

CORSHAM PRIMARY SCHOOL ACADEMY
MINUTES OF GOVERNORS STRATEGIC BOARD MEETING HELD ON TUESDAY 25 JUNE 2013

Present:	Mrs E Griffiths (Chair) Mr M Sinclair (Vice Chair) Mrs F Allen (Executive Headteacher) Mr B Basley Mrs R Collard Mr R Hayday Mr P Pieri (Chair Corsham Primary Governing Body)
In Attendance:	Mr K Hillman (Financial Director) (part) Mrs L Gaskin (Business Development and Growth Director – Pickwick Learning) Mrs A Biddall (Secretary)

1. APOLOGIES FOR ABSENCE AND BUSINESS INTERESTS

No apologies

There were no changes to business interests.

2. MINUTES OF LAST MEETING HELD ON 30 APRIL 2013

The minutes were approved and signed by the Chair.

3. MATTERS ARISING

Dates for Strategic Board and Governing Body Meeting 2013-14

The calendar of meeting dates had been circulated and there were no objections.

4. FINANCE REPORT

Mr Hillman had circulated his report prior to the meeting. He explained that at the time of producing the report it had been anticipated that there would be a £32,000 surplus at year end. However, the school had received a project update from CMS relating to the new building showing an overspend amounting to £27,000 more than was anticipated. A meeting had been arranged with CMS for the following week to discuss this. Savings were being investigated and currently the variance figures were changing daily.

Another item was highlighted as an additional pressure on the budget due to the complete failure of the hot water system at Broadwood School, which having been reviewed was anticipated to cost between £50 and £60k for a complete replacement as repair was not possible. Sally Higham was currently working on an application for an Emergency Grant from the EFA for the heating system. It was agreed that the budget needed close monitoring over the next three months.

Budget 2013-14

Mr Hillman had circulated a preliminary budget for 2013-14 which included £33,000 surplus. It was agreed that the coming year would be difficult as the EFA grant had not increased and the effects were still being felt of the change in Brook Centre funding which had had a serious impact on the finances of the school. It was agreed that Mr Hillman would produce a detailed report for the next Board meeting including projected pupil numbers for the next three years and modelling of Pickwick Learning scenarios.

The meeting approved submission to the EFA of the preliminary budget as presented.

5. BUILDING DEVELOPMENT AROUND BROADWOOD SITE

Mrs Allen reported that approval had been granted for development of two sites for residential housing near the Broadwood site. These were on the Copenacre site on the Bath Road and land opposite the entrance to the Rudloe estate. It was agreed that a coordinated approach to both developers was needed in relation to a possible extension of Broadwood site to accommodate more pupils as currently Broadwood was oversubscribed. After discussion it was agreed to approach Mr Paul Coleman of CMS to initiate discussions with the two developers and the LA. If successful an outline agreement with Mr Coleman would be discussed at the next Board meeting.

6. CONFIDENTIAL APPENDIX

7. BOARD MEMBERSHIP

Mrs Griffiths reported that Mr Verma had resigned from the Board. The vacancy for a new member with finance experience was being readvertised and she would be meeting someone who had expressed an interest. This person was currently working for Snapdragons Nursery and would be related by marriage to Mrs Collard but after discussion it was agreed that, if appointed, this would not cause a conflict of interest, providing that this was registered if the appointment went ahead.

Mrs Griffiths also agreed to review any Board Guidance to see if there was any guidance on the employment of relations on the same board.

8. STAFFING UPDATE

Noted.

9. BUILDING UPDATE AND WALK AROUND

The Board toured the new building and were extremely impressed. Mrs Allen outlined the remaining works outstanding.

10. POLICIES

A discussion took place regarding the future of ratification and approval of policies between the Board and the Governing Body. A review and recommendations would be discussed at the next meeting. In particular Mrs Griffiths asked that there be a project plan shared with the board outlining the timetable for development and review of policies so this can be planned in advance.

Whistleblowing

Mrs Griffiths proposed, seconded by Mr Pieri, and the Board approved unanimously.

Reasonable Force and Restraint

Mr Basley proposed, seconded by Mr Sinclair, and the Board approved unanimously.

Safeguarding

Mrs Griffiths proposed, seconded by Mr Basley, and the Board approved unanimously.

Stress Management and Avoidance

Mr Sinclair proposed, seconded by Mrs Griffiths, and the Board approved unanimously.

Health and Safety plus Statement

Mr Hayday proposed, seconded by Mr Pieri, and the Board approved unanimously with minor amendments. The Health and Safety Statement was signed by the Chair.

Diversity and equality was discussed and it was agreed that a form of translation service would be investigated.

11. GOVERNING BODY MINUTES OF MEETING HELD ON 14 MAY 2013

Noted

The final copy of the delegated authority forms agreed via email following the last meeting was signed by the Chair as the final agreed copy.

12. EFA APPROVAL OF WOODLAND GIFT FROM GREEN SQUARE

The Chair signed the acquisition document relating to the gift of land from Westlea Housing Association for the Woodland School at Broadwood which the EFA had approved.

13. DATE OF NEXT MEETING

Governing Body:	Tuesday 9 July at 7.15 pm
Strategic Board:	Tuesday 23 July at 7.00 pm

There being no further business the meeting closed at 9.20 pm.