

Wrotham School Governors
Full Governing Body meeting
Thursday 10th March 2016

Present: Mrs Sheila Smith (Chair) Mr R Mingo, Finance Director, Kim Skinner, Janet Finney, Phil Broszek, Matthew Wright, Roger Mather, Eric Moe, Derek Lewis, Keir Williams

Clerk Mrs R Martin

Item 1	Apologies for Absence
	All governors were present. Mr S Toher has given his resignation as a Governor with immediate effect. The Headteacher and the Chair are meeting a potential new Governor on Friday 11 th March.
Item 2	Register of Business Interest
	There were no Business interests declared.
Item 3	Minutes of the Previous meeting
	Minutes of the previous meeting held on 26 th November 2015 were signed as a true record and there were no matters arising.
Item 4	Financial reports
	<p>Mr Mingo presented the accounts up to the end of 31st January 2016. Accounts up to the end of February 2016 were also available. The results to Jan 2016 show a surplus of £40,501 for the period and a surplus of £24,839 for the month. This is against a budgeted surplus of £3,870 for the period and £16,842 for the month.</p> <p>Income - Total income was over budget for the period by £67,627. GAG income was over budget by £27,224 for the period and other Government grants was £10,478 over budget. Pupil Premium was £5,009 under budget. Total restricted income was £30,256 over budgets. Total Restricted Income was £30,256 over budget. Other Government grants includes a Grant of £10,000 for the alternations to the cycle/pedestrian access to the school, which is off-set by an increase in maintenance of grounds.</p> <p>Unrestricted income was £37.391 over budget with £24,240 as a result of field trip income especially on the Iceland and Paris trips. 3G income and catering were over budget by £8,571 and £6,389 respectively.</p> <p>Professional fees for the Finance Director will be moved into the Salaries from February 2016 to give a direct comparison to actual.</p> <p>Admin expenses will be low – salaries more in line with the budget. There is a savings of £34,161 on actual Salaries Teaching salaries are close to budget as opposed to the £24.000 budgeted for.</p> <p>Premises cost of £8,201 over budget. This is because we have paid for the cycle pedestrian access into the school. This was off-set by the grant received from KCC.</p> <p>Supplies and services are over budget by £56,976 mainly due to professional fees and IT expenses.</p> <p>The 3G income is very good show a surplus £19,928 compared to a budget of £14,987. This is a result of increased income of £8,571 As a result of the surplus there has been a transfer to the 3G sinking fund of £19,928 It is estimated that income will drop off towards the end of the season.</p> <p>The budget for the academic year Sept 2016 to August 2017 has recently been received from the EFA. This is £93,000 lower than last year due to lower number of students in the Sixth Form. The Headteacher believes we have been under funded due to the number of hours students study in the Sixth form. The projected number</p>

	<p>of students is looking positive for the next 3 years. Mr Mingo is starting to work on the budget with salaries and hopes to be able to report towards the end of April.</p> <p>Responsible Officer/Internal Audit – Nigel Newman was appointed as the Responsible Officer but it was agreed that it would be better to appoint William Giles to come and in and do the Audit so that they can give a comparison to last year. Mr Newman will attend the audit on the second day. This is due to take place on 13/14th April. The Auditors will report to Nigel Newman and then he will report to the Governors.</p>
Item 5	3G Steering Committee update
	<p>The Headteacher updated the Governors on the recent events with the 3G Steering group.</p> <p>Mr Garland is self-employed and manages the day to day running of the 3G pitch and finances. He comes into school to check on the invoices on a regular basis. He contacted the Chair of the Committee - Beverley Emerson from Tonbridge and Malling Borough Council to say that the school had transferred £11.000 out of the 3G bank account.</p> <p>Three members of the Steering Committee turned up at school on Friday 4th March and would not leave the site until they had met with the Headteacher.</p> <p>The three members were: Mike Taylor, Councillor Borough Green, Mr Harry Rayner, Councillor at Wrotham Parish Council and Robin Betts, Councillor Borough Green.</p> <p>Mr Taylor parked his van across the back of the Headteacher's car so he could not get his car out.</p> <p>The 3G bank account is part of the Wrotham School account although totally separate. The school are responsible for managing the bank account. The boiler had broken down and did not have a service contract; three estimates were obtained for its repair. Mr Garland raised the point that bookings would fall off or be cancelled because they could not have showers.</p> <p>There was no communication with the committee to say the boiler needed replacing. The 3G/Football Foundation agreement clearly states that the school can use the finances as appropriate and refers to the 3G pitch as the school's facilities.</p> <p>The Steering group must monitor the football plan, to ensure the promotion of football in the area – one target is to ensure there is a girls' team. Nowhere does it refer to them as a Management group. It also states they only have to meet twice a year. The school must provide a financial report once a year.</p> <p>The Headteacher has spoken to the Football Foundation who were stunned that the steering group met more than twice a year.</p> <p>The 3G finances were poorly managed by the previous Business Manager. It was the 3G Steering committee who requested the school get a third part to look into the 3G finances. No evidence of fraud or theft was found just poor management and a booking system that did not meet expectations.</p> <p>Governors asked if the income was VAT exempt.</p> <p>The Headteacher confirmed the School claim back the VAT. The £11K is for a new boiler costing £7, 000, £1,500 for VAT and £2,295 which is payment to Phil Garland for his management fee.</p> <p>There have been some emails circulated by Mr Rayner, Parish Council of Wrotham, Mr Mike Taylor, Borough Councillor for Borough Green and Tonbridge and Malling</p>

	<p>and Roger Betts, Parish Councillor at Wrotham. Beverley Emerson has been copied in all of them but Mr Reeve has not been copied in.</p> <p>Darren Lane is Head of Leisure Services for Tonbridge and Malling Borough Council and is looking into the terms and functions of the Steering Committee. He is meeting with Beverley Emerson on Monday to discuss the role of the steering group.</p> <p>There is no constitution or terms of reference for the Steering Committee and The 3G steering group is a committee with no power.</p> <p>The two issues are:</p> <ol style="list-style-type: none"> 1. The replacement of the boiler and the steering committee's role and 2. The behaviour of the three Steering group members. <p>The issue has been referred to the police. Mrs Smith has written to the three members of the Steering group banning them from the site.</p> <p>The wording in Mr Rayner's emails are both libel and slanderous. It was agreed that a formal complaint would be made to Tonbridge & Malling Borough Council regarding their behaviour and the content of their correspondence. Standard legislation for Parish and Borough Councillors is for all correspondence to go through the clerk of the Parish/Borough Councils. The email correspondence was sent from their official email address.</p> <p>The Headteacher and Chair of Governors are meeting the Football Foundation on Tuesday.</p> <p>It was agreed the behaviour of the three members will be dealt with by the Police. It was agreed that Nigel Newman and Eric Moe will go through the agreement in details to report the Governing Body perception of the agreement.</p> <p>Governors gave their support and agreed the actions above.</p>
Item 6	Headteacher's Report
	<p>Highlights of the report:</p> <ul style="list-style-type: none"> • Formal Complaints - Mrs Skinner asked what constitutes a formal complaint. Mr Wright confirmed any complaint received in writing. • Staffing - Mrs Finney was concerned that some experienced staff were leaving. Mr Wright explained that Science was a concern but we had made two new appointments recently, one being a teacher on a training course who would be able to transfer her training to Wrotham school. • Student Progress - Progress 8 is currently looking strong based on Term 3 data with a predicted score of 0.48. A score of +0.5 is outstanding. 0.48 is a very high progress grade. We have four students in Year 11 who are educated at another school but still on dual roll and their results have a significant impact on our results. Without these four students are Progress 8 score would be 0.63. Pupil Premium - The gap between PP and non PP students is predicted to narrow significantly. • The Sixth Form have made significant progress in A Levels compared to the recent Ofsted report.

	<p>The impact of low numbers of students on the courses is very high so the plan is not to run courses with less than 5 students for next academic year.</p> <ul style="list-style-type: none"> • Internal Baccalaureate Careers Pathway – we have indicated we would like to be involved in this qualification. A total of 27 schools have signed up. The Headteacher will have to attend three days training in May. • Attendance is still a concern – We have put lots of strategies in place to try to improve attendance rates but are still struggling to get the PP and vulnerable students to attend. The Headteacher recently shadowed an Ofsted Inspector at a school in the top 10% of schools with high attendance. They send out a mini bus to pick up any students. If students are not in school they cannot make progress. Attendance is 94.4% at Wrotham compared to 94.9% nationally.
Item 7	Regional Commissioner
	<p>The South East Regional Commissioner's Representative visited the Headteacher and Chair of Governors last week.</p> <p>The Government want all schools to be part of an academy chain. When we transferred to an Academy in 2013 we were granted Multi Academy Status so we are therefore tasked with supporting another school or finding a sponsor. Every school will be an academy in a multi academy trust. They want Wrotham to be a sponsor and at the meeting asked how many schools we would like to take over.</p> <p>Governors expressed their concern for our own school. The Headteacher felt it will be better to sponsor another school rather than be forced to join someone else. Working with another school can bring opportunities. Most failing schools are only not failing in every element. The Headteacher is currently supporting the Headteacher in Aylesford School.</p> <p>Governance will also change – there would be a board of Governors then a level of trustees and then each school would have a local body of Governors.</p> <p>There is a general required for more schools in Kent to meet the rising number of students. We could work with a primary school or even open a free school. The Education Bill extends the power to enforce a school to become an academy.</p>
Item 8	Review of Governing Body
	<p>Mr R Mather is going to be reviewing the function of the Governing Body. He will set up a working group to review how we as a Governing Body perform against certain criteria. It is hoped this will be completed by the next meeting.</p> <p>Mrs Finney and Mr Lewis volunteered to be part of this working group. The review will be based on NGA, Governor mark or ISCA.</p> <p>Action: Mr Mather to set up a sub committee to review the function of the Governing Body and report back at the next meeting</p>
Item 9	Subcommittee reports.
	<p>Teaching and Learning – The committee had not met this term but Mr Cater had produced the attached report. This includes details on the Teaching and Learning continuing to improve and the impact of the “Up for the Challenge” initiative.</p> <p>Middle leadership is now is very good and the right leaders are in the correct roles.</p>

	<p>The last two Fridays have held training sessions where talked about he strengths and designed the process of reviewing each other departments</p> <p>Health and Safety Committee – The committee have focused on the Fire Inspection report and the work required to bring the main building up to standards. A Fire Risk Assessment will be completed before the Inspection on 12th April.</p> <p>Leadership and Management – The Finance report has been covered in tonight’s meeting. Cleaning is still a problem and some items have gone missing. The Finance and Headteacher will be looking at the contract and an exit strategy. The results of the building bid should be known by the end of March.</p> <p>Business Manager’s Employment Tribunal – The insurance company have now agreed to pay the bill and Lock Law will represent the school.</p> <p>Behaviour and Safeguarding – Mrs James, Assistant Headteacher gave a presentation on CIAG.</p> <p>Exclusions - The Disciplinary committee have recently excluded three students. Mrs Finney proposed the Governors Discipline committee final warning meetings were called Governors Intervention Panel with more staff involved. This would show the parents everything possible is being done in school to support their child. The same Governor should not be on the permanent exclusion panel.</p> <p>Feedback from the students the Governors met prior to the last meeting included they wanted activities week and more charity days. Mr Wright was able to report there were lots of activities next week for sport relieve including a non-uniform day on Friday.</p> <p>Mrs Finney plans to visit the school to observe the Safeguarding procedures at the end of the day for students getting the buses procedures for trips and visits.</p> <p>There was no other business. The meeting ended.</p>
Item 10	Any Other Business
	There were no items raised under Any Other Business.
Item 11	Confidential Items
	Staff Names and Business Manager’s case to remain confidential.
Item 12	Dates of next meeting
	<p>Health and Safety – 12th May 2016</p> <p>Leadership and Management - 12th May 2016</p> <p>Behaviour and Safeguarding – Thursday 26th May 2016</p> <p>Teaching, Learning and Progress – 19th May 2016</p> <p>Governor Day & Full Governing Body meeting – Thursday 9th June 2016.</p>

Minutes signed as a true record

Signed Chair

Printed Name

Date

Actions

Item number	Action	By Whom	Completed
Item 7	Review of Governing Body To set up a sub-committee and report back at next meeting.	R Mather	