

## Kildwick CE Primary School

Loving to learn, learning to live, living to learn

Meeting of the Full Governing Board – (Resources & Finance)

25<sup>th</sup> March 2019 at 18:00

### MINUTES

A	Procedural	Actions
1	<p><b>Present:</b> Donna Akrigg - Staff Christine Anderton - Foundation Jo Gostling – Co opt Jamie Logan - Parent Kath Morris - Foundation Geraldine Sands - Foundation Alex Swinton - Parent Tim Whitehead - Head Toni Birch – NYCC Finance Officer</p> <p><b>Welcome, Introductions and Prayer</b></p> <p><b>Consideration of absence</b> Liz Snell David Frankland Michelle Ramsden</p> <ul style="list-style-type: none"><li>• <b>Consented</b></li></ul>	
2	<p><b>To determine whether other urgent business</b> should be considered. JL has printed off complaints training HT information</p>	
3	<p>To determine whether any part of the proceedings should be treated as <b>confidential and excluded</b> from the minutes to be made available for public inspection.</p> <p><b>Item 18</b></p>	
4	<p><b>Declaration of interest</b> on any agenda item.</p> <ul style="list-style-type: none"><li>• None received</li></ul>	
5	<p><b>To approve the Minutes of the FGB</b> meeting held on 18<sup>th</sup> March 2019 and consider matters arising from the minutes not otherwise covered by this agenda.</p> <ul style="list-style-type: none"><li>• Minutes have yet to be formalised due to short notice and therefore will be postponed until the next meeting.</li></ul>	
<b>B</b>	<b>Resources &amp; Finance</b>	
6	Budget Monitoring Report for period 9; Detail and Summary TB highlights:	

The **overall carry forward** is slightly more than anticipated, in part due to the prudence of the head. However, the start budget is yet to be examined with regards to the SDP. (For this, TB will link areas of finance to the SDP).

**Other income:** Additional money has come from a variety of sources. For example, from PTA (early years money) £2000. (Code E19 equates an overspend, because this has actually been spent).

School meals income is down, this is due to pupils not taking up meals and therefore, there is less than predicted on start budget. We charge £2.30 we subsidise by 15p. Therefore, the school meal will have to increase to £2.45 after Easter and we will also look at a longer-term solution for catering.

The chair commented that the HART alliance had also examined this. A private provider DOLCE is to be researched. It is looking to be a cheaper option than NYCC. Choice and quality are still reputed to be good with the added bonus that meals can be looked at online.

Therefore, parents and children taking more of a part in meal choices taking the pressure off staff.

TB noted for governors, that TUPE could be a potential issue with any changes i.e. pensions and contributions. Also, the insurance of equipment once it belongs to school, if it breaks down, then school is responsible. All issues to be aware of.

Assurances need to be sought and the HT to speak to other schools.

**Community Focus:** E club. Income is slightly higher than predicted, this is down to numbers and savings. Staffing has changed and as staff have left, they haven't been replaced. The next three years of finance need to be examined. Though it looks on paper that we have money the payments are over 10- months and need to be unpicked from April. Currently funding is £4.50 morning and £9.00 afternoon.

**Chair posed several questions:** This money has been given by parents; how do we properly account for this money? What does good governance look like? How do we spend the money? How do we account for it separately? How do we budget for this over the next few years – distinct from "school" money?

TB – we said that HT and herself will look closely in April as to where to account for this money and how. An overhaul of finances is due to make for greater accuracy.

**GQ - Learning resources and expenditure? What are the pressures?**

The figure looks high, but is in part residential costs, but there is income on the opposite balance. There is also sports funding within this, which will be split and includes the Pupil Premium children.

**GQ - Photocopying remains high.**

We are in a contract (ABS) and we can't get out of this yet. Next time, NYCC procurement will be used (2020). Paper costs are also high, but the HT has negotiated a better deal.

7	<p>To review Benchmarking Report –</p> <ul style="list-style-type: none"> <li>• <b>Completed in October 18</b></li> </ul>	
8	<p><b>Contracts</b> review:  Most of these are NYCC schemes that we have signed up again for next year. Some anomalies:  <b>Catering</b> – notice needs to be thought about if we are considering changes  <b>Concerns:</b>  <b>ABS – photocopying</b> agreed 12.07.16 and is a 54-month contract at £2,100 a quarter. However, December 2020 savings will be made.  <b>Investec for telephone</b> 26.07.16 for 36 months. Due for renewal summer 2019. This will be looked at closely, we need three company quotes to assess.  <b>Scholar Pack</b> has yet to be received.  HT stated that cleaning needed to be addressed in terms of cleanliness. HT is working on this. Possibility of looking at a private company.  Presently school has a service manager and she should sort out issues. We need to keep complaining if we're not happy.  <b>GQ – Staff illness? Could this be outsourced?</b>  Presently we don't have TA staff covered. There is a booklet of questions re if looking at another provider. However, with NYCC we can state staff.  Some juggling of monies can be done with reference to day 4 or day 11 cover for example. It's working out how many days (guestimate) might be needed. I.E. 6 days. A week will have to covered before supply kicks in. It's very much trial and error.  Last year we had day 6-day high cover which was £7340 (now has increased by £500).  <b>Governors agreed the same as last year and then review.</b></p>	HT to address
9	<p><b>Before &amp; After School Club</b> – to agree options on appraisal and budget usage – and feedback to parents.</p> <p>A number of issues were highlighted – specifically the budget and the potential around the building itself.  The Action Plan was discussed. The Chair wants governors to feel comfortable with the plan and to work out how governance should go forward with this.  Dale Barton has made his risk assessment concerns regarding the Parish Rooms, some of the actions are easy to complete, some not, though no time line was set.  Locks were of concern – i.e. the back door has a 5-lever lock. If the key goes missing, there is no way out. Turn buttons are needed.  JL can look into this. An interim price has been sought and received.  Currently, there is no fire safety in place or emergency lighting. £1900 (fire detection and lighting) would solve this.</p>	

	<p>This is essential not only from a school safety point of view, but also church members and the public in general. The problem is primarily a Parish problem. It's not really fit for public purpose. The rental agreement as yet can't be sourced. This is an essential document to know what we are paying for.</p> <p><b>GQ - Potential to have club on school premises?</b>  Ideally – this would be the choice – but we are short of space. Now the action plan has been received, its consequences have to be dealt with.</p> <p>Millside Electrical Services were the company requested to assess the fire needs. Essentially, the alarm has to be wired in and be compatible with a “maglock” which is what has been suggested.</p> <p>School has been proactive, but to move forwards the following needs to be addressed:</p> <p><b>Governors agreed:</b>  <b>Email Sandy and Chris Wright re rental agreement. This is a priority with the dioceses. Question the H&amp;S from the dioceses.</b>  <b>We can't ignore everything that has been pointed out and we need to move quickly with this.</b></p> <p>Budget and training have been highlighted to discuss at the next meeting - a financial breakdown is essential to drill down into. There are several issues with the budget that need tweaking.</p> <p><b>GQ - Have there been any conversations with regards service and pricing with parents?</b>  HT – most parents have been happy with the club and changes made. During the interim period with staffing – these concerns have been allayed. The staff have close alliances with school aiding continuity and connection. The school cook is also involved, and this has been seen as positive.</p> <p>Chair suggested that at the next parent forum the club could be aired. Some governors stated that there is already an open dialogue with parents and a questionnaire has previously been completed. Another questionnaire will be completed.</p> <p>Once the Analysis of the Budget has been completed, then this can be shared with parents.</p> <p>A governor stated that parents be informed that they can use the club for short notice, if there is availability.</p> <p>Currently, payment is by ParentPay, but we are looking at being able to receive payments via our website.</p> <p><b>GQ - Holiday club in the future?</b>  This could be perhaps looked at in the future.</p>	<p>HT / chair to follow up rental agreement and Chris Wright for the church.</p>
10	<p><b>Charitable Trust</b> Governance Arrangements</p> <p>With regards to trustees there are only two school staff currently named for the school fund account. This is for fundraising and donations. (If it is a registered charity – it can then be liable for Gift aid).</p>	

	<p>The school fund should go to governors once a year for accountability. The accounts are externally audited and need to be signed off by governors.</p> <p>A volunteer was asked for from governors: Governors were to ask David Frankland if he would join the trust.</p>	
11	<p><b>To receive and update</b> on Pupil Premium</p> <p>HT: we only have a small cohort of SEN and therefore we just describe the learning and how money has been spent. Much is provided through provision, teaching assistants and interventions. It is difficult to track. We fund trips, clubs and even spare school clothes.</p> <p><b>GQ – are there any that don't need intervention?</b></p> <p>Yes, we have two.</p> <p><b>GS - Tracking</b> – if it's working – it will be reflected within the data, so if there is no improvement then perhaps, we can drill into the data to enquire why.</p>	
12	<p>To receive and update on <b>Sport Premium</b></p> <p>Governors were impressed with the report and the things that take place in school.</p> <p>HT gave a flavour of the highlights. Much of SP is spent on a specialist. There are various factors as to whether this will continue. However, HT wants to utilise the specialist more – lunch time clubs linked with anti-bullying and friendships linking transitions. Sport premium document will be updated.</p> <p><b>GQ – has the specialist been evaluated?</b></p> <p>Yes – we have used a special website to overview this. It is always hard to measure. Sporting Cluster Coordinator also puts on events for non-competitive children. We have got better at widening our net of pupils making sport more inclusive – the pressure of “winning” whilst important isn't everything. We have the Gold sportsmark award and we have to submit evidence of what we have done.</p> <p>Governors were keen to keep the ethos moving forwards – the all-encompassing sports approach.</p> <p>HT would like to look at swimming. He would like to go longer than a term, however, parents will need to pay. This will be looked at.</p>	
13	<p><b>School Financial Value Statement (SFVS) Approval</b></p> <p>This has been produced and circulated. This will be submitted to VERITAU.</p> <p><b>Governors agreed that the SFVS could be submitted.</b></p>	
<b>C</b>	<b>Other Business</b>	
14	<p>To receive a <b>Premises update:</b></p> <p>HT – End of school is being repointed. The other end and side will also be completed in turn.</p> <p>Office relocation has a tight time frame for summer. Planning is being submitted. Two voluntary aspects that will cost us:</p> <p>Steps for main entrance – but will take away too much of playground</p>	

	<p>Door and entrance into KS1 for free flow. This will come out of capital and has been budgeted for.</p> <p>They will include a canopy in their planning, but we will have to pay. Peggy Wilson Community resource has started. Hard standing has been put in. Another community day is planned for May, publicity is needed. Photos to go on website.</p>	
15	To <b>receive an H&amp;S update</b> (see item 9)	
16	<p><b>ICT:</b></p> <p>HT – Procurement of broadband will be covered in the contracts. This year we are with LA, but we will look into other providers, we need a faster service.</p> <p>Website – ‘Easable’ -Paul Driver. He has worked with many other primaries. HT is to work alongside staff, a lot of work for one person.</p> <p><b>GQ – Governors?</b></p> <p>We need to update the new website. We also need to compile a letter between Chair and HT for parent information for the website.</p> <p><b>GQ – Do we need governor visits on the site?</b></p> <p>We need to look at the governor visits and have these on all agendas. It is on 365 currently and can be edited there.</p> <ul style="list-style-type: none"> <li>• <b>Action: Governors to keep updating and all link governors to do termly visits – linking with items from the SDP. It can then be discussed as an agenda item.</b></li> </ul>	<p>Action: Governors to keep updating and all link governors to do termly visits – linking with items from the SDP. It can then be discussed as an agenda item.</p>
17	<p><b>Policies to approve:</b></p> <p>H&amp;S Policy</p> <ul style="list-style-type: none"> <li>• <b>Governors approved</b></li> </ul> <p>JL the new approach to complaints training circulated and tabled. JL gave highlights.</p> <p>Chair suggested for governors to read the policy and bring it back for further discussion.</p>	<p>New Complaints policy to be discussed next meeting</p>
18	<p><b>To deal with any matters agreed for consideration</b> under item 2 above.</p> <p>Class 4 – was fixed term and now advertised as a permanent contract for September 19 (advert Easter).</p> <p><b>CONFIDENTIAL:</b></p> <p><b>HT – Staffing update:</b></p> <p><b>Advertising for maternity cover from September 19</b></p>	
19	<p><b>Correspondence</b></p> <p><b>NONE</b></p>	
20	<p><b>How has this meeting impacted</b> on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> <li>• Discussed H&amp;S regarding the parish rooms and school and wider community use</li> <li>• Discussed physical wellbeing of our pupils, promoting outdoors</li> <li>• Budget – PP and Sports Funding how it is spent.</li> </ul>	

21	Close. 7.55pm	
----	---------------	--

Dates of Future Meetings;

Monday 13<sup>th</sup> May 2019 FGB (Resources& Finance) – Budget Approval – 6pm.

Tuesday 18<sup>th</sup> June 2019 FGB (Curriculum) – 6pm (This may change)

Monday 8<sup>th</sup> July 2019 FGB – 6pm