

9. MATTERS ARISING FROM THE MINUTES

None.

10. REVIEW OF, AND APPOINTMENT TO COMMITTEES AND DESIGNATED GOVERNORS

No changes to be made.

11. HEADTEACHER'S REPORT

Received: Headteacher's Report:

Donna Simpson, the Headteacher, highlighted items from her Report, as follows;

- Safeguarding – school working well with multi-agencies.
- Parents' Evening: The recent Parents' Evening of 05/12/19 was very well attended, with very positive feedback received from parents – 98% say their child is happy in school.
- SEND Update: 7 x ECHP 4 x IPRA's 52 children receiving SEND support.
- RACIST INCIDENT: there has been a racist incident, which was dealt with swiftly by senior staff, involving discussions with the pupil concerned and their parents.
- BULLYING INCIDENT: this was dealt with by the Pupil Wellbeing Co-Ordinator and parents were informed.
- Exclusions: There has been successful lunchtime exclusions of a Year 2 child, to enable them to have space in the day and to facilitate a calm afternoon, on their return into school.

The Chair, on behalf of all governors, thanked the Headteacher for her report and her hard work through school.

12. SCHOOL IMPROVEMENT 2018-19

The Headteacher informed governors that school is an active member of the local SIG 2 group, working on an agreed action plan 2019-20. School also engages the services of a Lancashire Schools Adviser, who carries out termly visits and the Headteacher's Performance Management.

13. REPORTS FROM COMMITTEES AND/OR DESIGNATED GOVERNORS

Received: The Committee Minutes are available digitally on the Governors Portal.

Please read the minutes for information from each of the Committees.

14. AUTUMN TERM GOVERNING BODY BUSINESS

Received: Accounts 2018-19 from Moore and Smalley, Accountants.

- **Presentation of Annual Accounts and Financial Statements:** Christine Wilson, from Moore and Smalley Accountants presented her summary report and the accounts to the meeting. The Official document will be sent to Companies House & be published on the school website. The Regularity Report is a legal

requirement, which confirms that school has proper financial procedures in place.

Christine Wilson highlighted the following from the accounts:

Appendix to Audit Findings Report (tabled to the meeting)

- Page 1 – Statement of Financial Activities –
£2 077 430 Funding for Educational Operations (2019) – an increase from £2 022 740 in 2018.

Total Income: £2 126 253

- Page 2 – Balance Sheet –
Net current assets: £437 868
Net assets excluding pension liability: £546 534
- Page 3 – Statement of Cashflows –
Total cash and cash equivalents at the end of the year: £504 548
- Page 4 – Funds Analysis –

General Annual Grant	£1 622 060
Total restricted general funds	£1 915 468
Unrestricted funds	£186 466
Total Funds	£2 126 253

Audit Findings Report for year ended 31/08/19 (tabled to the meeting)

- No financial concerns
- Page 7 – Regularity – governance arrangements reviewed, in line with the new guidance.
- Audit Report is clean.
- Regularity Report is clean.

Christine advised that evidence is needed that the Governors have discussed the financial risks.

Management Recommendations

- Pages 13/14 – revisit actions from last year, to check new systems in place.
- Page 15 – Register of Business Interests updated. It was circulated at this meeting and signed by those present.

Christine Wilson asked if the governors had any questions. There followed a further discussion re the financial risks and it was agreed to place this as an agenda item at the next finance committee meeting.

ACTION: The governing body approved and agreed the accounts, which were signed off by the Chair & Headteacher.

The Chair thanked Christine for all her hard work. Christine left the meeting.

- **Academies Financial Handbook:** Available in the school office.
- **Management Accounts:** Tabled to the meeting & emailed to all governors – 3 x monthly accounts to 30/11/19
- **Schools Resource Management Self-Assessment Tool:** Tabled to the meeting. This is a new checklist, to be uploaded to the ESFA website. It benchmarks

Discussion re financial risks to be put onto next Finance Mtg Agenda.

school against other academies, and will be signed off by the Chair of Governors.

- **Internal Financial Regulations:** Available in the school office.
- **Risk Register:** tabled to the meeting: Egan Roberts, auditors, will complete a walkthrough three times a year. Members of the Finance Committee will identify areas to be explored in depth at the Spring Term meeting. Governors discussed identifying the top 10 risks and RAG rating the Register going forward.
- **Articles of Association:** No changes required. Copy within the Governors' Handbook.
- **Appointment of Auditors:** The Chair proposed that school employ the services of Moore and Smalley again. This was unanimously agreed.

Finance Committee Members to identify areas for the next financial audit & to identify top 10 financial risks at their Spring Term Meeting

ACTION: School to employ services of Moore and Smalley.

- **Review of School Policies:** Noted. Policy Review up to date.
- **Governors' Year Planner 2019/20.** Agreed.
- **Governors' Skills Audit:** This was completed earlier in the term and has now been collated – bespoke training will be offered in the Spring Term 2020.
- **Review Headteacher Performance.** Governors completed the review in Autumn 2019.
- **Teachers' Performance Arrangements.** All reviews done.
- **School performance (SATS, national tests, pupil tracked data and school self- evaluation).** Analysis completed – the Deputy Headteacher led a data analysis meeting in Autumn 2019.

DIRECTOR'S REPORT

Maggie Beck, as Clerk, took the meeting through the Director's Report.

A. Monitoring of School Reserves

Report noted.

B. School Performance

Report noted.

C. Relationships Education

Report noted – school is working with the SIG 2 group, to produce documents for use in its local schools.

D. Safeguarding (Schools and Education) Update

The policy has been updated, statutory changes made.

ACTION: Policy agreed.

E. Local Authority School Admission Arrangements 2012/22

F. School Admission Arrangements 2012/2022 – Voluntary Aided/Foundation Schools

G. Schools' Linking Programme 2019/2020

School gave very positive feedback on the programme, having recently enjoyed a trip to Blackburn Museum with their partner school.

H. Information Governance Update

The governing body is compliant with DP/FOI requirements. Lee Gardner is the Data Protection Officer for school.

I. Governance Update

School has opted to use the digital system.

J. Private Fostering (Private arrangement between parent and another child)

Noted.

K. Team around the School/Setting.

Noted.

L. Local Authority Community and Voluntary Controlled Schools Asbestos Management Assurance Processes.

Governor Training Programme (for information only).

16. DATE AND TIME OF NEXT MEETING

The next meeting of the Full Governing Body will be on Thursday March 26th 2020 at 5pm in school.

The meeting finished at **7.10pm**.

Approved as a True record of the Meeting

Signed: _____

Chair

Date: