



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

**Minutes from a Meeting of the Full Governing Board – (Resources
& Finance) held, via Google, on 25th May 2021 at 18:00**

Present:

Donna Akrigg – Staff Governor (DA)
Howard Barton – Parent Governor (HB)
Christine Anderton – Foundation Governor (CA)
Jo Gostling – Co-opted Governor (JG)
John Perry – LA Governor (JP)
Cameron Quninn – Co-opted Governor (CQ)
Geraldine Sands – Foundation Governor (GS)
Tim Whitehead – Headteacher (TW)

In attendance:

Stephen Dale – LA Clerk to Governors (Clerk)
Karen Taylor – NYCC School Finance Officer (KT)

A	Procedural
1	<u>Welcome, Introductions, Prayer, and consideration of absence.</u> CQ took the Chair and opened the meeting at 18.04. CQ welcomed all present, thanking them for their attendance. CQ introduced Karen Taylor, NYCC Finance Officer and presently acting as school bursar. GS led the meeting in a prayer. Apologies received from Liz Snell, Jamie Logan, and Alex Swinton. Consented. Governors noted that DA had been re-elected as Staff Governor to serve a further 4year term. All present confirmed they were in a secure and confidential environment.
2	<u>To determine whether other urgent business should be considered.</u> GS requested that she update the Board on a PCC meeting to be held that evening.
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> No items identified at this point. Succession Planning to be treated as confidential for now.

4	<u>Declaration of interest on any agenda item.</u> None declared.
5	<u>To approve the Minutes of the FGB meetings held on 22nd March 2021 and consider matters arising from the minutes not otherwise covered by this agenda.</u> The Minutes of FGB held on 22 nd March 2021 were approved. TW was asked for a progress update as to pupils being able to articulate the school vision. TW noted that work on this was on-going.
11	<u>Succession Planning.</u> As GS had to leave the meeting at 19.20, Item 11, Succession Planning was discussed at this point. <i>Please refer to Confidential Minutes</i>
B	Resources & Finance
6	<u>To approve the School Budget for 2021/22.</u> KT presented the Year End Financial Report dated 31 st March 2021 highlighting the carry forward amount and referred to the notes in the document explaining key variances. TW noted that a meeting was planned to review the Sports Premium carry forward as this will need to be allocated asap. KT presented the draft Start Budget for 2021/22 and the predictions for 22/23 and 23/24. KT noted the funding is based on October census figures and detailed the numbers for the three years. KT highlighted the predicted carry forward figures and drew attention to the key assumptions noted in item 6 of the Budget Summary. Whilst a small deficit is forecast for 23/24 KT noted that this should not cause alarm at this moment in time. A governor questioned the size of the carry forward figure from 20/21 into 21/22 and asked what is deemed as an acceptable figure. KT briefed governors that the current figure is seen as healthy and will need to be revisited in October 2021 – KT noted that a 5% carry forward used to be seen as acceptable. KT noted this surplus is not taken away and the school retains control over when and how it is used. Governors discussed the possible use of any surplus and if the time is right now to make use of some monies rather than “saving for a rainy day” – maybe the rainy day is here. Discussion took place around boosting support in “closing the gap”. Action: TW/KT/CQ to review and confirm amounts available in carry forward in advance of FGB Strategy Meeting on 21st June. TW highlighted the resources currently in place to support this programme noting this is due to end in July 2021 and that should further support be seen as desirable in September then this would be a productive and advantageous use of monies.

	<p>KT highlighted the sports Premium funding that requires spending and TW noted some initiatives in mind to encourage physical activity, support wellbeing and also to link PE to core subjects within the curriculum giving “Maths on the move” as an example of this. Governors noted the need to include SP in the SSDP with resources and outcomes detailed.</p> <p>Action: TW</p> <p>A governor asked about the scenario of the school coming in on budget or if in a deficit position. KT noted that a surplus balance is desirable and prudent and outlined procedures should a deficit occur.</p> <p>TW led further discussion around use of any potential surplus monies from the 20/21 year and gave examples of resources/projects that could be funded including the development of the staff room with DT facilities so that pupils can use this too, decoration of classrooms and shared spaces, IT upgrades and replacement and curriculum development. Governors agreed that a costed “wish list” should be available.</p> <p>Action: TW</p> <p>KT invited further questions from governors and reminded the meeting that further queries via TW or e-mail are welcome.</p> <p><i>Please also refer to Confidential Minutes</i></p> <p>TW briefed governors on the vacant post within the school office with an advert to recruit in place and invited governors to be involved with interviews w/c 14th June.</p> <p>Action: All</p> <p>Governors thanked KT for her support in explaining the budget and detail within. KT left the meeting at 18.55.</p>
7	<p><u>Premises and H&S update</u></p> <p>The Conditions Survey dated 09/03/21 had been circulated prior to this meeting. TW briefed governors on the survey noting the new format and prioritisation given to works required – Priority 1 immediate attention required, P2 works to be carried out within 2yrs, P3 3-5 years and P4 within 5years. TW drew attention to the external works highlighted as p1 and the works to the boundary wall and roof that will need to take place within 2-3 years.</p> <p>A governor asked for clarification around who pays for these repairs. TW noted that the school has to pay a % with NYCC funding the remainder. Governors noted the need for clarity over this as it could decide if monies carried forward need to be “banked” to contribute to future repairs.</p> <p>Action: TW</p> <p>A copy of the latest Covid RA had been circulated prior to this meeting. TW noted that this has been completed. TW noted that Y6 would not be able to have a residential trip this year and gave details of the alternative activities being substituted for this.</p> <p>A governor asked what effect might be felt in September should families decide to holiday abroad in “Amber list” countries with the requirement to self-isolate on return – might there be high absence. TW noted that requests for children to be taken out of school for Covid Tests prior to going away are being received in advance of some holidaying abroad for may Half</p>

	<p>Term. TW noted that there could be an effect and a need to provide remote learning for some pupils in September. Governors noted their concern of the effect this may have on the school and also highlighted the effect that staff holidaying abroad might also have.</p> <p>Action: TW to ascertain what this might look like.</p> <p>A copy of the RA for the “Walking Bus” had been circulated prior to this meeting. TW noted the plan to re-introduce the walking bus and outlined arrangements to enable this to happen.</p>
8	<p><u>New DFE guidance on Pupil Premium spend</u></p> <p>Two documents – EEF Guide to Pupil Premium and Pupil Premium National Update March 21 – had been circulated prior to this meeting.</p> <p>TW gave governors an overview of these documents and highlighted the sections in the National Update concerning the use of PP, the Tiered Approach, Teaching, Academic Support and Wider Approach.</p> <p>TW drew attention to the links in the documents for further reading.</p> <p>GS noted the recent Diocesan Schools Leadership briefing that she had attended where this had been an agenda item. Governors discussed accountability for PP spend and how impact and spend should be presented in a way that is meaningful and easily understood. TW noted the new proforma that should be completed for this and governors asked that the format be tweaked to ensure clarity and relevance.</p> <p>Action: TW to review spend and impact for 2020/21</p>
9	<p><u>Policies to approve:</u></p> <p>Copies of the following had been circulated prior to this meeting-</p> <p>Equal Opportunities</p> <p>Equalities scheme</p> <p>GS proposed that specific reference to “Governors” to be included within the Equal Opportunities Statement – to be added to “Pupils, Staff” on p1 and to “staff” on p2. GS noted that the SSDP should also reflect Governor commitment to Equal Opportunities and that this area should also be included in governor monitoring visits.</p> <p>It was noted that there is no reference to how to raise any concerns – only how to make a complaint and it was suggested that specific reference to sexual harassment should also be made within the document.</p> <p>Governors approved the two documents subject to changes being made to reflect concerns.</p> <p>Action: TW</p>
C	Other Business
10	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>GS briefed governors on the PCC Meeting to be held that evening to discuss the development of the Church site. GS noted the desire to apply for Lottery Funding and to the Diocese to renovate the building to ensure the longevity of the site. GS noted the need to have Community Partners “on board” to strengthen any bid and that the School is potentially one of these with opportunities to use facilities in the future for Nursery and Staff areas along with other possible uses. GS noted the need to consider how this may work and that the SSDP</p>

	<p>should encompass the direction the school sees this going. Staff and Parents will need to be involved and an organised approach is vital. GS noted that now is not the time to act without having a clear understanding as to what outcome is desired.</p> <p>GS noted that she would be the key link in any discussions and would ensure a tight interface between the church and the school.</p> <p><i>GS left the meeting at 19.20.</i></p>
11	<p><u>Succession Planning</u></p> <p>This item was discussed earlier in the meeting.</p>
12	<p><u>Correspondence</u></p> <p><i>Please refer to Confidential Minutes.</i></p>
13	<p><u>Date of next meeting and Close</u></p> <p>CQ reflected on the benefit of the meeting on pupils as finances had been examined in detail with plans to be made for additional spend in 2021/22 to use some of the surplus carried forward into this year.</p> <p>Governors noted the date of the next meeting on 7th June 2021.</p> <p>The meeting closed at 19.23.</p>

Dates of Future Meetings.

Monday 7th June 2021 at 18.00 (FGB Curriculum)

Monday 21st June 2021 at tbc (Strategy Meeting)

Tuesday 29th June 2021 at 18.00 (FGB) – **Revised date**