

CHERRY TREE LOCAL GOVERNING COMMITTEE MEETING
HELD AT CHERRY TREE SCHOOL
On Wednesday 21 March 2018 at 7:00pm

Attendees	Jessie Bruce (HT), Andrew Chappell (AC) (Chair), (JC), John Houston (JH), Jo Charman (JC), Barry Fitch (BF) (Vice-Chair), Trudi Lincoln (TL), Renee Chandler (RC), Emily Sheppard (ES), Alison Campbell (ACa),
Absentees	Alex Green (AG), Juliette Uzur (JU)
In attendance	Sharon Carlyon (IMAT, Chief Operating Officer), Gillian Jackson (GJ) (DHT), Mukund Lad (Clerk)

No.	Item	Action
1.	<p>Welcome to the IMAT, apologies and consent for absence Governors were welcomed to the meeting by the Chair. Apologies were received and consented from Alex Green and Juliette Uzur.</p>	
2.	<p>Notification of any other business and Conflict of interest with agenda items – None</p>	
3.	<p>Financial position Sharon Carlyon provided a short verbal update of the closing financial position of Cherry Tree. Representatives of the Trust met with the HCC financial adviser and a balance of £161K being brought into the next financial year. Given the transition to Academy Status, there will be an increased level of financial scrutiny across the whole Trust and in individual schools, as a requirement for the ESFA. There will be a greater focus on the accuracy of budgets, forecasts and actual spend of all schools within the Trust to ensure consistent robust practices and sound financial management. Sharon outlined some of the additional requirements for Trusts, including more regular, and more detailed audits. There will be additional administrative and budget monitoring requirements for school but support will be provided to meet these. The next Trustees’ meeting will finalise 2017-18 end-of-year budget and the meeting after that will consider budgets for future years, with a three-year profile. Jess will be consulted throughout the process for the budget profiles to take account of school needs and priorities over the three-year period.</p> <p>GOV: How was the budget surplus forecast and what lead to the difference between forecast and actual carry-forward? <i>HT: Outlined the methods through which the school budget was managed where resources were allocated for priority learning needs. Throughout the year, savings would be identified that has resulted in a larger carry-forward than originally predicted.</i></p> <p>Sharon Carlyon added further detail outlining that forecasting for Trust budgets takes a different approach. added that the school budgets will be reviewed against school improvement plans which will include feedback from staff and subject leaders. Budgets will be specific according to need and any contingency will be held in a separate cost centre. Should unbudgeted urgent needs arise during the year, then funds will be reallocated from existing budgets or taken from contingency.</p> <p>GOV: Will management accounts be shared with Local Governing Committees? <i>Sharon: These will not be shared with LGCs, but Trustees will see these and can share high-level findings at LGC.</i> <i>HT: This delegating of some financial responsibilities to Trust level will mean LGC Governors can increase focus on teaching and learning in the school.</i></p> <p>GOV: How will costs associated with local priorities managed and at what point in the financial year? <i>HT: As much as possible should be forecast at the beginning of the year however flexibility still remains within the year to (re)allocate resources for emerging higher priorities related to the school plan.</i></p>	

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	<p><i>Sharon: Provided further details and outlined possible scenarios related to how costs related to premises and curriculum resources will be handled at Trust level based on the school's budget, quality of financial management and strength of planning.</i></p> <p>GOV: How will the audits be undertaken?</p> <p><i>Sharon: A local Accountancy company is contracted separately by the Trust to undertake audits. There is also a shift in systems to be more efficient, such as through electronic authorisation of invoices and payments. There is an annual work-plan for audit and reviews that will look at multiple aspects of the financial management systems and processes across the Trust.</i></p> <p>GOV: Will there be regular reports between individual schools and the Trust?</p> <p><i>Sharon: There will be regular communication, on policies, reports, process and systems, the exact format, complexity and frequency of which will evolve through experience. This will include reports from subject leaders about use of funds for learning resources, a new expectation of CTS subject leaders, and will take some time to achieve the right balance of detail and rigour.</i></p> <p>GOV: Who will have access to the system and what delegated authority will be provided?</p> <p><i>Sharon: HT and other budget holders, such as subject leads, will have access to the parts of the budget for which they are responsible. Others can be provided with delegated access, if needed. Sharon and the Trust Financial Manager will have access to the whole system. A summary of the budgeting, invoicing and payment systems was provided to ensure consistency and maintain an audit trail of all spending.</i></p> <p>GOV: When and how will subject leaders be consulted of their needs for 2018-19?</p> <p><i>Sharon: Summarised the bidding process across the whole Trust, starting after Easter, for subject leaders to bid for funds for learning resources and training. Members of the Trust will provide guidance, training and support to subject leaders before this process starts.</i></p> <p>Noted that change in approach for school teachers which GOV thought it would be helpful if some guidance notes available.</p> <p>Governors thanked Sharon for her update and responses to questions.</p> <p><i>Sharon Carlyon left the meeting at 8pm</i></p> <p>Governors briefly discussed the changing requirements for the school and how the school staff are coping and adapting to the changes. Expertise is already being shared from Cherry Tree to other schools in the MAT, which is an endorsement of the skills in the school office.</p>	
4.	<p>Signing Documentation</p> <p>Governors signed and dated the updated register of interest.</p> <p>Governors approved and ratified the Code of Conduct (previously circulated).</p>	
5.	<p>Governor documentation</p> <p>Governors agreed to use existing DBS checks and references.</p>	
6.	<p>Actions from the Trustees</p> <p>AC briefly summarised the minutes and actions from the Trustee minutes.</p>	
7.	<p>Minutes from Previous meetings</p> <p>Minutes of the FGB meeting were approved and signed by the Chair.</p> <p>Governors approved of the revised format for matters arising and actions, with the following updates</p>	

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	<p>Pupil Committee: <u>4.4 HT/GJ to review impact of 10% population churn on results</u> A summary of the level of churn for Year 6 found that that 11, of the 61, children had joined the cohort since Year 2.</p>	
8.	<p>LGC Terms of Reference (previously circulated); Scheme of Delegation; Examples of delegated functions</p> <p>AC outlined how the draft terms of reference were compiled. Governors discussed the remit of their role and highlighted the improved focus on the learning of children and the quality of the learning environment in the school. The refocus of the LGC allows for greater concentration on the curriculum aspects of the school and focus on delivering school-level priorities. Governors broadly approved the scope of the proposed terms of reference and scheme of delegation, delegating to AC and HT to present to the next Trustees' meeting.</p> <p>There will be scope for change the level of responsibilities through the annual review process of the ToRs. A forward look for meetings and work-plan will be outlined in the next term which will feed into setting agendas for future LGC meetings.</p>	AC/HT
9.	<p>Safeguarding</p> <p>HT outlined the main findings from the Annual Report (previously circulated). The checklist was completed with JC, a number of actions have been identified and delegated up to the Trust.</p> <p>GOV: How are the implications of the internet of things (IoT) being considered for safeguarding in the school?</p> <p>HT: The safeguarding implications of IoT will be investigated with the school's IT supplier company and also raised up to Trust level for further consideration. Any security procedures that fall out of that can be encompassed in e-safety policies.</p>	HT
10.	<p>Policies</p> <p>AC outlined the change in responsibilities across the Trust and school for policies. This will be outlined on the school website. There will be a rolling programme of review and update for all policies by the relevant level of delegated authority.</p> <p>HT updated Governors on the intended plan to update the school website as part of the IMAT, for which a timetable is yet to be agreed with the Trust. Governors suggested that a banner is placed on the school website to notify parents, and other website users, that the school website will be updated as part of the Trust structure.</p>	HT
11.	<p>Heads report (previously circulated)</p> <p>Main points covered through questions:</p> <ul style="list-style-type: none"> • Attendance: Governors congratulated the school on the improved level of attendance across the school, demonstrating the hard work of the school. • EYFS: GOV: What are the legal implications of the removal of staff breaks in Reception? HT: This was based on recommendations and consultation across the EYFS to provide a higher quality of teaching to children and is within the statutory requirements. No breach of statutory requirements. • JARV: Governors commended the assessments made, including the recognition of the 'good, with outstanding elements' for Early Years' Provision. Noted that the changes brought in, had yet to be reflect in the other markings, but this was expected to manifest in the summer review. 	

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	Governors thanked HT for her very informative report.	
12.	Skills matrix All Governors were requested to complete the skills matrix before leaving the meeting. AC will collate the responses and provide summary analysis at the next meeting of the LGC.	AC/Clerk (agenda)
13.	GDPR Governors received an update from the Working Party (previously circulated). Gov raised possible GDPR concern of parents evening sign-in software which used name of child and date of birth. HT to follow up. Governors discussed the requirements in the school and Renee agreed to be the Data Governor.	HT
14.	Governor Training AC booked on RAMAAS and Data Protection Officer training. RC is booked on Governor Induction	
15.	Any other business <u>Reflection Room</u> : HT provided an update on the plans to implement a space in the school. Governors discussed the benefits from previous years, especially on parents.	
16.	Actions to be taken to the Trustees Finance Guidelines for subject leaders and other budget holders IT safeguarding through Internet of Things	HT/AC HT/AC
17.	Next meeting Items required to considered at next and future meetings: <ul style="list-style-type: none"> • Thurs 17th May – Local Governing Committee • Wednesday 4th July – Local Governing Committee (Mux clerking) 	

Signed:

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