

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY
OF AMWELL VIEW SCHOOL AND SPECIALIST SPORTS COLLEGE
ON MONDAY 13th November 2017 AT 6:00 P.M.**

PRESENT: Joe McCarthy (Chair, PAR), Philip Lancaster (LEA), Stephen Carter (Co-Opted), Jan Liversage (HT), Neil Ward (STF), Amy Gregg (Co-Opted), Gill Bebee (Bursar – Associate Governor), Dan Walker (PAR), Charlotte Collison (PAR)

APOLOGIES SENT:

ABSENT: Derek Goodall (Co-Opted)

IN ATTENDANCE: Janet Warrington (Clerk)

	ACTION	BY
1.WELCOME AND INTRODUCTIONS		
2.TO RECEIVE APOLOGIES AND APPROVE ABSENCES <ul style="list-style-type: none"> • Derek Goodall was absent and no apologies were received. 		
3.DECLARATION OF ANY CONFLICT OF INTEREST THAT MAY ARISE DURING THE MEETING <p><i>Governors were reminded that anyone with a conflict of interest must declare it, withdraw from the meeting and not take part in any discussion or decision on matter.</i></p> <p>None.</p>		
4. TO RECEIVE NOTIFICATION OF ANY OTHER URGENT BUSINESS FOR ITEM 12 AND ACCEPT OR REJECT <p>None.</p>		
5. TO APPROVE THE MINUTES OF 25 TH SEPTEMBER 2017 MEETING <p>The minutes were posted on the secure website for the governors to see prior to the meeting. They were agreed as a true record of the meeting and signed by the Chair of Governors.</p>		
6. TO CONSIDER ANY MATTERS ARISING FROM THE MEETING OF 25 th SEPTEMBER 2017 <ul style="list-style-type: none"> • Philip Lancaster has agreed to remain as a LEA governor for another term of 4 years. The present term finishes on 02/12/2017. This was proposed by Joe McCarthy (Chair) and seconded by Amy Gregg (Co-Opted) governor. <p>Clerk to send minutes and Governor Self-Declaration Form to lea.governors@hertsforlearning.co.uk</p>	Clerk	Nov 2017

<ul style="list-style-type: none"> • Fiona Forth – audited the Funding Accounts she audited both accounts for the two years, so we are up to date now. <p>Q. Which account does the Charity shop income and expenditure go through?</p> <p>A. The Amwell View School Fund Account. We need to report to the Charity Commission.</p> <ul style="list-style-type: none"> • Bursar shared return report for the Charity Shop showing the income and expenditure for the first year of trading. • Letters have been sent out to the Hirer’s asking about the numbers at their sessions, awaiting replies in December 2017. • Bursar manually went through the Teacher Pay Awards and JSL confirmed they have been finalised. • Payroll System – when we move to an Academy this will be looked at and decided upon. • DW fed back to the governors Communication from Facebook Parents in general positive; one gripe was that Holiday Club clashed with CHIPs. Vast majority were saying it is great. • Free In-House Training the governor training package offers us 2 sessions (2 hours each). Governors agreed three dates: 18/12/2017, 15/01/2018 and 22/01/2018 <p>Title of Free Training: Preparing for Ofsted – an Inspector calls: Relevant for all governors as looks at Ofsted inspection process and criteria as well as practical steps for the governing board.</p>		
<p>7. COMMITTEES</p>		
<p>a. Finance</p> <p>i. Budget</p> <p>Bursar uploaded the RM Finance Report Budget vs actual vs committed with budget spent Financial Year 2017-18 period 7 and the Budget Monitoring Report for October 2017 to the secure website prior to the meeting and answered questions.</p> <p>Q. Are we okay with the pupil premium? A. Yes, we are finalising the Pupil Premium report for the website and it will be with the governors before the end of the year ready to be challenged and approved at the next meeting.</p>	<p>NW</p>	<p>Jan 2018</p>

<p>Q. What does DFC Allocation mean? A. Financial Services believe if when convert to Academy we may lose £8245.75. This is a relatively small amount and will not affect the budget much.</p> <p>Q. Do we have a budget for the Salon? A. Yes £93k for everything, including fitting, plastering, electrics, waiting area and outside area.</p> <p>JSL showed the governors the prepared design drawings.</p> <p>PE funding has been increased to £9678k which is £4886 more than budgeted.</p> <p>Q. What will this funding be spent on? A. The H&W Teaching Assistants will work with the pupils to encourage physical activity, maintaining healthy weight and healthy wellbeing.</p> <p>Q. The £485k forecast, is this a fair assessment of our future spend? A. We have spent £69,681 this year (93k for salon, 100k for car park and there are other expenditure for repairs and kitchen upgrade.)</p> <p>Q. Should we discuss this at the next meeting?</p> <p>Next meeting need to discuss Expenditure. Bursar to produce a report of future projects and expenditure.</p>	<p>FGB</p> <p>GB</p>	<p>Jan 2018</p> <p>Jan 2018</p>
<p>b. Curriculum / Environment</p> <p>It was agreed that items that are under Projects under the Curriculum/Environment Agenda need to be tracked in addition to the minutes.</p> <p>i. Site Management</p> <p>Project – Salon Architect has produced the drawings only and will not be managing the project. The builders who have been commissioned to build the salon have come highly recommended and the total cost of is £93k.</p> <p>Q. Should further quotes be obtained to ensure the pricing of the project is correct and a reasonable cost? A. Following problems with a previous company, MJ Plastering, we have found a reputable company with references and a healthy financial situation which can be viewed in Companies House. Previous companies that we have used such as WoodBar, Ekins and Smith and Sons are either not available or have been dissolved.</p>		

<p>Q. What will the salon be used for? A. To acclimatise pupils in a salon environment, however, we are also considering staffing the salon on a Saturday to cut pupils and ex-pupils hair.</p> <p>ii. Charity Shop</p> <p>Bursar shared return report for the Charity Shop showing the income and expenditure for the first year of trading.</p> <p>Report was shared in the meeting and attached to these minutes.</p> <p>iii. St. Margaretsbury Sports Club – Car Parking</p> <p>Plans have been adjusted because planning was not approved by the EHC Planning Department. The ‘drop off area’ will remain the same. Car parking will be for officially 20 spaces with 6 in the middle. Should have the answer by Friday 20th November. Residents Meeting needs to be held, possibly 22nd November 2017, but this isn’t confirmed. Chair can attend as interested party. If there are no protests, project should go ahead.</p> <p>Civil Engineer, Chris Brace, has been really helpful. Governors suggested he should attend meeting to answer any questions.</p> <p>NW to confirm date and time.</p> <p>iv. Academy Status</p> <p>JSL to find out when the application will be presented to the DfE board for approval.</p>	<p>NW</p> <p>JSL</p>	<p>Nov 2017</p> <p>Nov 2017</p>
<p>c. Personnel</p> <p>i. Staffing – Recruitment and Resignations</p> <p>Staffing List was uploaded to the secure website for the governors to view before the meeting.</p> <p>The Headteacher explained to the governors that this academic year the school has been fully staffed with additional apprentices in the classroom and two specialist TA’s in Music and Science. This has been very effective when needing to cover staff</p> <p>There is a vacancy for 2 pupils on roll.</p> <p>ii. Training</p> <p>Clerk to check when Safeguarding course is on and whether it can be done online. Email Dan, Steve and Charlotte dates, venues and then book places.</p>	<p>Clerk</p>	<p>Nov 2017</p>

<p>8. OTHER MATTERS</p> <p>The following Policies were approved by the governors. These will now be uploaded to the secure website and accessible by all staff via the shared drive</p> <ul style="list-style-type: none"> • Restrictive Physical Intervention in School <p>Clerk to add authorised trainers and resend by email for final approval:</p> <p>Neil Ward, Jane Connolly, Allie Lindsell, Rachel Shipp and Louise Baldwin.</p> <ul style="list-style-type: none"> • Special Education Needs (SEN) <p>Approved.</p> <ul style="list-style-type: none"> • Charging and Remissions <p>Approved.</p> <p>The letter that has been sent to hirers was uploaded to the secure website for governors to view before the meeting.</p>		
<p>9. TO RECEIVE HEAD TEACHER’S REPORT AND ASK QUESTIONS</p> <p>JSL to email Margaret Goodchild’s report to governors.</p> <p>Higher staffing levels is working really well.</p> <p>Q. Is there a higher cost?</p> <p>A. Yes, but before we would call people in to cover so in fact because we don’t need to do this now it actually saves Jane’s time, so the cost is minimal.</p> <p>A. We have also lost an Apprentice and TA and because we are fully staffed we saved on recruitment.</p> <p>A. The specialist TA’s has really worked well. We didn’t recruit for these purposefully, we just identified them from their skills at interview and directed them towards the specialist subject. The Music TA said it has reignited her love for music.</p> <p>Governors were happy to accept the Headteacher’s Report.</p> <p>Governors are invited to:</p> <p>Singing Round the Christmas Tree – Tues 5th Dec 2017, 6-8pm</p> <p>Christmas Service - Mon 18th Dec, 1:45-2:45pm</p> <p>Christmas Lunch - Thurs 14th Dec, 12:00noon – 2pm.</p> <p>Data Protection new rules coming out May 2018. GDPR – General Data Protection Regulations – Clerk to check and put on the next agenda.</p>	<p>JSL</p> <p>JSL</p>	<p>Nov 2017</p> <p>Nov 2017</p>

10. TO RECEIVE ANY OTHER URGENT BUSINESS AS NOTIFIED IN ITEM 4																	
<p>11. Date of Next Meeting</p> <table border="0"> <tr> <td>Spring Term</td> <td>22/01/2018</td> <td>All other business</td> </tr> <tr> <td>Spring Term</td> <td>05/03/2018</td> <td>Committees</td> </tr> <tr> <td>Summer Term</td> <td>07/05/2018</td> <td>All other business</td> </tr> <tr> <td>Summer Term</td> <td>25/06/2018</td> <td>Committees</td> </tr> <tr> <td>Autumn Term</td> <td>24/09/2018</td> <td>All other business</td> </tr> </table>			Spring Term	22/01/2018	All other business	Spring Term	05/03/2018	Committees	Summer Term	07/05/2018	All other business	Summer Term	25/06/2018	Committees	Autumn Term	24/09/2018	All other business
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Minutes approved (date).....

Signed..... Chair of Governors

Amwell View School and Specialist Sport College
Minutes of the Full Governing Body meeting 13th November, 2017

Part II Confidential – not for publication

Signed..... (Chair)

Date.....