



School Lane, Milton Heights, Oxfordshire, OX14 4DR. Headteacher: Mrs R Leach
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**Minutes of the meeting of the Full Governing Body held on Thursday 27th April
at 4.00pm at the school**

Budget approval

Present:

- Ruth Leach (**RL**) (Head teacher)
- Mark Smith (**MS**) (Parent)
- Caroline Darling (**CD**) (Parent)
- Kevin Moyes (**KM**) (Co-opted) Chair

In Attendance:

- Sarah Metcalfe (Clerk)

Apologies

- Jane Robinson (JR) (Foundation)
- Linda Shatford (LS) (Associate member)

The meeting was quorate.

Item	Details <i>Governors' Challenge shown in Italics.</i>	Doc Ref:	Action
1.	Welcome -The Chair welcomed everyone		
2.	Apologies for absence -Were received and accepted from JR & LS		
3.	Declarations of interest - N/A		
4.	Urgent additional items -The headteacher informed the board that although the meeting was to approve the budget, there was an issue with the schools minibus that would potentially have budget implications. The governors were informed that as of September, there will be no driver on a Monday. The cost to have a member of staff trained to drive it is £3000 and the headteacher felt it was time for the governors to discuss selling it. The weight of the minibus is the reason for this and a lighter vehicle would enable more staff to drive it. The headteacher noted that the minibus is a draw for a number of families and considering the increase in numbers, due to the expansion, it would be a shame to not be able to offer that service.		

	<p>The governors discussed the matter, noting that this topic had been touched on before and that there was money within the budget to put towards the purchase of a new one. All governors agreed that it would be beneficial to have the current minibus valued and explore the options available. MS agreed to help the headteacher with this matter.</p> <p>Q. Why doesn't the County Council fund it?</p> <p>A. We could ask the question. There are a number of children who travel to school by taxi, which the county has to pay for. It could potentially save them money in the long-term.</p>		MS/RL
5.	<p>Budget approval- The Chair explained that a meeting had taken place between himself, the headteacher and the school administrator to set the budget. A visit report had been produced and both documents had been circulated to all governors. The chair noted that there had been a few changes to the budget:</p> <ul style="list-style-type: none"> • Abingdon partnership-this is no longer an internal trading document and has been changed to E28 in the document. • There has been confirmation of extra SEN funding, going from £2300 to £4348, which is positive. • The E code for agency supply staff has changed, moving from E01 to E06. This is down to the 0.5% levy for apprenticeships. It was noted that the school can apply to use levy funds for staff and their CPD. Some members of staff are keen to do an NVQ, so this is something to consider. <p>It was noted that the carry forward is still on estimate and above the 8% allowed.</p> <p>Q. Will this be a problem?</p> <p>A. No, as the money has already been allocated. Nick Baggit has confirmed that it is not a problem.</p> <p>-A governor requested more information regarding E24 Special Facilities and the board were informed that it covers transport costs, driving tests, fuel tax, and the hire of the swimming pool, the swimming coach and DBS checks.</p> <p>-A governor noted that year 3 of the budget looks much healthier. The school is currently overspending, but the expansion and the increase in numbers will have a positive impact on the budget.</p> <p>-A governor questioned if there was more money allocated towards grounds maintenance. It was explained that there was no extra provision in the budget, but this will have to change in the long-term as costs will start to rise with the expansion. The headteacher also noted that there has not been an increase in learning resources and that with an increase in children; this will be monitored closely, with both the headteacher and other members of staff considering different scenarios.</p> <p>The Chair invited the board to ask any further questions regarding the budget and as there were none, the Chair asked all governors to agree it. All governors were in agreement and both the Chair and the headteacher</p>	<p>2. GVisit 05.04.17</p> <p>3.Budget forecast</p>	

	thanked Caroline for all of her hard work.		
6.	<p>Items for next meeting:</p> <ul style="list-style-type: none"> • Head Teacher SVM Review, data • Learning & Teaching/Inclusion Review Home-School agreement, Computing Code of Conduct • Staffing/Finance Review Appraisal & Performance Management Policy; Review staff job descriptions; Review staff attendance • Community Report on links with Red Dragon • SIAMS School Values & Mission statement review • Other: Chair Conduct self-review of governing body effectiveness: include succession planning, training needs and review of all governance policies. Consider Governance objectives for the year – SVM Target • Review all agendas and minutes in preparation for governance schedule 2017/18 • Policies- Attendance, Behaviour, Dignity at work and Grievance policy 		

There being no further business, the meeting closed at 4.55pm.