

## Southfield Governing Body Minutes

Wednesday 2<sup>nd</sup> May at 6.30pm

Attending: Rob Huxford (RH) (Chair), John Tanter (JT), Simon Prebble (SP), Angela McHale (AM), Ngozi Fasan (NF), Georgie Gilbey (GG), Anthony Korn (AK), Emma Sharpe (ES),

In attendance: Sheila McCabe (SM), Amandeep Tamber (Taking minutes), Pav Bal

	Agenda Item	Input	Owner
1.	Apologies	Apologies were received from Tom Muir, Cedric Glaux and Leong McSweeney	Rob
2.	Authorised / Unauthorised absence	Governors authorised the above absence.	
3.	Governing Body (GB) Membership and Declaration of Business Interests	There were no declarations of interest for this meeting	Rob & Marianna
4.	SMSA Schools meal decision	<p>At last meeting Governors agreed for a consultation to be put out to stop free lunches for SMSA. Governors were given a report outlining financial implications.</p> <p>Page 4 - SMC met SMSA team and met with Union Reps. Consultation was extended as requested by the GMB. The SMSAs raised seven points and these were responded to with Ealing Human Resources input.</p> <p>RH said the reason for this decision is because of budget restraints and we are having to cut down on other things that are having an impact on children.</p> <p>AK-Are the union aware of the deficit?</p> <p>SP- Yes they are aware.</p> <p>AM- Have the union asked if the budget improves will the lunches come back?</p> <p>SP- No one has asked this.</p> <p>RH- If the budget improves we would need to review and see what was a priority and lunches may not be at the top of the list.</p> <p>AM - Has anyone said they would leave if they did not get a lunch?</p>	Simon

		<p>SMC- No one has said they will leave if the lunches stop. All Governors agreed with the decision to stop lunches.</p>	
5.	Ratify the budget for 2018 - 2019	<p>SMC went through the questions sent in by Governors.</p> <p>JT - I assume that if the staff on long term sick leave don't return as planned in the budget there will be an effect - it would be useful to understand what this would be if it persisted throughout the whole year (although I of course appreciate this is beyond anyone's control).</p> <p>SMc - There is no slack/contingency in this budget. If staff go on sick leave it will mean there will be an overspend if we also have to get a temp member of staff to cover them. We are not going to replace TAs on sick leave unless they work in Early Years.</p> <p>There will be an impact partially mitigated by insurance. The school is paid £180 insurance per day per teacher after a 2 week qualifying period. Currently there is one teacher on sick leave, one cleaner on half pay, one caretaker half pay. If a teacher has worked for 3 years she is entitled to sick pay for three months and half pay for 3 months. The insurance is also pro-rata.</p> <p>The caretaker is hopefully coming back shortly however if she remains on sick leave there will be no insurance cover for this role so that would mean a £10k overspend.</p> <p>GG- Asked how long is the insurance for? SMC- This starts after 14 days of consecutive sickness SP- Sometimes there is a rebate if you don't use it a lot AK- Have we had a contingency plan for sickness before? SMC- Yes we have had but we now have a deficit.</p> <p>JT - What does the school think the effect on the children of the reduced training budget will be? Are there steps that can be taken to minimise any adverse effects</p> <p>SP- We have had to be smarter with the training. We have to utilise what we have in school and use support from other schools (cluster group we are in).</p>	Simon

		<p>There will be some impact on children as we will have to be more selective in what we can do.</p> <p>GG- Could we use PPA time for CPD? SP- We can't direct people as it is their time but if they wish to do this it can be done. JT- Is there something we wanted to do but now can't because of the cuts? SP- Not at the moment but if there is we will have to be selective.</p> <p>JT - to a certain extent the repairs and maintenance costs are outside the school's control should things need fixing. While it is sensible to try to reduce this area it would be useful to hear the specifics about what will now get delayed/not get done.</p> <p>SMc - I asked the Site Manager's opinion on this. His personal opinion was that £20,000.00 is just right figure, for the size and age of the site to keep it in reasonable state. More would be desirable to make regular, annual improvements to the building.</p> <p>He also said that switching to Ealing Facilities Management (EFM) generated small savings as well as majority of heating or electricity costs are included in the service. There is also a reduced number of expensive call outs( for example 20 call outs a year of £250.00 average each is £5,000.00)</p> <p>There are essential works to be done to CCTV, trees, playground equipment, including ramp and sensory garden, roofs and suggested by Ealing's Health and Safety officer , update of the external signage.</p> <p>Those essential works all together, excluding roof repair is about £11,000.00; we can add a few thousand for playground equipment repairs, so we may be just right with £15,800.00 for this year.</p> <p>However if this amount decreases every year or won't increase after few years we may struggle to run the school without deterioration.</p> <p>Majority of our spend covers post inspection works, there is not much done to the fabric of the building and internal during last year, only essential repairs. Removing £4,000.00 from the budget is the equivalent of 100 hours of labour for general maintenance ie decoration of two classrooms for example.</p>	
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		<p>options appraisal and feedback accordingly.</p> <p>Currently we have £3k from the ICT budget until September to use for replenishment of any IVCT equipment like laptops. There is also £6k in the capital budget.</p> <p>JT - Is all of the reduction in Budget Code LC 4350 related to CLiPS?</p> <p>SMc - No it is also related to additional speech and language (not bought into this year) additional Ed Psychologist time (we only have basic agreement for this service this year) payments to extended schools suppliers which is reimbursed in income and Clips which is £16500.</p> <p>AK - I understand there was an overspend for 2017/2018. I am not clear on the consequences? Are we expected to make up for the shortfall in the next financial year?</p> <p>SMc - Yes it is included in the 2018 - 19 budget. We have balanced the 2018 - 19 budget without a deficit. However there is no contingency to fall back on if anything unexpected happens i.e. long term staff sickness then there is a possibility we would have one at year- end.</p> <p>AK - I am not clear as to whether there will be an overspend for 2018/2019.</p> <p>There is no contingency to fall back on if anything unexpected happens i.e. long term staff sickness. There is a strong likelihood we would have a deficit at year- end.</p> <p>SMC- In summary we have balanced the budget but this has been after some difficult decisions.</p> <p>JT- If we manage to keep to this budget we shouldn't be carrying the deficit next year?</p>	
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6.	Introduce a system of finishing early on the last day of each term as per some other schools.	<p>SP- Quite a few schools finish after lunch on the last day for term. We have looked into this and want to introduce this. Parent/Carers have to have a half term's notice and it is recommended that the Governing Body agree to it. SP/RH met to discuss this and Parent/Carers would be given reasons for this in a letter.</p> <p>On the last day of the Summer term we would finish at 2pm due to Year 6 but in Autumn/Spring finish at 1.30pm. Fit for Sport (FFS) would take the children early but not charge parents for the extra half hour as we would still pay FFS until 3.30pm.</p> <p>SP- Handed Governors letter that would go out to Parent/Carers RH- Could we put in the letter that we will trial this and then get some feedback? Depending on the outcome then carry on ES- How many families do leave early? SP- There is a proportion. I have spoken to other schools and they have said the feedback has been generally positive from Parent/carers. JT- Add in the letter about positive feedback from other heads and add when this will start from. AM- Are we able to offer something for the parent/carers that can't come early? SMC- Parent/Carers can hopefully book their child into FFS AM- Is there a limit to how many children FFS can take? SMC to check SP to add we are open to feedback from parent/carers RH- We will consider the feedback and if a majority is not in favour we will reconsider.</p>	Simon

		Governors agreed to go ahead with this.	
7.	AOB and date of next meeting	<p>Code of Conduct already shared and agreed at previous meeting was signed by those governors present.</p> <p>Need to consider new governors and make sure they understand their role, go through this when they have their induction.</p> <p>Date for next Full Governing Body meeting: 3.7.18 7pm</p> <p>Teaching and Learning- 19.6.18 9am</p> <p>Resources Committee: 28.6.18 6.30pm</p>	