



MINUTES

Board	Governing Body meeting for Approval of Accounts and Trustee Report
Date	13th December 2018
Time	6.30pm meeting start
Venue	Meeting Room

GOVERNOR'S ATTENDING

Libby Blake (Chair)
Robert Walkington (Vice Chair)
Jacqui Tovey (Interim Principal, ex-officio governor)
Soshana Austin (Community Governor)
Abi Agidee-Adekunle (Community Governor)
Steve Finch (Parent Governor)
Kolawole Olounbanjo (Community Governor)
Katherine Priestley (Community Governor)
Jaswinder Kaur (Staff Governor)
Elisa Valdez (Staff Governor)
Richard Allalouf (Parent Governor)
Barbara McBrien (Community Governor)
Simon Blackburn (Parent Governor)
Joseph Osunde (Parent Governor)
Isa Lopez (Community Governor)
Barbara McBrien (Community Governor)

IN ATTENDANCE

Philip Matson (Clerk)
Chris Allan (Deputy Principal)
Jo Nyland (SBM)
Rachael Brailsford (Finance Consultant)

1 WELCOME, INTRODUCTIONS & APOLOGIES

The Chair welcomed governors and others attending the meeting. There were no apologies.

2 NOTIFICATION OF ANY OTHER URGENT BUSINESS

There were no late items of business raised.

3 DECLARATIONS OF INTEREST & REGISTER OF INTERESTS

3.1 There were no declarations of interest in relation to any matters to be considered during the meeting

3.2 There were no declarations of gifts and hospitality received or given.

4 MINUTES OF THE GOVERNING BODY MEETING, 18th October 2018

The minutes of the last meeting were accepted as a true and accurate record of proceedings.

5 MATTERS ARISING

Agenda item	Action	Lead	Date
7.5	Vision and 5 Year plan presented to governors	LB	ASAP
7.6	Parent governors to consider ways of facilitating parent governor recruitment Identify potential new parent governors	SB, SF ALL	ASAP 13/12/18
8	Check website compliance	PM	13/12/18
9.5	SoD revised in light of admissions policy changes	JT, CF	ASAP
9.8	Safeguarding policy to be updated	LB, JT, CF	ASAP
14	Top Ten risks to be presented to governors	JT, CF	13/12/18

7.5 LB reported that she had received useful comments from RA. A working party comprising RA, SA, LB has arranged to meet on 9th January to develop the vision and five-year plan. The working party will feedback to governors.

7.6 LB reported that JO had responded to a letter to parents from the Chair and has put himself forward as a parent governor.

SA has subsequently identified three other parents who have expressed an interest in becoming a governor. LB will follow-up with them in the new year.

8 PM reported to the governing body. It was agreed that that suggested amendments to the website would be actioned.

9.5 Revision of the Scheme of Delegation - this item has been removed from agenda as it requires more attention to the issue of Members.

9.6 Safeguarding policy update - this action has been closed.

14 The Top Ten Risks will be considered at the next FGB.

6 CHAIR'S REPORT

Update on School Leadership, and Governance.

LB informed governors that the advertisement for a permanent headteacher would be published on the school website and in the TES by Friday 14th December. Interviews have been arranged for the 31st January and 1st February. The interview panel was identified.

LB informed governors that CF would be leaving her role as interim headteacher at the end of the Autumn Term. LB formally thanked CF for her contribution to the school. JT has kindly agreed to extend her commitment as interim headteacher from three to four days a week; LB expressed her gratitude. LB reported that the school is in discussion with individuals regarding the remaining 0.2 FTE interim support required.

LB reported that the Scheme of Delegation requires the appointment of a discrete group of Members from the stakeholder community. She identified existing Members - RW, SB and KW. The school will be seeking advice. JT and LB will address the issue through the SIP over the academic year. She reminded governors that an AGM would take place at the end of the FGB.

7 GOVERNANCE ISSUES

7.1 Parent and staff governor vacancies.

7.2 Welcome to new Parent and Staff Governors

7.3 Change of date of next meeting to 28th February 2019

7.1 LB welcomed the appointment of the new staff teaching governor - JK. She told governors that IL had notified LB of her intention to resign, but had agreed to remain in her governor role until the governing body was able to find a replacement. LB expressed her gratitude to IL. LB informed the governing body that KO's term of office ended on 5th January 2019 term end, and of his intention to stand down. Governors gave a vote of thanks for KO's considerable services to the school. Although BW's term of office also ends on 5th January 2019 he has committed to forming part of the recruitment panel after that date and is willing to continue in role on an annual basis. Vacancies for community Governors are being advertised on "Governors Space for School 8"

7.2 1 LB welcomed JO as a new parent governor.

7.3 LB informed governors that the date of the next FGB had been changed from 21st to 28th February. LB asked JT if governors' presence was required at the Inset days planned for 3rd-4th January. JT explained that governor attendance was not required, but that governors were very welcome to attend.

8 SAFEGUARDING

LB explained the requirement that governors read the updated Keeping Children Safe in Education document and explicitly confirm that they have done so. Governors will be asked to confirm that they have read the document before the next FGB meeting.

9 GOVERNING BODY REPORTS

9.1 Curriculum & Strategy (C&S)

9.2 Finance & General Purposes (F&GP)

9.1 SA reported for C&S that there had been no new policies for review, although there are some pending. The committee had decided to establish working groups. JO has kindly agreed to take on the governor champion role for ICT strategy. C&S will continue to monitor progress against the SIP.

9.2 BW reported for F&GP that the appraisal and capability policies had been reviewed..

KP reported also for F&GP that the issue of the Bexley outstanding debt is ongoing; Bexley is contesting liability for the debt. A starting pack, including a contract for LAs is being developed. She informed governors of the updating of the Pay, HR and Premises policies. She updated governors on procurement of the grounds maintenance contract. Whistleblowing and Health & Safety policies were approved. KP explained that the premises and risk assessments documents need to be reviewed. LB asked that any comments on the school reserves policy should be addressed to the new Chair of F&GP (BMB).

It had been decided not to proceed with the SIF bid for heating improvements as the governors were committed to exploring renewable energy options. LB invited governors to forward any ideas and advice to the Chair.

10 ANNUAL ACCOUNTS

Approval of Trustees Report and end of year accounts

Rachael Brailsford gave governors a brief oral summary of the auditors' report on the Trustees Report and end of year accounts. She explained that the auditors produced two reports: the first focusing on the accounts themselves; and, the second commenting on the regularity of the accounts. The auditors accepted the contents of the report and confirmed that they had found no irregularities in any transactions reported in the accounts. It was a clean report.

She described the auditors' assessment as good overall. The Trustee's report was unchanged and there were no recommendations of high importance. Recommendations included improving internal financial controls by setting up two electronic signatories for the bank account (which has been done) and updating the details of a governor with Companies House (completed). The independent Responsible Officer visited in October and his/her report is being awaited.

The auditors were satisfied that the school had done as much as possible to return the over-payment to RBKC.

RB summarised the contents of the financial statement

- Trustee details
- Trustees report - which described aims and objectives, activities over the year and forward plans
- Governance statement - describes trustee responsibilities
- Statement of regularity - Responsible Officer to sign
- Trustees' response - LB signs this on behalf of the Trust
- Independent auditors account - confirming the statements are true and fair and contains no irregularities
- Independent accountant's report - prepared in accordance with ESFA requirements.

RB provided an overview of income and expenditure

- An end of year overall balance sheet provision comprises assets and reserves minus debts and pension deficit of £4.8 million (a favourable movement on the previous year, due in the main to reduced pension fund deficit).
- An end of year surplus £236,000
- Restricted and unrestricted reserves amounting to £897,000

A governor asked a question about the need to produce detailed plans for using the reserves. RB explained that detailed spending plans were unnecessary, but the Trust should be prepared for questions regarding plans. LB identified improving boarding facilities as a particular priority for which this reserve was to be restricted.

A governor enquired as to whether the reserves figure was higher than expected. RB responded that it was not and reflected the school's cost recovery approach.

A governor asked why the amount of the reserves had increased. RB explained that it was due largely to income from student fees; the number of students had been greater than had been budgeted for. LB pointed out that some of the 2017-18 reserves had been reinvested in refurbishment of the school.

LB said that the priority for 2018-19 was to improve the quality of boarding accommodation as OFSTED had judged it only just good enough.

DECISION: Governors unanimously accepted the accounts. LB confirmed that she and JT would sign off the accounts on 13th December.

LB thanked Sue Gray for her contribution to the preparation of accounts.

11 PROCUREMENT

JN described the issues that the school had experienced as a result of Judicium outsourcing the payroll function since April. Governors discussed contractual obligations; JN explained that six months' notice was required for some contracts with Judicium but longer for others.

DECISION: Governors agreed that the issue should be considered at the next F&GP committee meeting.

LB commented that this provided an opportunity to consider a wider range of tenders.

12 STAFFING ESTABLISHMENT

Request for additional post for Treetops

SA on behalf of C&S proposed the creation of an additional post for Treetops. SA gave the rationale for the proposal from the committee and she explained that this would reduce agency provision and increase the number of permanent staff. The additional post would be cost neutral. LB informed governors that the F&GP committee had expressed its agreement as there would be no additional cost to parents. SA confirmed that the proposal was supported by the Curriculum and Strategy Committee.

DECISION: the Governing Body unanimously agreed to the proposal.

13 DELEGATED POLICIES FOR APPROVAL

1. Pay Policy
2. Capability Policy
3. Appraisal Policy

LB explained that the details of the policies had been discussed in committee. LB thanked JT and CF for their work on improving the policies.

There were no questions from governors regarding the Capability and Appraisal Policies.

DECISION: Governors unanimously accepted the new Capability and Appraisal Policies.

SA expressed a concern regarding the Pay policy. She referred to the bonuses awarded to Hay Scheme employees who achieved at least 50% of the SMART targets set during performance management. SA expressed the opinion that employees should be rewarded for reaching stretch targets, not SMART ones. Governors discussed the appropriateness of the clause, particularly how it fits with the school's principle of equal treatment.

DECISION: Governors agreed unanimously to accept the Pay Policy; further it was agreed that the bonus schemes in the pay policy should be referred back to F&GP for review.

RW referred to a reference in the Pay Policy regarding setting up pay contingency fund; he informed governors that such a fund does not exist. LB agreed that the fund should be established within the staffing budget.

14 ANY OTHER BUSINESS

There were no items of other business.

15 MEETING DATES FOR 2018-19

The meeting dates below were confirmed.

Full Governing Body meetings

28th February 2019, 6.00pm

20th June 2019, 6.00pm

PART II ANY CONFIDENTIAL ITEMS

There were no confidential items.

ACTION CHECKLIST

Agenda items	Actions	Lead	Target date
10	Annual accounts signed	LB	13/12/18
11	Payroll procurement to be considered	F&GP	Next F&GP
13	Review bonus scheme in Pay Policy	F&GP	Next F&GP

SIGNED: Libby Blake

DATE: 28th Feb 2019