

**GOVERNING BODY**  
**ELMSLEIGH INFANT AND NURSERY SCHOOL**  
**MINUTES OF MEETING HELD ON 24<sup>th</sup> JANUARY 2018 6:00 P.M.**  
**SPRING TERM 1**

**PRESENT:** Mrs. K. Bannister - Chair

Mrs. Burton, Mrs. Collins, Mrs. Guest, Mrs. Barnett, Mr. Stanhope,  
Mr. Robinson.

In Attendance: Kim Peace - Clerk

**26/17-18 APOLOGIES** - None all members present

**27/17-18 DECLARATIONS OF INTEREST - AGENDA ITEMS**

Item 7 - Personnel Matters. Mrs. Burton and Mr. Stanhope declared an interest.

**28/17-18 MINUTES OF MEETING HELD 29<sup>th</sup> NOVEMBER 2017**

Clerk extended thanks to Mrs. Burton for taking minutes in her absence.

Minutes including Confidential Appendix approved as a true record and duly signed by Chair.

**29/17-18 MATTERS ARISING**

Action Plan from previous meeting attached as supporting document. Parent Governor interview was to take place Friday, 26<sup>th</sup> January 2018 but nominated parent cannot attend.

**Chair to telephone parent to rearrange**

**30/17-18 FINANCE REPORT**

KP presented latest spreadsheet which predicts a small c/f of £5528 compared with 1.04.17 c/f of £87231. Hence the school has used £82000 of the c/f to meet SIP objectives and meet the needs of children.

Governors also perused Action Plan to address deficit predicted for 31.03.19.

A meeting had taken place earlier that afternoon attended by Andy Walker, Finance Officer, Andy Hicklin - HR Advisor from Flint Bishops, Mrs. Burton, Mrs. Bannister, Mr. Robinson, Mrs. Collins and Mrs. Peace to discuss next steps to address said deficit.

Minutes of this meeting will be circulated with agenda for Spring 2 meeting.

SB queried expenditure against codes 112405 / 112415 on the spreadsheet relating to supply teachers; also code 116220 - teaching agency sickness cover

Clerk to liaise with AW to clarify

EC asked if codes for the photocopier had impacted on costs?

KP replied that this has had a very positive impact and that colour copies had reduced significantly hence saving costs.

Spreadsheet and Action Plan filed as supporting docs.

RS made reference to the work required to repair collapsed drains.

KBu to investigate whether a claim can be made against the IMP insurance scheme which the school has subscribed to over the last 5 years at a total cost of £50k

### **31/17-18 MEMBERSHIP**

As stated in Matters Arising, the parent governor interview is to be rearranged.

2 nominations have been received for the TA Cop-opted Governor role.

**ACTION:** Profiles to be circulated to non-teaching staff with voting slip. Secret ballot to be adopted.

Members had attended Finance Training prior to the meeting led by Andy Walker

**ACTION:** Governors to complete training feedback forms

**ACTION:** Clerk to list outstanding matters re: finance standards on Spring 2 agenda

### **32/17-18 PERSONNEL MATTERS (Confidential Appendix)**

Head Teacher Appraisal

Mrs. Burton left the meeting for this item

Premises Manager - Working Pattern

Mr. Stanhope left the meeting for this item

**ACTION:** Clerk to complete necessary documentation from Personnel item

### **33/17-18 CORRESPONDENCE**

Items received since last meeting:

DGP Bulletins 18.9.17, 2.10.17, 6.11.17, 4.12.17 and 18.12.17

NGA Governor Matters Nov/Dec 17 issue and Jan/Feb issue

SDDC - Notification of S.D. Affordable Housing Plan

### **34/17-18 ANY OTHER BUSINESS**

None

### **35/17-18 DATE OF NEXT MEETING - SPRING TERM 2 2018**

Wednesday 21st March 2018 - 4:00 p.m.

Agenda Items to include Benchmarking, Approval of School Fund Audited A/C for Ac Yr 16-17, Approval of SFVS for finance year 17-18, Review of Finance Roles/Regs document

**What have we achieved this evening which impacts on teaching and learning at Emsleigh?**

- Discussion of next steps to address projected deficit for 31.3.19 and how this will impact on teaching and learning. See supporting doc
- Analysis of budget monitoring spreadsheet /challenging questions raised. See supporting doc.
- Effective finance training prior to meeting to improve skills in this area
- Moving towards full membership to improve/enhance GB skills

The Chairman thanked everyone for their attendance and declared the meeting closed at 7.00pm

Signed ..... Dated this 21<sup>st</sup> March 2018

**KELLY BANNISTER, CHAIR OF GOVERNORS**