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	<p style="text-align: center;"><u>Minutes of the Finance meeting of Kirk Smeaton CE Primary School held on 6th March at 5pm at Kirk Smeaton CE Primary School</u></p> <p>Present:</p> <p>Mrs H Cuddy Headteacher (HC)</p> <p>Mrs R Rawson Co-Chair (RR) (joined at 17.36)</p> <p>Mr H Palmer Co-Chair (HP)</p> <p>Mrs C Cessford Foundation Governor (CC)</p> <p>Mrs K Crossley (KC) (joined online)</p> <p>Mr M Suaznabar (MS)</p> <p>In attendance; Mrs A Marner - Minutes</p>
1	<p>Welcome and Introductions</p> <p>All Governors were welcomed to the meeting</p>
2	<p>Apologies for absence and to determine whether any absences should be consented to.</p> <p>Apologies were received and accepted from Mr Hudson, Mrs S Sheen and Mr A Henderson</p>
3	<p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</p> <p>HP chairing the meeting reminded Governors of the need for confidentiality</p>
4	<p>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.</p> <p>None</p>
5	<p>Notification of urgent other business previously notified to the Chair</p> <p>None</p> <p>(Ofsted but not an agenda item)</p>
6	<p>Minutes of meeting to be approved</p> <p>Minutes of the Finance meeting 281123 approved. (Need to amend Mrs Cessfords initials to CC from CS throughout)</p>
7	<p>Action log for finance.</p> <p>HC confirmed the actions documented on the minutes</p>
8	<p>Governor changes and appointments</p> <p>There is still a vacancy for an LA position. There is a lady in the village who may be a possibility and who is a previous Headteacher and Ofsted Inspector. HC to speak to her</p>

9	<p>Budget monitoring update</p> <p>No questions/queries received prior to the meeting.</p> <p>HC read the report and explained the small in year deficit -£1768 and asked if any questions.</p> <p>CC: Has Teachers pay had an effect on budget this year?</p> <p>AM: Yes but we've also received a Teachers pay and pension grant to assist with the additional costs</p> <p>CC: Are there any grants/funding available to assist with increasing costs/expenditure?</p> <p>AM: Yes, we have just received an additional 12K capital. This is to be spent initially on energy related costs but if none then can be used/ringfenced for other projects/spend.</p> <p>The requirement for AM to be challenged was also discussed. KC and AM to arrange a meeting to go through school finance. HC also confirmed that Angela our FMS Officer oversees all the work AM does as a way of auditing/checking.</p>
10	<p>Benchmarking</p> <p>Q: Why do we have a higher spend on General Teaching Assistants than other Schools?</p> <p>HC: We have quite a few SEND pupils with EHCP's or pending EHCP's so funding is used to support pupils with General Teaching Assistants. Our General Teaching Assistants also have Senior ATA supply/relief contracts and are therefore able to step up and cover PPA cover in each class. This proves to be very effective as they know all the pupils and also very cost effective too and avoids supply agency cover/costs.</p> <p>Q: Why do we have more Admin?</p> <p>HC: We have no Deputy in School who would carry out some of the duties AM carries out for example overseeing the Single Central Record. Our FMS Officer is only purchased on an advice and consultancy basis too other than many other schools where she actually carries out the day to day financial duties and therefore our admin hours are higher as AM does all the financial processing.</p> <p>Discussions regarding the processing AM does to ensure it's audited and challenged – suggestion made that either Finance Governor KC or HP attends one of the Bursars meetings. Currently AM and HC oversee these visits. HC is involved prior to budget meetings as AM gathers a lot of information/facts from HC with regards to future planning/SEN children etc.</p> <p>Q: Why are the heating costs greater than some similar schools?</p> <p>HC: Not all schools have the luxury of a school hall like us so that has to be taken into account. Mrs Beck does contribute to the running costs/utilities/cleaning of the hall too and has made an increase to her monthly payments based on increasing energy costs.</p> <p>Q: Do we charge extra due to the fact external providers rent the community room from Mrs Beck too as she receives the income?</p> <p>A: The Hall and Community room heating is all underfloor and is therefore heated as one unit so would be difficult to split for an additional hour each week. We do however get an annual charge</p>

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	<p>purely for the community room from Cleaning Services and charge that to Mrs Beck at the end of the financial year.</p>
11	<p>SFVS</p> <p>MS asked for an explanation and purpose of this document.</p> <p>HC confirmed it's only used for maintained schools to basically check we're following processes correctly and in line with the Local Authority requirements. The document requires Governor approval before it can be submitted to the Local Authority.</p> <p>HP confirmed he has read it and ok to approve.</p> <p>All governors will read the document and ask questions/give approval by Thursday, 8th March at 8am.</p>
12	<p>Headteacher Report</p> <p>Pupil Premium – CC and AH meet with HC to discuss vulnerabilities in children and information surrounding pupil premium is documented on a DFE template.</p> <p>HP commented how we spend more on pupils than the actual pupil premium income we receive. HC confirmed we always fully spend our allocation and this is mainly on General Teaching Expenditure to support those pupils that need it and also contribute towards clubs/trips for pupil premium children.</p> <p>Q: MS asked what EEF stands for?</p> <p>A: HC confirmed 'Education Endowment Foundation' is a website that shares lots of research/recommendations into ideas such as how to actually spend the pupil premium money. CC - SEN children progress is often small due to the nature of their problems</p> <p>HC – we monitor the pupil premium children in each class and their progress to check if on target etc and confirmed all pupil premium children over the last 3 years have all progressed really well. HC commented on how it's difficult to show impact just on PP children as we have such low numbers</p> <p>MS - Are targets adjusted based on PP and SEND?</p> <p>HC – FFT data (Fischer Family Trust) is taken from the child's postcode, starting point, PP etc and is adjusted accordingly. It is recognised nationally but doesn't have to be used. HC confirmed it's an accurate and aspirational tool for us and lots of other schools use it too.</p>
	<p>Sports Premium</p> <p>HC shared a link to the website and confirmed we receive approx. £16K per year and have approx. £4K sports premium remaining which is ringfenced.</p> <p>Q: HP - What happens if we don't spend it all?</p> <p>A: HC we can carry forward but it can also be clawed back by the authority so we do try to spend our allocation each year.</p> <p>Confirmed the bulk of the grant is used for Forest Schools, Leger Sports annual package, Competitions, swimming and resources. Also looking to add new football posts to the field.</p> <p>Q: CC – Have all current Year 6 pupils met the expected 25m swimming goal?</p>

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	<p>A: HC – needs to check this but believes yes and the only one that may not is a pupil who joined mid-year. Children are able to access lessons twice whilst at school in both Lions class and then in Eagles class. Even though Askern pool only just reopened we'll still use Adwick as they can accommodate a full class of 30 children rather than 15 that Askern can.</p> <p>Q: What are the weaknesses in school and how are we putting money into this area?</p> <p>A: Areas of weakness were found in Dolphins class, Abbie and Elise (Coaches from Leger) delivers sessions to improve Y1/Y2.</p> <p>Abbie recognised she would be better teaching them so we changed the timetable accordingly.</p> <p>Q: CC – How do we ensure the correct targeted children are accessing it?</p> <p>A: HC – it's done as a whole class that weaknesses were found in rather than individuals.</p> <p>We also have a Healthy eating session ran by our Pastoral assistant LL currently being delivered to years 3 and 4 and will then deliver to year 5 and 6.</p>
	<p>Covid Recovery Funding</p> <p>HC shared a document and confirmed funding has been spent.</p> <p>Highlighted certain areas; Year 6 show a low level of resilience, Year 5 cohort have several children who joined in year from Y2-Y5, Year 4 cohort show higher levels of anxiety, Year 3 cohort showed poor behaviour for learning, Year 2 cohort are a small and poor cohort generally, Year 1 doing well and Reception children are showing low social and emotional skills.</p> <p>Q HP: What are we doing with the current Year 6's due to go to High School in September?</p> <p>A HC: Carry on what we're doing and also the healthy eating club will also help with independence.</p> <p>Q MS: How long does the covid recovery plan last?</p> <p>A HC: Feels the covid element will end and it will become more of a school development area. There won't be any additional funding now. Anxiety related issues that seemed to be covid related would still be picked up.</p> <p>CC confirmed how each class has support each day and recent assessment only raises a concern in Year 2 with being a small cohort and 4 pupils having SEND.</p> <p>RR added the fact that the covid element is ending is fine so long as we continue to monitor and deal with any issues as we have been doing so no negative, noticeable changes occur as a result of it ending.</p>
	<p>Wrap Around Care</p> <p>HC confirmed Mrs Sheen covers Breakfast Club and Mrs Holt now covers After School Club.</p> <p>Q: Is the current provision losing money?</p> <p>A: There has been an improvement to budget £526 since the last monitoring report.</p> <p>With the new booking system, if no one is booked into Breakfast Club 24 hours before, the Playworker begins works at the start of the normal school day and finishes at 3pm rather than 2pm. RR added that we must ensure we're not losing GTA time to give to Breakfast Club. HC confirmed this isn't the case as the playworkers contracted hours are to finish at 2pm and 3pm is just a bonus.</p>

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Q: CC What if the playworker is absent through illness?

A: HC We have previously managed to cover other than the odd occasion with staff who are usually still in school

Q: RR What if the staff member collapses for example and is the only member of staff with the children?

A: HC Our Caretaker, Mr Holmes is in school whilst the after school club is on and other staff are in school whilst breakfast club is on.

Q RR: Are there any safeguarding issues surrounding the wrap around care?

A: HC Although not on site at all times Mrs Cuddy confirms she has to be and always is available/contactable.

Q: RR Do children know what to do if the member of staff looking after them falls ill suddenly?

A HC: This is perhaps something we should share. RR agrees maybe at the start of a session to confirm to children what to do if there is an emergency. HC also added this could be in the case of a fire too.

HP suggested we devise a poster for the Wrap around care area's and for around school with simple instructions what to do in an emergency and maybe to include it in general Breakfast Club and ASP rules so not to start unnecessary 'panic' conversations. HC Agreed.

RR also commented how a general poster would be a good idea anyway for the whole school.

Q: Can we look forward at children who are booked in regularly and in Year 6 for example to know we may be losing a few bookings?

A: We do know the regular pupils but there are then new children who begin September as Pupils leave so hard to predict who will use the club.

The childminder in the village is soon to cease her business and we have had a few enquiries from parents of children whom she normally collects so this could have a positive impact on our provision in the near future.

Q: MS Do we have a maximum limit of children allowed to attend the clubs at any one time?

A HC: No official limit but we decided on 10 pupils being a reasonable number to manage for one person and the bookings tend to be on average 7 or 8 pupils at any one time.

PAN and SEN changes

A pupil left us in January went to another provision who had an EHCP so we have therefore lost this funding. HC confirmed the money we were spending on GTA's for the child outweighed the actual income we received through the EHCP.

We still have 2 x EHCP's and 2 x pending EHCP's and another 3 who may potentially qualify.

Q RR: What impact is the money we receive from EHCP's having on those children?

A HC: Both children are in KS2 and being well supported by General Teaching Assistants, often on a one to one basis. The impact is measured by assessment and progress meetings, plus meetings with parents.

CC did a buddy session with Lions class.

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13	Staffing See confidential minutes.
14	NYCC visits to school <ul style="list-style-type: none">• Jill Stubbs visited in January and there is an EYFS action plan to share. Jill also did some work with Miss Hallwood and being a new teacher with a new phonics scheme and resources it proved very beneficial.• HC has a meeting with Elaine Broadbent – (EYFS Specialist) tomorrow regarding the provision and ensuring it is as it should be and will look at costs/resources.• Ofsted – February 23• Karen Butler – carried out a Governance check with RR/HP and HC and information was shared. <p>MS commented how a briefing session from Mr Dale did emphasise the need to challenge.</p> <p>HP would like to look into a Governance platform</p> <p>HC needs to confirm all Governors term dates</p> <p>Following governance session the need to evidence and impact of the minutes was noted and RR added how Governors need to report if they've been in for a visit.</p> <p>HP need to look at re-election.</p>
15	Governor Action Plan <p>The idea of this is so that we don't need to write lengthy reports and need to update regularly each meeting. HC happy to take on the role but RR would prefer her not to and HP also confirmed this. HP suggested creating another area on sharepoint/rolling agenda item.</p> <p>RR added how we can all access sharepoint so a good location</p>
16	Safeguarding <p>LA Safeguarding audit – all Governors approved this.</p> <p>HC advised she has a Governor training log and would like all Governors to complete the Prevent training. Any Governors who carry out safeguarding training can pass their certificates to HC to keep on her file.</p> <p>Guides viewed by Governors at tonight's meeting:</p> <ul style="list-style-type: none">• Bullying- https://www.leeds.gov.uk/one-minute-guides/bullying• Attendance- https://www.leeds.gov.uk/one-minute-guides/education-attendance-statutory-responsibilities
17	Governor Training and Monitoring <p>HP and RR carried out a safeguarding review January 2023</p>

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	<p>Actions:</p> <ul style="list-style-type: none">• Lanyards for all volunteers coming into school with colour coding• Visitor stickers to be used for those visitors without a lanyard• Anyone with a DBS will have a lanyard• Check H&S and accident book/attendance regularly which we do.• Another review to take place 8th March 2023
18	<p>Academisation update</p> <ul style="list-style-type: none">• SWOT updated – advice from the Diocese is to enjoy the fact we got a Good grading and to really think about the next step for the school.• HC has been in contact with a few local schools including Badsworth, Ackworth Howard• RR Q: are we clear on our objectives on what we want to get out of this? HP: Maybe we could sort a better SLT within our school if we stay as we are. Need a better support system around SLT• HC – we need to know our options and long term aim for the school and if we do move into MAT need to consider support and capacity within our school.• RR Q: after looking at the SWOT – what do we need to do now? HC A: suggested adding to the next meeting as an Agenda item. HC also to contact Mark Randall from the CE academy in Wakefield.
19	<p>Policies:</p> <ul style="list-style-type: none">• Attendance and Lateness• Complaints• Removal of Governor Docs <p>HP asked all Governors if they have read and understood the policies and if there are any questions – all Governors have read and agree the policies above</p>
20	<p>Partnership agreement with Leger – nothing to share</p>
21	<p>To deal with any matters agreed for consideration (AOB)</p> <p>HC shared the draft Ofsted report with governors.</p>
22	<p>Date of next meeting (s)</p> <p>AM asked if Governors are happy to have the start budget information sent out by email and included in another meeting – all agreed</p>
	<p>Meeting ended at 6.40pm.</p>

Actions required following this meeting:

- AM to arrange a finance meeting with KC
- SFVS to be approved
- Poster for Emergency situations in wrap around care
- Governors to complete PREVENT training
- Start budget documents to be sent out to Governors for approval at the next meeting