

**SOUTH HARRINGAY SCHOOL
FULL MEETING OF THE FEDERATED GOVERNING BODY
ON 16 MAY 2018 AT 7PM
PUBLIC MINUTES**



Staff (2)

Ian Scotchbrook (Headteacher)
Kelli Arnold 31-08-20

Parent (2)

Tessa Parsons 31-08-20 (Vice-Chair)
Polly Haste 31-08-20

LA (1)

Erin Stephens 07-09-20

Co-opted (8)

Karen Tate 07-09-20 (Chair)
Keith Pullinger 07-09-20 (Vice-Chair)
Iona Desai 07-09-20
Shelley Usher 28-09-21
Naveed Kazmi 07-09-20
Michael Taylor 07-09-20
Neil Reily 11-03-22

Associated (1)

Heather De Silva 07-09-20
Adrenne Read 05-12-21
Michael Gorden

Also present

Corinne David (Clerk)
Isabel Garrod (observer)

*Denotes absence

1. WELCOME /INTRODUCTIONS AND APOLOGIES FOR ABSENCE

1.1 The Chair welcomed all Governors. The Chair welcomed Isabel Garrod who was observing the meeting with a view of becoming a Governor. All Governors introduced themselves.

1.2 No apologies for absence were received.

1.3 The Clerk confirmed that the meeting was quorate with all Governors present.

2. DECLARATIONS OF INTEREST, PECUNIARY INTEREST OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

2.1 There were no declarations of interests made in respect of any of the agenda items.

3. PUBLIC MINUTES OF THE PREVIOUS FULL GOVERNING BODY MEETING

3.1 Governors received the minutes of SHS Governing Body meeting held on 12 March 2018; these were noted and confirmed as a correct record. One set of minutes was signed by the Chair and retained by the School for file.

3.2 **Matters arising**

3.2.1 Item 2.1 **Register of Interest forms**

ACTION **Erin Stephens to complete the Register of Interest forms and return it to the School.**

3.2.2 Item 5.1 **Parent Pay Code**

The School informed Governors that parents need to be registered at SHS before parent pay code could be distributed. The School are hoping to circulate the codes to new families in reception before the summer holiday.

3.2.3 Item 6.1 **Schools Financial Value Standard**

The Chair informed the GB that the Schools Financial Value Standard had been circulated, approved and submitted to the LA before 31 March 2017.

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- 3.2.4 Item 10 ASP
The Headteacher informed Governors that ASP logins had been circulated to the GB, for either the Infant or Junior School. Some Governors noted that they had not received the logins.

ACTION a) School to circulate ASP logins for Iona Desai, Shelley Usher, Erin Stephens and Adrenne Read.
b) Clerk to re:circulate the Guidance for the inspection data summary report.
c) ASP to be an agenda item for the next meeting.

- 3.2.5 Item 11 Governors' Visits.

ACTION Governors to provide Tessa Parsons with their Link Governor Visit Reports; for the Governors in School day.

4. **GOVERNING BODY MEMBERSHIP**

4.1 1 Co-opted Governor Vacancy

Noted that Isabel Garrod was at the meeting with a view to becoming a Co-opted Governors.

5. **REPORTS FROM COMMITTEES**

5.1 Children, Families and Community Committee

Governors noted receipt of the minutes from the Children, Families and Community Committee held on 30 April 2018. The Chair noted that one outstanding item was Governor photos for the website.

ACTION Governors to have their photo taken after the meeting.

5.2 Resource Committee

Governors noted receipt of the minutes from the Resource Committee held on 23 April 2018. The Chair provided the GB with an overview of the meeting. Governors discussed the budget and the Scheme of Delegation was circulated.

6. **FINANCE**

The Chair of the Resource Committee provided Governors with an overview of the Budget presented at the meeting. The budget summary sheets for the Infant and Junior School's were tabled at the meeting.

6.1 South Harringey Infant School

6.1.1 Close of accounts for 2017/18

Overall SHIS's spending was slightly lower than projection at 94% of the total projected income. The total revenue income had been adjusted due to a £15k increase in EYFS funding (introduction of the 30 free hours). Total revenue income was £1,299,414; £35k more than the original profiled budget. Total revenue expenditure was £1,261,005, a saving of £83k from the original profiled budget. The School's 2017/18 carry forward stood at £168,313k, with an in-year surplus of £38,409k. The overall carry forward stood at £169,912.

6.1.2 2018/19 indicative budget and spending plan

For 2018/19 the School's total revenue income was projected at £1,360,233 (an increase of £60k from the previous year). Total revenue expenditure was forecast at

£1,368,013, an increase of £24k from 2017/18. The School's projected 2018/19 carry forward stood at £160,533, with an in-year deficit of £7k. The 2018/19 capital budget was projected to be fully spent; noted that £40k had been moved from revenue to capital works.

6.2 South Harringey Junior School

6.2.1 Close of accounts 2017/18

For 2017/18 the School's income stood at £1,465,014 and expenditure stood at £1,545,075. The in-year deficit stood at £86,178 with an overall surplus/carry forward of £330,048.

6.2.2 2018/19 indicative budget and spending plan

For 2018/19 the School's total revenue income was projected at £1,397,837 (decrease of £67k from the previous year). Total revenue expenditure was forecast at £1,567,769 an increase of £23k from 2017/18. The School's projected 2018/19 revenue carry forward stood at £160,117 with an in-year deficit of £170k. The projected collective budget carry forward stood at £220,591. The 2018/19 projected capital budget stood fully spent.

6.3 Governors noted that the Junior had an £170k in year deficit and this was not a sustainable position. The Committee had discussed ways to manage the budget: the bulge class will be leaving the school in July, with opportunities to deploy staff across both Schools to best effect. There will be natural wastage of staff over the next couple of years. Further noted that there were staff due to go on maternity leave shortly, assurances were provided that the schools had sufficient staff to manage for the next 12-18 months. Governors noted that there will be challenge to the School to produce a balanced in-year budget and explore avenues to either increase income from the swimming pool building or review resources within the School. Noted that the School and GB had time to plan and review the budget.

6.4 Governors discussed the current pupil numbers as this was the main driver for the Schools budget. Noted that none of the classes were full in the Junior School. The School were tracking the destination of the children; however there are no reasons attributed to the School as to why families are moving away.

6.5 **Q: Are there any significant changes / challenge to the budget?**

A: SHS has a large buffer with staffing levels at an appropriate level. There will be challenge to the budget if the Pupil Premium and SEND funding continues at the present levels, with the current staff structure.

6.6 The School informed Governors that the KS1 classrooms had not been renovated for a number of years. The School will be allocating money for the project over the 2019 summer holidays.

- 6.7 The Chair proposed that the Full GB ratify the budgets for both SHIS and SHJS.

AGREED The Governing Body formally ratified SHIS and SHJS budgets as follows:

	SHIS	SHJS
2017/18 revenue outturn	£168,313	£330,048
2018/19 School's Budget Share & a total revenue income	£1,213,519	£1,228,207
	£1,360,233	£1,397,837
2018/19 predicted revenue expenditure	£1,368,013	£1,567,769
2018/19 predicted revenue carry forward	£160,533	£160,117

The Chair, on behalf of the GB, provided thanks to Mike Gordon and Jay Patel for their hard work and diligence in compiling the budget information and necessary returns.

7. CHAIR'S ITEMS

- 7.1 No Chair items were reported.

8. HEADTEACHERS ITEMS

The Headteacher provided Governors with a verbal update on the latest Swimming Pool development. The engineer had reviewed the ceiling and agreed that the pool could reopen, providing the ventilation system was enhanced to reduce humidity; in the long term the building will require an air handling unit (at a cost to the School). However additional works will be required for the winter months/when the temperature drops; during some point in October.

- 8.1 The School are negotiating for a 4 June opening of the pool. The School are contacting clients about use of the pool, gradually winding back up the timetable use. There a couple of options available to the School to resolve the ventilation requirement: to work with the existing extraction units or review available options for a quieter system. Noted that once the pool is fully operational there will be a positive impact on the budget.

The Chair, on behalf of the GB, provided thanks to Mike Gordon and the premises team for their hard work and diligence working with the LA on solutions for the pool building.

- 8.2 Noted that there will be further meetings with the LA regarding other condition works.

ACTION School to circulate dates of condition work meetings (once known) to the Resource Committee.

- 8.3 The Headteacher informed Governors that the PSA have agreed to part fund the nursery playground renovation.

9. POLICIES

- 9.1 No policies were received for Full GB approval.

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9.2 Governors noted that charging policy was reviewed and agreed at the Resource Committee.

10. **GOVERNORS' VISITS / TRAINING**

10.1 Governors' Visits.

There had been no Governor visits since the previous GB meeting.

10.2 Governors' Training.

Noted that Safeguarding training that had taken place at 5pm on 16 May 2018 for Governors.

11. **DATE AND TIME FOR THE NEXT MEETINGS FOR 2017/18 / ANY OTHER BUSINESS**

11.1 The dates for the next cycle of GB and Committee meetings were confirmed as:

- Full GB: 11 July 2018 at 6:30pm.
- Resources: 16 July 2018 at 4:30pm.
- Teaching and Learning: 11 June 2018 at 6:15pm.
- Children Families and Community: 27 June 2018 at 6:15pm.

11.2 A Governor enquired about a project called 'Red Box' which prevents period poverty, and enquired about the support provided by the School to girls.

ACTION The Chair to discuss the matter with the PSA and gauge their support for the project.

The Chair thanked everyone for attending. Part 1 of the meeting finished at 8pm.

Sign: .....
Karen Tate, Chair of Governors

Date: .....