



## MINUTES OF GRANGEWOOD SCHOOL LOCAL GOVERNING BODY (LGB) BUSINESS FORUM

Minutes for the Business Forum Meeting  
Held at Grangewood School  
on Monday 20th June 2016 8:00 p.m. to 9:50 p.m.

Present:

John Marr	JohnM	Governor	Chair
Karen Clark	KC	Governor	Head of School
Michelle Antoniadou	MA	Governor	Parent and HR
Janine Marlow	JM	Governor	Staff – non teaching
Judith Hemery	JH	Governor	Director of The Eden Academy Trust
Roger Giles	RG	Governor	Premises, Safeguarding and member of Asset Management Committee
Trupti Parekh	TP	Governor	Diversity
Becky Haggart	BH	Governor	Resources (from 8:20 p.m.)
Sudhi Patak	SP	Finance and Resources Manager	(to 8:40 p.m.)
Carey Philpott	CP	Clerk	

The meeting was declared quorate.

Item	Discussions and Decisions	Action
48/2015-16	<b>Welcome and apologies of absence</b>  JohnM welcomed everybody to the last business meeting of the academic year. Sue Cherrington (SC) had sent her apologies, which the LGB accepted.	<b>Apologies accepted.</b>
49/2015-16	<b>Any other Business</b>  Governor term of office dates.	
50/2015-16	<b>Signing of previous Educational Forum minutes as true record and matters arising from the minutes</b>  The minutes of the previous Educational Forum meeting of 25 <sup>th</sup> April 2016 had been circulated before the meeting and no comments had	<b>Minutes of Educational Forum 25<sup>th</sup> April 2016 AGREED.</b>

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	<p>been received. Therefore JohnM signed them, initialling each page.</p> <p><i>Item 45b / 2015-16:</i> JohnM and KC's action to explore communication with parents is ongoing.</p> <p><i>Item 46a / 2015-16:</i> CP told governors that Pentland Field have not yet held their training session. Grangewood governors will be informed of the date when known.</p>	
51/2015-16	<p><b>Governor School visits and Governor Training</b></p> <p>No governor training took place since the last meeting. The planned governor visit to school next week will be discussed as a later agenda item.</p>	
52/2015-16	<p><b>Main Business Forum</b></p>	
53/2015-16	<p><b>Draft Budget for 2016-17</b></p> <p>a) SP had produced a written report, which had been sent to governors before the meeting. The report explained how the budget had been put together. SP described the two funding sources, £10k per pupil per annum from the EFA and top up funding from the LA. There are now nine bandings of top up funding in Hillingdon, dependent on the needs of each child. The bands are based on the new Education, Health and Care Plans (EHCP). If a pupil does not have an EHCP, they will receive the income from the old system. All children will have an EHCP by 2018. If pupil numbers fall, then funding will be affected.</p> <p>b) The 2016-17 draft budget shows a surplus of £69k. The budget is based on 96 pupils. In 2015-16, the original budgeted surplus was £102k, but is now nearer £49k. The bank balance in August 2017 is expected to be £321k.</p> <p>c) Governors questions included the following:</p> <ol style="list-style-type: none"> <li>i. What are the typical reasons why the budgeted surplus in 2015-16 is lower than the previous budget? SP replied that numbers of staff, income stream and pupil numbers are the major influences.</li> <li>ii. Why is income from RNIB Sunshine House £210k in 2015-16 but nil in 2016-17 onwards? SP said that this refers to the staff working at Sunshine House and on the Grangewood payroll. In 2015-16, Sunshine House is invoiced for the costs which are also included in the Grangewood salaries from teaching figures. For</li> </ol>	

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	<p>Grangewood, income and costs are cost neutral. In future years, neither the income nor expenditure will be included in Grangewood's budget.</p> <p>BH arrived 8:20 p.m.</p> <p>iii. Why has catering fallen from £74k in 2015-16 to £25k in future years? SP explained that when the catering contract was renewed, it came in house. Before that the budget was for food and salaries. After coming in house, it is food only and salaries are included in SMSA and kitchen staff (which is budgeted at £52k 2015-16 but £92k 2016-17).</p> <p>iv. What is the Health &amp; Safety / Safeguarding £10k in 2015-16 which is not repeated in future years? SP said that KC identified some issues that need addressing such as securing doors and signing in. This was added as a one off cost.</p> <p>v. What is the £45k overspend to Eden Academy in the budget monitor for 2015-16? SP explained that at the end of the year, schools are invoiced 6% of income which goes to the central Eden account. Before that, the budgeted amount is divided by 12 months. The variance is a reflection on pupil numbers.</p> <p>vi. Some governors felt that visual learning is helpful and would like to see some of the figures shown as pie charts or graphs and if anything is causing concern, to highlight it in red. SP has already created some charts for KC as a 'one off' and will discuss it at the Heads of School meetings.</p> <p>d) The budget will now be taken to the Finance committee to agree, then to the Board of Directors for ratification and then submitted to the EFA.</p>	<p><b>SP to discuss with HoSs whether to present data visually.</b></p>
54/2015-16	<p><b>Risk Register</b></p> <p>The risk register had not been circulated and SP explained that risk items are discussed fortnightly at the meetings with KC, JA and himself. The process is being reviewed, and in future, reporting is likely to be more in line with what is presented to the board of directors. Water testing and Safeguarding are no longer high risk and there are no other high risk items.</p>	

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55/2015-16	<p><b>Other Resources items</b></p> <p>Water testing shows bacterial levels are very low, and SP assured governors there is no need for concern. Recommendations are being carried out and SP will feedback in detail to the Premises committee. A new company will carry out annual testing in the future. Capital funding has been allocated to replace the tank that is affected and will remedy the water problem. The plan is to carry out the work during the summer holidays. In the meantime, the hot water system is being flushed through weekly and monitored with the information being logged. Much of the problem appears to have involved the hot water storage cylinders and therefore two new immersion heaters have been installed in them which are capable of raising the water temperature well beyond the required level.</p> <p>SP left 8:40 p.m.</p>	
56/2015-16	<p><b>School Development Plan (SDP) and e-Qualitas visit</b></p> <p>a) KC had hoped to circulate the SDP before the meeting, but this was not possible due to an e-Qualitas two day visit which occupied KC's time. The e-Qualitas visit was a mock Ofsted inspection carried out by consultants employed by the academy.</p> <p>b) KC and the senior management team has been working on the SDP for some weeks and feedback from e-Qualitas is being added. KC tabled a draft plan at the meeting.</p> <p>c) E-Qualitas feedback was in line with KC and the senior management team judgements and included:</p> <ul style="list-style-type: none"> <li>i. Safeguarding records are complete and safeguarding practice outstanding.</li> <li>ii. Observations judged Grangewood as solidly "Good", some lessons are "Outstanding". Discussions arose over the balance between adult led and child led learning and the inspectors thought there was too much adult led learning. There was concern surrounding planning and the daily plans teachers produce, which were regarded as slightly old fashioned. The school is looking at streamlining models, to smarten planning documents and to make them more accessible to TAs. Classroom Monitor, a computer package, has been purchased but data needs to be uploaded.</li> <li>iii. JohnM added that e-Qualitas had wanted to learn how</li> </ul>	

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	familiar governors were with the school and whether they were asking the right questions. They had seemed satisfied with JohnM's responses.	
57/2015-16	<p><b>Governor Feedback</b></p> <p>a) Head of School – KC stated that future meetings should include safeguarding and early years as separate agenda items.</p> <p>b) HR – MA told governors that on Tuesday interviews are taking place for TAs.</p> <p>c) Resources – BH said that the school had been successful in the Chrysalis bid. £42k has been paid to fund the majority of phase 2 of the playground. Governors thanked BH.</p> <p>d) Board of Directors – JH highlighted:</p> <ul style="list-style-type: none"> <li>i. Please see confidential minutes.</li> <li>ii. Eden's post 19 education relationship with Orchard Hill college: All Moorcroft leavers have guaranteed places next year.</li> </ul> <p>e) Staff – JM informed governors that support staff morale is low due to the LSA consultation. A discussion arose over TA levels and whether some experienced staff should be graded at a higher level. Governors requested that the Principal, Heads of School and board discuss TA levels.</p> <p>f) Diversity – TP spoke to Hilary McDermott (HM) about to ESOL courses. TP will chase up a letter that HM should have received.</p> <p>g) Premises – RG had distributed a written report. Water testing has been discussed earlier in the meeting. Tenders have been sent out for updating the foyer and are due to be returned by the end of June. The aim is for the work to be carried out during the summer holiday.</p>	<p><b>Safeguarding and early years separate agenda items in future meetings.</b></p> <p><b>Request that Principal, HoS and board discuss TA levels.</b></p>
58/2015-16	<p><b>Discussion of Governors' visit to school 27/6/2016</b></p> <p>Three governors at the meeting are able to attend (plus hopefully SC). Governors should arrive at 10 a.m.</p>	
59/2015-16	<p><b>Policies to ratify:</b></p> <p>Governors <b>RATIFIED</b> the following policies:</p>	<p><b>Dress code for school staff and British values</b></p>

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	a) Dress code for school staff b) British values statement	<b>statement RATIFIED.</b>
60/2015-16	<p><b>Any Other Business / Confidential items</b></p> <p>a) The following governors terms of office are due to expire on 25<sup>th</sup> June 2016: MA, SC, RG, JH, JohnM and JM. JM does not wish to serve for another term. MA, RG, JH and JohnM expressed their wish to serve for another term of office. As SC had sent her apologies, her intentions were not known. JohnM, KC and JH <b>AGREED</b> to the governors serving for another term of office, as per the LGB terms of reference. Therefore terms of office for MA, SC, RG, JH, JohnM and SC if she wishes, will expire on 25th June 2019.</p> <p>b) JohnM is considering succession planning, and although he would like to continue to serve as a governor, would ideally prefer someone else to take over as Chair after his term of office ends at the first meeting of next term. He asked if anyone is interested in becoming Chair to contact him. He recommended an excellent Chair's course run by Babcock. If no-one comes forward, JohnM said it will be necessary to recruit from outside the LGB. RG is currently Vice-Chair but does not wish to take on the role of Chair (although he confirmed he is happy to continue to be the link to Premises, Safeguarding, Health and Safety and Child protection. JH would be happy to continue as board representative if things stand.</p> <p>c) JohnM expressed the LGB's thanks to JM for her commitment and contribution during her time on the LGB.</p> <p>d) JH said that next year meetings will take place during the day so commitment will be easier.</p> <p>e) KC has found a new teacher governor and will send CP her email address so that CP can send her induction documents.</p>	<p><b>Terms of office for MA, SC, RG, JH, JohnM (and SC subject to her agreement) to expire 25<sup>th</sup> June 2019.</b></p> <p><b>Governors should consider if they would like to be chair.</b></p> <p><b>KC to send CP details of new staff governor.</b></p>
61/2015-16	<p><b>Future planned meeting dates</b></p> <ul style="list-style-type: none"> <li>• Mon. 3rd October 2016 12 noon (Education) following governors visit to school</li> <li>• Mon. 5th December 2016 8 p.m. (Business)</li> <li>• Mon. 23rd January 2017 12 noon (Education) following</li> </ul>	

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	governors visit to school <ul style="list-style-type: none"><li data-bbox="375 163 997 195">• Mon. 13th March 2017 8 p.m. (Business)</li><li data-bbox="375 205 1149 279">• Mon. 24th April 2017 12 noon (Education) following governors visit to school</li><li data-bbox="375 289 976 321">• Mon. 19th June 2017 8 p.m. (Business)</li></ul>	

Meeting closed at 9:50 p.m. There **are** confidential minutes for this meeting.