



Kildwick CE Primary School.
Learning to live, Living to Love, Loving to Learn

Minutes from the Meeting of the Full Governing Board – (Resources & Finance) held, in school, on 24th May 2022 at 18:00

Present:

Christine Anderton – Foundation Governor (CA)
Donna Akrigg – Staff Governor (DA)
Howard Barton – Parent Governor (HB)
Jackie Craven – Parent Governor (JC)
John Perry – LA Governor (JP)
Geraldine Sands – Foundation Governor (GS)
Tim Whitehead – Headteacher (TW)

In attendance:

Toni Birch – NYCC Finance Officer.
Stephen Dale – LA Clerk to Governors (Clerk)

| A | Procedural |
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| 1 | <u>Welcome, Introductions, Prayer, and consideration of absence.</u> JP opened the meeting at 18.00, welcoming all present and thanking them for their attendance. CA led the meeting in an opening prayer. Apologies received from Ben Lazenby, Cameron Quinn, Jo Gostling and Alex Swinton. Consented. |
| 2 | <u>To determine whether other urgent business should be considered.</u> Discussion on Carbon Footprint, Cost of School for families and Strategic Plan were agreed for consideration. |
| 3 | <u>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</u> None identified at this point. |

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| 4 | <p><u>Declaration of interest on any agenda item.</u></p> <p>None declared.</p> |
| 5 | <p><u>To approve the Minutes of the FGB meetings held on 9th May 2022 and consider matters arising from the minutes not otherwise covered by this agenda.</u></p> <p>The Minutes were not available – carry over to next meeting.</p> <p>Action – Clerk</p> |
| B | Resources & Finance |
| 6 | <p><u>To approve the School Budget for 2022/23</u></p> <p>Financial Reports detailing the Year End position and the Start Budget had been circulated prior to this meeting.</p> <p>TB drew attention to the Year End Monitoring Report for 2021/22 dated 31st March 2022. Governors noted the carry forward of £14,887 and the in-year deficit of £6,627. TB noted that the overspend on staffing cost and reduced income from Before/After school clubs had been the major cause of this.</p> <p>Q: Why is attendance down at the clubs. TW noted the impact of Covid and the effect of parents now working from home and/or flexible working that has lessened demand.</p> <p>Q: Has the overspend of staffing been reflected in the 22/23 budget calculations. TB noted that this should be a “one off” as the overspend was due to Covid related absence and also for staff training. TB noted that in order to monitor more closely spend, in 22/23 any overtime will be shown on a separate expenditure line. Circumstances in 21/22 were unique and unlikely to be repeated but new arrangements will enable trends to be picked up sooner.</p> <p>Q: With regard to benchmarking – how does Kildwick compare with other schools – similar? TB noted that all schools were overspent on staffing due to Covid absence. TB highlighted the extent of absence insurance – that the school buys into – and the effect on the “no pay-out” until day six has operationally and financially. TB noted that small schools are feeling the impact more – to change when the insurance kicks in is an expensive option and smaller schools, whilst able to cover one/two-day absences are stretched further on longer periods. Governors noted that sickness is a big unknown and there is a risk attached to any decision on what to do re insurance. Governors agreed to continue with the present scheme.</p> <p>Q: Is there a reason for the overspend on grounds maintenance. TB noted this apparent overspend is due to a coding error and highlighted where there is a corresponding underspend.</p> <p>Governors confirmed they were satisfied with the Year End report.</p> <p>TB drew governors’ attention to the Draft Start Budget for 22/23 and the forecasts for 23/24 and 24/25.</p> <p>TB noted the staffing budget and explained that anticipated pay increases for both teaching and non-teaching staff were built into the calculations. Also included is any pay progression realised as part of the PM process and anticipated increases in NI payments. Staffing levels are shown as they are now.</p> |

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| | <p>TB noted the supplementary grant to cover situations such as the NI increase and that this is not guaranteed for future years.</p> <p>TB highlighted the risks around energy costs – forecasts include an anticipated increase in Electricity costs of 55% and Gas of 63% - the actual increases may be significantly more. TB confirmed the 55% and 63% increases have been built into Y2 and Y3 forecasts.</p> <p>Q: Can we mitigate this in any way. TB noted that a “better deal” on energy is highly unlikely and explained how the LA bulk buy energy for a wide variety of settings and advised that a close eye is kept on energy use as well as maximising energy conservation measures. Governors noted how the current situation with energy costs is affecting everyone – not just schools.</p> <p>TB confirmed that costs can be reviewed again in the Autumn as heating is switched on again.</p> <p>Action: TW to redouble existing efforts on energy saving – e.g. switch off unneeded lights etc. – to help mitigate costs</p> <p>Governors noted that costs in the autumn and winter twenty-one may have been inflated by having to increase ventilation to classrooms as a precaution against Covid.</p> <p>Q: Has the school control over when the heating comes on. TW advised that it may not – with timings being controlled centrally by NYCC.</p> <p>Action: TW to investigate and confirm.</p> <p>Q: How does the anticipated pay increase compare to previous years. TB noted that negotiation is undertaken by NYCC for non-teaching staff and by central government for Teaching staff and highlighted the awards for 21/22.</p> <p>Q: What were the additional hour used for staff training. TB detailed the circumstances to train new admin staff that accounted for this in 21/22.</p> <p>Q: Catering income increases? TB noted that the price of meals has been increased and cautioned that this may affect the number of pupils taking up a dinner option.</p> <p>TW noted the need to monitor this figure closely as – alongside use of the clubs – home and flexible working by parents may also affect take up here.</p> <p>Q: Is the menu being reviewed to attract older pupils. TW advised this is ongoing – TW noted the new Assistant Cook has still to start due to delays in DBS screening. (TW noted that no cover had been made available since the previous assistant left). Flexibility around when meals have to be ordered (currently weekly) is another factor affecting take up.</p> <p>Action: TW to investigate how meals are ordered and if a shorter lead time is possible for pupils and if additional technology is available to smooth the process.</p> <p>Governors noted previous discussion on meals and expressed concern that improvement needs to be made urgently.</p> <p>Q: Where are Diocesan Support costs shown – (for HT appraisal support). TB noted this show under non curriculum professional services.</p> <p>Q: Capital Expenditure? TB explained that a figure is in for laptop replacement as ICT and there is uncertainty around if the remaining £3K is to be allocated by NYCC for any other projects – hence this is not shown as being spent. TW noted that his latest conversation with the LA indicates that the school is not on any list for works this year due to rising costs and a backlog of projects due to Covid restrictions. TB noted that underspend on CAPX can be carried forward.</p> <p>TW drew attention to the pupil numbers in Y4 in 22/23 and that this would be Y6 in 24/25 – and highlighted the need to improve facilities for Y6 by then.</p> |
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| | <p>TB highlighted the current prediction for 24/25 noting that careful attention should be made to what currently shows as a deficit budget. TB noted that the national funding formula now in place means that, without additional/supplementary funding, this figure is more realistic than in the past. All schools are in a similar position, but we do need to be careful and mindful.</p> <p>Governors noted the percentage of the budget allocated to staffing and agreed monitoring was required and restated the determination to maintain staffing numbers. Measures are in place to closely monitor.</p> <p>TB reminded governors of the additional scrutiny and actions required of the Board by the LA should the school end up submitting a deficit budget.</p> <p>Governors unanimously approved the Draft Start Budget for 22/23.</p> <p>Governors recorded they're thanks to TB for her support. (TB left the meeting at 18.40)</p> |
| 7 | <p><u>Premises and H&S update</u></p> <p>A copy of the H&S review undertaken by JC with TW on 12th May 2022 had been circulated prior to this meeting.</p> <p>JC gave an overview of her review and highlighted the areas that needed further attention/action.</p> <ol style="list-style-type: none"> <i>1. The need a separate accident book for staff.</i> <i>2. The need reporting system for 'violence towards staff' and 'Near Miss' accidents for pupils and staff.</i> <i>3. TW to contact NYCC to repair the fire doors which do not close properly.</i> <i>4. Consider decluttering corridors/classrooms to create more free space/safer escape routes.</i> <p>Governors noted the challenge of being a small school in relation to storage with restricted space. TW agreed to review with staff and to investigate use of any storage facilities offered by NYCC for archived material.</p> <ol style="list-style-type: none"> <i>5. Consider only using the front entrance to school out of school hours.</i> <p>Lengthy discussion took place re the major concern over the road outside school which is identified and seen as the greatest risk to the safety of pupils/staff and parents.</p> <p>Governors noted that numerous emails have been sent out reminding parents not to park on the road and to encouraging the use the churchyard entrance if possible to enter and leave the school building.</p> <p>Speeding has also been noted as an issue.</p> <p>Governors agreed that we cannot change the road and discussed the practicality of removing this risk by denying the option of using the front entrance of the school - for everyone to use the churchyard entrance, except out of school opening hours, when the churchyard entrance is always locked.</p> <p>Governors agreed that now Covid has settled, and we are not required to socially distance, this option should be explored.</p> <p>Action: TW to remind parents via newsletters – and for this to be a regular item</p> |

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| | <p>Action: Pupils to also produce a road safety video/photo which can be seen in the Newsletter.</p> <p>Governors noted that issues around road safety were often caused by other road users and not linked to behaviours of anyone in or at school. It was noted that whilst the Police have been approached in the past issues still exist.</p> <p>Action: TW to contact NY Police re speeding and traffic calming Action: GS to contact local Parish Council re speeding and traffic calming.</p> <p><i>6. Purchase a new EpiPen which is in date if wish to continue having a spare in school.</i> <i>7. Radiator grill in Y6 classroom is broken- Similar one coming up the stairs needs fixing</i></p> <p>JP noted thanks to JC for undertaking this review.</p> <p>Action: TW to pursue all points raised.</p> <p>Discussion also took place around the number of pupils in school and how this relates to space available within the building. Governors noted that there is a calculation made by the LA to determine numbers and that the LA can also override/review this should circumstances dictate. It was noted that many local Primary Schools are currently at capacity with “waiting lists”</p> <p>TW confirmed that Dale Barton (NYCC H&S Officer) had visited on 16th May and his report was due.</p> |
| 8 | <p><u>Policies to approve:</u></p> <p>None to consider at this meeting.</p> <p>Q: Is there an update on the new Behaviour Policy. TW confirmed this would be discussed at the parent forum after half term and then circulated to all for comment.</p> |
| C | Other Business |
| 9 | <p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>TW drew attention to the Carbon Footprint seminar arranged by the Diocese on 21st June – TW confirmed he would attend and feed back to governors.</p> <p>Action: TW</p> <p>JP noted the Diocesan focus on poverty in the community and suggested that this be an item on every Finance Meeting to allow discussion as to having confidence that all families can participate fully in all school activities.</p> <p>TW briefed governors on the voluntary nature of school trip funding and how vulnerable and PP families are supported. TW also highlighted the support in place for participation in extracurricular activities.</p> <p>Discussion took place over the importance of inclusivity and how the school must be open to approach from families in need of support. TW confirmed that the school welcomes any such approach and is determined to ensure all can participate in all aspects of school life.</p> |

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| | JP briefed governors on the work underway on the new Strategic Development Plan and reminded governors to comment on the draft plan circulated on 23 rd May in order that the meeting on 22 nd June was as constructive as possible. |
| 10 | <p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Governors noted the importance of Budget monitoring, the need to ensure the financial viability of the school and to ensure that appropriate funding is available to have appropriate staffing in place. H&S monitoring important and ongoing to ensure the safety of pupils and staff. Discussions on concerns relating to the road outside the school to be progressed.</p> |
| 11 | <p><u>Date of next meeting and Close</u></p> <p>Governors noted the date of the next meeting – FGB to discuss the Strategic Plan on 22nd June at 5.30pm.</p> <p>Governors also agreed the timing of the FGB meeting to be held on 6th July – at 6pm.</p> <p>The meeting closed at 19.10.</p> |

Dates of Future Meetings.

22/06/22 – 5.30 pm - FGB strategy Meeting

06/07/22 – 6.00pm- FGB