

**Minutes of Governors Extraordinary General Meeting**  
**held on Monday 27<sup>th</sup> March 2017 at 6.30pm at Parrett and Axe Primary School**

**Present:**

Peter Larkman (Chair)	Foundation Governor
Allison White	Staff Governor
Martyn Gillingham	Foundation Governor
Andrew Kindness	Local Authority Governor
Sue Pakes	Foundation Governor
Nigel Evans	Headteacher/Ex Officio Governor
Ben Bailey	Parent Governor
Rev Daniel Ingles	Foundation Governor
Richard Dodson (Vice Chair)	Foundation Governor

**In Attendance:**

Vicky Reed	Clerk
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Apologies were received and accepted from:

Lesley Holloway	Associate Governor
Canon Rev David Baldwin	Foundation Governor Ex Officio
Emma House	Parent Governor
Nikki Dulwich	Parent Governor
Joy Edwards	Foundation Governor
Megan Evans	Staff Co-opted Governor

		Action
	<b><u>Opening Prayer</u></b>	
<b>17/032</b>	<b><u>Apologies &amp; Welcome</u></b> Apologies were received and accepted as above.	
<b>17/033</b>	<b><u>Register of Business Interests</u></b> All forms received, and no pecuniary interests were declared.	
<b>17/034</b>	<p><b><u>Review of Budget for the Year 2017 to 2018</u></b></p> <p>SP talked the FGB through the assumptions behind the setting of the 2017 to 2018 budget. The assumptions were all also detailed in the minutes of the Finance &amp; Personnel committee meeting of 20<sup>th</sup> March, which were circulated prior to the meeting.</p> <p><i>AK asked why, if we appoint a senior teacher from within the teaching staff, do we need the headteacher upgrade for 10 days per year? SP explained that we do as the upgrade is paid on a daily basis to cover when the headteacher is offsite. The budget includes paying for a SENCO ½ a day per week for non-teaching time.</i></p> <p><i>PL asked if any of the September 2017 intake are likely to need 1 to 1 support? NE reported that there are none who are likely to need 1 to 1 support, that he is aware of so far.</i></p> <p>The budget has been produced on the basis that schools are currently unsure whether the extra sports funding announced by the Government will filter down to the schools in full. The LA has received no information and cannot advise us.</p>	

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	<p>Therefore, the budget has been produced based on the funding received last year without any addition.</p> <p><i>AK asked why administration costs will reduce in 2 years by approximately 20%?</i> This is because the school will then have finished paying for the new photocopier, and this will lead to lower administration costs.</p> <p>The budget has been produced based on the assumption of teaching staff progressing to M6 but not moving to UPS.</p> <p>Also, the budget has been produced using the assumption of an admission number of 20 per year, moving forward. There are currently at least 20 children due to start in September 2017. This means that the school may have 56 pupils in KS1 from September, which would be a strong reason for challenging appeals, or looking at the building of an extra classroom. In view of this, together with the plans for new homes in Mosterton, NE was asked to write to County advising them of the situation, which he agreed to do once admission numbers for September 2017 are confirmed.</p> <p><i>AK asked about the % of costs spent on salaries which will be sub-80%.</i> In a recent benchmarking survey carried out by the Finance Officer for the F&amp;P committee, the school compared favourably with other similar schools on support staffing costs.</p> <p>The school is changing its absence insurance provider, and the new cover will include maternity cover.</p> <p><i>MG asked what funding falls into the grants category?</i> This includes grant funding such as pupil premium, sports funding and free school meals.</p> <p>Pupil Premium spending has been based on allowing for the same activities as this year.</p> <p>NE noted that the school will need to include funds for SENCo training in next year's budget.</p>	
17/035	<p><b><u>Approval of Budget for the year 2017 to 2018</u></b> Further to the discussion about the budget, the Finance &amp; Personnel Committee recommended the budget for approval by the FGB, proposed by SP, and seconded by PL. This was carried unanimously. The budget was then signed by PL.</p>	
17/036	<p><b><u>Approval of SFVS</u></b> SP has completed the SFVS, throughout the year. PL recorded his thanks to her for completing this piece of work.</p> <p>The SFVA was circulated prior to the meeting, and questions were invited. The SFVS was approved, proposed by SP, and seconded by BB.</p>	
17/037	<p><b><u>AOUB</u></b> The clerk suggested that the governors might consider the purchase of a cloud</p>	

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	<p>based system, Governor Virtual Office for the safe storage and distribution of governor documents. This was noted and will be discussed at a future meeting. PL reported on the County Council's response to the National Funding Formula proposals. DCC has advised that schools must take care not to appear too negative as currently Dorset's funding would increase by 1.6%. Whilst DCC doesn't agree with all aspects of the formula, the council is keen to ensure that the formula isn't abandoned if heavily criticised.</p> <p>Secondly, the school has been sent a letter originating from the teaching unions, which requests that our school writes to parents, urging them to lobby against funding changes. The F&amp;P committee feel that this is premature, as the funding formula is still under consultation, and any letter sent could raise alarm unnecessarily or be inflammatory. The school has received assurances from Margaret Judd, the leader of the Dorset Sufficiency and Funding Team, that the income next year will be 1.6% higher than this year. On the basis of this advice, the school has declined to be a signatory on the letter which other collaboration schools may send to their parents.</p> <p>The school has however responded to the Fairer Funding Formula consultation document sent from Dorset LA.</p>							
<p><b>17/038</b></p>	<p><b><u>Dates of Future Meetings</u></b></p> <table data-bbox="391 952 1220 1064"> <tr> <td>Finance &amp; Personnel</td> <td>8<sup>th</sup> May 6pm</td> </tr> <tr> <td>Curriculum</td> <td>3<sup>rd</sup> May</td> </tr> <tr> <td>FGB</td> <td>Monday 22<sup>nd</sup> May 6.30pm</td> </tr> </table>	Finance & Personnel	8 <sup>th</sup> May 6pm	Curriculum	3 <sup>rd</sup> May	FGB	Monday 22 <sup>nd</sup> May 6.30pm	
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The meeting closed at 7.20pm

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