



**Meeting of the Full Governing Body
Tuesday 30th April 2019 at 6pm
Trumpington Meadows Primary School
Minutes**

Governors present:

Catherine Jones (CJ) (Co-Chair); Liz Woodham (LW) (Co-Chair); Ori Dalton (OD) (Executive Headteacher); Marc Neesam (MN); Ollie Monro (OM); Ian Jones (IJ); Emily Black (EB); Mark Johnston (MJ)

Also Present: Graham Ingrey (GI) (Federation Business Manager); Jen Hefti (JH) (Clerk)

The meeting was quorate. Liz Woodham chaired the meeting.

1. Welcome and apologies for Absence

Apologies for absence were received and accepted from Vered Frechter (VF).

2. Declarations of interest relating to items on the agenda

None declared.

3. Review and acceptance of the minutes of the meeting held on 26th March 2019

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

4. Matters arising and update on actions from the minutes and confidential minutes of the meeting held on 26th March 2019

- F0910-01 - IDACI coding - governors were advised that OD had met with a representative from the Local Authority (LA) who recommended contacting the DfE. OD to write draft letter for CJ to check. Letter to also be sent to the local funding formula committee.
- F0502-01 - Website - working group to be scheduled. Post meeting note - website audit actions completed and report sent to MJ. ONGOING

Initial: _____

Date: _____

- F2603-01 - budget software - IJ to meet GI - COMPLETE.

Governors noted that there was not an issue around presentation and recommended that the Resources committee minutes should be adjusted to reflect this. Post meeting note: JH made requested changes.

- F2603-02 - KS2 monitoring visit - Visit not yet performed. Governors noted that MN has attended a Senior Leadership Team (SLT) meeting around curriculum. He will write up the notes for the next Teaching and Learning committee meeting. ONGOING.
- F2603-03 - new vicar to join Governing Body (GB) - LW had received information that the vicar's membership from the start of the new academic year was confirmed. LW to continue to liaise with Helen Bell. COMPLETE.
- F2604-04 - general monitoring visits - governors to contact JH re organising a date by 10.5.19.

5. Executive Headteacher's Report (verbal)

Governors were advised of the following:

- Today was the last day that OD was providing support to Dry Drayton and Oakington Schools. Governors noted the valuable insight gained into transitioning to a Multi Academy Trust (MAT), other models of governance and collaborative working.

This work had hopefully improved the LA's perception of federated schools and their leadership. It was clear that investment in staff is essential which had not been possible at these small schools due to budgetary constraints. A governor noted that the Federation's involvement had not impacted on staff and that leadership and guidance for Trumpington Federation staff had continued as normal.

It was noted that the monitoring of safeguarding should continue to be a priority for the GB, which had been an issue for these schools.

F3004-01 - ACTION: OD to contact Dry Drayton and Oakington GB for a brief report for our newsletter.

6. Report from Resources Committee - 2019/20 budget

Governors referred to the minutes of the recent Resources Committee meeting, which had been circulated in advance of the meeting, for detail and were advised of the following:

2018/19 year end

- It was originally predicted that the carry forward would be entirely brought into revenue, however at year end both schools showed a surplus. This was due in part to some additional 'one off' funding streams.

Pupil numbers

- Fawcett - close to full
- Trumpington Meadows (TMe) -
 - 1 Reception space

Initial: _____

Date: _____

- 2 small Year 1 classes (which if combined would exceed the Published Admission Number (PAN))
- Year 2 classes full
- TMe is in a strong position for growth funding due to Trumpington Park being full.
- The 2019/20 budget will be submitted in anticipation of a decision regarding growth funding (due 22.5.19) and can then be revised in light of this decision. **A governor queried why the decision regarding growth funding would not be made until after the budget deadline.** Governors were advised that it had historically aligned with budget planning with the committee having more knowledge around pressure points for school places however this does not seem currently to be the case.
- Information from the LA around projected growth in the locality remains vague. Place Planning do not have accurate figures.
- **A governor suggested that there may be a risk that funding will not be awarded as the places were not filled at TMe during this academic year.** Governors noted that the funding is likely to be awarded due to the need to preserve the existing structure and capacity for school places.
- There are additional funding pressures due to general funding being allocated based on numbers of pupils on roll at the October census. Funding for any children joining the Federation after that date will not be received until the next financial year.
- **A governor queried whether mixed age classes would be considered.** Governors were advised that this would be avoided if possible. The curriculum is a single year model. There are significant considerations for Key Stage 1 in terms of phonics screening, SATs and the current lower KS1 attainment. A governor queried whether this strategy would be viable in budgetary terms if funding was not received. The need to maintain capacity for places was reiterated.

Governors were advised that the 2019/20 budget assumed no growth funding received and no additional classes except for Year 6. Only one Year 2 teacher was budgeted for.

If no growth funding was received, TMe would show a £50K in year deficit.

Governors discussed promoting the school locally.

F3004-02 - ACTION: LW to write an entry for 'The Trumpet' and OD to look into school prospectus.

Governors were advised that various scenarios had been drawn up which would be implemented dependent on the level of funding received. Governors were reminded that such an approach may impact on investment in other school improvement strategies.

The Governing Body agreed that available funds should be invested in preserving single year group classes.

It was noted that the budget position was very likely to change once various funding levels such as Pupil Premium were confirmed.

Governors were advised that it had not been possible to finalise the Federation Improvement Plan due to the uncertainty over funding. **F3004-03A- ACTION: draft Federation Improvement Plan will be brought to the next meeting.**

Initial: _____

Date: _____

The Resources Committee will revisit the budget at their next meeting (19.6.19) once there is more clarity around funding.

The Governing Body was asked to approve the 2019/20 budget as presented in the knowledge that the position may change after 22nd May 2019. **Resolution: that the Governing Body approves the Federation budget plan for the financial year 2019/2020, total spend of £3,334,300.**

The Governing Body agreed to delegate authority to the Resources Committee to revise the budget in June. MN to also attend meeting in capacity as Teaching & Learning Committee chair.

Other

- Governors noted that the Fawcett budget was more final, with some discretionary expenditure included, such as the puppet show.
- A 0.5 Assistant Headteacher was included in the budget in order to create capacity in the SLT once the Heads of School are in post.
- The resurfacing of the Fawcett playground will be funded through capitalising some of the carry forward. **Governors agreed that GI should make the application to the LA for matched funding now in order to meet the timeline for installation during the summer holiday (after a tender process).**
- Governors were reminded that the funding cap should theoretically be removed completely which would support future budgets.

A governor queried that there was no carry forward shown in the 2020/21 projection and expressed concern that the budget should be protected by preserving the carry forward. Governors were advised that the software does not give an accurate picture of future years. Governors acknowledged that losing the carry forward in future years would expose the Federation to various risks.

A governor queried whether there was a risk register in operation in relation to Federation resources. Governors noted that there was no register in place at present.

Governors discussed using funds for the children who are in school now and taking stakeholders' priorities into account. The general condition of the older part of Fawcett and the outdoor environment requires improvement.

Governors agreed that it would be useful to see a three year plan for improving the school environment but acknowledged that such plans are always contingent on funding.

A governor queried whether OD would wish to allocate more funding to Continuing Professional Development (CPD). Governors were advised that the Federation had been awarded an Early Careers Teaching Grant from the DfE, some of which can be used to support training. Teachers will continue to benefit from additional PPA time, some of which should be used to collaborate with other staff and visit different settings. The SLT are performing mentor roles. It would be beneficial to establish outside sources of funding in order to develop the Federation as a professional learning community.

It was agreed that information re the budget would be given to parents once the funding position was clearer.

7.25pm - GI left the meeting.

Initial: _____

Date: _____

7. Monitoring reports

None for this meeting.

8. Governing Body membership, training and development

F3004-04 - ACTION: Governors to provide pen portraits for newsletter by half term.

F3004-06 - ACTION: Communications Plan - OD and IJ to arrange meeting

F3004-07 - ACTION: LW and CJ to look into Governors' Annual Report

Governors noted the training dates circulated in advance of the meeting. **F3004-08 - ACTION: JH to book OD and CJ onto conference**

Summer Fair - the PTA had asked governors to be on the welcome desk. **F3004-09 - ACTION: Governors to advise LW of the hour slot they can attend**

Governors discussed the recent reviewed liaison between the PTA, SLT and GB.

9. Safeguarding update

CJ is scheduled to perform a safeguarding visit and will liaise with Kate Barham.

F3004-10 - ACTION: CJ to schedule safeguarding visit with KB and report at next meeting.

10. Policies

None for this meeting.

11. Any other business

None tabled.

With no further business the meeting closed at 7.50pm.

ACTION LOG

Action ref	Item	Action	Owner	Status
F0910-01 (updated 5.2.19. Updated 26.3.19. Updated 30.4.19)	IDACI coding	OD had met with a representative from the Local Authority (LA) who recommended contacting the DfE. OD to write draft letter to for CJ to check. Letter to also be sent to the local funding formula committee. ONGOING.	CJ / OD	Ongoing

Initial: _____

Date: _____

F0502-01 (updated 26.3.19)	Website	MJ to organise date for working group to look at website layout.	MJ / JH	Ongoing
F2603-02 (updated 30.4.19)	Monitoring reports	MN and VF to present re KS2 at next meeting. Visit not yet performed. MN has attended a Senior Leadership Team (SLT) meeting around curriculum. He will write up the notes for the next Teaching and Learning committee meeting. ONGOING.	MN / VF	Ongoing
F2603-04 (updated 30.4.19)	General monitoring visits	Governors to contact JH re organising a date by 10.5.19.	All	Ongoing
F3004-01	DOD	OD to contact Dry Drayton and Oakington GB for a brief report for our newsletter.	OD	Open
F3004-02	School places	LW to write an entry for 'The Trumpet' and OD to look into school prospectus.	LW / OD	Open
F3004-03	FIP	Draft Federation Improvement Plan will be brought to the next meeting.	OD	Open
F3004-04	Pen portraits	Governors to provide pen portraits for newsletter by half term.	All (not staff)	Open
F3004-06	Comms plan	Communications Plan - OD and IJ to arrange meeting	OD / IJ	Open
F3004-07	GB annual report	LW and CJ to look into Governors' Annual Report, to include finance	LW / CJ	Open
F3004-08	Training	JH to book OD and CJ onto conference	JH	Open

Initial: _____

Date: _____

F3004-09	Summer fair	Governors to advise LW of the hour slot they can attend	All (not staff)	Open
F3004-10	Safeguarding	CJ to schedule safeguarding visit with KB and report at next meeting.	CJ	Open

Signed: _____

Print name: _____

Position: _____

Date: _____

Initial: _____

Date: _____