

MINUTES OF SUMMER 2018 COMMITTEES

Finance Minutes- Tues 6th March 2018

Present: , MS, KH, CC, KC, PJ for NA

Apologies: Lisa T, NA, SW.

Agenda item	Discussion	Actions
ACTIONS FROM PREVIOUS MEETINGS	KH asked whether able to authorise small orders, but as there must be segregation of duties, not possible until other admin staff involved in the accounting process. Monetary help for school signs- referred to CDAT, awaiting response. CDAT Pay Policy 2018-19 pending. Website statement for Pupil premium posted April 2018 'Just Giving' page cannot be set up by a school so set up by a parent for Team Lewis.	
Annual Governors Report	Finance Statement written by MS/KH.	
Budget Update	School has managed to prepare a balanced 3 year budget plan, to be shared with governors at the FGB for discussion and approval. Cautious 'small profit' is anticipated for Extended school – (After school Club and preschool jointly). The new supervisor aware of need to balance and increase profit margins. 2017-18 in year deficit of £1,800 funded through cumulative carry-forward. Governors questioned the carry forward, discussion held around budget figures and the reserve process, and the differences now we are an academy. Carry forward is required to be kept aside to plan strategically to balance the budget in future years. Budgets for preschool and OOSC also discussed individually. Preschool numbers need to grow for 2018-19 to ensure roll is full, currently surplus places but full class of Reception from September 2018. CC asked that governors recognise that the school is in need of maintenance and refurbishment and governors will be called on to support new signs, fencing, painting, presentation. KH, KC- difficulties of estimating extended schools and need to run separate budgets to analyse strategic plan. New CDAT accounting and budgeting system being introduced Sept 18 will help.	New advert to be posted round school for childrens' vacancies
CHESS services buy back	Buy-back of services from Cheshire East same as last year; includes office IT support at £1170 and Attendance model with EWO support £500, Discussed Staff absence insurance 4k?	KH obtaining quotes for Staff absence insurance
Update on expenditure agreed for projects	Authorisation for expenditure. MIP replace by CDAT Financial procedures and policy manual- shows approvals eg 1K within school, 1k-2½ k 2 or more quotations (may be internet), £2 ½ -10k 3 written quotes, 10k to 20k written spec and tendering procedure, principal (HT) agrees and approved by LGB, (HT 10k limit with Nat West account so needs approval from CEO for BACS payment), over £20k must be authorised by CDAT. [REDACTED]	
Source of Funds for 18-19 incl. SEND	SoF shows where budget for 2018-19 originates. Pupil unit funding £2,928.98 (£10 increase from 2017-18). Very low funds for deprivation. LCHI (Low Cost High Incidence) monies contributes to teaching assistants as is money for supporting children who require support as they leave Reception, this money will reduce in following years. MFG will continue for next two years- we lose £5k. KH- FEEE money is Government money for free hours and is adjusted in year as claimed through numbers claimed by school preschool. Discussion of funding for Special Educational Needs and Disability (SEND) – statements x3 (now ECHP Educational Care and Health Plans)	
Extended School Budgets	A small profit was returned which is to be used to support staffing in pre-school in the Autumn term and to fund a transitional phase in OOSC under a new supervisor.	

Devolved Formula Capital (Building Works)	£12,454.30 remaining 2016/17, together with £6k for 2017-18 DFC allows us to pay the school's contribution of £18-19K towards the new heating system funded through CIF bid (DFE). Work to be undertaken before September 2018. School had email to confirm DFC and forwarded this to CDAT- response pending.	KH/KC to follow up- immediate action.
Numbers on Roll	Numbers on roll affect budget- projected numbers for Reception starters for Sept18 are 29 which helps the budget. Year 1 is now at 16 children. School roll is currently 186. 29 Year 6 are leaving.	Post on Wybunbury facebook- KC/MS
Pupil Premium	Review is posted on website- confidential discussion.	
Sports Premium	The review is posted on the school's website. A forest schools cabin has been installed in May half-term which will allow a longer season for the after school club.	
Lewis' Memorial Fund	Current total is £14,269.44 Fort 'Lewis' was built June half term costing 12K some maintenance money is needed. 1K held for maintenance costs with agreement. This ends memorial fund raising for Lewis, with surplus money being transferred from school budget to 'Team Lewis' by end of financial year.	KH
Policies	Lettings, CDAT Charging and Remissions were circulated.	

Premises including Health and Safety

Present: NA, CH, PJ, KH, CC, KC, Apologies: SW, JC.

<u>Agenda item</u>	<u>Discussion</u>	<u>Actions</u>
Actions from previous meetings	<ul style="list-style-type: none"> vinyl replacement – now to be carpeted outside Y4. Fire alarm training – JB has instructions. Gas checks- explore best value Library ramp repaired Reception toilet doors can be made into small lighter swing doors, as not fire doors – checked with Lancaster Maloney. 	<p>KH to chase Relevant staff to receive training</p> <p>MT to make</p>
Major Works	<ul style="list-style-type: none"> CIF Bid- Heating installation- listed building ‘consent avoidance’ requires replacement of like for like. CE listed building officer visited 12.6.18 (Katherine Bailey) and liaised with Building consultants (Lancaster Maloney), KC negotiating re column radiators for listed building in keeping with period features. Elsewhere ‘cold touch’ radiators will be installed. fencing to playground compliance planning permission granted 11.6.18 proposed CIF Bid 18/19 fencing survey and security fencing as perimeter fencing low and ageing. 	<p>Engineers on site. Katherine Bailey meeting with LM consultants 28.6.18 KH to contact contractors to begin fencing.</p>
Tenants maintenance/ minor works	<ul style="list-style-type: none"> Fence to secure library garden Front door magnet- soft door closure required Work to servery hatch as an urgent repair £292 & £400. SDP 2018-19- automatic roller linked to fire alarm £1300 Maintenance: light in YR toilets, fencing, signs, benches (£1K) pegs Y4, development of Story Play garden Cloakroom Y4 – flooring to resolve faulty vinyl. Drains- kitchen waste disposal- fat clogging internal drains blocking. (£600) Monitor frequency of clearance, explore annual contract. Bend in Preschool drains gets blocked. Lights in YR replaced in toilets and classroom. Benches and sandpits ordered for activity at Lunchtime. Story garden having extra activity benches. School signs to be ordered for CDAT and new headteacher and directing around Premises. 	<p>KH to get quote for roller.</p> <p>KH contact C. Edwards</p> <p>KH contact KDE for corridor?</p>
Annual Governor Report	Received- See report PJ	
Works completed	Forest Cabin and Fortress ‘Fort Lewis’ activity equipment installed, May half-term 2018.	
Caretaker/cleaning	<ul style="list-style-type: none"> Hall floor deep clean Cleaners – Summer work? Major clean required after work completed. 	Meeting with cleaners to agree major clean after works completed, Sept18.
Legal documents/ Risk Assessments	<ul style="list-style-type: none"> Accessibility Audit updated June 2018 (from 2012)- cost £700. Required by Cheshire east that updated to be posted on website. Outstanding ‘Legionella RA’ Actions- (listed 21.11.17)- discussed with cover caretaker who is undergoing training. KH to direct. 	PJ to check routine and weekly sheets
Car parking	<ul style="list-style-type: none"> Updates on Bulletin regarding safe parking and PCSO monitoring regularly Opening gates to field for overspill parking am and pm due to major works Carpark extension planning application granted- need 30K. PJ suggested interim ‘drainage’ and ‘sub-base’ car park and staged approach with security fencing being the final stage. 	Govs to write to Parish Council for money towards car park (in past helped with new school buildings).
School Development Plan 2018-19	<ul style="list-style-type: none"> See reviewed School Improvement Plan 2017-18 Premises section Carpark drainage Painting- internal paint required- KC/KH discussing will source best value. SDP Daily ‘walk and talk way’ around field- develop idea and explore costs (link to increased exercise, well-being and mental health, better learning habits) Lockdown policy and training 	KH chase Lockdown policy from CDAT hub school.
Best Value	KH secured lower costs for PAT testing and Fire extinguishers	

Personnel & Community

Present: NA, KC, CH, KH, RB, CC Apologies: ET, SW, LT

<u>Agenda item</u>	<u>Discussion</u>	<u>Actions</u>
	Each meeting- Diary dates-NA to sign off. See School Development Plan 2017-18	
DFE notification of changes	<ul style="list-style-type: none"> School Age Range consultation and age range changes for school. Preschool to come under Academy registration number, hopefully from September 2019. Awaiting response to DfE 'significant change' form from Regional Schools Commissioner. 	
Cheshire East meetings	<ul style="list-style-type: none"> 106 money Jackie Forster meeting with Lisa T and KC/CC and sent minutes. 106 allocated to Cheshire East school expansion pot. Further expansion to local school discussed. Further competition that may affect school roll. 	Write to Parish council for help with car park.
CDAT	<ul style="list-style-type: none"> Gov Hubs – look at role (neutral 'CDAT' role) and agree rep from LGB (MS feedback- to be circulated with HT report) CE heads hub – KC- Maths training at Elworth attended by some staff, Study Work to be shared with Elworth in September 2018. School Coffee and Cake Morning Andrew Morris and Mike Holland visiting school CDAT Celebration day- the directors and CEO are visiting school on October 10th 2018 in school and whole school service at St Chads Church. Governors invited. Gov Annual Report- contribution from CDAT? 	CEO to be asked if he wishes to contribute.
Church schools links	<ul style="list-style-type: none"> Church School- BBQ for Year 6 Wednesday 20.6.18 hosted by Mother's Union. Leavers service for Y6. ET went to Rev Rachel's Ordination at Chester cathedral Delves Trust news- Thanks for £10 gift to each leaver presented at Leaver's service. 	Formal thank you- Delves trust.
Staffing	<ul style="list-style-type: none"> Organisation of classes and teaching staff have been shared with parents. OOSC supervisor appointed Staff redeployment- internal promotion to deputy in Preschool, move to fill vacancy in preschool from main school, TA moving to main from preschool for support. There is currently no vacancy for an appointment of DHT. Senior Leader role for September 2018. Caretaker cover contract 	SLT to review all staffing structures in Autumn 2018
Well being and safeguarding	<ul style="list-style-type: none"> Safeguarding training (CDAT policy sent to Govs) Annual safeguarding report to CDAT & LGB- NMc to add to HT report Emotionally Healthy Schools initiative (EHS) services- NMc is lead, AW , LP & ET training. (link to SEND) School can ask for advice for individual's needs at consultations. 	SW to meet with NM re: safeguarding update and document audit sheet. Training – staff receiving training on EHS; SLT L2/L3 training booked; e-training
Events	<ul style="list-style-type: none"> Fort Lewis Skydive Coffee and cake Community Morning Governor Meal- Friday 24th June 2018 with Sue Noakes Parent Reps organising Summer Lights festival (Licence applied for - £21), fundraising to school. 	
Attendance	<ul style="list-style-type: none"> Cheshire East advising on policies, CDAT will review. 2017-18 Attendance Figures at 97% to date. 	See directors report
Parent Partnership	<ul style="list-style-type: none"> Parent forum meeting-overall positive feedback, Minutes posted. PTA- hope to set up during Autumn Term 2018-19. 	Minutes on website
POLICIES	<ul style="list-style-type: none"> CDAT Complaints circulated by email CDAT GDPR for information only. 	

Teaching & Learning Tues 6th March 2018

Present: NA, CG, RB, KH, CC, KC, Apologies: LT, ET, JC

Agenda item	Discussion	Actions
Actions from previous meetings	-Arrange preschool committee meeting – due to age range change Preschool business is now integrated into the relevant committees. -NA asked KC if Y5 augmented reality work could be briefly shared at Full LGB – KC to arrange; this was shared via a YouTube video at the Spring FGB - review writing policy to include new targets -SER statement to be updated on website – to be completed	Early Years named governor CG?
SIP Visit	This term's SIP visit takes place tomorrow, Wednesday 20 th June. Report will follow. KC met with SIP at his school St Bridget's in West Kirby on Wirral, Thursday 14 th June.	SIP report attached to HT report for Full LGB
NQT development and coaching	Both our NQT's are receiving their entitlement to 10% reduction of their teaching commitment; they have an identified NQT mentor from the teaching staff to provide professional support and coaching towards their targets. Both have successfully completed this term's targets and are on track to complete their induction year.	
Moderation	External moderation by CE – KS2 Reading Test visit; KS1 reading, Writing and Maths visits- moderators comments discussed. Moderators verified school judgements and NMc invited to join CE Moderation team for next year. Writing for Y2 and Y6 has been moderated within CDAT (KC organised, JB/NM led sessions); our cluster and Literacy First for CE in March2018. Internal moderation takes place for all year groups	
Summer Concert	Took place on Friday 15 th June to showcase musical talents in school. There is a report on the website. It was a lovely evening and raised funds for music activities.	
French Grant	23K successful 'Erasmus' bid for 8 day training visit to link with French school and learn strategies for teaching french. All teachers volunteering to attend in their holiday time. Report from NMc shared, to be included in HT report.	
Maths Hub application	KC applied to the North Mids and Peaks Maths hub to join the Primary Mastery Programme. Our application was successful. This means Mrs Burns and Mr Dale will attend 10 days maths training with the hub, run a research project in school, we will receive visits from the hub and can access 2k matched funding for maths resources. Competition for this project was strong so we are lucky to secure a place.	
CPD	CPD records and proposed INSET 2018-19 Hi-Impact IT / Literacy Counts- positive impact of bespoke reading training seen in consistent practices across school. Behaviour strategies Q: CDAT training package?- KC discussed training opps from Diocese had increased eg Stonewall training, Senior Leader conferences.	
CDAT partnership	CDAT partnership working- Maths training at Elworth(NCTEM specialist who shares expertise in hub), Study Work to be shared by Wybunbury staff with Elworth; KC working with Heads in Cheshire East Hub to form networks and share best practice. SIP will review HTPM in Autumn term 2018.	
SDP focus	–writing, modelled guided reading sessions bespoke training.	
Monitoring T&L	KC to feedback SIP report for 20 th June 2018	Attach to HT report
Curriculum brought in resources	Share file- KC asking teaching staff to show impact before contracts renewed for best value. No longer by Espresso or Discovery coding – saving of £2,500. Notice given 'Big Classroom'. Positive impact seen from Timetable rockstars for older children (in readiness for Times table testing 2019)	
Subject leader roles	revised for 2018-19 and Subject Leader Action plans and evidence will be worked on collaboratively as handover.	
Cheshire East SEND Inspection	KC shared with Governors that Cheshire East were inspected for their SEND provision, week beginning 12 th March. Report was published May2018. CE are producing a 0-25 SEND Improvement Plan. This involves engagement with key stakeholders, including parent/carers and young people. The final plan will be signed off by the Health and Wellbeing Board in July before being submitted to Ofsted before the end of August 2018. The full report can be viewed at: https://www.cheshireeast.gov.uk/livewell/local-offer-for-children-with-sen-and-disabilities/send-developments/cheshire-east-local-area-send-inspection.aspx KC updated re. documents pending for Needs assessments/ EHCP.	

Governor Visits	CG to visit school on Wednesday 28 th March 1-2pm – Report attached, add to HT report for circulation. RB SEND visit– Tuesday 20 th March – Report attached	
Policies	SRE, CDAT SEND	