



Kildwick CE Primary School

Learning to live, Living to love, Loving to Learn

Minutes from the Meeting of the FGB (Finance and Resources) held on 15th March 2023 at 18.00 in school.

Present:

Howard Barton – Parent Governor (HB)

Anna Fisher – Co-opted Governor (AF)

Jane Hall – Foundation Governor (JH)

John Perry – LA Governor (JP)

Geraldine Sands – Foundation governor (GS)

Tim Whitehead – Headteacher (TW)

In attendance:

Stephen Dale – LA Clerk to Governors (Clerk)

Governing Body core functions:

Ensuring clarity of vision, ethos, and strategic direction.

Holding senior leaders to account for the educational performance of the organisation; and.

Overseeing the financial performance of the organisation and making sure its money is well spent.

A	Procedural
1	<p><u>Prayer, Welcome, Introductions and consideration of absence</u></p> <p>JP Chaired this meeting, welcoming all present and thanking them for their attendance. The meeting opened at 18.00.</p> <p>Apologies received from Donna Akrigg, Mike Green, Karen Law, Jackie Craven and Cameron Quinn. Consented.</p> <p>All Governors were present in school – none attended remotely.</p> <p>GS led the meeting in an opening prayer.</p> <p>The meeting was quorate.</p>
2	<p><u>To determine whether other urgent business should be considered.</u></p> <p>JP noted x2 letters sent to parents re school closure.</p> <p>JP noted an item to consider if the pay range for the Headteacher Role at this school is reflective.</p>

3	<p><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></p> <p>Part of Item 17 relating to HT pay.</p>
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 meeting held on 7th February 2023. To review agreed action points from this meeting and consider matters arising from the minutes not otherwise covered by this agenda.</u></p> <p>Governors approved the Minutes of the FGB (Curriculum) meeting held on 7th February 2023.</p> <p>Action Points from 7th February:</p> <p>TW to raise profile of the pastoral lead on the school website. – Completed.</p> <p>TW to update on Parent Forum. TW noted dates agreed for these.</p> <p>TW to upload Assessment Policy to school website. Completed.</p> <p>Further detail on assessment and “catch-up” to be presented at FGB on 27th March. On agenda.</p> <p>Safeguarding audit to be approved at FGB on 27th March. On agenda.</p> <p>TW to survey pupils as to anything they might like to try within PE – as discussed in the PE monitoring visit. TW confirmed to be actioned in Summer Term.</p> <p>SEND Monitoring report to be discussed at the March FGB meeting . On agenda.</p>
B	Resources & Finance
6	<p><u>Schools Financial value Statement (SFVS) – approval</u></p> <p>A draft copy of the SFVS had been circulated prior to this meeting.</p> <p>A number of points were noted following this:</p> <p>Q1 - a Skills Audit has not been carried out since April 2022 – should we schedule one? Governors noted that one had been discussed and agreement reached that this would be delayed until the GB was up to full strength. This is now the case. Governors agreed to undertake a Skills Audit in the Summer Term.</p> <p>Action: GS to arrange Skills Audit.</p> <p>Q3 - the GB will receive x6 monitoring reports a year for information/consideration.</p> <p>Q6 – CQ, JP and TW to meet with Toni Birch to discuss 2023/24 Budget on April 24th.</p> <p>Q15-18 – more use to be made of the VMFI tool. TW noted that CQ will have a sign-on ID to access this on the DFE website. Governors agreed to use this and NYCC benchmarking information on a regular basis.</p> <p>Q25 – we have not had an audit for some time – we should!</p> <p>Action: TW to request TB to undertake financial audit.</p> <p>Should we provide an example/s of the link between SSDP priorities and the school budget as we do this. Governors agreed that there is evidence available to support and that we should highlight this as something we regularly do as it is an example of governor input.</p> <p>Governors approved the SFVS.</p>

	Action: JP to sign, TW to submit to NYCC.
7	<p><u>To review the Budget Monitoring Report for January</u></p> <p>Copies of the Budget Monitoring Reports dated 31st January 2023 had been circulated prior to this meeting along with a copy of the most recent Benchmarking report.</p> <p>TW drew attention to the current picture – this being slightly better than anticipated with a larger amount predicted to carry forward. Finances continue to be very tight – and many other schools are in a similar and worse position. TW confirmed that controls are in place to manage expenditure.</p> <p>Q: do we know how other schools are managing in this situation. TW noted that this information is not readily available.</p> <p>TW reminded Governors that the benchmarking data is historical and not a “live” document. Governors noted that increases in energy costs have impacted on reserves. Governors noted that staffing costs were a major budget item and any unfunded pay increases would have significant implications for the budget.</p> <p>Governors noted the staff/pupil ratios highlighted in the report and discussion took place over the effect of this.</p> <p>TW confirmed that TB is visiting school on the 16th March to review the latest report and to start work on 23/24 figures.</p> <p>TW noted that there is additional monies available in 23/24 – some as detailed in the DFE letter dated 31/01/23 – and some “Exceptional Funding” monies linked to SEND provision. TW briefed Governors on how this might look in school and how it might be used to focus support.</p> <p>TW noted the resignation of a member of staff and briefed on how the available hours would be recruited.</p> <p>TW noted the member of staff due on Maternity Leave shortly and outlined the arrangements in place to cover this absence – and the financial impact.</p> <p>Governors sent thanks and best wishes to Mrs Snook .</p> <p>TW confirmed that these changes would be reflect in 23/24 staffing figures.</p> <p>Governors agreed that this aspect of the budget would need careful monitoring and reviewed in a timely manner to ensure decisions can be taken when appropriate.</p> <p>Q: Why does the benchmarking report seem to show that LA income per pupil is quite low compared to other similar sized schools. TW advised that this might just be a reflection on the nature of the school but would query.</p> <p>Action: TW to follow up on income per pupil with TB.</p> <p>TW briefed Governor on the current losses being taken on School Meals – work has been undertaken to improve uptake – especially in KS2 but positive impact has yet to be felt. Governors agreed that this will need very close monitoring as this situation cannot continue indefinitely.</p> <p>Governors noted the possible impact of the current economic situation in this – if you have more than one child in school this may influence school meal uptake.</p> <p>Q: Where does the “Energy Efficiency Funding Grant” show. TW noted this is capital income, has to be spent within three years and only on certain projects. Governors agreed an Action Plan on how this money is to be used is required.</p> <p>Action: Action Plan required to spend (£12,898) Energy efficiency grant.</p>

	Governors concluded that whilst the Budget remains very tight, spend is professionally managed though thought may have to be given to future staffing arrangements and maybe careful consideration given on replacing staff as and when people leave.
8	<p><u>2023/24 Budget and beyond – issues and scenarios</u></p> <p>A copy of a letter from the DFE dated 31st January 2023 re 2023/4 funding had been circulated prior to this meeting along with latest data on anticipated energy prices. This item was included in discussion in Item 8.</p>
9	<p><u>Contract schedule – to consider options.</u></p> <p>A list of contracts due for renewal had been circulated prior to this meeting along with further information on FMS, Grounds maintenance and Staff Absence insurances. TW noted the list of contracts that are due for renewal in April 2023. Governors noted that almost all listed have to be brought into as they cover statutory requirements (H&S/Legal/HR) or are vital to the efficient running of the school (Parent Pay/DBS/School Improvement Services). All are considered "vital."</p> <p>Governors discussed the options on the Bursar service and the risks and benefits using these. Governors agreed that the current SLA was most beneficial to the school.</p> <p>Governors discussed the options available for Staff absence Insurance – and the risks and benefits of these. TW noted that the current "Day 6" option works well and governors agreed to maintain this level of cover.</p> <p>TW noted the new supplier who had quoted for Ground Maintenance and explained what the school gets for this service. TW noted that much of this contract covers the Peggy Wilson field.</p> <p>Q: So, the school is responsible for the field? TW noted that no, the school is not responsible but, as the main user we have taken on responsibility for ground maintenance – grass cutting and marking out for sports. TW explained how the field is managed by a Board of Trustees comprising x2 Parish Councillors, x1 Church representative, the owner of Kildwick Hall and a representative from the school. TW noted what a fantastic asset the field is for the school to have access to. TW noted some of the issues currently faced that are in the domain of "others" to fix – most notably the condition of the wall that backs onto the canal. Governors expressed willingness to support moves by the Trustees to resolve any issues that impact on pupil's use and enjoyment of this facility.</p> <p>Governors noted the limited options currently available on choosing alternative energy suppliers and the letter noted in Item 9 on this agenda.</p>
C	Other Business
10	<p><u>Diocesan energy toolkit</u></p> <p>A copy of the Diocesan energy report had been circulated prior to this meeting. TW noted that the Church of England is undertaking a review across the whole of its estate and briefed governors on how the report had been determined (including input of surface area of the school and various meter readings recording energy usage).</p> <p>TW noted that NYCC are undertaking a similar exercise and findings from these could be used to steer how the £12k energy grant is spent?</p>

11	<p><u>Diocesan Building Review?</u></p> <p>JP noted the possibility of the arose from a Diocesan briefing – it may be the school will benefit – it may not.</p> <p>Action: TW to follow through with Lee (Diocesan Education Advisor)</p> <p>Governors again noted that findings from this – and any survey also undertaken by NYCC could support/determine use of the Energy Grant.</p> <p>Discussion took place around the possibility of installing solar panels though, as the school is within a conservation area, planning permission might be problematic to obtain.</p>
12	<p><u>To receive a Premises update</u></p> <p>TW briefed Governors on current buildings issues noting a number of leaks that are under investigation and that there are issues with boiler controls that will be resolved by NYCC with no additional cost burden to the school.</p>
13	<p><u>To receive an H&S update</u></p> <p>TW noted the upcoming H&S inspection in March and also note that JC will be in attendance in role of H&S Governor.</p>
14	<p><u>School costs for Parents</u></p> <p>A copy of a guidance document ‘Supporting Families in times of financial hardship’ - based on interviews and surveys – produced by the Child Poverty Action Group (CPAG) – had been circulated prior to this meeting.</p> <p>JP noted that this document has been driven by the Diocese and is a guide to what schools should know and what they can do to support struggling families – practical ways to support against a background of stretched budgets and sharply increasing costs. Governors discussed what the school currently “does” and questioned if more can be offered.</p> <p>TW noted the school desire for inclusivity and highlighted areas in which support is currently given – including school trips, meals and uniform exchange.</p> <p>TW highlighted that staff are aware and sensitive to circumstances – families who may be in need of additional support are supported appropriately.</p> <p>Discussion took place over possible additional pressures in the Summer Term when costs can quickly accumulate with additional trips and activities planned in this term.</p> <p>TW noted the facility on Parent Pay that enables costs to be spread rather than always having to pay “up front”.</p> <p>Governors noted that the location of the school brings its own challenges in relation to school trips as often a substantial proportion of any cost is for coach transport. Discussion took place on what activities could be undertaken negating the need to travel/travel far.</p>
15	<p><u>Governor visits update</u></p> <p>JP reported that as English link governor he had met with the NYCC school advisor as part of the writing visit – NYCC adviser report hopefully available for 27th March FGB meeting.</p>

16	<p><u>Training update</u></p> <p>No updates.</p> <p>GS noted the meetings held with new Governors (AF, KL and JH) as part of the formal induction process.</p> <p>GS confirmed the paperwork around the Skills Audit would be circulated shortly.</p>
17	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>JP highlighted the letters sent to parents in relation to the effect on the school due to industrial action – copies had been circulated to governors and would be in the future if necessary.</p> <p>Q: Has there been any feedback on these or on the effect on school due to strikes. TW noted no feedback.</p> <p>TW left the meeting at 19.20.</p> <p><i>Please also refer to Confidential Minutes.</i></p>
18	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>TW returned to the meeting at 19.30.</p> <p>Governors highlighted the rigorous Budget Monitoring processes in place and that reviews are regularly undertaken, a focus on finance and families – affordability of school activities – discussion and review of the role of the HT at this school and the remuneration accompanying the responsibility.</p>
19	<p><u>Close.</u></p> <p>Governors noted the date of the next meeting – FGB on 27th March 2023.</p> <p>The meeting closed at 19.35</p>

Dates of Future Meetings:

27/03/23 – FGB

26/04/23 - FGB Curriculum

09/05/23 - FGB Finance (NYCC are asking for Budget submissions by 20th May this year)

21/06/23 - FGB Strategy – start time tbc.

10/07/23 - FGB

Action: GS to arrange Skills Audit.

Action: TW to request TB to undertake financial audit.

Action: JP to sign SFVS, TW to submit to NYCC.

Action: TW to follow up on income per pupil with TB.

Action: Action Plan required to spend (£12,898) Energy efficiency grant. TW?

Action: TW to follow through on Building Survey with Lee (Diocesan Education Advisor)