# ATTENDEES

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| NAME | INITIALS | CATEGORY OF GOVERNOR | END OF OFFICE | Attendance |
| Rev. Trevor Critchlow | **Chair** RTC | Rector of St Dunstan *(Ex-Officio)* | Ex-Officio | Present |
| Paul Woods | **Headteacher** | Staff Governor *(Headteacher)* | Ex-Officio | Present |
| Angela Hancock | AH | Parish of St. Dunstan & All Saints Stepney | 04/10/22 | Present |
| Dermot O’Brien | DOB | Sir John Cass’s Foundation | 13/10/20 | Apologies *[sent to clerk post-meeting]* |
| Susan Perriam | SP | Bishop of Stepney Representative | 27/02/21 | Present |
| David Richards | DR | London Diocesan Board for Schools | 20/06/20 | Present |
| **Non-Foundation Governors** | | | |  |
| Nicki Regan | NR | Staff Governor *(Elected)* | 1/02/2023 | Present |
| **ADVISORS/OBSERVERS** | | | |  |
| Madalina Brockmann | **Clerk** | Hackney Learning Trust |  | Present |
| Ben Siaw | BS | Deputy Head Teacher |  | Present |
| Nichola Ahmed | NA | Business Manager |  | Present |

**ADVISORS/OBSERVERS**

| **ACTION LOG** | | | | | |
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| **Agenda item** | **Action Point** | **Responsible** | **Date by** | **Status** | **Meeting** |
| 7.2.1 | To prepare an action plan based on the Health and Safety Audit and to circulate the audit and action plan to the governors. To prepare a short update for the next FGB. 14.05.19 Update: Healthy and safety audit available but action plan not finalised; this will be submitted to the committee before 27 June FGB; (AGENDA ITEM) | Business Manager | 27.06.19 FGB | **PENDING** | 13.11.18 |
| 8.2 | Present Annual Conditions Survey findings to governors when this becomes available. | Business Manager |  | **DONE** | 13.11.18 |
| 6.1 | Clerk to amend the minutes of previous meeting. Chair to sign a hardcopy of the final minutes at the following meeting | Clerk / Chair of Committee |  | **PENDING** | 05.02.19 |
| 6.2 | Business Manager to walk through fire risk assessment. The Chair of governors offered to walk with NA  Update 14.05.19: Fire Risk assessment walk done on 14.03.19, final report pending. | Business Manager |  | **DONE** | 05.02.19 |
| 7.2 | Write to Inigo Woolf at the LDBS regarding support for the costs of the priorities if it was felt that the School had been neglected. BS to draft letter. Update 14.05.19: Head and BS to draft and send letter, to be included among FGB papers. | DR/BS | 27.06.19 FGB | **PENDING** | 05.02.19 |
| 7.2 | To set timelines and persevere in following up on the School priorities. | Business Manager |  | **DONE** | 05.02.19 |
| 8.1 | To prepare a list of all School bank accounts detailing signatories, purpose of the account, name of bank, whether the School’s financial scheme of delegation applied to its use or some other, how they are reconciled/audited, as well as proposals on which accounts to close and to move to reporting/management using RM, and circulate to the members of the Committee for comments via email, then submit to 7 March FGB for general approval. Update: 14.05.19 F&P agreed this would be submitted to 27 June FGB. | Business Manager | 27.06.19 | **PENDING** | 05.02.19 |
| 8.2 | SFVS to be included among 7 March FGB papers as a deemed/for information only item. | Business Manager | 7.03.19 | **DONE** | 05.02.19 |
| 12.1 | Governors Research Prize Proposalto be submitted to 7 March FGB for formal approval | Headteacher | 7.03.19 | **DONE** | 05.02.19 |

# PART 1 - PUBLIC

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| Item Number | Item title |
| 1 | **Opening prayer**  The meeting was opened with a prayer. |
| 2 | **Welcome and introductions**  All were welcomed by the Chair. |
| 3 | **Apologies** and the committee’s acceptance or rejection of any absences  DOB was noted as absent, but post-meeting the clerk noted DOB had sent apologies via email. |
| 4 | **Declarations of interest**, pecuniary or otherwise, in any item appearing on this agenda, not already recorded within the Register of Business Interests  None were declared. |
| 5 | **Public Minutes** from the previous Committee meeting, held on 5 February 2019. |
| 5.1 | *Approval*  The minutes were AGREED as a true and accurate record of the meeting and signed by the Chair. |
| 5.2 | *Action Points*  See updated Action Log above. |
| 5.3 | *Matters arising*  None were reported. |
| 6 | **Finance and Premises** |
| 6.1 | *Budget*  The Business Manager presented the Year End position.  It was noted the carry forward had not yet been confirmed by the Local Authority.  As £380,349 was carried forward which represented under 5% of the budget, no surplus plan was required from the school.  It was noted the Head teacher’s secondment to Raines generated income.  QUESTION: The E26 agency supply staff seems high?  ANSWER: This is offset by E01 which is significantly under.  QUESTION: Any particular area where supply teachers were used more intensely?  ANSWER: Computer science, Business (2 year long supply teachers), Food science (1); and for some long term absences.  QUESTION: What is included in code E18 'building maintenance'? ANSWER: A budget was been created to ensure sufficient maintenance of water, heating and mechanical plants going forward. We hope this may see a reduction in spends on repairs.  QUESTION: Were are Exam fees? ANSWER: They were previous listed under code E27, which has now been moved to code E21.  QUESTION: How does the carry forward compare to that of other schools?  ANSWER: Carry forwards are generally getting smaller year on year; current budget is overinflated and there is an awareness of that. 2020/21 may be less of a comfortable position for the school.  The governors were satisfied with the outturn for 2018/19.  *Proposed Budget*  The governors noted the new proposed budget format: rather than balancing it as before, it was projecting for the following year.  QUESTION: What are the risks associated with the new format?  ANSWER: This new format was presented to the Local Authority and received no negative feedback.  It was noted that the school found themselves in a healthy position this financial year, with over £380,000 carry forward. The school was hoping for a £160,000 surplus (which represented a revised figure to the £100,000 listed on the circulated documentation, the revised figure inclusive of the £60,000 salary grant) but a £290,000 deficit was predicted. It was noted the school had an expensive staff with many experienced teachers on UPS3, which came at a significant cost.  QUESTION: Are there any savings deriving from the from Middle Leadership proposal approved by the Personnel and Curriculum Committee on 7 May?  ANSWER: Any savings are only marginal. Substantial savings occur only when staff leave.  QUESTION: But there are benefits to appointing experienced teachers?  ANSWER: There are clear benefits and the school will not compromise on quality in order to make savings in salaries.  It was noted E19 Learning resources spending had decreased, as a result of careful spending.  QUESTION: How accurate is the 2020/21 projection?  ANSWER: It is difficult to say as the income is not known, SEN is variable, and there has been no updates from the Local Authority since November.  QUESTION: Do pupil numbers make a difference?  ANSWER: There is variance in the 6th form which has an impact.  QUESTION: Was there an impact following events at Raines?  ANSWER: This remains to be confirmed.  **ACTION**: School to consider and work on a plan towards the end of the Autumn term; for governor consideration regarding the estimated deficit 2020/21.  QUESTION: There are two new members of staff in HR, is all support in place for the significant tasks required?  ANSWER: As a team, the Business Manager and HR were implementing many changes; the team capacity seemed sufficient at this time.  The proposed budget was APPROVED unanimously, with thanks.  **ACTION**: Business Manager to submit governors fund account details to the next FGB of 27 June 2019. |
| 6.3 | *Premises / Summer Works*  The Premises Report had been circulated in advance and taken as read.  *6.3.1 VLE*  QUESTION: Was not the VLE roof repaired recently?  ANSWER: It had been repaired ten years before and was in need of repair again as it was leaky.  QUESTION: Were the VLE windows replaced due to the break-in more robust?  ANSWER: Yes, both layers were robust now.  QUESTION: Has the police stopped pursuing the matter of the damaged windows?  ANSWER: The police discovered an unlicensed vehicle and pellet gun, but there were no further updates.  *Swimming Pool*  QUESTION: The swimming pool required significant investments; what is the occupancy? Did local primary schools use it? Could this bring income?  ANSWER: KS3 students have 3 lessons of week. It generates income in renting to a local swimming group. Primary schools do not yet use it. They would have to use the school trained staff. The pool needs to be refurbished before this can take place.  QUESTION: How many schools in the area have a swimming pool?  ANSWER: None.  The governors recommended that this potential is tapped into.  *Staffroom and MUGA (multi used games area)*  Rationales for developing the staffroom and MUGA were presented.  The MUGA would be a place to play sports in the winter months. The school was committed to enhance opportunities for physical activities but also community involvement. The governors noted this aligned to PE links to mental health in the new Ofsted framework.  The average quotes were £38,000 for the MUGA and £30,000 for the new staff room.  It was proposed the works would be funded from the Governors fund.  QUESTION: Have designers made recommendations?  ANSWER: Yes, three designers came in to look at the space, submitted designs, consulted the association and costed accordingly.  QUESTION: What is included in the £30,000 estimated investment in the staff room?  ANSWER: Re-partitioning and a whole new range of furniture.  Governors warmly commended the initiative to refurbish the staff room, as it sent a strong message to staff that they were valued and important.  The governors endorsed the summer works, and funding the MUGA and staff room refurbishment from the Governors’ Fund, and RECOMMENDED them to the 27 June FGB for approval.  ACTION: Summer works, accompanied by quotes and rationale, to be submitted to 27 June 2019 FGB for approval. |
| 7 | **School resource management: checklist**  The governors noted the School Resource Management Checklist guidance that had been circulated by the Clerk, and discussed its utility and the benefits of benchmarking.  QUESTION: Is the school currently doing benchmarking?  ANSWER: Yes, in Tower Hamlets. However the benefits vary as benchmarking depends on how business managers choose to code and interpret. The DfE data is out of date, so it does not provide a reliable source for comparison.  The governors agreed there were advantages and disadvantages to benchmarking, and it depended who the school was benchmarking itself against. It was agreed that there may be lessons to learn from what other schools were doing. The governors were interested in seeing what other schools were doing in terms of marketing. The governors agreed they were doing many items on the checklist plan.  **ACTION**: Business Manager to review the School Resource Management Checklist guidance. |
| 8 | **Policies**  8.1 Data Protection  It was noted there was no change to the policy. It was noted that the Data Protection did not cover data retention, which would require an additional policy.  **ACTION**: Data Retention policy to be drafted and submitted to the governors for approval.  8.2 Health & Safety – Noted that there were no significant changes to the policy.  8.3 Asset Management & Disposal  It was noted there was no change to the policy, but that it would be reviewed after the Parago system became fully functional.  **ACTION**: Asset Management and Disposal Policy to be updated and submitted to the governors for approval once Parago system was implemented.  8.4 Financial Code of Practice  The changes to the policy were presented, as summarised in the cover paper.  8.5 Statement of Internal Control  8.6 Best Value Statement  8.7 Freedom of Information  8.8 Behaviour policy  It was noted there were no main changes to the policy.  **ACTION**: Clerk to check with HLT if there was a reason F&P Committee, rather than P&C, had to approve Behaviour Policy.  The Clerk recommended review of the delegation of policy approval to the Committees.  **ACTION**: Head teacher and Chair to review the delegation of policy approval to committees in line with annual plan.  Governors REQUESTED changes to policies to be highlighted in yellow in the future for ease of review.  All policies and documents were **APPROVED**, and recommended to the FGB for ratification. |
| 9 | **Dates of upcoming meetings**  Full Governing Body Meeting on 27 June 2019. *An Ofsted and exclusions training will precede the meeting, starting at 5pm.* |
| 10 | **Any other business for consideration** |
| 10.1 | Proposal for a Mini-Conference in July at the Royal Foundation of St. Katharine – Head and SLT, Governing Body, Cass Foundation Board and a LDBS Representative  The Chair of governors presented the rationale for the proposal and outlined the plan for the day. It was proposed that Kate Roscoll would be invited to the conference. It was clarified the conference would accommodate a maximum of 30 guests.  It was noted that the Curriculum Committee had endorsed the proposal, and the Finance Committee was asked to review and approve the costs.  The governors discussed whether Sir John Cass Primary School should also be invited to the event, but it was agreed that the Sir John Cass’s Foundation regarded the two schools as two separate entities. A joint event may be something to consider for the future.  The following suggestions were proposed for the agenda:   * How will the School develop in the future? To discuss and explore with the Sir John Cass’s Foundation possibilities and limitations of the School collaborating with other schools, and the Foundation’s requirements and conditions to do so. * How will the pupils be supported or encouraged along the path of the Cass family of educational institutions? * What other resources of the Sir John Cass’s Foundation can be accessed by School pupils?   The Chair suggested 4th or 11th July as possible dates. It was noted the 4th was the date of the Stepney extravaganza so the 11th was selected as a provisional date.  The proposal was AGREED by unanimous vote. |
| 10.2 | It was noted that the Chair of governors had reviewed Ian Cameron’s report on Health and Safety. |
| 10.3 | It was noted Zakir Khan was appointed as a new LA governor to the Board and will attend the 27 June FGB meeting. It was noted RTC was his governor buddy. |
| 10.4 | It was noted VO was being inaugurated as Speaker for Tower Hamlets on 15 May 2019, and the governors expressed warm congratulations. It was noted this was a civic, ceremonial mayor role for a year. |
| 10.5 | The Link Governors’ Allocation was noted.  ACTION: The following corrections amendments were noted:  PSHE and Mental Health –the Head name was no longer correct and needed updating  DR stated that his high allocation load may not enable him to offer sufficient attention to all his allocation. It was noted that Mr Zakir Khan, the new governor, will take on link roles as well, resulting in a more balanced allocation.  QUESTION: Are there rules to conducting a visit?  ANSWER: The appropriate form sections should be filled, according to the focus of the visit.  **ACTION**: Clerk to append the form to the allocation list and submit for FGB ratification. |

**Meeting finished by approximately 6:30 pm.**