

**MINUTES OF THE FULL GOVERNING BODY MEETING HELD AT
WEST TYTHERLEY SCHOOL ON THURSDAY 10th NOVEMBER 2016
AT 18:45 PM**

Present: Nicola French (NF); Mike Warren (MW); Marion Clutterbuck (MC);
Emma East (EE) ;Andrea Hodgson (AH); Karen Hodson (KH);Kim Jackson(KJ);
Jessie Newitt (JN); James Pitkin (JP); Robert Stratford (RS)

In attendance: Mike Knights (Clerk);

KEY ACTIONS SUMMARY from MINUTES

Item	Minute	Action	Target Date
3.2.5	Program to raise donations £10.5k target	NF	
3.2.6	Mastermind of program?	KJ	
3.2.10	Task force meeting date	Clerk	
9.0	Date of census for budget share funding	Clerk	
10	Governors response to their own SIP tasks	ALL	
11.a.i	SLA meeting KJ/MW 21/11/16	KJ/MW	21/11/16
12	Pupil Premium monitoring Transfer of Coordinator	NF/MC	
13	Marketing Strategy	JN	17/01/17
13.1	Interface with West Dean Vicar	MW/MC	
13.3	Marketing Strategy - Inset Day 3 rd Jan	MW	

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MINUTES of MEETING

Item	Minute	Action	Target Date
1.0	Opening Prayer and Apologies received from Mark Parrott.		
2.0	Welcome. The attendance register and declaration of pecuniary interests was signed and none were declared against the agenda items of this meeting.		
3.0	F & S Committee Report.		
3.1	Budget Review – Committee has prepared a draft 5 year budget plan and focussed on the current year in detail.		
3.2	<ul style="list-style-type: none"> • MW advised costs had been pared to an absolute minimum. • Budget did not include pay rises for future years for all teaching and support staff who are not on the leadership spine. • The POR numbers were the worst case scenario • The future figures include a number of major restructuring changes anticipated as necessary in those years. 		
3.2.1	The budget shows an in year deficit of £26k resulting in a cumulative deficit of £10k.		
3.2.2	Chair explained that a number of unbudgeted issues had occurred which were outside of the school's control and this has seriously affected the budget.		
3.2.3	It was discussed and agreed that a significant fund raising exercise/donations were required in current year alongside some restructuring to address the deficit for future years.		
3.2.4	A governor asked what a donor would receive in exchange for their donation. Governors agreed to pool ideas.		

3.2.5	A second governor proposed identifying specific high value requirements which villagers might contribute towards. (i.e IT costs.)		
3.2.6	Governors unanimously agreed a programme to raise donations/fund raising monies was required with a target of £10.5k	NF	
3.2.7	A governor questioned who would master mind the fund raising project if it went ahead. NF confirmed she was talking to a number of people at present. See also Minute 3.2.10	KJ	
3.2.8	Another governor proposed possible crowd funding ideas. KJ confirmed the F & S committee was already exploring this.		
3.2.9	With these changes, governors unanimously accepted the budget for current year but wished to further discuss the future 4 years figures.		
3.2.10	James Pitkin leaves meeting at 19:23pm	Clerk	ASAP
3.3	A meeting to form the Task Force is to be convened. Clerk requested to organise evening meeting Mon/Tue/Wed before end November.		
3.3.1	Staffing & revised staffing structure.		
	Due to the sensitive nature of the staffing discussions the two staff governors were asked to leave for a short while.		
3.3.2	AH and JN left meeting at 19.25pm		
3.3.3	Governors discussed at length the current staffing structures and reviewed proposals tabled by MW to reduce costs.		
3.3.4	AH and JN rejoined the meeting at 20:30pm.		
	Chair advised all governors that proposals from AH to reduce her role to a 0.8 position and Admin Officer Kim Furness to reduce her time to a 4 day week had been accepted.		
4.0	Minutes of meeting 08 th September 2016 were reviewed. Governors approved the minutes. Signed by Chair.		
5.0	ACTION SUMMARY Item 8. Marketing Meeting arranged and proceeding. Complete Item 14. Timetable reworked and circulated - Complete. Item 19.4 Item complete.		
6.0	Matters arising. None.		

7.0	GB Membership - NF asked all governors to propose one person who might want to be a governor. There is a vacancy for a co-opted governor but NF was also conscious of the need to have possible replacement governors if any current governors were to resign. Action All governors by end November	ALL	30/11/16
8.0	TORs of all three committees approved and ratified.		
9.0	HT Report. MW circulated a written Head teacher report. Raise on Line Data will be summarised and reviewed at next meeting. A governor asked if the data was still available online. MW confirmed the basic data is. A governor questioned when the census was taken which affected the budget share funding. Clerk stated that it was January figures but agreed to research and confirm	Clerk	ASAP.
10.0	Governor Monitoring of SIP. EE to circulate proposed governor monitoring of SIP and requested all governors to look at their allocated section and give feedback on how and when they would respond by email and by 30/11/16 latest.	EE/ALL	30/11/16
11.a	F & S Main report covered in Item 3 above.		
11.a.i	SLA Review. Meeting scheduled for Monday 21 st Nov KJ/MW to review all SLAs.	KJ/MW	21/11/16
11.a.ii	The DTG advised committee that the SLA for Training was now an integral part of the HCC support package.		
11.b	P & S Minutes distributed beforehand. Chair summarised key issues. Anti bullying Policy and Behaviour Policy to be updated. Minutes understood and accepted unanimously.		
12	Pupil Premium - Nothing to report. NF/MC to meet and transfer responsibility for monitoring.	NF/MC	
13	Marketing Strategy In preparation - Draft circulated but Amanda awaiting further top up of information to finalise. Objective is to finalise ready for next FGB	JN	02/02/17

13.1	Governor declared that WTPS was the designated school for parts of Wiltshire and queried why the school ignored Wiltshire as a potential source of pupils? Governors agreed to approach the new Vicar of West Dean and invite her to the school. In addition this will be added to Marketing Strategy.	MW/MC	
13.2	Karen Hodson leaves at 20:55pm		
13.3	A governor proposed workshop between staff and governors before any approaches were made to parents. This was agreed and proposed use of the inset day (Jan 3 rd) was suggested. MW to action.	MW	
14	Training. Nothing to report.		
15.	KJ and MW to sort Safeguarding Review. Nothing to report on Prevent or Keeping Children Safe.		
16	Complaints policy updated and approved. Governors elected to make this a three year policy review.		
17.0	Date of next meeting 17 th January 2017 Meeting closed at 21:08pm		

Approved Date....

DRAFT CONFIDENTIAL MINUTES OF THE FULL GOVERNING BODY
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November 2016 AT 19:25 PM

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Robert Stratford (RS);

In attendance: Mike Knights (Clerk);

MINUTES of MEETING

3.3.2	<p>MW advised that AH had volunteered to reduce hours from a 1.0 to a 0.8 contract. This would be achieved in a way which did not affect actual classroom time.</p> <p>MW also advised that his proposed staff re-structuring would involve terminating a fixed term contract at July 17 and also involve a further reduction of a 0.2 contract.</p> <p>In addition one of the non-teaching staff has offered to drop to a 4 day week.</p> <p>There is also a potential saving on streamlining LSA positions but further discussion with EFS necessary to finalise.</p>		
3.3.2.1	<p>MW had already presented the case to F & S and the savings included in the proposed future budget. (2017 onwards)</p> <p>Governors questioned whether this was a workable solution and if it was the absolute minimum required as the budget still showed a growing deficit.</p> <p>MW accepted that an additional LSA position could be removed and cover handled by remaining staff.</p> <p>Governors instructed MW to build this into the revised budget Effective Sept 17.</p>		
3.3.2.2	<p>Governors voted unanimously to accept the proposed 5 year budget with the changes incorporated.</p>		