



PART ONE MINUTES OF THE BUSINESS COMMITTEE MEETING

Date	Tuesday 4 th October 2016 at 2 - 3:30pm
Venue:	Meeting room

Present	Dan Thomas Rachel Nicholls Julian Goodier Page Steve Lee (Chair) Mark Jones Emma Appleyard	 7/2/17,	Executive Headteacher Headteacher Chair of Trust/Director Parent Governor Parent Governor Co-Opted Governor Co-Opted Governor
Apologies	Melvyn Latham		Co-Opted Governor
Absent	None		
In Attendance:	Rebecca Wollaston Sara Robertson		Business Manager Clerk


AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE
Discussion	The Chair welcomed all to the meeting. Apologies were given for Melvyn Latham. DT advised that no Trustees shall be Directors after this term's meetings.
Decision	That the apologies of Melvyn Latham be accepted.

AGENDA ITEM 2	DECLARATION OF PECUNIARY INTEREST
Discussion	 Pecuniary Interests RN provided SR with an updated Pecuniary Interests form.
Action	SR to update interests list

AGENDA ITEM 3	DECLARATION OF AOB
Discussion	There was no declaration of any further business.

AGENDA ITEM 4	MINUTES OF THE LAST MEETING
Discussion: Minutes of 8th June 2016	The minutes of 8 th June were circulated prior to the meeting, the Committee advised that they were a true and accurate record. DT circulated the scheme of delegation, he advised that there was no change to the scheme but that the format had changed to make the document simpler to follow. DT ran through the document to confirm the changes. Scheme of Delegated Authority

AGENDA ITEM 5	MATTERS ARISING
Discussion:	There were no matters arising from the previous meeting, updates were provided through the other agenda items.

AGENDA ITEM 6	FINANCE UPDATE to include
 <p>Cumulative Expense Analysis</p>	<p>Budget update: The Cumulative Expense Analysis report was circulated to the Committee. RW advised that the allocated budget lines had been put into the system and ran through the report. It was confirmed that the report would be updated and provided to the Committee per meeting so that the expenditure can be reviewed.</p> <p>DT advised that issues had previously been raised as the budget was April to April but following approval last April the budget now runs with the academic year. The report will allow the Committee to have access to live data per meeting.</p> <p>DT ran through the individual items on the document, which included all known costs and advised of the variants which included the grand total and the deficit, which is the surplus from the last financial year. DT advised that this has been included within the building costs, with the true figure being £20k surplus. This is ahead of where the school thought it would be at a £29.5k deficit.</p> <p>DT referred the Committee to page 3 for the premises building improvement project, which will not be a yearly expense and has been included due to the surplus sum. JPG advised that the schools income is £1.1million, but this does include the funding for the roof, so the figure is usually in the region of £800k.</p> <p>DT noted that the September budget includes the salaries and the surplus fund of £50k. It is important that the budget is clear and transparent with the budget being provided to the Committee to scrutinise.</p> <p>DT requested that the budget be reviewed by the Committee and for any questions.</p> <p>Q SL asked if all the salaries had been included? A RW advised that all the salaries had not been included within the data, this was still being imported but all the salaries had been included within the budget. DT advised that they know what the staff budget is. This will be reviewed as and when staffing changes occur, that funds may be saved if a more experienced member of staff leaves, if they can replace them with an NQT but would not be able to do vice versa. Ie a NQT for an experienced member of staff. The budget does include the increase in pay scales for the pay review which takes place every 2 years. The budget assumes that everyone will have a successful pay review.</p> <p>Q MJ asked if there was any additional funding such as PP or SPF?</p> <p>Q EA asked what PP was? JGP advised that it is an allocation of money of £1500 per child to narrow the attainment gap between pupils eligible for pupil premium (e.g. Free School Meals) and non-PP pupils. RN confirmed that it is a very specific amount which has been specifically accounted for; how much has been spent on each child.</p> <p>DT advised that as a MAT the budget is looked at as a whole and then the schools. It is top sliced. The salary of the Executive Head is not included as he is paid by the Trust, but it is included within the financial forecast. Whilst the budget is top sliced by the Trust this is not done for the PP.</p>



Q SL asked if this is a live document and something that the Committee will use going forward? **A** RN advised that the curriculum budget is reviewed along with the staff members who have subject areas and the school development plan and within this there are set budgets for certain areas but within this there is flexibility. RN noted that when looking at the budget the school falls within the national benchmarks.

Q SL asked if the starting figures have already been set? **A** DT advised that they have been set based on the Local Authorities guidelines.

Q MJ asked what happens if the funds are not spent? **A** DT advised that this would be carried over to the next year. **Q** MJ asked if any of the funding had to be returned? **A** DT advised that if there is a surplus of 8% it may need to be returned to the Local Authority. DT noted that the School has to keep certain funds within the bank account, these funds can remain for 30 – 60 days without being in breach of any funding agreements.

DT confirmed that the funds received are for the children per academic year. SL advised that the committee will need to review this on a monthly basis to see if the figures need to be adapted at all.

DT advised that when the school transferred to an Academy the Local Authority balanced the books, as a maintained school the school finished the financial year with a £20k deficit due to paying for services up front for a year.

Q SL asked if the formal relationship with the LA has concluded since the conversion to the Academy? **A** DT advised that it has and everything is now completed by the MAT. DT advised that the Committee will need to review if there is any deficit to be returned to the LA, if there is it can either be paid back in a lump sum or over instalments. DT advised that if the funds are requested they should be paid in one lump sum.

AGENDA ITEM 7	BUDGET FORECAST RETURN 2016-17
Discussion:	Budget Forecasts guidance can be accessed via the following link; https://www.gov.uk/government/publications/academies-budget-forecast-form
	The Committee noted that this was covered at item 6

AGENDA ITEM 8	SCHOOL DEVELOPMENT PLAN UPDATE
Discussion:	RN provided an update of the SDP to include the key areas with the outcome of the results and where the targets are to be set for this year; with the priority areas of teaching and learning with a focus on English and Maths.
	RN advised that the floor targets are set nationally at 65% across reading, writing and maths. RN and DT have reviewed the data and looked at specific interventions for reading and comprehension; the training budget shall be focused around these areas.
	RN advised that the school did well with the improvement of Phonics, but this is still one of the 'red' areas. A workshop of phonics was facilitated for parents last week. RN advised that a new programme for tracking the progress was not fit for purpose and is currently looking at a new assessment package.



Q MJ asked if this was an online assessment package? **A** RN confirmed that it was not, it is how the staff have assessed the children and if they are working towards the objections, have achieved them or exceeded them. DT advised that they were using the Tapestry system, but it did not work so the SMT have looked at this and are now implementing a new system. The staff are to plan lessons based on the targets/objectives and then this is marked off when it is achieved.

The staff will also review the children not reaching the targets, why they are not and identifying the gaps. Targets and mentoring systems will then be set to reduce those gaps. DT advised that the staff are working with other schools to review assessment and monitoring, so they are always looking to improve.

DT advised that ICT was on the SDP last year and will continue to be this year. The School is currently looking at new software to help improve things, but the Broadband needs updating to ensure that an investment is fully utilised. DT advised that some of the surplus budget may need to be invested into the IT infrastructure. RN advised that the support package has now been changed to Red Top which has made improvements, the package was recommended by other local schools. RN also advised that iPads have been discussed with Red Top and any replacements can be replaced at a massive saving. It was noted that whilst Red Top is a new system, it was a very positive start.

DT advised that the School is currently looking into Google Chrome to improve the IT infrastructure. If the School moves forward with this it will be brought before the Committee to approve the budget. It was noted that the IT needs to be cutting edge; this is being reviewed to improve this and there is currently £20k in the budget. The boards that the school currently have are under warranty for 7 years.

RN provided an update with the Community and Partnerships with the ongoing projects with the WI and the Local Trust. The school are looking at shared subscriptions and packages with Wheelock to save funds wherever possible. The Community and partnership builds the connection with L4L and have started an inter-sport competition to build the link with Wheelock. RN also confirmed that there are planned staff meetings across the two schools to build relationships.

Q MJ asked if there are any savings, should Wheelock also join Red Top? **A:** DT advised that there will be savings but Wheelock are tied in with another company for a further 12 months.

DT advised that there has been a costs saving with salaries and bills being paid from the Trust account, but being taking out of the school budgets.

RN advised that in relation to subscriptions they are looking for savings and best practice. This has been applied to the library service which was previously very expensive but savings have been made by using the service as a Trust. It was noted that the schools are not to be clones of each other as the needs of the children will come first, but where it is beneficial for the partnerships they shall be included.

AGENDA ITEM 9	PUPIL PREMIUM & 2 YEAR SPORTS FUNDING UPDATE
Discussion:	<p>a) Pupil Premium</p> <p>DT advised that the PP is small in the scale of the budget but the school have to justify how the funds are being spent. This year there is a different approach with the PP at the highest it has ever been at £20k.</p>



Pupil Premium

The attached document was circulated to the Committee. DT advised that this year the majority of the PP received some support from TAs, with increased salaries of around £30k. There are interventions sheets for each child to show the time spent with them.

The links provision allows for the child to be withdrawn for additional interventions where they are learning independently. There are 2 staff members which is the equivalent of a 0.5 staff member. 2 of the children are hitting their targets but their time is used for other interventions such as music lessons, which allows them to be offered wider opportunities, such as the Bentley project. Shavington are 1 of 6 schools involved with the engineering project.

DT advised that there are additional spends of £100.00 per child and 50% shall be paid for any residential trips. The school have a policy in place where the parents can come in and talk to staff to find the best use of the funds and any additional support to the child can be offered.

RN advised that the office staff update the predicted spend per child throughout the year with what has been spent. The school encourage the aspiring to work programme and look at what impact this has on the higher achieving children. DT advised that the data for the PP children is compared to the remaining pupils to ensure that they are where they should be. This could be the social impact through music lessons as well as achieving the target. DT advised that this is done for all children but the school have to justify the PP. JPG noted how proud he was of how the school handles the PP income.

DT advised that as Governors they can ask up any updated on the funding, what impact this has had and as Governors they are responsible from OFSTED to ensure the best possible impact. It was noted that all children are very similar and there are not large gaps to close.

b) Sports premium



Sports Premium

The attached document was circulated to the Committee. DT explained the document and provided the figures for Premier Sport who provide an improvement for sports and training. DT advised that the school charge for the clubs to generate an income, but that the school pay for the time and where necessary take a hit of the cost of this. DT was pleased to note that more children are participating in competitive sports and the after school clubs, which also includes lunch time.

Q MJ asked what age range the children participating are? **A** RN and DT confirmed that it starts from Year 1. RN advised that Year 1 recently took part in a Football tournament. RN confirmed that there has not been a lot in place for KS1, this has been discussed with HS at Wheelock who do not provide for KS1 so it is something that Shavington have put in place.

The School are part of the Crewe and Nantwich Sports Partnership. This is arranged on a round robin basis in the evening due to the cost of staff. For the purposes of SPS it needs to include the participation in sports rather than set activities such as football, as there are plenty of opportunities outside of school.

MJ noted that, not just for football, but there is a large playing field and the school need to ensure that it is being used. He noted that there was a lot of benefit of the competitive schools. RN advised that the school are looking at improving participation and are happy for Parents and Governors to get involved to improve this.



SHAVINGTON PRIMARY SCHOOL

Learning for life

RN advised that they take every opportunity that is offered locally, SL noted to look at the sports provision with Wheelock and take it from there.









RN noted that a lot of schools do not offer clubs for KS1 and are proud of the staff for offering this.

AGENDA ITEM 10	BUILDINGS – HEALTH & SAFETY – SECURITY
Discussion:	<p>DT provided an update on the building with the Children's Centre coming back to Shavington and now in full use. At the moment one room is not in use and the plan is for this to become a meeting room which DT is currently awaiting costings for. This will come out of the allocated £50k budget.</p> <p>The work on the roof is currently about 10 days behind, but this does not have a negative impact as there is no additional cost to the school. In KS1 the skylights are currently blacked out due to the building regulations. The solution to this is either sun lights or skylights retrospectively or a new roof will be installed with LED lights where work will not need to be carried out around the installation.</p> <p>DT advised that new flooring is needed in the hall, if there is not enough within the budget, it shall be topped up out of the £50k. Over the half term the new dining tables will arrive which will allow more children to eat per sitting. DT noted there are further small areas of work to be carried out over half term, including an update to the staff room.</p> <p>DT advised that the School is looking at a consultation to expand which will take the budget from £1.4million to £2million. If successful the whole of KS2 shall be refurbished.</p> <p>DT advised that the outlines for the budgets have been completed. The bid will be submitted and a consultation period will take place over 4 weeks. DT noted that the costing for the extension needs to be completed and submitted by 14th December, with the funding to be provided in April. The work would include the space for 4 classrooms and an extension of the hall. DT advised that a decision should be made by Christmas.</p> <p>Q MJ asked about the items of focus for each subject on the website? A RN advised that she has to publish on the website who the Governors are and their areas of responsibility, but this does not go through the FGB.</p>


AGENDA ITEM 11	FEEDBACK FROM GOVERNOR ROVs SINCE LAST MEETING
Discussion	There have been no ROVs this half term to date.

AGENDA ITEM 12	POLICY/PROCEDURE REVIEW/APPROVAL
	<p>DT advised that ML has completed the report and this shall be provided to the FGB</p> <p>DT advised that there are now policies from the Trust for the School. The Committees used to have to approve the policies, but now they just need to be aware of them as they are approved by the Directors of the Trust, which is to take place on Friday and they shall then be circulated.</p> <p>DT advised that the Pay Policy needs to be reviewed each year. There is now a Trust version, which is budgeted for but the Committee should be aware of the Pay Scales. The policy is based on the National Pay Scales with the recommended increase of 1%. The Policy sets out the staffing structure and Pay Scales. It was noted that DT does not</p>



	<p>appear in the staffing structure as he is paid by the Trust. The Policy also covers the procedure for Performance Management. Action: DT to provide the policies to SR to circulate.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  Code of Conduct </div> <div style="text-align: center;">  Complaints Policy </div> <div style="text-align: center;">  Dignity at work, harassment and bul </div> <div style="text-align: center;">  Pay Policy </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 20px;"> <div style="text-align: center;">  Staff Greivance Procedure </div> <div style="text-align: center;">  Maternity and Paternity Policy and </div> <div style="text-align: center;">  Whistle Blowing Procedure </div> <div style="text-align: center;">  Staff Absence Management Policy </div> </div>
Action:	Action: DT to provide copy policies to SR to circulate

AGENDA ITEM 13	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
Discussion	There was no other business to discuss.

AGENDA ITEM 14	TIME & DATE OF NEXT MEETING
Discussion:  Meeting schedule 2016 - 2017	7 th February 2017 at 2.00pm

The meeting ended at 3.30pm.

