



# Black Firs Primary School

Longdown Road, Congleton, Cheshire CW12 4QJ

Tel: 01260 272935

Fax: 01260 277285

Web site: <http://www.black-firs.co.uk>

email: [mcasserley@black-firs.co.uk](mailto:mcasserley@black-firs.co.uk)

[office@black-firs.co.uk](mailto:office@black-firs.co.uk)

[pta@black-firs.co.uk](mailto:pta@black-firs.co.uk)

## LOCAL GOVERNING BODY MEETING

At 4.30pm on Thursday, 30<sup>th</sup> June 2016

**Present:** David Whitewright (Chair), Martin Casserley, Daphne Wright, Toby Hassall, Andrew Brown, Dave Lupton, Damien Calnon, Rachel Cam, Alex Thompson (Clerk)

**Guest:** David Hermitt (Cmat)

**Apologies:** Dave Woods, Paul Horrocks, Roland Domleo & Mike Warren

Agenda Item	Notes	Actions
1.	<p><b>Apologies &amp; Additional AOB Items</b></p> <p>DW welcomed everyone to the meeting. Apologies for absence were noted and accepted by Governors. DW informed governors that he would have to leave at 5.20pm to attend a Cmat meeting. Governors agreed that that it would be appropriate for AB should take over from DW as chair at that point.</p> <p>There were no additional AOB items raised.</p>	
2.	<p><b>Declaration of Pecuniary Interest</b></p> <p>Governors were asked to declare any pecuniary interest or conflict of interest in connection with the business to be discussed during the meeting. The following declarations were declared:</p> <ul style="list-style-type: none"> <li>• MC &amp; DW - Directors of Cmat</li> <li>• MC - Director of CeCP</li> <li>• DH - CEO of Cmat</li> </ul>	
3.	<p><b>Membership</b></p> <p>DW term of office is due to expire at the end of this month however he agreed a further term of 4 years to 2020. Governors thanked DW for his continued support for the school.</p> <ul style="list-style-type: none"> <li>• A self-nomination was received from DW for the role of Chair for the 2016/17. There were no other nominations. DC recommended the appointment and this was seconded by AB. This appointment will be recommended to the Cmat Board of Directors.</li> <li>• Although Dr Woods was unable to attend this meeting he emailed the clerk an expression of interest in continuing in the role of Vice-Chair for the 2016/17 school year. There were no other nominations and therefore this appointment was recommended by DW and seconded by AB.</li> </ul> <p>There is currently one vacancy on the LGB for an appointed member. This vacancy will be</p>	<p><b>All:</b> For information</p> <p><b>MC:</b> Advertise</p>



	advertised in the autumn term. A skills audit will be completed prior to the advertisement to identify any specific skills that the LGB would benefit from when considering any appointment.	governor vacancy in September
	<b>Due to the early departure of DW as mentioned above the LGB agreed to take 'Part 2 Minutes and Any Matters Arising' at this point.</b>	
4 & 5.	<p><b>Part 1 Minutes &amp; Any Matters Arising</b> Minutes were approved as an accurate record and seconded.</p> <p><b>Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• School Age Range Change – Confirmation letter has now been received from the Regional Commissioner.</li> <li>• Procurement Meeting – MC asked governors to contact him if they are interested in joining this group. AB expressed an interest in any procurement opportunities as this is a benefit of being in Cmat. Unfortunately, he is not able to attend the meetings but requested that he is included in any minutes circulated.</li> </ul>	MC: Forward AB Procurement Mtg minutes
6.	<p><b>Chair's Action</b> DW informed governors that he had attended a meeting with other Congleton schools where MATs were discussed. The following possible MAT structures will be discussed at a meeting on 23<sup>rd</sup> September:</p> <ul style="list-style-type: none"> <li>• One Town wide MAT</li> <li>• Primary MAT</li> <li>• CmaT option for Town Wide</li> <li>• EBA MAT</li> </ul> <p>Cmat is also looking at its structure as in order to grow it will need to amend its governance. It would also like to include a Diocesan representative to enable the MAT to include faith schools. DW shared that he has stepped down as a Board Member but will remain a Director.</p> <p><i>(DW left the meeting at 5.20pm. AB chaired the meeting hereafter).</i></p>	
7.	<p><b>Committees &amp; Nominated Governors</b> DW confirmed that the Head Teacher's performance management had taken place in January and the review is 11<sup>th</sup> July.</p>	
8.	<p><b>Part One Reports from Committees &amp; Governors with Special Responsibilities</b> MC confirmed that all committees have met and copies of minutes &amp; reports are available on SharePoint. Part One reports from all committees were all accepted.</p> <p><b>Matters Arising:</b> Finance – MC presented the management accounts and discussed the variances with governors, explained that he had created an additional column with forecast figures to 31.8.16. Currently the carry forward figure is c.£178k, although more accurate figures will be circulated which will include May. <b>Governor challenge: Does the carry forward figure include the money lent to CHS?</b> MC responded that it doesn't include £80,000 lent to CHS as this is below the line and that the profit has been generated by pre-school, OSC and catering. <i>Addendum: May management account was shared the day after Full Governors and the carry forward figure is forecast at £162,000 based on Mays management accounts published on SharePoint.</i></p>	

	<p>Governors asked about the astro-turf project and whether quotes have now been received. MC responded that although NoMow has now stated they are able to complete the work during the summer holidays he is still awaiting a quote from them.</p> <p>DH shared that the advice from the auditors is that as Cmat is one legal entity and therefore business activities from the 3 schools may result in the need for an arms-length company to be created for tax reasons. This would include traded activity such as OSC. <b>Governor challenge: We need to know what the threshold figure is that triggers this and how this affects Black Firs.</b> DH responded that Black Firs would need to demonstrate that any profit would be gift-aided back to the school otherwise the mechanisms may have to change. Governors commented that any entities that aren't generating tax costs should be penalised and that this will be carefully monitored.</p> <p>MC shared that 2016/17 Budget Analysis Report. It showed a balanced budget with a £50,000 surplus forecasted. Below the line it included the £80k loaned to CHS giving a forecasted surplus of £130,000 by August 2017. It didn't include the carry forward for this year as that figure is still not confirmed and committed to the all-weather sports pitch.</p> <p>DH commented that the £80k was based on a double-counting VAT error, however the total is actually c.£51k. A lengthy discussion took place and MC questioned how a VAT mistake from September to December affects the money loaned to CHS in September? MC shared that he had been contacted by Julia Lennard last July as CHS had a cash flow issue and needed BFS funds to balance CHS budget in the order of £200,000. A final figure of £80k was agreed as an ongoing loan and an agreement was signed by all parties agreeing to a repayment August 2016.</p> <p>Governors responded that they are very concerned with this situation and would like to see accurate accounts that document and evidence the money lent to CHS. AB asked that the following Chair's Actions be completed by DW before the end of term:</p> <ul style="list-style-type: none"> <li>• Receive a copy of the agreement between Black Firs and CHS for £80k</li> <li>• Request a full audit and summary of the chain of events with regards to the money lent</li> <li>• Ensure that the £80k is paid back to Black Firs in the timeframe detailed in the agreement.</li> </ul> <p><i>Addendum. The loan agreement is now in SharePoint.</i></p> <p>AB commented that if there is an error with the VAT then this needs to be evidenced to Black Firs LGB and any money owed will be repaid. However, the money lent to CHS must be repaid first. DH explained that the auditors, as an independent body, will be able to provide any information required and this will ensure that the figures are correct. MC responded that he has no confidence in the audit process as both internal &amp; external auditors had missed the VAT issue and were at best vague about the required loan value last September.</p> <p>The 2016/17 budget has been set and does not include the £80k and therefore the budget was approved by the LGB. AB commented that he is pleased at the level of detail that MC has provided this year. He appreciated that MC had conducted a thorough process and set and accurate budget. All governors reiterated this.</p> <p><i>Addendum. The budget doc available on SharePoint '2016 17 Budget Analysis Report'</i></p>	<p><b>DW: Chair's Actions as requested by LGB to be completed prior to the end of term</b></p>
8 & 9.	<p><b>Headteacher's Report and Any Matters Arising</b></p> <p>MC presented his Headteacher's report to the governing body. From the report the following points were discussed:</p>	

- Link governor responsibilities will be reviewed at the autumn term meeting. Remind DW to circulate the link governor responsibility document to all governors.
- There has been a slight increase in unauthorised absences this year. A letter has been sent out to parents quoting the new DfE guidance. An outbreak of scarlet fever earlier in the year also impacted on the figures.
- Pupil numbers on roll is currently 293. This is also the forecast for September; 337 including pre-school.
- No changes to the SEN register.
- Parents Evening will take place as part of the Mindset Evening, with Dr Paget presenting to parents.
- Educational visits have included Tattenhall, Blue Planet Aquarium and the Maritime Museum. The October annual residential to Conway has been booked.
- Tour of Britain Cycle Race is on 6<sup>th</sup> September. MC has designed a t-shirt and is currently awaiting a quote from Triad. There may also be an opportunity for sponsorship towards the cost. Governors asked if parents can still bring their children to school if they do not wish to be involved. MC responded that it is a planned closure however the photos that are taken in the morning will be used to create artwork by the children in the afternoon. The morning events and following behind the cycle race is not an organised school activity and requires parental involvement. The roads will be closed and any cycling behind the race will be conducted whilst the roads are still closed. **Governor challenge: What has been Congleton Council's response to following behind the race?** MC responded that they have encouraged involvement, particularly Cllr Akers-Smith.
- EYFS assessments remain unchanged. Tapestry is the online assessment used for gathering information. Governors commented they are pleased with the progress of development for the one child that came in a year behind.

SATS results are due to be received on 5<sup>th</sup> July. In the meantime, MC shared teacher assessments and explained that the 'expected' attainment at the end of yr6 has changed, what was previously a Level 4b is now a Level 5c. **Governor challenge: Can parents legally withdraw their children from the test?** MC responded that school is legally bound to ensure children take the test however they cannot take the test if they are not in school and some parents chose to keep their children off school that day.

Governors queried the 0% greater depth in reading, maths and science. MC responded greater depth is not an option in the three areas. It can only be gained in writing. Governors asked that the 0% be amended to N/A. MC agreed to amend the document.

DC thanked DWr for preparing the Y6 children for their SATS; this certainly prevented his own daughter from being stressed throughout the process. Parents had fed back similar comments.

**Governor challenge: Would it not be of benefit for the MAT and its primary schools to compare test results in Y7 to the primary results?** MC agreed to suggest this to Cmat.

#### Matters arising:

- MC has approached several companies re the 4G pitch including Eli Grass, NoMow, Play Surfaces, Realm Construction and AGP. There are drainage issues that need to be addressed by whomever wins the contract. **Governor challenge: When does payment have to be made and who are CHS using for their pitch?** MC clarified that it is usual for a 25% payment upfront and the remainder to be paid once the work has been completed. DH responded that CHS are has commissioned Pulse (who are a gym equipment company). The pitch is being provided on an operating lease which does not require any

All: For information

MC: Amend document

MC: Suggest to Cmat re comparing test results

	<p>money upfront. DH offered to mention to Pulse the potential for another project with Black Firs. Governors happy for enquiries to be made however, they were uncomfortable to be included with the CHS project until all quotes have been received. Governors authorised MC &amp; DW to make the decision as to which company will be commissioned for the 4G pitch at Black Firs.</p> <ul style="list-style-type: none"> <li>MC confirmed that he is still in the process of obtaining quotes for the hall refenestration.</li> </ul>	
10.	<p><b>School Improvement Information</b> MC confirmed that this document is available on SharePoint.</p>	All: For information
11.	<p><b>Performance Data</b> Already discussed earlier in the meeting. MC confirmed that all information is available on SharePoint.</p>	All: For information
12.	<p><b>Director's Report</b> DW emails the link to all governors on a weekly basis. AB recommended that governors should take a look at the White Paper recently circulated.</p>	All: For information
13.	<p><b>Governor Development</b> RC confirmed that she attended Safeguarding Training on 27<sup>th</sup> June. She fed back that the course was excellent and very interesting.</p>	
14.	<p><b>School Policies</b> MC advised that the following policies were approved by the Board on 23<sup>rd</sup> May, all of which are relevant to Cmat staff:</p> <ul style="list-style-type: none"> <li>Paternity Leave Policy</li> <li>Paternity Pay &amp; Leave Procedure</li> <li>Flexible Working Policy</li> </ul>	
15.	<p><b>Planned Educational Visits</b> Covered earlier in the meeting as part of the Headteachers report.</p>	
16.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>DC term of office ends on 11.3.17. DC to inform DW before the end of term if he wishes to resign when his daughter leaves Black Firs this term.</li> <li>RC commented that it is usually good practice for a school to upload their Part 1 minutes on to the website. MC confirmed that this will be actioned as from September.</li> <li>MC discussed governor information on the website. Governors agreed to provide MC with a photograph and pen portrait of themselves which will be uploaded on to the website from September.</li> </ul> <p><i>Meeting closed at 6.45pm.</i></p>	<p>DC: Contact DW re term of office</p> <p>All: Provide pen portrait &amp; photo before 6.9.16</p> <p>MC: Upload Part 1 minutes from 1.9.16</p>
	<p><b>Date &amp; Time of Next Meeting:</b> Date: 17<sup>th</sup> November 2016 Time: 4.30pm Venue: Staff Room</p>	All: For information