

## **CORSHAM PRIMARY SCHOOL ACADEMY**

### **MINUTES OF GOVERNORS STRATEGIC BOARD MEETING HELD ON TUESDAY 23 JULY 2013**

Present: Mrs E Griffiths (Chair)  
Mrs F Allen (Executive Headteacher)  
Mr B Basley (part)  
Mrs R Collard  
Mr R Hayday  
Mr P Pieri (Chair Corsham Primary Governing Body)

In Attendance: Mr K Hillman (Financial Director) (part)  
Mrs A Biddall (Secretary)

#### **1. APOLOGIES FOR ABSENCE AND BUSINESS INTERESTS**

Mr M Sinclair.

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**

##### **a) Building Development around Broadwood Site**

Mrs Allen reported that Mr Paul Coleman of CMS had made contact with the two developers of the sites around Broadwood. The developer of the land at Copenacre was selling the site on; however as Broadwood was the feeder primary school Section 7 monies would be made available to Corsham Primary from both sites. Mrs Allen said she had had a preliminary meeting with the architects to discuss build design.

##### **b) Board Membership**

Mrs Griffiths reported that she would be speaking to Mrs Collard's contact. It was agreed to hold over the vacancy left by Mr Verma's resignation until the new academic year in September.

#### **4. FINANCE REPORT**

Finance papers were circulated at the meeting as Mr Hillman had been working on the figures up to and including that day in order that the most accurate information could be produced. The projected position at the end of the year is that expenditure will exceed the budget by around £200,000 although this is partly compensated by additional income; however projected reserves at 31 August was £5,466. The meeting agreed that this was smaller than hoped. Mr Hillman explained the areas where overspend had occurred, for example, the additional capital expenditure on the new build, increased energy costs, additional security, unexpected legal costs, increased insurance premiums. Mr Hillman, Mrs Allen and Mrs Finch would be meeting towards the end of August to monitor the year end situation. Mr Hillman said that projected reserves at the year end 2013-14 was £45,311 and it was agreed that spending would be watched closely particularly with the changes to SEN funding. More financial work would be undertaken within the school rather than at present through CEFM and Mr Hillman planned to adjust the report format to that of the budget format. Despite the disappointing year end projection the meeting agreed that Pound Pill site now had an excellent new building.

Approval of Budget 2013-14

Mrs Griffiths proposed, seconded by Mrs Allen, that the proposed budget be approved and the meeting agreed unanimously. This had to be returned to the DfE by 31 July 2013.

The meeting thanked Mr Hillman for his hard work and he left the meeting.

**5. COMPLETION OF THE NEW EXTENSION AT POUND PILL**

Mrs Allen reported that some ground work needed to be done. However this was delayed due to the hot weather.

**6. JUNE OFSTED INSPECTION**

After a difficult and challenging inspection Mrs Allen reported that the school had retained its outstanding status in all five categories and this was the third consecutive inspection where outstanding had been awarded. Mrs Griffiths and Mr Pieri both said that the inspection from the Governing Body point of view had been extremely challenging and expressed their appreciation for the support from Mrs Ruth Hopkinson which had been invaluable. The meeting agreed that this result was a testament to all the work undertaken by the Leadership Team and the staff. Mrs Allen said that because of the timing of the announcement just before the end of term it had been decided to launch the school's success to the press and the community at the start of the new academic year.

**7. CONFIDENTIAL APPENDIX**

**8. PAY POLICY 2013 AND TEACHERS STANDARDS DOCUMENT**

Changes to teachers' pay and conditions as agreed nationally come into effect from 1 September 2013 and the Teachers' Standards document supports the policy. Mrs Griffiths proposed, seconded by Mr Pieri, that the policy be adopted and the meeting agreed unanimously.

A date for the next Remuneration Committee in the Autumn term would be circulated.

**ACTION: EG/FA**

**9. MINUTES OF THE GOVERNING BODY MEETING HELD ON 9 JULY 2013**

Noted. Mr Pieri said that some members of the Governing Body has enquired about the possibility of attending a future Strategic Board meeting as an observer. The Chair said that this was an option for the future.

The minutes of the Performance committee held on 25 June had been circulated and were noted.

**10. ANY OTHER BUSINESS**

Mrs Allen reported that as part of succession planning from September 2013 Mr Welch will be Head of school at Pound Pill and Mrs Cooke will be Head of school at Broadwood. Mrs Cooke will be working four days per week for the first term. Mr Welch will continue with community work. Staff and Parents had been advised.

**11. DATE OF NEXT MEETING**

Strategic Board:	Tuesday 10 September 2013 at 7.00 pm
Strategic Board:	Tuesday 1 October 2013 at 7.00 pm
Governing Body:	Tuesday 15 October 2013 at 7.15 pm.