



**Minutes of the Full Governors Meeting held Wednesday 1st February 2017 which commenced at 1400 in the Sleaford base.**

Serial No	Item	Comments	Action
1.	Members Present	Mr John Gibson (Chair) Mr Pete Banks (Vice Chair) Mrs Julie Bembridge Mrs Denise Lyon Mrs Jo O'Neill Mrs Sue Morrison Mr Dave Nash Mr Tony McCarthy Mr Steve Barnes (Head Teacher) Mrs Lorraine Kirsopp (Deputy Head Teacher) Mr Paul Squire (Learning Leader) Mrs Deb Bunn (Pastoral Manager) Mrs Helen Garrett (School Business Manager) Mr Neil Blackwell (Clerk to Governors)	
2.	Apologies Accepted	None	
3.	Declaration of Pecuniary Interests	All members were asked to sign a 'Corporate Governance and the disclosure of pecuniary interest' form during the meeting. Mrs Sue Morrison explained that she works for the SEND team within the Local Authority. All other Governors confirmed in this instance that they did not have any pecuniary interests.	
4.	Minutes of previous meeting	The minutes of the previous meeting were accepted as a true record.	
5.	Matters arising from last minutes	<p>SB confirmed that he was speaking at SENDCo meetings later in the afternoon and at a later agreed date.</p> <p>SB explained that at the last meeting that as the school had not had the budget finalised at the time he was unable to commit the spending for an external audit of Governance. However as the school had now a confirmed budget the Governing Body may wish to re-consider such an audit.</p> <p>NB confirmed that he had most of the responses from Governors regarding Governor training and qualifications, but was still awaiting a few responses. NB will contact Governors who are still to respond to chase accordingly.</p> <p>JG confirmed that all Governors had noted the dates for the Governors meetings for the rest of the school year as appended on the previous minutes. JG informed the members of the Resources Committee that due to planned holidays it would be necessary for the Resources meeting on the 10<sup>th</sup> May 2017 to be re-scheduled to 24<sup>th</sup> May 2017. NB confirmed that he would amend the master diary and forward out a copy to all Governors highlighting the change.</p>	<p>All</p> <p>All</p> <p>JG/SB</p> <p>All</p> <p>All Resources Committee Members</p>

6.	Head Teachers Report	<p>SB provided the Governors with a Head teachers report and outlined the following areas.</p> <p>The new GCSEs were much harder and as such the data from the recent mocks needs to be taken with caution. SB confirmed that all pupils are working hard but not sure how the GCSEs in the summer will affect results. SM asked if the school could bench mark with another school. SB explained that this would be difficult to find a similar school to benchmark against with the various levels of medical needs as required by our pupils. JO agreed that from her contacts that all schools are feeling the same about the new GCSE's.</p> <p>BL and CA (both staff at the school) have both submitted the final work for their respective MA's.</p> <p>SB confirmed that the school had now received the budget formula for 16/17 and this was for 70 places. In total the new budget was £1.55m. The school is up 10 places from last year. SB explained to Governors how the overall educational budget is disseminated within schools in Lincolnshire. JG thanks SB for his hard work on this and also thanked PB and DN for their support during the recent meeting with Debbie Barnes.</p> <p>SB provided an update on progress to academy status. SB explained that there was a legal issue with the land at the Lincoln base. He also explained that alternative bases were being looked at for the Boston and Sleaford bases and this was on-going. JG stated that it was important that we get this right and not necessarily take the first offer. All Governors agreed. JG and SB were meeting Debbie Wilkinson from the Local Authority to discuss options. SB explained that another route we could follow was for the school to become a Free School. JG suggested that we need to see what happens over the next few weeks but these issues needed addressing urgently.</p> <p>SB explained the Key Performance Indicators to Governors and pointed out a couple of areas of concern:</p> <ul style="list-style-type: none"> <li>• Attendance is at 65% and needs work. SB explained that the school is looking to employ a deputy pastoral manager to focus on attendance and this would be further explained within the budget report.</li> <li>• The KPI for pupils making 3 levels of progress from KS2 – KS4 as defined by APS scores from entry to school is 80%. The school has achieved 78% in English; 50% in Maths and 67% in science. PS explained that the maths GCSE mocks this year were more difficult for pupils to understand and that in some cases the pupils knew the</li> </ul>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>
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		<p>answers but were confused by how the paper had phrased the question. The maths tutors are working hard on ensuring pupils understand the various ways in which the question(s) relating to topics could be phrased.</p> <p>SB explained that there had been 7 safeguarding incidents since 1<sup>st</sup> January 2017. SM asked if they were internal or external to the school; SB confirmed that they were mainly external ie within the family home etc. SB explained that although the school hasn't reached its KPI with regards to attendance the overall attendance has increased over the last few years. PB asked how employing a deputy pastoral manager will help and what the TOR's would look like. DB provided an overview of the post and explained that this individual could focus on attendance. SM asked how as Governors can we triangulate data; SB explained that Governors visits would provide Governors with the opportunity to witness teaching and learning and talk with teaching staff about pupil progress and this will assist Governors with understanding how this correlates with data.</p>	All								
7.	Vision and Values Audit	Ongoing.	JG								
8.	Budget Update	<p>HG provided an update on the budget and requested that Governors agree the following spend:</p> <p><b>Budget FY 16/17 and FY 17/18</b></p> <table> <tr> <td>Core Budget</td> <td>£1,312,995</td> </tr> <tr> <td>1:1 Core</td> <td>£117,486</td> </tr> <tr> <td>ASD Centre</td> <td>£120,000</td> </tr> <tr> <td>Total</td> <td>£1550,481</td> </tr> </table> <p>Spend to date £1099,072 Anticipated spend £1420,414 Expected c/f £120,617</p> <p><b>Spending Request:</b></p> <p>IT refresh – Purchase 30 laptops - £11,894</p> <p>3 staffing members from temp contracts to permanent contracts (included in figures presented).</p> <p>Admin Apprentice to be employed full time at Lincoln Base.</p> <p>Learning Mentor staffing increase by 1.4FTE - £32,000</p> <p>Mental Health First Aid Training - £3700</p> <p>Team Teach training - £1260</p> <p>Coaching Qualification for 1 x member of staff - £3600</p>	Core Budget	£1,312,995	1:1 Core	£117,486	ASD Centre	£120,000	Total	£1550,481	<p>All</p> <p>All</p> <p>All</p>
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		<p>Firefly software platform - £9500</p> <p>Academy Finance Training - £600</p> <p>Deputy Pastoral Manager post; possibly a current RSO to step up; HG explained that the post would have to be evaluated first but estimated around £5k. Then backfill the RSO post by 0.2 FTE which will cost around £5,200.</p> <p>PB asked HG to clarify where the £22k overspend was accounted for. HG confirmed it was taken from contingency.</p> <p>PB asked if the school received the money from mainstream schools who were receiving Pupil Premium for pupils at The Pilgrim. HG confirmed that historically we have recovered most of the funding.</p> <p>PB asked if Agresso was now working properly; HG confirmed not fully however interrogation will provide accurate budget.</p> <p>PB asked in the set up costs for PS Financials will be taken from across the MAT; HG confirmed that this would be the case.</p> <p>JO and DB requested the purchase of sounds systems and a TV to facilitate video through laptops. JG said he had no issues if agreed through SLT.</p> <p>Governors agreed to the above spending.</p> <p><i>SB left the meeting at 1500.</i></p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>JO/DB</p> <p>All</p>
9.	Pupil Attendance Report	DB provided Governors with detail on how attendance is tracked at different levels.	All
10.	Health and Safety	HG informed Governors that she had recently completed her H&S training. HG informed Governors that there had been an H&S incident at the Boston base that was currently being investigated. JG informed the Governors that H&S issues post MAT would then fall under the remit of the Trustees. SM asked that there used to be a H&S audit and does this still happen; HG confirmed that it was still the case. PB asked if all the outstanding observations had been cleared from the last report; HG informed the Governors that there were still some to be resolved. PB volunteered to assist HG with addressing these. JG asked NB to amend the Governor school visit proforma to include a box for any H&S observations.	<p>All</p> <p>PB/HG NB</p>
11.	AOB	JG provided the Governors with an update on the current position of the MAT. JG has met with AH on a regular basis. JG confirmed that during the transition he will be Chair of Trustees as well as a Member. JG provided an update on documents. JG confirmed that there will be a meeting of the trustees on 7 <sup>th</sup> February 2017. JG asked	<p>All</p> <p>NB</p>



		that NB place academisation as a rolling item from the next agenda. JG informed Governors that there are some exciting opportunities post MAT and problems and expertise can be shared between the schools within the MAT. HG confirmed that there will be a vote for Governors nearer the time as to whether The Pilgrim School should join the MAT.	
12.	Date and Time of Next Meeting	The Full Governors meeting finished at 1530 and the next meeting is due to be held on 1st March 2017 at 1400 in the Lincoln Base.	All

Minutes compiled by

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N Blackwell

Date: February 2017

Minutes agreed as true record

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J Gibson/Chair

Date: