminded that school visits should be recorded by the Clerk and reports issued for the information of governors.

19. Correspondence to the Chair of Governors/Chair's Action

There had been no to report.

20. Date and time of next 3 termly meetings:

Autumn 2018	-	Friday 9 November 2018 at 13:00
Spring 2019	-	Friday 8 March 2019 at 13:00
Summer 2019	-	Friday 28 June 2019 at 13:00

21. Governor Impact.

Governors have asked questions regarding pupils' progress and the impact certain new initiatives (e.g. SCERTS) will have on children's' development of skills within the school.

Clare Williams
Chair of Governors

Signed _____ on behalf of Brookfields School

Date _____ 2018