

Finance, Personnel and General Purposes Committee



Summer Term Meeting

Date/time: 6.00pm, Tuesday 19th May 2020

Location: Willow Brook Primary School

		Action
F/1/20	<p>Review of Membership 'A' denotes absence Tamsin Armour Louise Ballard (Head) Alice Brearey Colin Brearley (Committee Chair) Brett Hands A Simon Harris Neil Rabbitts (Chair) Dan Condon Ex officio: Zoe Roper</p>	
F/2/20	<p>Apologies for absence Apologies for absence received from Brett Hands. It was resolved that the governing board consent to this absence.</p>	
F/3/20	<p>Declarations of Interest None</p>	
F/4/20	<p>Approval of Minutes 11 February 2020 The governors approved minutes of the FPGP 11th February 2020</p>	
F/5/20	<p>Matters arising from last meeting 11 February 2020 F/43/19 Still no come back from VIA East Midlands F/46/19 Flooding on bottom court – no reply from the NCC. Will email their details to TA. F/46/19 Conditions Survey – as ongoing, it will be added to the H&S report. F/50/19 Housing in Keyworth – ZR has received no replies since lockdown. TA, as a parish councillor, will speak to Redrow about Willow Brook. F/52/19 Funding – the Governors agreed to put this on hold until after lockdown. F/69/19 PE Funding – LB had a plan of action to spend the PE money. This will be reviewed in September.</p>	<p>ZR ZR TA</p>

	F/71/19 Extra space in school – on agenda	
	F/71/19 Resource and IT expenditure – on agenda	
	F/72/19 LB has spoken to NR. The DHT role will be sorted after May half term. LB to inform governors of the timeline.	LB
	F/73/19 Services to School – on agenda	
	F/74/19 Write offs – ZR has spoken to the other schools. They are holding on until there is enough equipment to clear.	ZR
	F/75/19 SFVS has been completed and sent to Schools Finance before the deadline of 31.03.2020..	
	F/76/19 School Leases – Received email from Jude Lumb, to look at after May half term.	ZR/LB/CB
F/6/20	<p>Review Decision Planner The new Decision Planner has been postponed.</p>	
F/7/20	<p>Policies for Annual Review There are no policies for review.</p>	
F/8/20	<p>Items from other committees, including 4 February 2020 None</p>	
F/9/20	<p>Keeping children safe in education (standing item) Nothing to report.</p>	
F/10/20	<p>Health and Safety link governor report The governors discussed the H&S report and approved it.</p> <p>DC discussed all of the services/contract and inspections and how the school has remained open for keyworker and vulnerable children since lockdown. He also spoke about the plans to open up for Reception, Year 1 and 6 children from 1st June 2020. LB discussed planning and updates from the DfE/NCC and the Risk Assessments that need to be in place for 1st June. The Risk Assessments from the government will be ready on 20th May, which gives little time to complete all of the documentation before half term. School staff are to meet to discuss going forward e.g. logistics of starting and finishing school. Parents have already been contacting the school with the majority of Year 6's returning.</p> <p>NR asked the team if DC should review the Risk Assessment but CB asked if all of the governors could go through it.</p> <p>TA asked about siblings and what happens when one had a positive Covid result? LB mentioned if one sibling poorly then both bubbles would shut down which is easier than closing the whole school.</p> <p>TA asked about indoor distances and air moving around the office and classrooms as she thinks that it is too soon to return. LB discussed the Bubbles of up to 15 pupils and all have assigned adults so no crossover contamination. Windows and doors will remain open for fresh air to circulate. There will be staggered start and finish times and an in/out flow for parents to leave after drop</p>	

off/pick up. Information received from the DfE/NCC will be shared straight away with staff and parents.

LB discussed the wellbeing of the staff and PPA time for teachers – with this in mind school will close early on a Friday to prepare for the following week.

NR asked if LB needs anything from the governors. We have ordered all PPE equipment and plans are in place.

CB asked if it would be appropriate to have a 30-minute meeting next week to discuss 1st June for all governors. A meeting for Wednesday 27th May was agreed.

DC left at 6.37pm

F/11/20 **Services to School for 2020/2021**

No questions asked as information previously uploaded into Teams in March 2020.

F/12/20 **Budget monitoring, including end of year position for 2019/2020, budget plan for 2020/2021, and outline plan for 2021/22 and 2022/23**

ZR/CB discussed the end of year surplus and the increase from the Spring Term. There were a number of budget pots not spent e.g. DFC, UIFSM and PE Funding. DFC budget is going towards the new room next year. LB had a meeting with Chris Ballard from South Nottinghamshire Academy regarding spending the PE Funding. As school closed on 20th March there were no meals cooked so UIFSM not fully spent. There was also budget left in building maintenance, as some works were on hold.

CB informed the meeting that he had checked all of the uploaded reports and all information ties through. This includes a Five Year Governor Report with all known and anticipated expenditure/income included. NR asked if the expenditure has any inflationary increase on, ZR answered no. ZR spoke about estimated pupil numbers arriving and the pupil numbers leaving.

CB spoke about his catch up meeting with ZR where funding and staffing costs were discussed. CB questioned what is happening with Music. There is no Summer time music in school but parents have received information from Inspire regarding online lessons. CB asked LB about SEN Funding. LB talked about how SEN works and that we would find out more in June 2020. TA highlighted spend on the E19 Capitation code and LB confirmed that part of it is an Early years project as this area has not been looked at since she was in that class.

NR mentioned that as he looks after the school website he should declare that he has an interest.

The Budget Plan for 2020/2021 with a surplus of £156,974 was approved by the FPGP. The Budget Plan and B02 form will need to go to FGB for approval, then it can be emailed to Schools Finance.

CB/ZR

F/13/20 **Proposed Expenditure**

LB has plans to create a new room in school, which should cost around £100k to build and fit out. CB asked if what was in the SIP was reflected in the budget? LB discussed all of her plans which are budgeted for. This includes new room,

updating EYFS both indoor and outdoor, chrome books for EYFS and an update of the wifi in school. The governors approved for this to move forward to the FGB.

The governors asked how Covid-19 had affected expenditure in school. ZR talked about the extra spending on PPE equipment but this was offset by no staff courses so no supply teachers and no spend on UIFSM even though funding had been received.

F/14/20	Write offs of old equipment There were three items to write off. ZR to email document to NR?	ZR/NR
F/15/20	Personal matters arising AB left the meeting at 8pm and returned at 8.15pm. See confidential minutes.	LB
F/16/20	Governor Training NR spoke about the National Governors Association and gold membership. Vicky McEwan is the training governor but has been busy since lockdown so governor training reduced. NR spoke about Teams, and in FGB, there is a Knowledge Base tab for training. He has introduced himself to the two new governors who joined us before lockdown.	
F/17/20	Matters for escalating to FGB 8 June 2020 The 2020-2021 Budget Plan and B02 form will need approving by the FGB.	CB
F/18/20	Any other business None	
F/19/20	Confidential See F/15/20	
F/20/20	Date of next meeting and dates for academic year 2020/2021 Waiting for dates for the FGB.	CB

