

**Brunswick House Primary School**

**MINUTES OF A Meeting OF THE FULL GOVERNING BODY HELD ON MONDAY  
21 MAY 2018**

The meeting commenced at 5.15.PM

**Present:** Laurel Townend (in the Chair), John Bateson-Cooper, Ellie Dunnet, Debbie Feast, Jill Hogan, Nicola McLeish, Nadia Pennell, David Stead and Wendy Skinner.

**Also present:** Clare Fullagar (Deputy Headteacher), David Ware (Deputy Headteacher), Geoff Mills (Clerk)

The meeting commenced at 5.15 PM

Item	Main discussions	Action by
	<b>The meeting was quorate.</b>	
1.	<p><b>Welcome and apologies</b></p> <p>The Chair welcomed everyone to the meeting for which there were no apologies.</p>	
2.	<p><b>Declaration of Business Interests</b></p> <p>Governors noted Mr John Bateson- Cooper's professional status as an electrician who had sometimes undertaken electrical contract work for the school.</p>	
3.	<p><b>Budget 2018/19 – 2020/21</b></p> <p>(i) A copy of the budget report had previously been circulated. The report had also been considered at a meeting of the Finance and Resources Committee held on 18 May 2018. Also circulated at the meeting was a copy of the Three-Year Plan CFR code notes sheets which would be submitted as part of the Budget documentation.</p> <p>(ii) Ellie Dunnet said the budget showed a small rollover with an uncommitted revenue balance forecast in year 3 of £63,872.60. There were possibly significant budget implications around some of the assumptions related to the staffing costs for supporting specific pupils. Therefore, those costs would need to be carefully monitored.</p> <p>(iii) Ellie Dunnet said the school had done well to increase its levels of income generation but there were uncertainties around some important areas such as Higher Needs Funding, due to changes in</p>	<p align="center"><b>HT/Bursar</b></p>

	<p>the process and the cost of rising insurance premiums. Another uncertainty was that the cost of living pay settlement may come in above the forecast of 1%, which is figure that had been budgeted for.</p> <p>(iv) In answer to a question the Headteacher said the cost of insurance premiums would vary from school to school as premiums depend on the circumstances within individual schools. The HLN costs would also vary between schools. David Ware said the school could not accurately budget for staff absences as it was an uncertainty as to how much it would receive back from its insurers. The Headteacher said she felt insurance costs and spend would be the same as last year. Mr David Stead said that the 6 and 9 monthly budget forecasts for income and expenditure would rise so the FGB needed to be aware those figures were moveable.</p> <p>(v) Following further discussion, the FGB placed on record its thanks to Ellie Dunnet, Wendy Skinner and Rachel West for their work on the budget.</p> <p><b>(vi) The FGB then unanimously approved the school's budget for 2018/19.</b></p>	<p><b>HT/Bursar</b></p>
<p><b>4.</b></p>	<p><b>Governor Appointments</b></p> <p>(i) Currently there were two vacancies on the school's Governing Body. There was a possible further vacancy and the Co-Chair would report again on that to the next meeting having spoken to the governor concerned.</p> <p>(ii) The request made through parentmail had not resulted in any nominations to join the Board. The Co-Chair said whilst the school had been registered on SGOSS (Governors for Schools), that also had not produced any interest.</p> <p>(iii) It was agreed therefore to go out again to some local firms and businesses to see if they would wish to put someone forward. Jill Hogan said during half term she would be attending a breakfast meeting of local business people and would use that opportunity to promote the school and the benefits of being a member of the governing body. For that the school would produce Jill Hogan also said there was also a networking agency called 'We Mean Business' which the school could use to advertise the fact it was looking for people to serve as a governor. Other suggestions from governors was to contact the organisation Kent Women in Business, Maidstone Borough Council and local firms such as Tesco.</p> <p>(iv) Discussion concluded with it being agreed all suggestions,</p>	<p><b>Co-Chair</b></p> <p><b>JH</b></p> <p><b>JH</b></p> <p><b>JH</b></p> <p><b>All</b></p>

	together with the details of any known contacts should be emailed to Jill Hogan who would follow those up as appropriate and report to the next meeting.	<b>JH</b>
<b>5</b>	<p><b>Governor Action Plan</b></p> <p>(i) David Stead circulated the Governor Action Plan which had been updated to Term 4. Page 1 set out a summary of the GAP, page 2 set out the targets and page 3, details of training undertaken by governors updated to Term 4. There had been 6 responses to his request for updates for this meeting and the tables had been updated to contain that information.</p> <p>(ii) The Milestones column on page 1 showed David Stead's perception of those matters he believed were the things governors should be doing and be accountable for. He said there were some areas which were not currently being covered as part of governors monitoring responsibilities and therefore it was important for governors to consider how those gaps would be covered. David Stead it was important for governors to attend both internal and external training courses. To date there had been 16 governor attendances on internal courses and 19 on external courses.</p> <p>(iii) David Stead governors needed to consider whether they wanted to continue to measure and monitor their work in the current format. He felt one area which needed to be looked at was ways at achieving better feedback on the outcomes of training attended by governors. He said also the Co-Chairs should undertake an annual appraisal of the work of governors. He said overall the assembly of the GAP information should be straight forward but that was not proving to be the case.</p> <p>(iv) One suggestion for improving the information provided by individual governors was to have an improved signing-in form which captured not only attendance but more detailed information, for example the purpose of the visit. Another suggestion was to create a Google share document which contained all relevant information. That would still place a responsibility on governors to provide timely information on their monitoring and training and for that information to be then sent to the clerk for loading onto the system.</p> <p>(v) Following some further discussion there was consensus that the current GAP monitoring arrangements should continue until a Google share document could be created with headings based on the School Development Targets. That should also link to governor recruitment and succession planning. Governors were therefore asked to email to Laurel Townend with their suggestions on headings and possible layout etc. of the Google share document. Further, it was agreed that an item 'Governor Training - Feedback' should be added as standard item to all agendas.</p>	<p><b>All</b></p> <p><b>HT</b></p> <p><b>ALL</b></p>

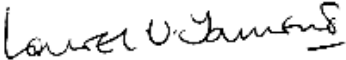
<b>6.</b>	<p><b>Any other Business</b></p> <p>(i) An item on the allocation of those governor monitoring areas which were not currently being covered would be placed on the agenda for the meeting of the Strategy Committee taking place on 12 June 2018.</p> <p>(ii) Governors noted the school had sent a privacy notice to parents in accordance with the GDPR requirements.</p> <p>(iii) Nicola McLeish would attend the meeting of the Parent Forum taking place on 4 July 2018.</p>	<p><b>LT</b></p> <p><b>HT</b></p> <p><b>N McL</b></p>
<b>7.</b>	<p><b>Confidentiality</b></p> <p>None of matters discussed at the meeting were deemed to be confidential.</p>	
<b>8.</b>	<p><b>Date of Next Meeting</b></p> <p>Thursday 12 July 2018 commencing at 4.00 PM at the school</p>	All to note

The meeting finished at 6.30 PM

### ACTION POINTS

<b>Agenda Item</b>	<b>Action</b>	<b>By Whom</b>
<b>4</b>	Suggestions as to business and organisations who could be approached regarding a governor nomination, together with the details of any known contacts should be emailed to Jill Hogan who would follow those up as appropriate and report to the next meeting.	<b>JH</b>
<b>5.</b>	<ul style="list-style-type: none"> <li>• Current GAP monitoring arrangements would continue until a Google share document could be created with headings based on the School Development Targets.</li> <li>• Governors to email to Laurel Townend their suggestions</li> </ul>	<b>All</b>

	<p>on headings and possible layout etc. of the Google share document.</p> <ul style="list-style-type: none"> <li>An item on 'Governor Training - Feedback' would be added as a standard item to all agendas.</li> </ul>	<p><b>All</b></p> <p><b>Clerk</b></p>
6	<ul style="list-style-type: none"> <li>An item on the allocation of Governors to those monitoring areas which are currently not covered would be placed on the agenda for the meeting of the Strategy Committee taking place on 12 June 2018.</li> <li>Nicola McLeish would attend the meeting of the Parent Forum taking place on 4 July 2018.</li> </ul>	<p><b>Co-Chair/Clerk</b></p> <p><b>N McC</b></p>

Signed  L V Townend (Co-Chair)  
Date 12 July 2018

**UN Convention on the Rights of the Child.**

Article 3 - The best interests of the child must be a top priority in all actions concerning children'