

**THE LOCAL GOVERNANCE COMMITTEE FOR  
BALFOUR JUNIOR ACADEMY -  
part of the Fort Pitt and Thomas Aveling Academies Trust**

**MINUTES OF FULL COMMITTEE MEEETING**

**HELD ON TUESDAY 20 JUNE 2017**

**AT 16.30**

**Present:** Tricia Daniels (Chair), Sean Hunt (Vice Chair), Kim Parnell (Headteacher), Elizabeth Turpin, Wayne Peet, Lynton Sharp, Charlotte Constable, Courtney Webb, Samantha Craven, Alsia Warne-Lee, Rebecca Spore

**Also present:** Peter Sears (Headteacher Pheonix Junior Academy), Desi Zlateva (School Business Manager), Peter Williams (Year 3 Group Lead) [left the meeting at 17.40], Gary Kirk (Assistant Headteacher Designate), Cheryl Baxter (Clerk)

Item		Action by/when
	The meeting was quorate	
1.	<b>Welcome, introductions and apologies</b> The Chair welcomed everyone to the meeting and introductions were made for the benefit of Peter Sears. No apologies had been received as all Governors were present.	
2.	<b>Declaration of business interests</b> No additional declarations were received.	
3.	<b>Membership</b> The newsletter inviting parent Governor nominations had been sent out and the Chair thanked Wayne Peet and Rebecca Spore for their contribution. The Headteacher had received 2 expressions of interest and a meeting would be arranged as soon as possible. The skills audit in March highlighted strengthening community cohesion and the Chair of the Trust had commented that selected parents should strengthen against the skills audit. <b>Governors asked what would be seen as strengthening cohesion.</b> It was difficult to define but was on the business side of being part of the community and possibly working within the community. This item would be looked at again in more detail for September in order to make recommendations to the Trust Board as they appointed members of the LGB.  The school was still in a transitional stage and the terms of reference would be reviewed.	<b>Chair</b>
4.	<b>Notification of any other urgent business</b> Carillian Charity Fund nomination: Sean Hunt Quotations for refurbishment: Sean Hunt	
5.	<b>Minutes of the meeting held on 23 May 2017</b>	

	5.1	Approval for accuracy The Chair signed the minutes.	
	5.2	Confidentiality and approval for publication None.	
	5.3	Matters arising not already on the agenda None	
	The SBM would update the website.		DZ
6.	<p><b>Draft Budget for 2017-18</b> The draft budget had been uploaded to GovernorHub and Governors had received and scrutinised the Income/Expenditure report. They noted the year end position for the next financial year starting September 2017 and future 5 years. It was a pessimistic budget for expected income based on age related pupil unit funding if the school was not full in September. A 1% inflation increase for expenditure had been forecast for Yrs. 2 – 5. As part of the Trust the school would be entitled to receive Capital funding on a formula allocation instead of the bidding system. All staffing predictions had been scrutinised by the Headteacher and all other items had been approved by the Trust. <b>Governors commented that 85% of the budget had been spent on staffing but the target was 80%.</b> The last benchmark was 88% but the suggestion nationally was to reduce staffing costs to 75%. The school had a staffing structure in place to raise standards but if class sizes increased to over 30 children standards would fall as a consequence. <b>Governors did not have any questions on the detailed information.</b></p> <p>The Budget Dashboard was studied in detail. Governors noted that previously £30k had been put aside each summer for upgrading classrooms etc. but this would not continue as £10k was the limited Capital expenditure. In order to address future staffing costs this would have to be started at least a year ahead for schools to manage any change to staffing. <b>The Chair asked if Governors had any ideas on increasing income or decreasing expenditure or should the booster classes be reduced in order to balance the budget.</b> Setting a deficit budget would not be allowed but that was not forecast until 2021. There would be an increase in income should the National Funding Formula come in but this was not guaranteed at this time. The SBM added that the school would gain if the new Funding Formula for 20/21 was based on deprivation. <b>Governors recognised the problem of continuing to raise attainment and concern for the PPI and vulnerable children mainly affected.</b> The Headteacher added that should a restructure be necessary reductions and potential impacts would be carefully considered.</p> <p><b>Governors discussed various options of increasing income by hiring out the field and school premises but these had cost implications and lacked facilities.</b> The SBM had just launched a sponsorship appeal in a bid to raise £50k for an outside classroom with cooking facilities for 30 children. This would be sustainable as a letting opportunity as it was separate from the main building. <b>Governors asked if the Big Lottery Fund could be approached.</b> The school had already benefitted from lottery funding previously but</p>		<p>PD/RS/SH H/T</p> <p>DZ</p>

	<p>enquiries would be made again. Contracts had already been scrutinised as part of joining the Trust and services had been streamlined using a database for central buying power.</p> <p><b>Governors agreed to set up a working party to carry out more detailed discussions exploring cost saving options. The Chair, Rebecca Spore, Sean Hunt and the Headteacher arranged to meet during the week of the next meeting on 11 July.</b></p> <p><b>The Chair signed the draft budget sheet.</b></p> <p>Governors were asked to give consideration to trips to Arethusa for Yr.4 in March 2018, Kingswood for Yr.5 in April 2018 and France in June 2018 for Yr.6. <b>Governors had received the business plans prior to the meeting and were satisfied that the trips were self-funding and comprehensive risk assessments had been carried out.</b></p> <p><b>Governors were in agreement and approved the trips.</b></p>	<p><b>Chair/ Rebecca/Sean/ Headteacher</b></p>
<p>7.</p>	<p><b>Pupil progress Year 3</b></p> <p>Governors inspected a selection of creative writing books for children in all sets for each class. They noticed the progress in presentation, phraseology and greater understanding of punctuation. The children progressed from using pencil to pen when they were awarded a 'pen licence' for improved handwriting. <b>Governors commented that the standard of some children's work was very good but they were still writing in pencil.</b> Some children chose to write in pencil even though they had achieved their 'pen licence' but all children would be writing in pen before reaching Yr.4. The meeting was held in a Yr.3 classroom and Governors noticed the stimulus of materials presented around the room together with the pride taken in the work displayed</p> <p>A report on Year 3 was tabled and Governors noted that there were currently 118 children on the roll of which 18 were classed as pupil premium, 42 EAL and 23 SEN (highest in the school). The difficulty of transition for some children was discussed and in order to improve the transition between schools a range of meetings would take place over the coming weeks and an opportunity to also gain information on pupils for next year. <b>Governors asked who the range of meetings were with.</b> The Infant Schools would be visited again in 2 weeks to meet the children once more and the teachers had been met last week to go through the class lists. 6 SEN visits had taken place and weekly transitions would be done. In addition the Headteacher and other staff members had met with parents and the Headteacher and the Chair of Governors had independently also met with parents. Another meeting with parents was planned for September to discuss the curriculum. <b>In answer to Governors questions</b> the school was taking admissions from 4 Infant Schools (Balfour Infant, Greenvale, Delce and St Johns who had not as yet arranged a meeting to be part of the transition). All Year 2 children would be invited to come to the school on transition day. <b>Governors raised the number of SEN pupils and asked if the trend continued further on.</b> The intervention groups were very successful during the first years and closed the gap and by tackling this early meant there wasn't a problem further on. It was noted that</p>	

	<p>the group number was not particularly high this year but if the TAs were restructured then these intervention groups would stop.</p> <p>Peter Williams left the meeting at 17.40.</p>	
8.	<p><b>Headteacher Reports</b></p> <p>It was agreed that this would be presented next time. The CEO had provided a Trust-wide format for both the SEF and SDIP very recently. The new documents would also include conclusions from the SATS results which were due on 4 July. The information would be available for the next meeting on 11 July.</p> <p><b>Governors queried if there were set targets across the Trust.</b></p> <p>The focus would be widely generic but targets would be tailor-made for each school and would not be identical.</p>	
9.	<p><b>Policies and procedures</b></p> <p>The workplan had been sent to the SLT for consultation who commented that it fitted in with the assessment dates for the Trust. The Assistant H/T commented that the assessment system had been in place for a second year and there was now an opportunity to compare figures.</p> <p>The Chair would recirculate the workplan on GovernorHub. It was suggested that Governors timed their visits during the weeks the latest data was available from the pupil progress meetings.</p> <p>The current Complaints Procedure being used was still the Medway model as presently published on the website. For Academies the panel had to include a person who was not part of the Academy and did not have any reference to being referred to on to the Trust. In future the Complaints procedure would be updated and would include having a right to appeal to the Trust.</p>	Chair
10	<p><b>Update on FPTA matters, correspondence and Chair's update</b></p> <p>One child had been excluded permanently and the exclusion notice expired yesterday (19 June). It was regrettable but had been necessary for the child concerned and for the rest of the school. A complaint hearing was taking place on Monday 26 June. Those Governors not present at the Governor day in March were asked to complete the latest skills audit.</p>	Govs.
11.	<p><b>Governor visits and training</b></p> <p>Free training for Chairs was available locally for Governors to access.</p> <p>Elizabeth had completed Induction module 1. Module 2 was available from September.</p> <p>The Chair advised that any Governor was welcome to visit any of the governing body meetings.</p>	
12.	<p><b>Any other urgent business</b></p> <p>The Carillian Charity Fund nomination had been successful and the school would receive a cheque for £500 towards the outside</p>	DZ

	<p>classroom. SBM would send a letter of thanks when the cheque had been received.</p> <p>SH confirmed that he had appraised the three quotations the Site Manager had received for the refurbishments and independently agreed the one providing best value.</p> <p>In light of the recent Grenfell Tower fire Governors discussed any potential risks for the school at length. A fire risk report and an audit had been carried out by the Fire Officer but <b>Governors decided that a secondary inspection would be wise.</b> A fire drill had not been carried out this term yet but a critical incident walk to Fort Pitt school had been practiced. Protection against fire was a school priority and could evidence that regular fire tests were in place and areas checked regularly where rubbish could be stored. The lack of lightning rods continued to be a problem due to conflicting advice from consultants and Medway had not taken responsibility for this when carrying out the roof repairs previously. Money had been put aside in the budget, which could be better spent elsewhere, but historically the risk of a lightning strike was negligible.</p>	Sean
13.	<p><b>Impact of Governance</b></p> <p>A report for Yr.3 and holding the year group lead to account. Looked at the budget in depth and set up a working party. Discussed Health &amp; Safety (risk assessment and fire safety) Looked at succession planning. Discussed joint working with the Trust and Peter Sears was a new connection.</p>	
14.	<p><b>Confidentiality of discussion and minutes</b></p> <p>No items were considered confidential</p>	
15.	<p>Dates of next meetings</p> <p>The agenda for the next meeting on 11 July would include all of the future dates.</p>	
	<p><b>The meeting closed at 18.05.</b></p>	

### ACTIONS

3	'Tricia please put community cohesion as an agenda item for September.	July
5	Desi please update the previous minutes on the school website.	End June
6	'Tricia, Rebecca, Sean and Kim please arrange to meet as the working party	End June
6	Desi please explore the possibility of accessing lottery funding for the outside classroom,	By end July

<b>8</b>	'Tricia please put the Headteacher's report as an agenda item for 11 July	<b>End June</b>
<b>9</b>	'Tricia please put the workplan on GovernorHub again.	<b>By end June</b>
<b>10</b>	Governors to complete the new skills audit if they were not present in March for the Governor day.	<b>Before end of term</b>
<b>12</b>	Sean please arrange another school inspection	<b>Before the end of term</b>
<b>12</b>	'Desi please send a letter of thanks to the Carillian Charity Fund when the £500 cheque has been received.	<b>On arrival</b>