



Kildwick CE Primary School

Loving to learn, learning to live, living to learn

Minutes from the Meeting of the Full Governing Board – (Resources & Finance) held on 13th May 2019 at 18:00

Present:

Donna Akrigg – Staff Governor (DA)
Jo Gostling – Co-opted Governor (JG)
Kath Morris – Foundation Governor (KM) –
Geraldine Sands – Foundation Governor (GS)
Liz Snell -Parent Governor (LS)
Geraldine Sands – Foundation Governor (GS)
Alex Swinton – Parent Governor (AS)
Tim Whitehead – Headteacher (TW)

In attendance:

Toni Birch – NYCC School Bursar (TB)
Stephen Dale – LA Clerk to Governors (Clerk)

A	Procedural
1	<u>Welcome, Introductions, Prayer and consideration of absence</u> GS opened the meeting at 18.03 with a prayer. GS introduced Toni Birch who would detail the proposed school budget for 2019/20. Apologies had been received from Christine Anderton and Jamie Logan. Consented. Alex Swinton had notified the meeting she would be about 10 minutes late.
2	<u>To determine whether other urgent business should be considered.</u> GS requested that the meeting consider: An update on Governor visits. An update on Governor Training. An update on Governor vacancies.
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.

4	<p><u>Declaration of interest on any agenda item.</u> None declared.</p>
5	<p><u>To approve the Minutes of the FGB meetings held on 18th March 2019 and 25th March 2019 and consider matters arising from the minutes not otherwise covered by this agenda.</u> KM proposed acceptance of the Minutes from FGB on 18th March 2019. GS seconded. Governors unanimously approved these minutes. GS noted that LS has now completed Safer Recruitment training and thanked LS for doing this. TW noted the work in progress on Collective Worship. KM proposed acceptance of the Minutes from FGB on 25th March 2019. LS seconded. Governors unanimously approved these minutes. GS invited a Governor to join TW and SC as a trustee of the school fund account. LS agreed to undertake this. (AS joined the meeting at 18.15)</p>
B	Resources & Finance
6	<p><u>To review the Budget Monitoring Report for period – March - Detail and Summary</u> Governors had been circulated the Budget Monitoring reports (Detail and Summary) for month ended March 2019 prior to the meeting. TB noted the carry forward on £27,614 and gave further explanation on the significant variances to budget, in particular on Income that had been boosted by donations from the PTS, the overspend on teaching costs due to contract changes, additional costs associated with Admin due to the school now running the before/after school clubs, increased spend on training and on learning resources. TW noted that a process is now in place to manage spend on resources. TB noted the shortfall in income from school meals. Q – is this directly a result of fewer children having meals? TW briefed that this was so and that whilst the increased cost has now been passed onto parents another increase will be necessary as costs charged to the school will be rising again. Governors discussed the option to change providers and the risks associated with this. GS noted that School Meals will be discussed at the next GSIN meeting. Action: GS to update Governors following this meeting and GB to consider a new provider? Governors congratulated TW and all Staff over the work to better manage and control costs. Governors noted the underspend on Supply Costs which is partly due to internal cover being arranged for absence. Governors noted that the budget should be used so as not to compromise standards in school.</p>
7	<p><u>To approve the school Budget for 2019/20</u> The Draft Start Budget for 2019/20 and the Budget forecast by ledger level had been circulated to Governors prior to this meeting.</p>

	<p>TB noted that the 2019/20 and 2020/21 years are based on the soft implementation of the national Funding Formula, (NFF). The 2021/22 year has been calculated on the same basis and would be subject to change should the DfE move to the full implementation of the NFF.</p> <p>Support Staff - The new NJC pay structure and salary increases from April 2019 have been included, there is also a 2% (estimated) increase included for April 2020</p> <p>Teaching Staff - There is a 2% (estimated) increase included for September 2019 across all teaching salary ranges and allowances.</p> <p>The DfE have provided notification that the employers contribution in relation to teacher’s pensions will rise from 16.48% to 23.6% from September 2019. They have also indicated that they will provide funding to help schools in meeting the additional costs of the pension increase in the 2019/20 financial year. At this stage, no further information is available about this additional funding. Whilst recognising this as an area of risk, schools are advised to assume a cost neutral position until further notification is received.</p> <p>TB noted the inclusion within the budget for the sports coordinator going forward along with the sports premium.</p> <p>TB briefed Governors that we are aware that at present we have 17 on our list for Sept 19 but are expecting this to increase by at least 2. I have not included any further pay increases in future years.</p> <p>Q – where there is a cost neutral position, should we assume that this will be covered should increases occur?</p> <p>TB agreed that for now, this is the case and cautioned that it may not remain so.</p> <p>Q – what contract is the Sports Co-ordinator on/</p> <p>TW noted the Fixed Term Contact that will enable action should funding cease.</p> <p>Discussion took place around the anticipated intake for September 2019 and if/how further applications could be accommodated.</p> <p>TB drew Governors attention to the in-year revenue positions for 2019/20, 2020/21 and 2021/22 noting that whilst in past years the deficits did not materialise, now there is a strong likelihood that these figures could become reality.</p> <p>Q – as Governors, is there anything we can do to lessen the impact of such a large in-year deficit in Y3?</p> <p>TB noted that NYCC are now writing to schools that are likely to have a significant deficit and that whilst Kildwick shows a figure on -£29.9K this is not high in comparison to some other schools. Governors should keep a very close eye on figures when the revised figures are published in September/October. Staff Costs should be closely monitored.</p> <p>TB noted that Income and Expenditure on the Before/After School club is now clearly identified on separate ledger lines.</p> <p>Q – Capital income?</p> <p>TB advised that the amounts shown are based on this year with the £6.5K earmarked for the relocation on the school office in 2019/20</p> <p>Q – is this part of the £11.5K showing under expenditure?</p> <p>TB advised this is so and that the additional £5K will support IT upgrades.</p> <p>There were no further questions.</p> <p>Governors unanimously approved the Start Budget for 2019/20.</p>
C	Other Business

<p>8</p>	<p><u>To receive an update on before and after school club</u></p> <p>TW briefed Governors on progress with the action plan for the Before/After School Club. This has been reviewed by TW, DA and SC. Staff training on Safeguarding, First Aid and Food Hygiene is now up to date and new procedures for the day-to day running of the club are now in place.</p> <p>TW highlighted an issue with the payment system as a Direct Debit method cannot be offered to parents as the school account cannot receive these. Currently Parent Pay is being used but this is less robust and has led to a small number of parents being in debt to the school.</p> <p>Q – what can be done to reverse this so that no parents owe money and what is done to escalate late or non-payments?</p> <p>TW briefed Governors that the Admission and Charging Policy will need to be updated. Governors discussed this and agreed that the Policy should be updated urgently.</p> <p>Action: TW/DA/SC to update Policy to include a review of how other school’s word theirs. New Policy to include “fines” for late pick up and the policy to be on the school website.</p> <p>Q – What can be done in the meantime?</p> <p>TW briefed that he follows through with those who have incurred debt – not the Club Manager – and will meet with parents who are late with payments.</p> <p>Governors discussed the requirement for parents to make payment when booking and how this might work. Governors agreed that any/all “penalties” must be made very clear in the new Policy.</p> <p>Action: TW/DA/SC</p> <p>TW noted positive feedback on the improvement over the meals served at the club.</p> <p>Q – what about progress with issues over the premises?</p> <p>TW briefed Governors on the involvement of Dale Barton and the scrutiny of the Hire Agreement with the involvement of NYCC Legal Services. TW and GS are to meet with the church officials responsible for the hall with the aim of ensuring all concerns are addressed for the benefit of the school and others who hire the hall.</p> <p>Governors noted that it is not for the school to fund any necessary improvements.</p> <p>TW further briefed governors on plans to improve staff welfare at the club.</p>
<p>9</p>	<p><u>To receive a Premises update</u></p> <p>TW noted concerns around the standard of cleaning in the school and that a meeting was arranged with the cleaning provider to resolve these. (20th May).</p> <p>Q – How many hours a week are there?</p> <p>TW stated that there are 3hrs per day allowed for cleaning and 5hrs per week for caretaking duties.</p> <p>Q – is there a job spec that details how the time should be used/</p> <p>TW is requesting this at his meeting.</p> <p>Q – can the school set tasks/</p> <p>TW replied that yes it can, and has, but with little effect and there is a need for the provider to more closely manage//monitor results.</p> <p>Q – Could we employ directly?</p> <p>TW briefed that this is possible.</p> <p>Governors discussed the advantages and disadvantages of this agreeing that more accountability is required.</p> <p>Action: TW to pursue with DOLCE.</p>

	<p>TW updated Governors on the progress to stage 4 with the planned relocation of the school office. If finally agreed the works would take place over the school holidays in summer. TW detailed the changes noting that an upgrade to the staff room should be included if possible.</p> <p>Action: TW to investigate funding for Staff Room.</p> <p>Q – when will parents be notified of the major change?</p> <p>TW noted that once plans are finalised notification would take place.</p>
10	<p><u>To receive an H&S update</u></p> <p>TW noted the recent visit by Dale Barton with a report due on Fire Risk shortly. DB is due to visit again this term.</p>
11	<p><u>ICT</u></p> <p>TW updated Governors on progress with the new website with completion imminent. Staff have been trained on updating the site as all classes will now have a page to themselves. TW noted that the new site will be “mobile compatible”.</p> <p>Q – Is there a date for “go live”?</p> <p>TW noted that there was not but that it was soon.</p> <p>Q – as the current site is so out of date, can we advertise that a new site is under construction?</p> <p>TW agreed this was possible and would pursue.</p> <p>Action: TW</p> <p>Q – conscious that a lot of information must be migrated, who must do this and can help be brought into support?</p> <p>TW noted that there is a lot to do but that it is his responsibility to check so a task that cannot easily be delegated.</p> <p>Q – what information will be included on the GB?</p> <p>TW showed a sample page that would have details on a Governor – term of office, photograph and a short “career history”.</p> <p>Action: all Governors to supply updated photo, if desired, and a brief summary of their career history (3-4 sentences!)</p> <p>Q – How do we delete the old website and how soon can this be done?</p> <p>TW replied that Schools IT will have to make this happen and he would contact them.</p> <p>Action: TW</p> <p>TW expressed a wish to upgrade the whiteboards and that monies were available to do this. Governors agreed on the use of funding.</p> <p>TW noted ongoing investigation over a new phone/broadband supplier as savings are possible if this is done.</p> <p>TW noted that the new KS2 teacher has extensive IT experience and expressed hope that they could take over the lead role in IT for the school.</p>
12	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>Governors discussed the most effective way to record visits made by them to school. Governors agreed to complete the pro forma available in the shared folder using the template available and to file a copy here on completion and to forward a copy to TW. Governors agreed to make a minimum of x1 visit per term to monitoring of the SDP.</p>

	<p>Action; AS to update template. Clerk to review folder.</p> <p>GS updated Governors on training following the “gaps” identified in the Skills Audit. Finance – in order to give Governors a clearer understanding of their role the options are a bespoke session facilitated by NYCC or to approach HART and investigate a bespoke on-line session. Governors agreed that the HART offer might be best.</p> <p>Action: TW to pursue with HART</p> <p>To update all Governors with SEND support DA agreed to give a presentation at FGB on 11th June</p> <p>GS briefed Governors on the support and training on offer from HART Alliance in that they are starting to offer a broader range of sessions not just having a RE focus. Whilst expensive, the training on offer for 2019/20 contains some interesting sessions.</p> <p>Action: Clerk to circulate programme as details in the Enhanced Service Plan document.</p> <p>GS noted the resignations of Michelle Ramsden and David Frankland from the Governing Body.</p> <p>TW briefed the meeting on possible candidates to join the Governing Body. Governors agreed that he pursue these.</p> <p>ACTION: TW to approach and follow up.</p>
13	<p><u>Correspondence</u></p> <p>TW noted the content of a letter received from Julian Smith MP, declining an invitation to the school.</p>
14	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Budget approved, Financial Management in place, improved procedures in the before/after school club, cleaning issues being followed through and IT upgrades in progress.</p>
15	<p><u>Close</u></p> <p>The meeting closed at 19.43</p>

Dates of Future Meetings;
 Tuesday 11th June 2019 FGB (Curriculum) – 6pm
 Monday 8th July 2019 FGB – 6pm