



MIDDLETON SCHOOL
Walnut Tree Walk, Ware, Herts. SG12 9PD
HCC School Number 639

Minutes of the **FULL GOVERNING BODY** Meeting
held on Thursday 18th May 2017 at 4.00pm at the School

Present: Mrs. L. Crisp Mr. J. Glover Mrs. F. Humphreys
Mr. R. Hawkins Mrs. G. Jeffrey (*Chair*) Mrs. D. Jolly
Miss J. Otley Mrs. P. Wallace Mrs. K. Weller

In attendance: Mrs. Dianne Hart (*School Business Manager*)
Mr. J.B. Anderson (*Clerk*)

The meeting commenced at 4.05 pm.

Item	Discussion and Action	Who/when
17/1	Apologies for absence Apologies were received from Mr. B. Riley and Mrs. P. Hawkins.	
17/2	Declaration of Interest Governors were reminded that, in the event of a conflict of interest arising for them during the course of the meeting, they should declare it and withdraw from the meeting for the duration of the item.	
17/3	Notification of any other business <ul style="list-style-type: none"> • RH suggested a brief report on the recent Ofsted inspection. • DiH offered to give a brief report on the audit of school uniform stock. It was agreed to take these items at the end of the meeting (<i>see minute 17/11</i>). DJ advised that she would give a staffing update as an addition to the School Improvement Committee report (<i>see minute 17/6.1</i>).	
17/4	Minutes of the meeting held on 7th December 2016 The minutes of the previous meeting were agreed as a true and accurate record and signed by the Chair.	
17/5	Matters arising from the minutes	
17/5.1	<u>Governor session to discuss SEF and data (16/50.2)</u> Governors confirmed that this had taken place earlier in the year.	
17/5.2	<u>Parent Council (16/59)</u> DJ confirmed that a Parent Council meeting is due and that she will advise GJ of the date and time.	
17/5.3	<u>Information Governance (16/59)</u> FH confirmed that she had made an Information Governance-related school visit.	
17/6	Reports from the Committees	
17/6.1	<u>School Improvement Committee, 16th March 2017</u> DJ gave an update on school numbers: it is expected that there will be 89 children on roll from half-term, and 90 on roll from September. 90 is the school's safe capacity. In reply to KW's query, DJ felt that it was possible that the safe capacity might be exceeded if a tribunal ruled that a child should be placed at the school. DJ added that the full-time teaching vacancy had been filled, and it is expected that the part-time vacancy will be filled soon.	GQ

17/6.2	<p><u>Resources Committee, 7th February 2017</u></p> <p>JG summarised the minutes of the meeting. DiH confirmed that the astro turf area will be re-laid during half-term.</p>	
17/6.3	<p><u>Resources Committee, 2nd May 2017</u></p> <p>JG summarised the minutes of the meeting, including the committee's deliberations on the proposed 2017/18 school budget. Regarding the Water charges, DiH added that she was awaiting the next water bill before taking the matter further.</p>	
17/7	<p>School Budget 2017/18</p> <p>Governors had received copies of HCC's CFR report itemising the School's income and expenditure for the financial year 2017/18. DiH confirmed that the School's income was based on a school roll of 89 pupils. RH asked when the School can expect to be certain of its income. DJ outlined the currently-known income and advised that additional income may not be known until March 2018. The CFR report showed an improved situation, compared to that considered by the Resources Committee, due to the rectification of a double entry of £7k relating to the cost of the astro turf project, and an adjustment of teaching staff expenditure to reflect the appointment of a part-time teacher (3 days p.w.). DiH added that the newly-appointed teacher is on a lower scale and so the report presents a more accurate and positive picture.</p> <p>The report provided projected income and expenditure for the two following financial years: - 2018/19 and 2019/20. RH was concerned about the projected deficit at the end of 2019/20. Governors observed that this was, in part, due to the automatic inflation-indexing of expenditure, but not of income. DiH added that there had been a comparatively high number of projects completed in 2016/17 that had reduced the carry/forward into future years. Governors agreed that a similar level of project expenditure cannot be contemplated in the next few years.</p> <p>RH was concerned about the potential consequences of future pay awards. In reply to FH's query, DJ reported that none of the staff was on fixed-term contracts. DJ added that the School was well-staffed and that there was no foreseeable need for additions.</p> <p>DJ and DiH outlined areas in which savings might be made in future. FH asked if there was any merit in making such decisions sooner rather than later; for example, not offering permanent contracts and cutting staff meals now. DiH and DJ agreed to compile some figures for consideration in advance of September. RH suggested that the School produces its own three-year forecast. Governors agreed that this would be a valuable exercise as soon as the new funding formula is known. Governors were cautious about the notion of offering fixed-term contracts to teaching staff as it could affect the quality of applicants.</p> <p>Governors approved the proposed school budget for 2017/18, subject to the on-going review of expenditure as outlined above.</p>	<p>GQ</p> <p>GQ GC</p> <p>GC</p> <p>GC GQ</p> <p>GQ</p> <p>ACTION: DiH, DJ GC GC</p> <p>GC</p>
17/8	<p>Governing Body Effectiveness</p> <p>GJ confirmed that BR had prepared his analysis of the GB effectiveness questionnaires that had been returned to date. GJ reported that the outcome was positive. It was agreed to review the analysis at the September FGB meeting. GJ asked for any outstanding questionnaires to be returned to BR as soon as possible.</p> <p>It was suggested that the review of Governing Body effectiveness might be made the subject of an in-house governor training session (<i>see minute 17/10</i>).</p>	

17/9	<p>Governor Monitoring Visits</p> <p>GJ reminded all governors who had visited the School earlier in the day to submit reports. Governors recorded their thanks to Debbie Hartley for organising Governors' Day.</p> <p>DJ provided a list of future events that governors might wish to make the focus of a governor visit: -</p> <ul style="list-style-type: none"> • Sports Day – 4th July, 1 p.m. • Summer Picnic – Saturday, 8th July, 11 a.m. – 2 p.m. • Swimming Gala – 14th July (to be confirmed). • Leavers' Assembly – 21st July a.m. <p>DJ added that there were a number of end-of-year trips planned for around 17th July (actual dates to be confirmed). Governors are reminded to let DeH know if they are likely to be making a school visit.</p>	
17/10	<p>Governor Training</p> <ul style="list-style-type: none"> • Governors agreed that they would welcome some independent advice on the subject of academisation. PW suggested contacting the Regional Schools' Commissioners Office. • It was agreed to take advantage of the School's annual free in-house HfL governor training session to conduct the review of Governing Body effectiveness (<i>see 17/8 above</i>). 	ACTION: DJ
17/11 17/11.1 17/11.2	<p>Other Business</p> <p><u>Ofsted Inspection</u></p> <p>Governors recorded their congratulations to everyone at the School on the successful outcome of the Ofsted inspection that took place on 23rd March 2017. The School continues to be outstanding. The next step for the School was determined to be promoting the wider use of the School's own M-scales in order to provide opportunities for moderation.</p> <p>Governors observed that the School sign needs updating. RH provided a contact number for a sign writer.</p> <p>DJ said that the inspection was high quality and that she had sent very positive feedback. DJ said that the School plans an "Ofsted Treat" at Fanhams Hall on Friday 23rd June. Governors are invited to attend – please let DiH know by the second week in June if you are attending.</p> <p><u>School Uniform Account</u></p> <p>DiH tabled copies of the School Uniform account spreadsheet, reconciled and agreed with stock. DiH reported that the value of the stock is £2,199.</p>	

The meeting closed at 5.35p.m.

Governing Body meetings - dates for the remainder of 2016/17 are as follows: -

Summer Term 2017

Resources Committee – Tuesday, 20th June 2017, 7.00pm

School Improvement C'ttee – Wednesday, 28th June 2017, 5.45pm

Full Governing Body – Wednesday, 12th July 2017, 7.00pm