

WELBURN HALL SCHOOL

Governing Board Meeting Wednesday 13th December 2017, 5.00pm

Present: Alan Payne (Co-Chair), Sue Morgan (Co-Chair), Marianne Best (Headteacher), Andrew Hill. Gillian Locker.

Others present: David Stewart (Clerk), Joanne Jackson (FMS Bursar)

Governors not present: Paul Aber, Sarah Barker, Mickey Garrod, Rachel Marr. Laura Walker.

Meeting Started: 5.00pm

Meeting Finished: 7.25pm

MINUTES

Minute Number	Item
37 17/18	Welcome. The Chair welcomed everyone to the meeting, in particular Joanne Jackson, FMS Bursar.
38 17/18	Apologies for absence and to determine whether any absences should be consented to. Apologies had been received from Paul Aber, Sarah Barker, Mickey Garrod Rachel Marr and Laura Walker. Consent was granted.
39 17/18	To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection. Apart from Item 13 on the agenda no other item was to be regarded as confidential.
40 17/18	To remind Governors of the need to declare interests, pecuniary or otherwise, for any agenda item No interests were declared.
41 17/18	To receive notification of any urgent other business. There was no urgent other business notified.

42 17/18	<p>To approve the minutes of the meeting of 8th November 2017 as a correct record.</p> <p>The minutes of the meeting of 8th November 2017 were agreed as a correct record and signed by the Chair.</p>
43 17/18	<p>Matters arising from the minutes of the meeting of 8th November 2017 not otherwise on the agenda.</p> <p>Minute 27 17/18. Pupil Premium. MB reported that PP funding stopped at year 11 and could not therefore be used post 16 years of age.</p> <p>Minute 27 17/18. Telephone System. The telephone system had now been installed.</p> <p>Minute 30 17/18. Staffing Structure. MB circulated details of the staffing structure to Governors at the meeting.</p> <p>Minute 31 17/18. Change of School Day. MB reported that the LA and parents had been notified of the change of finish of the school day to 3.15pm. There had been no negative feedback.</p>
44 17/18	<p>Financial Update. Joanne Jackson.</p> <p>Approval of Revised Budget 2017/18 The school's Revenue Financial Forecast had been circulated to Governors prior to the meeting. This took into account what had already taken place in the year to date and reflected future needs and expenditure levels.</p> <p>The in-year position at the end of 17/18 was now predicted to be -£116k. This was an improvement of £58k on the figure of -£174k given in the start budget. This was largely as a result of an increase in top up funding.</p> <p>JJ highlighted the following:</p> <ul style="list-style-type: none"> • Delegated funds were higher this year than last year at £792k. This was due to a one-off support payment of £150k. The Minimum Funding Guarantee for 17/18 was -1.5%. • SEN funding did not include "can do" funding. This was potentially an extra £27k. MB advised that special schools were providing for some students at a level which was not fully funded. Special School Heads had got together and examined the situation and reported their conclusion of underfunding to the LA Question: What has been the LA's response? Have they said you're not underfunded but overstaffed for example? They recognise that there is a problem. There is currently a big review of high needs funding being undertaken. • The £70.6K "other income" comprised income from the staff absence insurance scheme refund and school trips. However, this was largely offset by expenditure.

	<ul style="list-style-type: none"> • Teaching salary costs had increased due to the appointment of a new teacher and an assumed 2% pay award. A 1% pay award had been assumed for support staff. • The Learning Resources expenditure figure of £82k was offset by the income from trips etc. • £18.5k had been transferred from Revenue to Capital to finance the refurbishment of several rooms. <p>The projected in-year deficit of -£116k when subtracted from the balance of £428k brought forward from last year would produce a carry forward into 18/19 of £312k. However, unless action was taken the school would enter into increasingly negative budgets in future years. This would need to be addressed in the start budget for 2018/19. However, funding levels may change when the National Funding Formula for 2018/19 is announced shortly.</p> <p>Resolved: That the Revised Budget for 2017/18 be approved.</p>
45 17/18	<p>Support Plan / Governor Monitoring. Update.</p> <p>It had been agreed at the last FGB meeting that Governors would benefit from training in the use of the Blue Wave software system to enable them to effectively monitor progress and challenge the school. This would be incorporated into the School Development Plan.</p> <p>Governors discussed whether to have a training session before a FGB meeting but it was decided to have a stand alone session at some point in January.</p> <p>Action: AP to email Governors to arrange a suitable date for Blue Wave training in January.</p>
46 17/18	<p>Policy Reviews.</p> <p>a) Attendance.</p> <p>MB reported that although the school had procedures in place for dealing with attendance issues, a written Attendance Policy had been overlooked. A policy had now been put together taking into account the relevant guidance. Governors had had the opportunity to look and comment on the document.</p> <p>MB was aware that some other special schools did not authorise holidays during term time. MB thought very carefully before granting any request and only did so in exceptional circumstances where it was necessary for the wellbeing of the pupil. Governors were happy for MB to use her discretion but were concerned that precedents might be set.</p> <p>Resolved: That the Attendance Policy be approved.</p> <p>b) Restrictive Physical Intervention (RPI) Guidance.</p> <p>This was a standard NYCC document that had been adapted to fit the school.</p>

	Resolved: That the Restrictive Physical Intervention Guidance document be approved.
47 17/18	<p>Any other business.</p> <p>a) Staffing update on long term sickness and new recruits. MB referred Governors to the staffing structure document. Those members of staff who were identified in red were on long term sickness. MB then took Governors through the individuals concerned. It was clear that great strain was being placed on the care team with the absence of two senior members. This would be discussed further in the confidential item.</p> <p>b) Spending proposals. Governors had earlier heard that money had been allocated in the budget to upgrade a number of rooms in the House. This included an internet café, a training room for staff and a room for annual reviews.</p> <p>MB advised Governors that concerns had been expressed about the general security of the site. There were potential safeguarding issues arising from the public footpath running though the grounds which were being investigated. There were also general concerns about how easy it was for people to walk and drive onto the site. It was proposed therefore to install a comprehensive CCTV system both external and internal to the school. The erection of gates before entering the premises would also add a further level of security. Staff would access the gates using keyless fobs. Quotes had been obtained from companies for several levels of security. MB favoured the most comprehensive coverage which would cost £32k. MB pointed out that Governors had earlier heard that the revised budget had shown an in-year improvement of £58k from the start budget. Therefore the £32k cost of the improved security could come out of this year's budget.</p> <p>Question: Where would the CCTV be monitored? In reception and upstairs for working night staff.</p> <p>Question: Will there be a maintenance agreement and what is the cost? I don't have that information. I will look into it.</p> <p>After a brief discussion in which the various options were examined Governors-</p> <p>Resolved: That the Headteacher be authorised to spend £32k on improvements to security. A cap of £10k to be placed on recurring costs.</p>
48 17/18	<p>Date of next meeting.</p> <ul style="list-style-type: none"> • Governor Blue Wave training. Date to be arranged in January 2018. • FGB Wednesday 7th February 2018, 5.00pm
49 17/18	<p>Confidential.</p> <ul style="list-style-type: none"> • Consultant Report - Angela Child • Peer Review Report - Angela Child

