



**Kildwick CE Primary School**

Loving to Learn, Learning to live, Living to love,

**Minutes from the Meeting of the Full Governing Board (Finance & Resources) held, in School, on 16<sup>th</sup> March 2022 at 18:00.**

**Present:**

- Christine Anderton – Foundation Governor (CA)
- Donna Akrigg – Staff Governor (DA)
- Jackie Craven – Parent Governor (JC)
- John Perry – LA Governor (JP)
- Cameron Quinn – Co-opted Governor
- Geraldine Sands – Foundation Governor (GS)
- Tim Whitehead – Headteacher (TW)

**In attendance:**

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

A	Procedural
1	<u>Prayer, Welcome, Introductions and consideration of absence</u> CQ opened the meeting at 18.05, welcoming those present and thanking them for their attendance. Apologies received from Alex Swinton, Howard Barton, Jo Gostling and Ben Lazenby. Consented. TB joined the meeting remotely and confirmed she was in a secure and confidential environment. GS led the meeting in an opening prayer.
2	<u>To determine whether other urgent business should be considered.</u> Governors agreed to discuss a new format for the HT report and to receive and update on the appointment of a new Vicar.
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.

4	<p><u>Declaration of interest on any agenda item.</u> None declared.</p>
ITEM 7	<p><i>Governors agreed to discuss item 7 on the agenda at this point.</i></p> <p><u>To review the Budget Monitoring Report for January</u> Budget Monitoring Reports for period ending 31<sup>st</sup> January 2022 had been circulated prior to this meeting. TB drew attention to the potential overspend of £2.5K for 21/22 and the impact on the carry forward to 22/23 of £19K. TB highlighted the explanatory notes on p2 of the summary report that detailed main variances in income and expenditure. <i>Q: How much of concern is the overspend. TB noted that this had not been caused by unnecessary purchases/spend and that 22/23 and 23/24 are looking “ok” at the moment. TB noted that a detailed scrutiny of figures is required and will be undertake with TW to review areas where saving may be made to reduce/offset this figure.</i> <b>Action: TW/TB</b></p> <p>TB highlighted that there were some “one off” costs incurred this year that impacted on the overspend including Covid related expenditure and the purchase of replacement smartboards that were urgently required. <i>Q: We know that a number of laptops need replacing – is this affordable in the financial year. TW noted this will have to be reviewed as the capital expenditure has been spent (due to the smartboards).</i> TW noted that NYCC need to be contacted re any proposed capital spend that they have planned for 22/23 so that the school can understand what monies may – or may not – be available to spend on IT. Governors discussed how this pot of money is used and the role that the LA have in deciding projects that it may fund. TW noted the proposal to make alterations to Class 2 to integrate the cloakroom area into the main classroom at the same time as creating a “breakout” space that is needed. <i>Q: If we urgently need to replace laptops.. TW noted that this may have to come from a revenue budget.</i> <b>Action: TB/TW to review.</b> <i>Q: How soon will we know about C2 changes. TW noted that bids are being assessed now and would contact Julie Temple at NYCC re progress.</i> <b>Action: TW</b> <i>Q: What is the reason for the adverse variance to income from school meals – covid related or lower numbers having meals. TW noted that there has been lower demand for meals due to pupil absence but there was still a lower number of children having meals in KS2.</i> Governors noted that pupils in Reception, Y1 and Y2 are in receipt of free school meals. <i>Q: Is there a difference in the menu offered to KS1 and KS2 pupils. TW explained that there is a difference and highlighted what this looks like in terms of choice.</i></p>

<p>TW noted that the cook had been without an assistant for nearly a month, and this has impacted on the service and menu offered.</p> <p>Governors had a lengthy discussion over what changes might be made to menus to encourage higher uptake – especially at KS2 when meals are paid for. Governors noted the constraints of the current system that does not allow a pupil to have, for example, school meals on only two out of 5 days in school – you commit to a week of meals – or not having meals that week.</p> <p>Q: Whilst revenue is down, expenditure on catering supplies is also in an adverse position – might this be caused by wastage. TW agreed this is possible and that costs are based on the number of meals produced.</p> <p>Q: Do the figures include monies owed by parents for dinners. TB noted they did.</p> <p>Q: How many pupils have meals at KS2. TW noted twenty-seven out of eighty-four.</p> <p>Q: What is the charge for school dinners. TW noted this is currently £2.85 and is based on the number of meals produced so, if there was a higher uptake, then the cost would be lower.</p> <p>Governors agreed the delicate balance that has to be arrived at in this.</p> <p>Q: Is there an alternative to using the services of NYCC. TW noted there was the option of using another provider or “going it alone” and also explained some of the possible pitfalls of doing this. TW noted that circumstances around Covid will have impacted on the budget figures too.</p> <p>Q: Can we survey pupils and parents for feedback to review the offer and improve uptake. TW agreed on this noting conversations with those pupils not having a meal in school. TW drew attention to the fact that the menu is driven by NYCC with a little flexibility that the school can input.</p> <p><b>Action: TW to initiate survey and conversation with school cook.</b></p> <p>Q: How are the extended before/after school clubs performing. TW noted that number have increased, and the feedback is positive.</p> <p>Q: Must contributions for school trips be made voluntarily. TW confirmed this is so – contributions are voluntary, and all the school can do is to encourage, as much as possible, parents to contribute.</p> <p>Discussion took place around school trips – governors acknowledged the benefit these bring to enhancing the learning experience but also noted that these cannot be run at a loss as other areas of the school budget would have to be “raided” to support these if they do not break even. These need to be monitored and may have to be cancelled if not viable.</p> <p>Q: What is the underspend on SEN resources – why is this. TW noted that the underspend relates only to resources with staffing costs being in another line on the report. TW explained what SEN resources cover e.g., books and specialist equipment to enable a pupil to adapt based on individual needs. This money is spent “as and when” required based on individual need/assessment and any underspend can be carried forward.</p> <p>TB noted her forthcoming planned visit and meeting with TW to review current budgets and to start the process to produce the proposed 2022/23 budget figures. TB highlighted significant rises in energy costs that would be reflected and part of the new budget with 63% and 65% increases on Gas and Electric bills.</p>
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	<p>TB invited governors to e-mail any further queries. Governors thanked TB for her briefing.</p> <p><i>TB left the meeting at 18.50.</i></p>
5	<p><u>To approve the Minutes of the FGB meeting held on 14<sup>th</sup> February 2022 and consider matters arising from the minutes not otherwise covered by this agenda.</u></p> <p>Governors approved the Minutes of FGB (Curriculum) meeting held on 14<sup>th</sup> February 2022. CQ highlighted the actions noted within these:</p> <p>Item 5 – TW confirmed the Minutes had been uploaded onto the school website. Item 6 – TW confirmed that Subject Leaders would seek feedback from Pupils as part of the monitoring process. TW noted that whilst an item re road safety has been included in recent newsletters to parents, an article/video produced by pupils to highlight issues has still to be made.</p> <p><b>Action: TW/Y6 pupils to produce information on issues around road safety outside the school.</b></p> <p>Item 8 – SSDP monitoring is on the agenda for FGB on 06/04. Item 10 – TW confirmed that the payment system is working correctly with all parents having access to use. Item 12 – GS noted that there were still a couple of outstanding forms needed before she can complete and report on the Skills Audit. Those still to respond were asked to do so asap so that results can be presented at FGB on 06/04.</p> <p><b>Action: All/JP to follow up on Skills Audit questionnaires.</b></p> <p>Item 13 – Greener Governance is on the agenda for FGB on 6<sup>th</sup> April. Governors noted that the NGA newsletter is being circulated and that the FGB meeting date in July has been changed.</p>
<b>B</b>	<b>Resources &amp; Finance</b>
6	<p><u>Headteacher update</u></p> <p>TW gave a verbal update on events/situations in school noting – The vacancy for a Kitchen assistant – the recruitment process to fill this is underway. A new Caretaker has been recruited – they will start on 25<sup>th</sup> April. There are no Covid cases at the moment and attendance is “back on track”. Clubs and extra-curricular activities are returning to normal. A day to show support for the Ukrainian nation has been held with great response from pupils and parents. All KS2 children have received First Aid training. The school ran a programme of activities in support of Children’s mental Health Week.</p>
7	<p><u>To review the Budget Monitoring Report for January</u></p> <p><i>This item has been taken earlier in the meeting following agenda item 4.</i></p>
8	<u>Contract schedule – to consider options</u>

	<p>Further to discussions held at FGB (Curriculum) on 14<sup>th</sup> February, TW confirmed the contacts that had been entered into for a further year – these included H&amp;S, Insurance and Risk Management and Health and Wellbeing.</p> <p>TW referred to the detailed information circulated ahead of this meeting re Staff Absence Insurance and the options available when entering into the contact for 2022/23. TW explained the options and the consequences they would have on staffing in school in the event of a member of staff being absent. Governors agreed to the option when insurance cover starts on day six of any absence.</p> <p>TW also highlighted the Ground Maintenance Contract – (Covering the Peggy Wilson Field) – and noted continuation with the current contractor.</p>
9	<p><u>School Financial Value Statement (SFVS)</u></p> <p>The draft copy of the SFVS, along with a Benchmarking Report, had been circulated prior to this meeting.</p> <p>Governors noted the new format of the SFVS this year and that it was not as “user friendly”!</p> <p>CQ highlighted the following points in the statement:</p> <p>Q3 – The Governing Board is currently not receiving x6 budget monitoring reports per year. Governors noted that detailed information is made available for every FGB (Finance and Resources) meetings but there is a lack of information between these. TW noted the recent disruption to cover provided by NYCC and that with TB resuming as Bursar the situation will improve.</p> <p><b>Action: TB/TW to ensure regular distribution of Budget Monitoring Reports.</b></p> <p>Q7 – Governors noted the requirement to ensure that financial strategy is linked to the SSDP to raise standards. It was agreed that that reference is made in the SSDP to budget and costs but agreed that when the budgets are set in the future there must be clearer indication of this link.</p> <p><b>Action: TB/Governors from 2022/23 budget setting process.</b></p> <p>Q13 – Expenditure and balances. Governors discussed current overall balances and predicted outcomes. Governors noted that whilst Y1 and Y2 must be positive, less worry should be given to Y3 predictions as so much uncertainty surrounds this and so much can change during this time – although careful monitoring should continue.</p> <p>Q19 – Benchmarking/Comparison Reports. Governors were briefed on the availability of these and how they can be used as another means of monitoring.</p> <p><b>Action: TB/TW to circulate on a regular basis and review at Finance meeting.</b></p> <p>Q25 - CQ noted that the SFVS is completed annually with follow up on any issues identified. CQ noted that the school has not been audited for a number of years. Governors noted that they were undertaking due diligence with regard to finances and that NYCC – as part of the SLA – were responsible for undertaking any audit. TW noted that this was on a schedule and would take place at some point – though this “point” is determined by the LA, not the school.</p> <p>Q30 – Governors noted the need for an independent audit of the School Voluntary Funds and that this needs to be carried out by a qualified individual as the LMS team are not responsible for this.</p> <p><b>Action: TW/CQ to pursue audit of voluntary funds.</b></p> <p><b>Action: CQ to revise SFVS following discussion over these areas and re-circulate. CQ/TW to sign, TW to submit by 31<sup>st</sup> March 2022,</b></p>

	Subject to Q3 being updated, Governors approved the SFVS.
<b>C</b>	<b>Other Business</b>
10	<p><u>To receive a Premises update.</u></p> <p>TW briefed governors on recent works undertaken including remedial works to the kitchen following water leak and repairs to the roof following storm damage. TW noted that the windows to the front of the building are due for decoration at a date tbc.</p>
11	<p><u>To receive an H&amp;S update.</u></p> <p>TW noted the overdue visit from Dale Barton – H&amp;S Manager with NYCC. TW invited JC to attend when this does take place.</p> <p><b>Action: TW/JC to liaise re convenient date.</b></p>
12	<p><u>Governor visits updates.</u></p> <p>JP noted that AS is currently updating the pro-forma completed when a monitoring visit has taken place, and this will be discussed at FGB on 6<sup>th</sup> April.</p> <p>Visits focusing on Maths, Science and Computing have been undertaken by JP and BL.</p> <p>JP also noted the Safeguarding visit that will be discussed at FGB on 6<sup>th</sup> April.</p>
13	<p><u>Training update.</u></p> <p>Governors noted the following training undertaken: JP – Ofsted Training, BL – Safer Recruitment Training.</p> <p>TW confirmed that a record of all courses/sessions attended by governors is kept.</p>
A	<p><u>Policies to approve:</u></p> <p>Business Continuity Plan Lockdown Procedure</p> <p>JP requested that all Policies include the school logo and have pages numbered. It was suggested that the action in Appendix 1 for the Premises Governor -should be that for the H&amp;S Governor. Discussion took place over the evacuation points, and it was agreed that there should be an option of this being either the recreation filed or the church, depending on circumstances.</p> <p>Subject to these minor amendments, Governors approved both Policies.</p> <p><b>Action: TW to update.</b></p>
15	<p><u>To deal with any matters agreed for consideration under item 2 above.</u></p> <p>TW briefed governors on a suggested new format of the termly Headteachers Report. (A copy of this template had been circulated prior to this meeting). TW noted that the link to the schools MIS and how data can be drawn down to automatically update areas of the form TW noted that the process for compiling the termly report would become more streamlined and significantly less onerous to produce. TW confirmed that the document can be tailored</p>

	<p>to the school/governors needs, can be linked to the SSDP and the presentation aligns with Ofsted framework.</p> <p>TW noted the cost attached to accessing this template.</p> <p>Governors discussed the suggestion and agreed that the subscription was value for money and that providing clear links to the SSDP are visible and that actions around PP and interventions are clear, that this should be pursued.</p> <p><b>Action: TW</b></p> <p>GS updated governors on the recruitment of a new Vicar. This is underway with an advert having been placed. GS noted the closing date of 1<sup>st</sup> April 2022 for applications with interviews to be held on 12<sup>th</sup> April 2022. GS confirmed that the successful candidate would have a place on the Governing Board as an ex-officio Foundation Governor. GS emphasised the important relationship the post holder would have with the school and that interviews would be taking place during the school holidays – thus restricting the opportunity for candidates to view and meet staff and pupils in school.</p> <p>Discussion took place as to how this might be overcome to ensure that applicants do get “a feel for the school” and understand the significance of their role in the school.</p> <p><i>Governors were invited to share any thoughts/suggestions with Tim asap as school closes on 8<sup>th</sup> April.</i></p> <p>TW agreed to compile and collate a “pack” that could be distributed to candidates ahead of interviews.</p> <p><b>Action: All/TW</b></p> <p>CQ noted that a decision has to be made over the timing of the Strategy Meeting to be held on 22<sup>nd</sup> June. JP noted that Lee Talbot, Education Advisor with the Diocese of Leeds would be involved in this session and that a meeting with Lee has been planned for 17<sup>th</sup> May at 10.00 to help shape the session on 22<sup>nd</sup> to enable the most to be achieved at this. JP extended an invitation to other governors to meet with Lee on 17<sup>th</sup> May.</p> <p>With regard to the timing of the 22<sup>nd</sup>, Clerk to e-mail all governors for their preference.</p> <p><b>Action: Clerk</b></p>
<p>16</p>	<p><u>How has this meeting impacted on the welfare and progress of our pupils?</u></p> <p>Governors noted that the Policies approved, the discussion around school meals, premises and H&amp;S all would impact on the welfare of pupils. Governors also agreed that the budget monitoring activity ensured financial stability for the school and allows longer term planning to take place.</p>
<p>17</p>	<p><u>Close.</u></p> <p>Governors noted the date of the next meeting – FGB on 6<sup>th</sup> April 2022.</p> <p>CQ thanked everybody for their contributions and the meeting closed at 19.45.</p>

Dates of Future Meetings:

06/04/22 - 6.00pm – FGB

09/05/22 - 6.00pm - FGB (Curriculum)

24/05/22 - 6.00pm - FGB (Finance and Resources) - Budget Approval

Authorised

22/06/22 – Time TBC - FGB strategy Meeting

06/07/22 - 1.3pm?? FGB **Please note revised date**