

# NEW END PRIMARY SCHOOL GOVERNING BODY

## MINUTES OF MEETING

Date 9 May 2018

### ATTENDANCE:

Linda Davis – Chair  
Stephen Buzzard (SBz)  
Tony Millard (TM)  
Yaa Taylor (YT)

Karyn Ray HT– Headteacher  
Vassilis Zarifis (VZ)  
Mirit Eldor (ME)  
Bianca Mollura (BM)

### OTHERS PRESENT:

Nicholas Holt, School Business Manager **NH**  
Carol Murphy– **Clerk**

	ITEM	ACTION
<b>1.</b>	<b>WELCOME AND APOLOGIES</b>	
	<b>Apologies were received and accepted</b> from, Alan Girling, Helen Andrews, Susan Blake, Selina Skipwith & Stephen Stark  The Chair reminded everyone that the purpose of this meeting was budget ratification.	
<b>2.</b>	<b>DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA</b>	
	None	
<b>3.</b>	<b>NOTIFICATION OF ANY OTHER BUSINESS</b>	
	None	
<b>4</b>	<b>MINUTES OF THE LAST MEETING ON 15 NOVEMBER 2018</b>	
<b>4.1</b>	<b>Accuracy</b> The minutes were approved and signed subject to the following amendments:	
<b>4.2</b>	<b>Matters arising not else where on the agenda</b> NONE	
<b>5</b>	<b>Governing Board Membership and Constitution</b>	
<b>5.1</b>	Rachel Goodman, Staff Governor has resigned. She is pregnant and does not feel at this time she is able to fulfil the role. The Chair on behalf of the Governing Body put on record her thanks to Rachel for her contribution.  Currently no one has expressed interest in the role however a formal election will be held in September 2018 when hopefully	

<p>5.2</p> <p>5.3</p>	<p>some candidates have come forward.</p> <p>The Chair reminded everyone that this is YT's last meeting as a Governor although she would be still part of the school community as a parent. The Chair on behalf of the Governing Body thanked YT for a considerable contribution over many years, particularly on the Finance Committee.</p> <p>The Chair reported that she and ME had recently met with Governor Services at Camden to discuss the constitution of the Governing Body. Both Camden and Ofsted had commented previously that the Governing Body was very large. As a result it is proposed that the Governing Body will reduce in size. The constitution will be as follows:</p> <p>Headteacher LEA Governor Staff Governor Co-opted Governor x 7 Parent Governor x 2</p> <p>To facilitate this ME &amp; TM will move from Parent Governor to Co-Opted Governor roles.</p> <p>In addition it is proposed that the committee structure will change reducing the number of committees from 4 to 2. The new committees will be Standards &amp; Curriculum and Staffing, Finance &amp; Premises. The membership of the committees will be based upon skills, however the Chair and HT will be on both committees.</p> <p>It is proposed that the new constitution and Instrument of Government will commence on 1 July 2018 and therefore all co-opted governor terms of office will start again on this date.</p> <p><b>This proposal unanimously approved by the Governing Body</b></p> <p><b>Action: The Chair and Clerk will notify Camden of the new constitution so new Instrument of Government can be produced.</b></p>	
<p>6</p>	<p><b>Year End Financial Position &amp; Budget 18/19</b></p>	
<p>6.1</p>	<p>A budget report was circulated in advance to all Governors. The budget had been previous reviewed in detail in the Finance committee who approved the budget. NH made a detailed presentation outlining the main points in his report. These included</p> <ul style="list-style-type: none"> <li>• 17/18 year end position was a £123K surplus</li> <li>• This is largely due to the staff reorganisation carried out last year</li> </ul>	

	<ul style="list-style-type: none"> <li>• 18/19 budget is much tighter but a balanced budget with a (£90K contingency) has been achieved.</li> <li>• The school role is down and therefore the 19/20 income will be less and costs will be higher</li> <li>• A small budget has been set for marketing activity. Increasing numbers on roll is a priority</li> <li>• 78% of the budget is staffing costs and therefore any sustainable and significant savings in the future are likely to come from this area</li> <li>• £30K has been allocated this year to ICT infrastructure development which is urgently required.</li> </ul> <p>Following discussion the <b>Governing Body unanimously approved and ratified the budget.</b></p> <p>The Chair thanked NH for his comprehensive report.</p>	
<b>7.</b>	<b>DATES OF FUTURE MEETINGS</b>	
	4 July 2018	
<b>8.</b>	<b>ANY OTHER BUSINESS AS NOTIFIED IN ITEM 3</b>	
	None	

The meeting ended at 8:20pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Chair of New End Primary School Governing Body**