

Minutes of a Meeting of the Local Governing Committee of Liskeard School and Community College held in the conference room of the School on Tuesday 12th June 2018 at 6pm.

Present:

Davina Finch (Chair), Ian Williams, Alex Lingard (Headteacher), Jenny Brown, Mark Graham, Helen Arnold, David Young, Katie Conway and Trudi Hocking

Absent:

Dereen Carnegie-Rance and Mark Wigley

In Attendance: Paul Taylor (Business Manager)

1. **Welcome**

The Chair welcomed everyone to the meeting. She apologised for having to change the date of the meeting.

2. **Procedure for evacuating the building**

The Chair outlined the procedure for evacuating the building.

3. **Declaration of Business or Pecuniary Interest – verbal**

None

4. **Apologies for Absence**

Apologies were received and accepted from Mark Wigley due to family commitments. Apologies were also received from Dereen Carnegie-Rance but these were received too late to be reported to the meeting.

The Chair explained that Annette Lee-Julian had resigned for health reasons, Ian Goldsworthy had resigned due to work commitments and Sue Brownlow had resigned due to her being appointed to the SMART Board.

5. **To confirm the minutes of the meetings held on 13th March 2018**

The minutes of the meeting held on 13th March 2018, which had been previously circulated, were agreed and signed as a true and accurate record of the meeting. In terms of the actions from the meetings, it was agreed that the Chair would check if the issue concerning the fact that the SMART Financial Scheme of Delegation did not include any role for the LGC in financial decision making had been followed up. It was noted that all of the other action points had been actioned and that an update to the repairs to the dance and drama areas of the school would be provided later in this meeting.

6. **Matters Arising**

A governor asked what the procedure was when governors undertake visits to the school. The Chair said that she had emailed a visit proforma to all governors which should be completed and emailed to the Headteacher and Chair.

The Headteacher explained that it is planned to have an Arts trip to London in the Autumn term which will involve two overnight stays and visits to various attractions. He said the cost will be £216. Governors agreed to this visit.

7. **SMART Update**

The SMART CEO report had been circulated in advance of the meeting. It was noted that the SMART CEO will attend a meeting of the LGC if there is an item that governors want to discuss with him. A governor queried whether the deadline for commenting on the SMART strategic plan had passed. The Headteacher explained that this is a working document and that it has the same ten priorities as last year. He said that Headteachers are discussing which strategies are to be used across the MAT to achieve the priorities. **A governor challenged the Headteacher to explain the Community Publicity Proposal as outlined in the SMART CEO's report.** He said that the aim of the proposal is to monitor the school's communication to ensure it is celebrating good news with its local community. Governors agreed that the proposal seems rather impractical and that governors do not need to be aware of all events. It was noted that details of events are posted in the school bulletin, on the website and via email. The Chair said that she would feedback governors' concerns about the proposal to the Chair's Forum with a view to discussing alternative wording for this proposal. The Headteacher commented that the publicity staff hours have been reduced from 1.4 to 0.4.

8. **Governor Business: Vacancies, Visits, Reflect and feedback on new style of meetings and committees, Social Event, Impact of new GDPR**

The Chair said there are now 3 vacancies on the LGC and that the skills matrix of the LGC indicates that new governors with a financial and/or HR background would be an asset. She encouraged governors to actively seek interested people. The Chair said that, as a result of the vacancies, there are gaps in terms of link governors for community and CSA. She said that she would circulate a revised list of link governors. She reminded governors that there is a governor visit book held at reception which should be signed by governors undertaking duties within school. She said this will be monitored from September 2018 so that an accurate picture of governor activity within school can be collated.

She explained that she and the Headteacher will be meeting with the Clerk to formulate a calendar of LGC meetings for next year.

She asked governors for their opinions on the new style of meetings that had been held this year. A governor said that she had no idea where the school was in terms of teaching and learning. Other governors agreed that there has been a lack of discussion about core business. Some governors considered that the presentation by the SMART CEO took up too much meeting time. It was agreed that this matter will be resolved next year as he will not be attending meetings unless governors request him to attend. Another governor said the meetings should focus on LSCC not SMART. The Headteacher said that the length of the agendas had been too long which meant some items had not been discussed in enough detail or scrutinised fully. It was agreed that there should be more meetings per term than there have been this academic year. It was agreed that the structure of the meetings must allow governors to effectively scrutinise the quality of teaching and learning.

The Chair said there is a social event for governors on Friday 22nd June 2018.

She also said that, under the GDPR, governors must use school email addresses for governor business as opposed to their personal addresses.

It was noted that the SMART Director of Learning has resigned.

9. **Premises**

The Business Manager explained that the proposed works to extend the ARB will be commencing soon. He said that the ARB will be expanded through the use of the existing IT area in the library and part of a corridor. **A governor challenged the Business Manager to explain why the IT area was being lost.** He said that the IT area is not being lost but is being moved and some of the library furniture is being taken away to accommodate the IT area. He said there will be no net loss in terms of bookshelves. The Business Manager explained that this project is being funded by Cornwall Council. He said that it is imperative that the works are completed by the end of August. **A governor challenged the Headteacher to explain the justification for expanding the ARB.** He said that the student numbers in the ARB will double from 10 to 20 providing greater flexibility with staffing and excellent provision for more students. **A governor asked the Business Manager to explain how students will access the ARB.** He said that access will either be escorted or via key pad

entry. The Business Manager said that the library will be decommissioned on 9th July 2018 to facilitate works to the ARB to commence. He said that, in addition, the window walling of the library will be replaced. He said that there is also a tentative proposal to renovate the ceiling in the library and to replace the heating but owing to the short timescale, it is likely that these works will not be undertaken until summer 2019. He explained that the window walling works in the parts of the school where this has not yet been done will be undertaken in summer 2019. **A governor challenged the Business Manager to explain if the funding is ring fenced for this work and will still be in place for summer 2019.** He said that the money is ring fenced.

In terms of the Dance studio, the Business Manager said that temporary repairs to the roof have been undertaken. He said that he has looked at the options for repairing and replacing the roof. He explained that it will be very expensive to replace the entire roof and that repairs, undertaken by a roofing contractor, will solve the problem of the roof leaking and could be done over the summer. In addition, he said the repairs to the drama studio caused by the leaking roof could be undertaken at the same time. **A governor challenged the Business Manager to explain whether he had pursued compensation from the installers of the solar panels as they are responsible for the damage to the roof.** He said that the company has gone bankrupt. **A governor challenged the Business Manager to explain if an insurance claim could be made for the roof repairs.** The Business Manager said that he did not consider this would be an appropriate course of action as the damage was caused by the installers of the solar panels. He said that the works will be funded by Pfi funding.

A governor asked the Business Manager to explain what the caretakers will be doing over the summer. The Business Manager said there are a limited number of caretakers, due to sickness. He said that one has had a heart attack and one is off sick due to a problem with his knee. In addition, he said that one is retiring at the end of the school year. However, he said that they will be undertaking some maintenance tasks such as painting, cleaning gutters and general works to the site. **A governor asked if small maintenance jobs could be cross charged with the Pfi contractors.** The Business Manager said this may be possible with jobs such as painting. **A governor challenged the Business Manager to explain if the works to the hall to prevent the seagulls from nesting on the roof had been successful.** He said that the works had been a success.

A governor said that at the SMART premises meeting, it was noted that a governor should audit the premises on an ad hoc basis. The Headteacher confirmed that a governor could do this if they wished to do so and thought seeing if the Premises Manager was available would also be useful.

10. **Health and Safety – to receive and consider a copy of the minutes of the Health and Safety meeting**

It was noted that all governors had received a copy of the minutes of the Health and Safety meeting. **A governor challenged the Business Manager to explain how monitoring of action 1 of those minutes will take place.** He explained that Cornwall Council will be visiting the school at the end of this week and will be detailing the procedures to be followed in this respect. He explained that Andy Sanders will be assuming the role of Premises Manager. **A governor challenged the Business Manger to explain how often the accident books are scrutinised.** He explained that all accidents are reported on line and every near miss is logged. He said that this information is sent to the Business Manager and the Premises Manager and the appropriate action is taken. **A governor challenged the Headteacher to explain if departments have their own accident log books.** The Business Manager said that individual departments only have a near misses log book. The Chair said that departments should be logging near misses and the action taken and be reporting this to the Health and Safety meetings. She asked the Health and Safety governor to ensure this is monitored at the Health and Safety meetings.

A governor challenged the Business Manager to explain if Fire Awareness training is mandatory and if so, whether all staff have undertaken the training. He said that it was mandatory and that 35 members of staff have not yet updated their training. It was noted that the Business Manager and the Premises Manager are responsible for monitoring this.

A governor challenged the Business Manger to explain what the timeframe is for the implementation of a lockdown policy. The Business Manager explained that the Premises Manager

had formulated a paper detailing how the school site could be made more secure. A governor said that the issues identified should be rag rated. The Headteacher said this will be reviewed by SLT before the end of the academic year. The Business Manager explained that it is not that the site is totally insecure and there is a major alert but about reviewing site access and improving it. He said the lockdown procedure will be a standing item on the Health and Safety meeting agendas.

11. **Safeguarding**

The Chair said that contact had been made with LADO for support and guidance on two occasions since the last meeting. She said the aim was to ensure that all procedures had been correctly followed.

12. **SEND Staffing Structure – to receive and consider a report on the SEND Staffing Structure**

The Headteacher explained that it is proposed to change the staffing structure in three areas of the school. He said these changes are financially driven. He explained that there are a high proportion of students at the school with Education Healthcare Plans. In terms of the funding for these students, he explained that the school has to finance element 2 of the provision from its own budget. He said that the ARB is funded so that both elements 2 and 3 are funded externally. He said that the number of students in the school next year with Education Healthcare Plans will increase and the staff needed in the ARB will also increase.

The Headteacher explained that the proposal is to change the pastoral structure so that there will be 5 Heads of Year and 3 Assistant Heads of Year. Of the latter, one will be responsible for Year 8 and 9 students, one for Year 10 and 11 students and one will be responsible for Year 7 and the transitional work. He said that, as the number of Assistant Heads of Year has been reduced from 5 to 3, they will no longer be undertaking the emotional health and well-being work as this will be undertaken by a member of staff who will also be the designated safeguarding lead. He said that the remaining Assistant Head of Year will work in the ARB. He explained that the saving will be £20,000 from the pastoral line. It was acknowledged that the Year 9 and 10 students will have a change in staff on the pastoral team but there will still be continuity of tutor.

The Headteacher explained that it is also proposed to change the staffing structure of the SEND provision within school. He said that the SENCO was supported by two Assistant SENCOs (one part time), a 2 – 5 School Lead, a Curriculum Support lead, an Exam Access Officer and 300+ TA hours. He said that the part time Assistant SENCO is not being replaced and the roles of 2 – 5 School Lead and Curriculum Support Lead are being merged as well as reducing the TA hours. However, he commented that the previously agreed pay rise for support staff will lead to an increase in TA costs. The Headteacher explained that it is also proposed to change the staffing structure in the ARB. He said that the number of students in the ARB will double from 10 to 20 and that the school will receive £200,000 for these students plus top up funding depending on the number of students and their banding. **A governor challenged the Headteacher to explain how the budget has been set if the bandings of these students are not yet known.** He said that the budgeted figures are based on the bandings the school currently has. **A governor challenged the Headteacher to explain if a student is underbanded whether the shortfall is back paid and whether a penalty is paid.** The Headteacher said that the shortfall is back paid but a penalty is not paid. However, he said that if a banding is reduced, the school does not have to re pay the surplus money. He explained that it is proposed to increase the number of staff in the ARB as the new students joining have different needs to those previously in the provision. He explained that the current students are high functioning autistic children who were integrated for much of their time into the mainstream school. However, he said the new students will be those with moderate learning difficulties and speech and language difficulties and they will be taught on their own out of mainstream school. He said this is a more economic option. **A governor challenged the Headteacher to explain how withdrawal from mainstream school will affect students' development.** He said that he considers it will be in their best interests to be taught as a specific group. He explained that the costs of the ARB have been reported in the budget figures to date in terms of staffing costs only and that approximately 20% of non-staffing costs of the ARB have been incorporated into other budget lines. He said that this amounts to approximately £30,000, but more if you factor in subject teachers'

costs. In financial terms, the Headteacher explained that whilst the number of students in the ARB will double, the costs will not. He said the additional funding and the new staffing structure in the ARB will reduce the shortfall to £11,000. **A governor asked the Headteacher to explain who will manage the TAs in the ARB.** He said they will be managed by the ARB Manager and Deputy ARB Manager. A governor commented that this will result in management of a spouse. The Headteacher said that he had been assured this was not a problem. The Chair explained that the proposed revised staffing structure did not come before the LGC for approval as it is delegated to the Headteacher as it involves the day to day running of the school.

13. **Finance – to receive and consider the draft budget for 2018/19**

The Business Manager explained that the draft budget is a work in progress and that confirmation of some of the figures is being awaited. This includes the amount of pupil premium funding, top up funding for the ARB and funding for high need students. The Headteacher said that there has been a net loss of students in Year 7, so a 6 form model will suffice for 2018/19. He said this will result in a surplus of teaching hours and will result in reducing the teaching budget by between 0.4 and 0.2 hours. **A governor challenged the Headteacher to explain the predicted impact of Callywith College on 6th form entry.** The Headteacher said that half of the Year 11 students are remaining for 6th form and that overall, it is anticipated there will be more than 90 students in the 6th form in Year 12. He said that seven Year 11 students are going to Callywith College but a number are going to Plymouth City College.

The Business Manager said that he is also looking at ways of increasing the school's income. He said that he is negotiating with Cornwall Council and Lux Park Leisure Centre for the school to manage the astro turf pitch bookings and to receive the income from them. However, he said that assurance needs to be given from Cornwall Council that they will continue to maintain the lighting of the astro turf pitch. The Business Manager said that the school has to make significant cuts from its expenditure which will necessitate not employing the Plymouth Argyle football coach for the 6th form Football Academy and removing Astronomy as an enrichment activity after school.

The Business Manager explained that two models of the budget are presented: one with a 1% pay increase for teaching staff and one with the a 2% pay increase for teaching staff plus a 2% increase in employer pension contributions. He said that he had met with the Headteacher and Jo Lumbard to discuss the budget. He said the budget is currently draft and does not have to be agreed by the LGC until its meeting on 3rd July 2018.

The Business Manager explained that income will be derived from GAG funding, other government grants, income from facilities and services and catering and the budgeted income figure for 2018/19 is £5,996,252. **A governor challenged the Business Manager to explain why the rates for letting have not been increased.** He said that they have not increased as the aim is to encourage new users. **A governor challenged the Business Manager to account for the amount of parental contributions received in this financial year.** He said that it was £2,500. The Business Manager detailed the budgeted expenditure for 2018/19. **A governor challenged the Business Manager to explain if the student costs of employing them as lunchtime supervisors had been incorporated in to the "other staff" budget line.** He confirmed that it had been included. **A governor challenged the Headteacher to explain what £3,500 for staff subsistence meals and hospitality related to.** He explained that staff are entitled to a free meal in school if they have lunchtime clubs, inset days or parents' evenings. **A governor challenged the Headteacher to explain what the figure for staff travel related to.** He said that this relates to travel for CPD and meetings. **A governor challenged the Headteacher to explain if the ICT budget is allocated to a specific department .** The Headteacher said that it is part of the whole school programme. **A governor requested the Headteacher to ask the SMART CEO about the progress of the SMART IT Plan.** He said that he would do this. **A governor challenged the Headteacher to explain the trends in FSM.** He said the take up of free school meals is down as are the number registered as eligible to receive them. **A governor challenged the Business Manager to explain CFM expenditure.** He said this is the cost of arranging services to the primary schools but it was noted that the school receives revenue from the primary schools for these services. The Business Manager explained that the total budgeted

revenue expenditure for 2018/19 is £5,986,976. He explained that £50,000 is budgeted as capital expenditure. He said that £25,000 of this was in the IT network budget but some of this money has been moved to the budget for hardware. He said that funding in the sum of £32,000 will be available for resurfacing the tennis courts. The Headteacher said that the resurfacing of the tennis courts needs to be undertaken as soon as possible as it is a health and safety issue. It was noted that if the overall cost is in excess of £50,000 tenders will have to be sought. Governors agreed that this will be delegated to the Chair and Vice Chair and the Health and Safety and Premises governors if the scheme of delegation specifies it needs to be approved by this LGC as opposed to the SMART Board.

A governor challenged the Business Manager for assurance that there are no errors in the spreadsheet . The Headteacher said the spreadsheets have been scrutinised and that he is confident there are no errors. **A governor challenged the Business Manager to explain if the £80,000 overspend for this year is accurate.** He explained that the changes made in terms of staffing are now filtering through into the budget line so this figure is gradually reducing.

The Business Manager explained that, overall, there is a budgeted deficit of £80,838 predicted for 2017/18. He explained there is £51,604 in general reserves and £19,958 in dormant accounts so the net deficit carried forward is £9,276. He explained that model 1 of the budget for 2018/19 predicts a balanced budget but model 2 predicts a deficit of £28,704. **A governor challenged the Business Manager to explain whether SMART will agree to a deficit budget.** He said they will not as the budget has to be balanced. **A governor asked if capital money can be used to balance the budget.** The Business Manager said it cannot be used. He said there is likely to be additional funding that the school will receive to enable model 2 of the budget to be balanced but there is uncertainty as to whether details of these figures will be known before the budget has to be agreed.

14. **Matters to be raised for Trust Board attention**

None

15. **Confirm Date and Time of Next Meeting**

The date of the next LGC will be on Tuesday 3rd July 2018 in the conference room at LSCC commencing at 6pm.

The meeting finished at 9pm.

ACTION SUMMARY	
Check if the issue concerning the fact that the SMART Financial Scheme of Delegation did not include any role for the LGC in financial decision making had been followed up	DF
Feedback governors' concerns about the Community Publicity Proposal to the Chair's Forum with a view to discussing alternative wording for this proposal.	DF
Circulate revised list of link governors.	DF
Ask the SMART CEO about the progress of the SMART IT Plan	AL