
Public Minutes of the Federated Local Governing Board of Ravenscroft Primary School

Date: Thursday 18th January 2018
Time: 7.00pm
Venue: Carson Rd, Canning Town, London E16 4BG

Present:

Graham Folkes	Co-opted Governor (Vice Chair)
Jakira Rowshan	Co-opted Governor
Patricia Regis	Co-opted Governor
Veronica Nosiri	Parent Governor (left at 8.20am)
Louise Baker	Staff Governor
Simon Bond	Head Teacher

In attendance: Jagdeep Ghataore Chief Finance Officer (for item 207c)
Janice Faldo Clerk

The meeting commenced at 7.15pm

- 43. Welcome / Introductions and apologies for absence**
Governors received and condoned the absence of Anush Begoyan due to work commitments and Masum Miah due to a personal issue.
- 44. Welcome / Introductions and apologies for absence**
There were no declarations of interest on any agenda item.
- 45. Minutes of the meeting held on 9th November 2017**
The minutes of the meeting held on 9th November 2017, copies of which had previously been circulated, were **AGREED** as an accurate record and signed by the Vice Chair.
- 46. Matters Arising and Action List**
There were no matters arising and no actions to report on.
- 47. Main Business**
- a. Parent Governor**
Governors were advised that 2 parents had applied to join the governing board and an election had taken place. Mr Masum Miah was elected as Parent Representative on the Local Governing Board of Ravenscroft Primary School. The other candidate was also very strong and her details will remain on file for future reference.

b. Head Teacher Report

Governors considered the report of the Head Teacher and the following points were highlighted:-

- The school newsletter has been distributed to parents informing them of the outcome of the Parent Governor election.
- 9 members of agency staff have been identified as being strong candidates to be employed directly by the school. 6 of these have accepted the position to start on 1st March. Being as they have worked at the school for at least a year, no placement fee will be incurred via the agency.
- Due to lack of demand for nursery places, classes were reduced from 4 to 3 in September 2017. Due to this reduction the nursery teacher was not replaced when she left the school. However, due to recent applications for places in nursery provision, these two classes will be reinstated from 29th January. They will be covered by a HLTA (Higher Level Teaching Assistant) with support from the Assistant Head Teacher subsequently no further cost to the staffing budget. As nursery provision is not compulsory the school will not be accepting children from areas outside the local community who have been identified with SEN. The school will concentrate on local families with children who have SEN.

c. Chief Finance Officer Report

The Chief Finance Officer gave a verbal update on the position of the budget for the first quarter of 2017-2018 and highlighted the following points:-

- An audit has taken place and accounts have been published.
- The end of year surplus was £145,622.
- 1/50th of the building valuation has to be charged to the accounts. The depreciation this year is expected to be £114,000.
- Current year funds will be used for the current pupils in the school.
- The school has taken the decision to use agency to staff the Resource Provision therefore the agency budget is higher than other schools in the Trust. However the staffing budget is lower. Although the budget is forecast as £100,000 more than budgeted for, the pupil lead funding GAG (General Academies Grant) is £108,000 more than originally budget. The total percentage of the staffing budget is 80% which is manageable.
- The school is currently staffed to manage the additional admissions over the next two years.
- The school is expecting to overspend on the curriculum budget as staff are purchasing items for the whole year.
- The Buildings & Maintenance and Professional Services budget should meet expected and is likely to underspend.
- The end of year surplus is expecting to be £23,313.00

Governors asked and received clarification on the depreciation of the building valuation charged to the budget. This is for the cost of replacing an asset with its modern equivalent asset, minus deductions for physical deterioration and is a legal requirement.

Q. Is interest received on the money which has been put aside for depreciation?

A. Yes.

Q. Do you share staffing with other schools within the Trust?

A. No, as the school is sufficiently staffed in all areas.

d. Pupil Premium Report Update

As per request at the previous meeting governors noted the Pupil Premium report for 2016/17 and the following points were highlighted:-

- From the total number of pupils on roll of 622, 135 (23%) are eligible for pupil premium. This is a reduction of 57 pupils from 2015/16 due to families not meeting the criteria for claiming benefits
- The total funding received was £253,440 at reduction of £20,000 from 2015/16. Although funding was £253,440 the school has spent £299,100 on interventions to support the pupils' attainment.
- Along with interventions across the school, funding was utilised in Year 5 and 6 to provide quality teaching to smaller class sizes by splitting 3 classes in to 3 and across the whole school be SLT addressing gaps in knowledge and understanding to diminish the difference in pupils' attainment.

e. Governor Code of Conduct

Governors noted the Code of Conduct which had been adapted to meet the Trust's articles of association and scheme of delegation. Governors noted their core strategic functions and their roles and responsibilities.

DECISION

- All governors in attendance **AGREED** and signed to abide by the Code of Conduct.

f. Compliance with Publishing Governors' Information of Website

Governors noted that the school is compliant with the statutory requirement to publish governors' details on Edubase. Governors were advised that all governors' information is also accessible on the school's website.

g. Governors Forum

It was noted that Asha Choolhun would represent the Trust at Governors' Forum meetings.

h. Link Governors

DECISION

- Governors discussed and **AGREED** the following link areas:-

Safeguarding	Veronica Nosiri
Looked After Children	Pat Regis
Training	Louise Baker
English and Maths	Anush Begoyan

Veronica Nosiri left the meeting at this point.

i. NPW Representative

It was noted that the Trust has representation for attendance at general meeting of NPW.

j. Governors Training Requirements

Governors discussed delivery of specific training at the Development Day.

DECISION/ACTION

- It was **AGREED** that the Governors' Development Day will take place on Saturday 21st April 2018.
- Simon Bond and Louise Baker will arrange NPW to deliver training on Safeguarding and the new GDPR (General Data Protection Regulations) which come in effect in May 2018.

48. Standing Agenda Items

a. Governor Education and Training

Governors were reminded to do the on-line training that is available.

b. Safeguarding / Single Central Record

Governors were advised that the school remains compliant in regards to safeguarding and single central record.

49. Any Other Urgent Business

a. Trust Emails

Governors were advised that Trust emails have been distributed and all information will now be sent to these addresses including future governor meetings paperwork.

b. Headstart

The Head Teacher was pleased to inform governors that the school had applied and was successful in joining the Headstart project. A selection of 15 pupils from Year 5 and 6 who require additional support will take part in the project focusing on resilience and mental well-being.

50. Governing Board Meeting dates in 2017-18

Governors noted the meeting dates for the academic year 2017 - 2018.

Spring Term

Thursday 8th March 2018 at 7pm

Saturday 21st April 2018 from 9am – 1pm – Governors' Development Day

Summer Term

Thursday 10th May 2018 at 7pm

Governors' Prize Giving – 20th July 2018

There being no further matters the meeting closed at 8.35pm