

Summer Area Meeting  
**GOVERNORS' AREA MEETING Summer 2017**  
**SUMMARY REPORT**

---

The Area Meetings for governors (Summer term) took place as follows:-

<b>Code</b>	<b>Time</b>	<b>Date</b>	<b>Venue</b>
<b>GAM059</b>	<b>18.30 – 20.30</b>	<b>6<sup>th</sup> June 2017</b>	<b>County Hall, Lewes</b>
<b>GAM057</b>	<b>19.00 – 21.00</b>	<b>8<sup>th</sup> June 2017</b>	<b>St Mary's House, Eastbourne</b>
<b>GAM058</b>	<b>19:00 - 21:00</b>	<b>14<sup>th</sup> June 2017</b>	<b>Sussex Exchange, Hastings</b>
<b>GAM060</b>	<b>19.00 – 21.00</b>	<b>28<sup>th</sup> June 2017</b>	<b>Uckfield Civic Centre</b>

The following officers were in attendance:

Julie Dougill – Senior Manager: Leadership and Governor Services  
Claire Roberts, Acting Deputy Head of Service – SLES  
Mark Winton, Audit Manager – Orbis  
Sarah Rice – Schools Accountant.

The meetings were chaired as follows:

Uckfield Area: Matthew Jones  
Hastings Area: Denise Kong  
Eastbourne Area: Jane McCarthy-Penman  
Lewes Area: Denise Kong

## Agenda

Agenda Item	Discussion and Decisions	Action
1.	<b>Welcome</b>	
2.	<p><b>To receive the minutes of the Spring Term County Forum and Spring Area Meetings</b>  <i>This item is included on the agenda each term for information only.</i></p> <p>The minutes of the Spring Term County Forum and Area Meetings were received and noted.</p>	
3.	<p><b>Headteacher Performance Management (HTPM) and the School Improvement Plan (SIP)</b></p> <p>Headteacher Performance Management is a critical part of working with schools to prevent underperformance. It is a statutory responsibility for HTPM to take place. The HTPM Panel should also review targets throughout the year. Governors should appoint an external advisor to the Panel who can offer support to set appropriate targets . Heads should not select their own advisor, the Local Authority has a list of approved advisors that can be selected. For RI schools, there is a select list that Governing Boards will need to choose from. Chairs have been sent the list of advisors and also the options schools have as to buying into this service. Governors who are members of staff should not sit on the HTPM Panel. HTPM must be undertaken by 31<sup>st</sup> January. It is rare to find headteachers having performance management in December. Schools are starting the process earlier so the targets are in place for the academic year.</p> <p>The role of the HTPM Panel is to set the objectives for the headteacher in line with national standards. The Panel also sets and reviews targets and identifies professional development needs. Targets should be revisited in 3-6 months to ensure they are being met. If there are any issues, it is only fair to have a conversation about performance sooner rather than later. Targets are confidential to the Panel and the headteacher, although the SIP should be reflective of these targets. ESCC have a performance target related to Safeguarding for all headteachers. This target should be related to completion of the Safeguarding Audit, development of the Designated Safeguarding Lead, implementing red areas from a safeguarding audit, up to date Single Central Record. There is also a focus on finance, which is becoming more important. Targets need to be set to cover a period of a year. In a federation over multiple schools, the targets need to relate to all schools, but there will be different needs within the targets. For co-heads and executive heads, there will be similar targets with some differences.</p> <p>Challenges around underperformance should be addressed through appraisal and capability policies. These should be raised as soon as possible and recorded in writing. In the first instance, concerns should be raised under the appraisal policy. Concerns about process barriers should be raised and support offered. Annual targets can be suspended and be replaced with short term targets. This can be supported by SLES and HR. If the capability process is used, this will go on any reference the Headteacher asks for. It is important the governors work with the Appraisal Process to work out what has gone wrong rather than look at capability. Conversations need to be supportive and professional. One governor raised that they had been through the process of a head on a</p>	

Agenda Item	Discussion and Decisions	Action
	<p>support plan and it is not easy so as governors need to have as much support as possible. Advice and support is free until the point where additional support, such as advisor visits, is commissioned.</p> <p><b>School Improvement Plans.</b> School improvement Plans usually have 3 main targets. In inadequate schools, these plans will look very different as they will relate to Ofsted.</p> <p>One of the biggest challenges identified is driving up performance with less money. There is a 40% overlap with SEN and Pupil Premium in East Sussex. At every key stage targets should be measure against non Pupil Premium. Performance of pupils needs to be tracked to monitor the outcomes of interventions and performance.</p> <p>Ofsted will look at the School Improvement Plan. Schools should ensure that any weaknesses identified in the School Self Evaluation are transferred onto the School Improvement Plan. There need to be measurable targets. It is useful to have Red, Amber Green (RAG) tracks. Actions and criteria need dating so it is known when the outcomes will be seen. There should be a monitoring and evaluation schedule. You should ensure no stakeholders are excluded from the plan. Make sure governance is included. Are all areas in school improvement plans adequately addressed? The School Improvement Plan and budget must dovetail. Curriculum resources should match the School Improvement Plan.</p> <p>The School Improvement Plan should be revisited at each full governing board meeting to monitor progress and check if there are any red objectives or actions and find out why.</p>	
4.	<p><b>Audit and Finance</b> <b>Sarah Rice – School Accountant</b></p> <p>Finance in schools is in a period of change and uncertainty. Consultation about the National Funding Formula finished in March. Everyone is still waiting for an announcement about it. The focus is about the redistribution of Funding. Overall, East Sussex stands to gain 2.7%, although some schools will gain and some will not. Secondary schools gain over primary schools. Budgets are the best estimate at the moment. There are lots of rising costs in the system including a rise in pension costs, National Insurance changes and staff increments. Utilities are costing more.</p> <p>Schools will need to remain sustainable, there will need to be plans about what you will do and what needs to change. Assumptions will need to be challenged. A lot of budgets are not balancing in years 2/3. Decisions need to be made well in advance, particularly if they involve restructuring. This will need to be planned up to a year ahead.</p> <p>Governing Boards need to check that they have they are correctly staffed in terms of the right number of staff for pupils. Staffing usually accounts for around 85% of the budget. For secondary schools, look at contact time and curriculum cost. Compare the number of non contact hours with other classes. Look at how particular subjects are structured. For all schools, look at how PPA time is covered.</p> <p>Schools can look at how the building is used – normally it is only used for 8 hours per day,</p>	

Agenda Item	Discussion and Decisions	Action																
	<p>17% of the year. Is there an opportunity for breakfast/afterschool clubs or for community use.</p> <p>In terms of Services to Schools, is there a saving to be made by purchasing services together or sharing resources through federation or collaboration. This may save money by economies of scale.</p> <p>In terms of budget monitoring, governors need to know they are receiving the correct information. Sometimes monitoring reports don't bear resemblance to the accounts. Governors need to look at the original report to check accuracy.</p> <p>For schools with nurseries, it is difficult to predict income and to see if they are going to be profitable. There could be escalating costs under the school control. Nurseries should not have separate accounts if they are under school control, although they can be separate in the FMS. Governors need to know what supplements are being made. Is there nursery training for the Bursar? Audit can guide the Bursar with this.</p> <p><b>Mark Winton – Audit Manager</b> Financial risk in schools is increasing. Usually there is a single point of control, which is the Bursar or School Business Manager. Any challenge feels personal to them. Bursars usually feel quite isolated with a lack of support. The Bursar needs to have financial visibility. They should sit on the Senior Leadership Team as finance cuts across all areas.</p> <p>It is important to check that the budget monitoring reports reflect what is happening. It should be FMS based. The scheme of delegation needs to be looked at annually.</p> <p>Governors wanted to have examples of good and poor practice from Audit Reports. Good to have feedback.</p> <p>Audit release Bulletins for School Governors. These can be found on Governors Online: <a href="#">Audit Bulletins</a></p>																	
5.	<p><b>Dates of the next meetings:</b></p> <table border="1" data-bbox="264 1518 1331 1800"> <tbody> <tr> <td>GAM070</td> <td>02 November 2017</td> <td>The Sussex Exchange , Hastings</td> <td>19.00-21:00</td> </tr> <tr> <td>GAM067</td> <td>08 November 2017</td> <td>St Mary's House , Eastbourne</td> <td>19.00-21:00</td> </tr> <tr> <td>GAM064</td> <td>15 November 2017</td> <td>County Hall, Lewes</td> <td>18:30-20:30</td> </tr> <tr> <td>GAM061</td> <td>23 November 2017</td> <td>Uckfield Civic Centre</td> <td>19.00-21:00</td> </tr> </tbody> </table>	GAM070	02 November 2017	The Sussex Exchange , Hastings	19.00-21:00	GAM067	08 November 2017	St Mary's House , Eastbourne	19.00-21:00	GAM064	15 November 2017	County Hall, Lewes	18:30-20:30	GAM061	23 November 2017	Uckfield Civic Centre	19.00-21:00	
GAM070	02 November 2017	The Sussex Exchange , Hastings	19.00-21:00															
GAM067	08 November 2017	St Mary's House , Eastbourne	19.00-21:00															
GAM064	15 November 2017	County Hall, Lewes	18:30-20:30															
GAM061	23 November 2017	Uckfield Civic Centre	19.00-21:00															
6.	<p><b>ESGRG Forum</b> Representatives from the Local Authority left the meeting so Governors could meet with representatives from the ESGRG.</p>																	