

Minutes of a Meeting of the Local Governing Committee of Looe Community Academy held in the Library of the Academy on Monday 26 February 2018 at 4.30pm

Present:	Sue Gavin Ed Gilbert Lorna Ingham Heather Jenkins (Headteacher) Marilyn Lewis Marie Long (Chair of Governors) Penny Prisk	Apologies:	Kathy Iles Tina Vasey
		Absent:	Sheila Brock

In Attendance: Steve Green (Business Manager and acting as Clerk to Governors)

NB It has been agreed that in order to provide evidence of challenge, Governor questions will be highlighted in bold in the minutes.

<i>The meeting started at 1640</i>	
1.	Welcome Mrs Long welcomed governors to the meeting, and thanked them for attending.
2.	Evacuation Procedure In the event of an emergency, governors were advised to leave the building following the green exit signs and assemble in the car park.
3.	Declaration of Business and Pecuniary Interest Written forms had been completed. Mrs Jenkins, Mr Gilbert and Mrs Gavin declared an interest as members of staff.
4.	Apologies There were apologies for absence from Kathy Iles and Tina Vasey. Sheila Brock was absent.
5.	Approval of the minutes of the meeting held on 29 January 2018 These were not yet available and would be taken at the next meeting.
6.	Matters Arising not covered by the Meeting Agenda In view of there being no minutes of the previous meeting there were none at that time and actions arising will be reviewed at the next meeting.
7.	Financial Update The Business Manager updated the LGC using the confidential brief dated 16 Feb 18 that had been circulated to governors prior to the meeting. FY17/18 continued to incur cost growth, which would lead to exhaustion of the Academy's reserve and a potential deficit at year end of £42K Future FYs

	<ul style="list-style-type: none"> • student numbers continued to fall, which impacted more directly than ever on income through the funding formula. There is a potential funding drop for 15 fewer students in FY20/21 requiring early action to address. • the new National Funding Formula was the source of uncertainty - the official outcome is due imminently from the DfE - provisional estimates had been made for planning purposes based on the available information. • additional income was due from the Headstart project at £25K for the next 2 FYs. • the volatile and unpredictable cost of utilities was a concern - the gas contract had been secured for the next 3 years at a reduction of £3.5K p.a. but electricity had risen 30% at the last renewal in Jul 17 and has risen further since ahead of the new contract due Jul 18 (yet to be negotiated). • financial risk had been listed and was reviewed to illustrate that further favourable or adverse factors could impact on the current budget plan.
<p>1745 - Marie Long left the meeting - Penny Prisk chaired the remainder of the meeting</p>	
<p>8.</p>	<p>Finance Discussion</p> <p>Having gained an understanding of the current position, governors discussed the current curriculum plan and explored what subjects might need to be considered for deletion from the offer - these included technology subjects such as engineering, food technology and graphic products. The Headteacher was tasked with reviewing the curriculum offer and reporting options and impacts to governors for decision at the next LGC.</p> <p style="text-align: right;">Action: Headteacher</p> <p>It was agreed that areas of support staff activity would also be examined, including the deployment of technicians and revised cleaning routines.</p> <p style="text-align: right;">Action: Headteacher</p> <p>Given the sustained reductions in the non-staffing elements of the budget, the Headteacher was tasked with seeking volunteers for early release to identify savings options from the staff budget. While applications are not binding upon the Academy, it would illustrate where there may be potential opportunities to reduce staff costs to avoid the need for a third successive formal redundancy round.</p> <p style="text-align: right;">Action: Headteacher</p> <p>Governors were also advised where other emerging staffing issues had arisen since the brief was compiled - this included one maternity and one potential long term illness in FY18/19. The Business Manager was tasked with assessing the likelihood and including these issues in the next budget review.</p> <p style="text-align: right;">Action: Business Manager</p> <p>It was agreed that the Academy should proactively promote its success stories in the press and on social media in an attempt to secure additional students.</p> <p style="text-align: right;">Action: Lorna Ingham</p> <p>It was suggested that the Assistant Headteacher could be funded by SMART for one day a week, as the Business Manager is, to work on SMART-wide projects to reduce the cost of Academy staffing by £16K p.a. but the Headteacher was concerned with the level of SLT capacity.</p>
<p>9.</p>	<p>Date of future meetings</p> <p>The previously agreed dates were:</p> <ul style="list-style-type: none"> • Monday 12 March 2018 • Monday 21 May 2018 • Monday 2 July 2018 <p>All meetings commencing at 4.30pm in the Library at Looe Community Academy.</p> <p>Some additional dates may be proposed and emailed to governors.</p> <p style="text-align: right;">ACTION: Mrs Jenkins</p>
<p>The meeting finished at 1820</p>	