

CLIFFDALE PRIMARY ACADEMY

MINUTES OF FULL GOVERNING BOARD

HELD ON THURSDAY, 1st DECEMBER 2016

Present : Lionel Smith – Co-Opted Governor, Vice Chair
Will Atterbury – Co-Opted Governor
Sherri-Ann Parsons – Parent Governor
Sarah Clatworthy – Support Staff Governor
Glynis Ford – Teaching Staff Governor
Alison Beane – Executive Headteacher
Ashley Oliver-Catt – Head of School

Apologies : Judith Smyth – Co-Opted Governor, Chair

In attendance : Amanda Mackenzie – Clerk
Lorraine Swanson, Business and Operations Director (LoS)

		ACTION
	The meeting commenced at 5.00 p.m. and was quorate.	
11.17	<u>Apologies</u> Apologies were accepted from JS – in her absence LS chaired the meeting.	
12.17	<u>Declarations of interest</u> No interests were declared	
13.17	<u>Minutes of meeting held on 6 October 2016 and matters arising</u> The minutes were accepted and signed as a correct record. MATTERS ARISING <u>Governor Vacancies</u> –carried forward	JS
14.17	<u>Ofsted Inspection – 17-18 November 2016</u> AB briefed Governors on the recent Ofsted Inspection. Inspectors had met with the Chair of the Solent Academies Trust as well as the Chair of Governors. The report is anticipated within the next 10 days and will be circulated to Governors. <i>Post meeting note</i> : The Ofsted date report judging the school as “Outstanding” overall had been received and circulated. Governors congratulated the Senior Leadership and all Staff on this excellent result.	
15.17	<u>Challenge Partners Review</u> Challenge Partners had conducted a review prior to the Ofsted Inspection which had proved a useful exercise in preparation for the subsequent Ofsted Inspection.	
16.17	<u>Solent Academies Trust (SAT) – update</u> AB confirmed that Redwood Park was scheduled to convert on 1 February 2017,	
17.17	<u>Finance Report</u> LoS had circulated the management accounts for the two months to end October 2016, together with the projected outturn for the year. INCOME – an additional one off Education Support Grant of £400 had been received, as part of the contribution to central costs. – SEN Funding – may change going forward with the finalisation of bandings and any adjustments due in December. Governors noted the importance of ensuring all bandings are correct to ensure the appropriate funding is received.	

	<p>– Other Income of £13K had been received, comprising the £4K final payment from Cluster funding for Special Schools, and £9K to cover a direct salaried placement.</p> <p>EXPENDITURE</p> <ul style="list-style-type: none"> – Staffing costs are current projected to be over budget by £56K. This has arisen from the salaried placement and an additional 1.2 FTE teacher not originally budgeted for. – Savings of £22K on Education Support Staff are forecast, resulting from 2 months savings on an additional Teaching Assistant, and the replacement of the IT technician with an IT apprentice. – Admin Staffing costs will increase by £6K arising from a promotion – the costs will form part of the centralised support costs for SAT and be allocated accordingly. – Additional expenditure of £2K has been allocated to cover the increase in the employer’s contribution to the Local Government Pension Scheme deficit. <p>The forecast outturn is for a projected deficit of £16k for the year, arising from the increases in expenditure.</p> <p>Governors questioned whether there were any concerns or issues they needed to be made aware of – confirmed there were no concerns, and the school continued with a healthy carry forward.</p> <p>AUDIT LoS reported that the Financial Audit for the SAT had been completed, and no major issues raised.</p> <p>Governors thanked her for her report.</p>	
18.17	<p><u>Governors Training</u> No training to report in the period. A number of courses had been cancelled as PCC Governors Services was due to be withdrawn from next year. Alternatives would need to be considered.</p>	
19.17	<p><u>Post to Governors</u> – None</p>	
20.17	<p><u>Other matters</u> LS congratulated the School on a successful Christmas Fayre, which he had attended.</p>	
21.17	<p><u>Date of next meeting</u> – 9th March 2017</p> <p>The meeting closed at 5.50 p.m.</p>	

Signed
Chair

Date