

# Finance, Personnel and General Purposes Committee



## Summer Term Meeting

Date/time: 6.00pm, Tuesday 3th November 2020

Location: at Willow Brook Primary School

	<b>Action</b>
<p>F/1/19 <b>Review of Membership</b> 'A' denotes absence Tamsin Armour Louise Ballard (Head) Alice Brearey Colin Brearley (Committee Chair) Brett Hands A Emma Shaw Simon Harris Neil Rabbitts (Chair) Ex officio: Zoe Roper</p>	
<p>F/2/19 <b>Apologies for absence</b> None received.  It was <b>resolved</b> that the role of BH will be confirmed at the next FGB.</p>	
<p>F/3/19 <b>Declarations of Interest</b> None.</p>	
<p>F/4/19 <b>Appointment of Chair and Clerk</b> CB will continue as a co-opted governor – approved by the governors ZR will continue as clerk – approved by the governors.</p>	
<p>F/5/19 <b>Accuracy of minutes of last meeting, 3<sup>rd</sup> November 2020</b> The governors approved minutes of the FPGP 19<sup>th</sup> May 2020.</p>	
<p>F/6/19 <b>Matters arising from last meeting</b> F/43/19 resolved.  F/46/19 Flooding, the NCC have visited the school and they are looking into it.  F/46/19 Conditions Survey – still ongoing. ZR has received an email from the NCC.</p>	<p>ZR ZR</p>

F/50/19 Housing in Keyworth, per TA, the council have received CIL funding which is a Community Infrastructure Levy for the village. ZR will email TA with contact details for Redrow.

ZR/TA

F/72/19 resolved.

F/74/19 resolved.

F/76/19 still ongoing. ZR to contact Jude Lumb

ZR

F/12/20 resolved.

F/14/20 resolved.

F/15/20 resolved.

F/17/20 resolved.

F/20/20 resolved.

**F/7/19 Review Decision Planner**

An updated decision planner ([Scheme of Delegation](#)) has come through but NR has not yet reviewed it.

NR

**F/8/19 Policies for annual review**

CB mentioned all of the policies on the agenda.

NR questioned the Appraisal Policy. ~~It should be 2/3 governors~~ Policy states that 3 governors should form a committee for the HT appraisal (not parent governors as a conflict of interests so CB should be ok next year) with the advice of the external advisor ~~NR explained about Phil Unsworth who is an ex HT and ex Ofsted Inspector, and how he and the school set targets then collaborate and review the information, and a nominated quality control governor/s as a part of the process. (NR explained about Phil Unsworth who is an ex HT and ex Ofsted Inspector, who is employed by the school to set targets then collaborate and review the information.) to set the Head teacher's targets and then given to another 2/3 governors to discuss it.~~ This year's appraisal has been actioned, so going forward this would be agreed by the FGB; CB had discussed training the deputy head as an appraiser. This was usually done but with fewer staff to appraise this year. the deputy had agreed to mentor the NQT, which he had trained for. should the governors formally agree it? It would be good to have Jamie Jones trained up as an appraiser. SH plus one other have attended a HT Appraisal course but could not understand how they do it. The school currently use an external advisor for the Head and Governors. ES asked who this is. NR explained about Phil Unsworth who is an ex HT and ex Ofsted Inspector, and how he and the school set targets then collaborate and review the information.

CB/NR

The latest Pay Policy was now agreed with the unions, ~~therefore no changes allowed.~~

Governor's Allowance Policy – governors agreed to continue with the current policy, this being where the policy is not to pay. Any claims or queries refer to the Chair of Governors. ES asked would new governors be aware of this. LB mentioned it had been agreed to remove this paragraph from previous was removed from the Pay Policy some time ago pay policies.

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NR talked about how the emergency plan does not mention using Teams as a way of communicating. LB will look into it but suggested that this might not be the most efficient way of communicating in an emergency situation. -

LB

All policies approved by governors.

#### F/9/19 **Items from other committees**

None.

#### F/10/19 **Keeping Children Safe in Education**

The annual checklist audit is on Teams has been received. SH and LB to work on the list on 06.11.20, NR to sign, presented to the FGB then posted before the end of the year.

LB/SH/NR

KCSIE policy updated on 02.09.2020. LB discussed provided training on the updates to all ~~with~~ staff on Inset Day and will post slides to all governors.

LB

#### F/11/19 **Health and Safety link governor report**

Dan Condon diadvised on the risk ratings for the whole school opening Covid 19 ~~the~~ risk assessment in September; he has not yet met with Robert Castledine on site. CB to speak to Dan.

CB

#### F/12/19 **Personal matters arising**

LB discussed Emma Weston, who returned in April from maternity but could not work had to work from home due to childcare issues. She and then announced then informed the school that she was pregnant ~~at again. In September~~ when school started, as EW was nearly 28 weeks pregnant, per DfE guidance Emma was unable to work in school therefore was working from home. Her maternity leave stated on 02.11.2020.

Sarah Johnston will return after her maternity on 04.11.2020. Emma Phillips has resigned her position to start a new role at a school in Edwalton. Adverts have gone in to replace Emma and for a two day position in Year 2 with Sarah Johnston. Su Needham has been helping as a midday and a teaching assistant until we appoint.

LB

The new members of staff, Erin and Lucy have settled well. Lucy, who is the NQT, is working well with Mr Jones.

NR asked how staff are coping. LB said that it is hectic and there are many new ways of working. AB discussed how she feels and how tired all the staff are. LB talked about lunchtime bubbles distancing, how we took them for granted, and that staff prefer actual staff meetings not virtual ones. Sitting in one large group together to talk in a ~~and~~ socially distanced waying is good for morale.

ES informed LB that she could help on Mondays with lunchtimes and LB said that it has to be a regular commitment due to the bubbles would be helpful if she could stay with the same class group. LB also mentioned how we need to give staff a break over lunchtimes so some type of supply cover is required.

LB talked about the Catch Up Funding and how we can use this money and NR agreed with this that using some of this to ease the burden on staff would be acceptable. CB asked LB to put some planning in place for this.

LB

NR asked about training on-line. LB said it was very efficient with less time used for travel and staff can still have a conversation.

NR discussed break out rooms in Teams.

**F/13/19 School Financial Value Standard**

Deferred until spring 2020.

ZR/CB

**F/14/19 Budget Monitoring including i) budget plan, ii) mid-year reforecast return (due 30 November), iii) 5-year plan and iv) recent capital expenditure**

ZR/CB discussed the Budget Summary and the additional funding that the school had received. Income/Expenditure increased by £17k compared to the July reforecast and is mainly due to staffing - Support staff received an extra 0.75% pay increase, potential TLR, extra hours and Teacher teacher pay increase.

There was also an increase in cleaning materials and health and safety equipment due to Covid. ZR also mentioned how there had been a change in the charging of UIFSM. A letter arrived from Catering informing schools that even though there are no UIFSM currently Catering will still charge schools due to their potential deficit. A copy of the letter is in Teams.

CB/ZR spoke about the 5 year Governor Report and estimated future pupil numbers based on £4k per pupil. NR discussed this with the new governor ES and ZR said that it is something that we have to do for the Schools Financial Value Statement and includes an estimation of future year's figures that will change.

NR asked if LB could use some of the surplus towards staff wellbeing. It is something that LB is looking into.

LB spoke about the potential extension, as there is still £100k in the budget. Hopefully, Colin Pettigrew from the NCC can help with the funding.

LB

Governors approved the reforecast budget plan.

**F/15/19 Proposed expenditure**

LB mentioned the National Tutoring Programme and how she can use the Catch Up Funding to spend on tutors within school. CB asked if this needs formal approval in the FGB. It does not.

LB/CB

The chrome books have not yet arrived. (A shortage in the supply chain has made it hard to find the stock.)

LB

**F/16/19 Governor Training**

Training received by new governors and noted on Teams per ES.

ES asked about best practice buddying if shadowing current link governors in their visits to school would help new governors. To be discussed at Strategic.

NR

Safeguarding ??? ES asked about safeguarding training for governors. SH said that governors joined staff in the formal training. Governors are required to read and be familiar with Section 1, 5 and the annex of the new KCSIE document as a minimum.

F/17/19	<b>Write off of old equipment</b> There are two writes offs to be signed by NR.	ZR
F/18/19	<b>Matters for escalation to FGB 18 November 2020</b> The finance, budget, H&S and Pay recommendations to go to FGB.	CB/LB/NR
F/19/19	<b>Any other business</b> ZR mentioned the heating in the kitchen. An email has gone to Catering.	ZR
F/20/19	<b>Confidentiality</b> None.	
F/21/19	<b>Date of next meeting</b> 9 <sup>th</sup> February 2021	