



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

Minutes of the Meeting of the Full Governing Board – (Resources & Finance) held, via Google, on 19th May 2020 at 18:00

Present:

Christine Anderton – Foundation Governor (CA)
Jo Gostling – Co-opted Governor (JG)
Jamie Logan – Parent Governor (JL)
Kath Morris – Foundation Governor (KM)
Cameron Quinn – Co-opted Governor (CQ)
Liz Snell - Parent Governor (LS)
Geraldine Sands – Foundation Governor (GS)
Alex Swinton – Parent Governor (AS)
Tim Whitehead – Headteacher (TW)

In attendance:

Stephen Dale – LA Clerk to Governors (Clerk)
Vicky Bateman – NYCC Finance Officer (VB)

A	Procedural
1	<u>Welcome, Introductions, Prayer, and consideration of absence</u> GS opened the Meeting at 18.00, welcoming all present and thanking them for their attendance. GS thanked VB for being in attendance. Apologies had been received from DA – consented. KM led the meeting in an opening prayer.
3	<u>To adopt Standing Orders on Governor Virtual Meeting Attendance</u> GS noted the need to adopt Standing Orders on Governor Virtual Meeting Attendance as an addition to the current Standing Orders and Code of Conduct in place for the Governing Board. A draft copy of these had been circulated prior to the meeting. Governors unanimously agreed to adopt these.
4	<u>To determine whether other urgent business should be considered.</u> GS requested that governors be briefed on the progress with preparations for a partial re-opening of the School. GS noted the application/nomination from NYCC to fill the current vacancy for a LA Governor.

5	<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>TW requested that the item relating to the appointment of an Assistant Headteacher be treated as confidential.</p>
6	<p><u>Declaration of interest on any agenda item.</u></p> <p>None identified.</p>
7	<p><u>To approve the Minutes of the FGB meetings held on 2nd March 2020 and 30th March 2020 and consider matters arising from the minutes not otherwise covered by this agenda.</u></p> <p>Governors approved the Minutes for the FGB meetings held on 2nd March 2020 and 30th March 2020. There were no matters arising to consider.</p> <p>Action: Clerk to make available for signing when practical and possible to do. TW to upload onto the school website.</p>
B	Resources & Finance
7a	<p><u>Update on proposals for re-opening the school.</u></p> <p>GS requested that this item of AOB be considered at this point.</p> <p>GS updated governors on the progress with planning to undertake a phased re-opening of the school. GS noted the purpose of this was for governors to be satisfied that the re-opening is being done in a safe manner and with regard for the wellbeing of staff and pupils – not to revisit the national debate on re-opening. GS noted that the current infection rate for North Yorkshire as 2 cases per 1K population with the majority of these likely to be in hospitals or care home settings.</p> <p>TW briefed governors on the RA process and documentation to be completed prior to any re-opening. GS requested that the RA is shared with governors before making this available to parents and prior to re-opening. This will give governors the opportunity to ask further questions regarding it and to make recommendations.</p> <p>Action: TW</p> <p>TW noted that parents of Reception, Y1 and Y6 had been surveyed and to date, 51 parents had confirmed they would be sending children back and 21 would not. TW noted receipt of e-mails from concerned parents and that as much reassurance a possible at this time was being given in response to these. TW confirmed that further communication to parents would be made once more detail was available.</p> <p>Q: What about Staff. TW confirmed that all Staff had been “polled” and that all staff were willing to return but also shared some concerns and reservations.</p> <p>TW confirmed that any final approval was unlikely to be given by DFE until 28th May 2020 and that this would impact on the completion of the RA as there were still unanswered questions and detail lacking in certain areas. TW noted discussions with other local schools that were ongoing.</p>

	<p>Governors agreed that, with half-term w/c Monday 25th May it may not be possible to re-open on 1st June as currently suggested by the DFE but that a target date of 3/4th may be practical. Governors agreed that any re-opening must be phased in the best interests of, and to ensure the safety of, staff and pupils.</p> <p>TW briefed governors on how pupils would be grouped into “bubbles” with staff members and that this grouping would stay together at all times throughout the day.</p> <p>The proposal is for Reception to be in school Monday and Tuesday. Y1 – Thursday and Friday and Y6 split across Mon/Tues and another group on Thur/Fri. TW noted a “bubble” for pupils of Key Workers would continue to be in school Monday- Friday as they are now.</p> <p>TW briefed governors on how the groups would be split and where they would be taught. TW noted the procedure should anyone show symptoms of Covid-19. TW noted some of the issues to be considered including space, staffing, cleaning, use of toilets, breaks and lunch. TW described how staggered starts might work and that how cleaning would be carried out noting a deep clean of all areas on a Wednesday when, other than the Key Worker bubble, no other pupils would be in school. TW noted that Wednesday would also be used to allow staff PPA time as work would still be set for those pupils not at school.</p> <p>Governors requested that work on the RA is shared this week noting that the document would not be complete.</p> <p>Action: TW</p> <p>Q: How long will the school day be – how soon might the number of days pupils attend be increased. TW explained the impact of having more pupils in school at any one time with the need for distancing rules to be relaxed as there would soon be an issue with space.</p> <p>Governors agreed that no planning for any extension should be undertaken at the moment with all effort being put into making the existing plan work to ensure all pupils and staff are comfortable with this and maybe a more formal review to be completed after two weeks.</p> <p>Q: Can governors help in school, with for example, supervising at breaktimes. TW noted he would need to check this with NYCC and look at H&S implications.</p> <p>Action: TW</p> <p>Q: What is the purpose of school reopening. Is it to educate, to provide childcare or to support wellbeing? TW noted that wellbeing would be a priority, especially amongst younger children and to recognise that education has been lost.</p> <p>Governors agreed with the need to a very measured approach. GS agreed to write to parents in support of what the school is doing in planning to reopen and setting out a possible timescale. GS acknowledged that not all parents are in support of a reopening but that all should be afforded the opportunity to change their minds either way before now and June.</p> <p>Action: GS</p>
8	<p><u>Proposed SLT structure and proposed appointment of an Assistant Headteacher</u></p> <p><i>Please refer to Confidential Minutes.</i></p>
9	<p><u>To approve the School Budget for 2019/20</u></p> <p>The following reports had been circulated prior to this meeting –</p> <p>Final Outturn Report for 2019/20 – Summary and Detail.</p>

	<p>Final Draft Start Budget 2020/21 – Summary and Detail. Start Budget Reconciliation information – Excel spreadsheet. CQ took the Chair for this item.</p> <p>VB gave an overview of the Outturn Report drawing attention to the in-year deficit of £14K against a budget of £9K and the effect of this on the carry forward figure that is now £18K against a budget of £27K. VB drew attention to the explanatory notes on p2 of the Summary Report detailing reasons for major differences in Income and Expenditure. Governors noted the significant overspend on Learning Resources (8K), and the need to closely monitor this area in 20/21.</p> <p>TW highlighted the overspend on the extended school scheme and the work needed to control costs in this area. TW noted the application for a rent holiday whilst the clubs were not being run, and that Staff had been furloughed.</p> <p>VB noted that, with TW, costs in this area will be reviewed and closely monitored.</p> <p>Q: Despite the final figures, are there any concerns. VB noted that the situation was not of major concerns and that closer monitoring in 20/21 should ensure a better outcome.</p> <p>Governors unanimously approved the Outturn Report.</p> <p>VB gave an overview of the Final Draft Start Budget for 2020/21, drawing attention to the Excel reconciliation report that shows the differences between the initial Start Budget and the Final Draft.</p> <p>VB briefed governors that the budget had been set based on an assumption that school was running and open “as normal”, and figures would need to be revisited at the end of the school year and in September/October.</p> <p>Q: Why is there a significant increase in Pupil Premium (PP) funding. VB and TW confirmed that this is driven by the numbers of pupils eligible and that an increase in those pupils will be the reason.</p> <p>Q: Do the Teaching Staff costs reflect the new SLT structure. VB confirmed they do.</p> <p>Q: What drives the increased costs for Teaching Staff from 20/21 to 21/22 and then to 22/23. VB confirmed this was due to pay increments as Staff move up the pay scales.</p> <p>Q: What has caused the increase in Building and Maintenance costs. VB noted that decorations planned for 19/20 had been unable to take place. The Start Budget incorporates these carried over.</p> <p>Q: The Budget does not reflect any variances that are/will be due to the Coronavirus Pandemic, (e.g. Cleaning). VB confirmed this is so and that in doing this, any over/underspend due to the pandemic will be more easily apparent. VB confirmed that figures will be closely monitored and that there will be corrections and a review in September.</p> <p>Q: Why the increase for Learning Resources. VB noted the overspend in 19/20 and that an allowance for greater spend in 20/21 had been factored in although this will also need close monitoring.</p> <p>Q: Spending on IT increases, why. TW noted that n additional 15 Chromebooks had been ordered as currently, al but 3 are on loan to pupils not in school. These will be needed for pupils who return.</p> <p>Q: Cannot the cost of these be met from Capital. VB confirmed that might be possible and that she was investigating.</p>
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	<p>Q: Are the in-year deficits forecasts of -6.4 in 21/22 and -11.2 in 22/23 a concern in context of where other school are with these. VB noted that Kildwick sat in the middle of any table ranking schools using these forecasts. VB noted that some schools aim to make a surplus and have much tighter reigns on spending, some with extended school provision aim to make a profit on these. VB noted that governors view outcomes for children at Kildwick as a priority and spend with this in mind and do have a good monitoring system in place to manage this. In summary VB noted this forecast were not a concern providing rigorous controls and monitoring are in place for 20/21.</p> <p>CQ proposed acceptance of the Final Start Budget for 2020/21. GS seconded the proposal. Governors unanimously approved the Draft Final Start Budget.</p> <p>Action: TW/VB to submit to NYCC</p> <p>VB left the meeting at 19.10</p>
10	<p><u>School Strategic Development Plan Review</u></p> <p>A paper outlining the process for reviewing the SSDP in the Summer of 2020 had been circulated prior to this meeting.</p> <p>GS reminded governors of the first core function of school governing bodies is to 'ensure clarity of vision, ethos and strategic direction for the school and noted the meeting that had been planned for June to undertake a review of the SSDP. With current circumstances it may not be possible to undertake this in the same fashion and certain agreed targets may not be met due to school closure. GS noted that governors must not lose sight of the plan and that a review must still be undertaken.</p> <p>It was suggested that the meeting now takes place on 29th June, but via Google, with a start time of 13.30 and a finish time of 15.00. To complete the review in this timeframe, all Governors will need to provide information prior to the meeting so that 2020/21 success criteria and milestones can be drafted by GS prior to the meeting including carrying forward some from 2019/20 which have not been achieved due to closure. All governors were requested to review the area of the SSDP that they had agreed to monitor, using the template attached to the paper. This to be returned to GS by 18th June. TW undertook to seek views of staff and parents. GS undertook to seek views of the Church and wider community.</p> <p>TW agreed to provide an exception report on those targets not reached.</p> <p>GS drew attention to the pdf version of the SSDP in the shared folder for FGB on 19th May as this is the most up to date version of the plan to monitor against.</p> <p>The aim on the meeting on the 29th June is to have a draft SSDP ready for the first FGB meeting in September for sign off.</p> <p>Action: ALL</p>
11	<p><u>Policies to approve:</u></p> <p>Governors approved the amendment to the Safeguarding Policy – updated to reflect the Coronavirus pandemic.</p>
C	Other Business
12	<u>To deal with any matters agreed for consideration under item 4 above.</u>

	<p>Governors noted the application/nomination to fill the vacant position of LA Governor. Governors agreed that GS/TW should contact the applicant and then consider this at FGB on 9th June.</p> <p>Action: GS/TW</p> <p>Q: Is school sourcing additional PPE for ay return. TW confirmed that an allocation of PE will be made by NYCC and that offers of visors and masks had already been made directly to the school.</p> <p>A governor noted information from the HSE re. running all taps, including outside taps, for a minimum of 5minutes to mitigate the risk of Legionnaires Disease.</p> <p>Action: TW</p>
13	<p><u>Date of next meeting and Close</u></p> <p>Governors agreed that the timing of the meeting on 9th June should be amended to a start time of 18.00. This will be held via Google.</p> <p>The meeting closed at 19.25.</p>

Dates of Future Meetings.

Tuesday 9th June at 18.00 (FGB Curriculum) – *note new start time*

Monday 29th June between 13.00 and 15.00 (Strategy Meeting) - *note new times*

Monday 6th July at 18.00 (FGB)