



Kirk Smeaton CE Primary School

Let God's Love Shine As We Care For Each Other And Learn Together.

**A meeting of the Finance Committee of Kirk Smeaton C of E Primary School was held on Tuesday, 27th April at 7pm.
This meeting was held remotely.
Minutes**

Colour coding key – Highlighting Governor Core Functions

Red – Strategy challenge/questions

Blue – Approval/Decision taken

Green – Performance Challenge/question

Orange – Financial Challenge/question

| No | Present: | Actions |
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| | Present: Mrs H Cuddy – Headteacher Mrs R Rawson – Chair of Governors Mrs L Thornley – Mrs C Cessford Mr T Jones Mrs E Hall Mrs S Sheen Mr P Hursthouse Mrs A Marner – Clerk | |
| 1 | <u>Welcome and Apologies</u> The meeting opened at 7pm Apologies received from Mr P Hudson. The absence was consented Mrs Rawson chaired the meeting until Mrs Hall joined at 7.32pm. | |
| 2 | <u>Confidentiality and Declaration of Business Interests.</u> There were no declarations of business interests. The Chair reminded the meeting of the need for confidentiality. | |
| 4 | <u>Any other business to be agreed</u> HC noted she would like to discuss the following as AOB if not covered elsewhere in the meeting: <ul style="list-style-type: none"> • sport competitions returning at Campsmount in terms of covid • The school day/letter to parents Another Governor noted they would like to discuss the impending interview for class teacher. | |
| 5 | <u>Minutes and confidential minutes of previous meeting – 8th March 2021</u> The minutes of the meeting 8th March 2021 were agreed as a true and accurate record. HC to sign on the Chairs behalf. The confidential minutes of 8 th March 2021 to be deferred until next meeting. | |
| 6 | <u>Action log – go through action log</u> AM went through the action log that was sent to all Governors. | |

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| 7 | <p><u>Headteacher's report/SDP.</u> HC referred to her Headteacher's report, particularly the elements, highlighted in the report as relating to the finance committee. Points noted were:</p> <ul style="list-style-type: none"> • Works now completed: office altered, toilet refurbishment, Dolphins outdoor area including canopy, some external painting. • Works awaiting quotes: signage around school with the new logo, eco-lighting in work zones not classrooms, IT suite improvements, Starfish outdoor area, Hall refurbishment/decoration, ceiling tiles and netting. PTA to contribute £13K towards and outdoor pitch. • Mrs Brear is leaving us in July. An advert has been created. An advert is also out for a breakfast club worker. Both adverts have the same closing date • Devolved capital – toilet refurbishment costs - balance 13.2K brought forward + 20/21 5.2K allocation + 10K revenue contribution. • Covid recovery money – HC confirmed ipads have been purchased through this funding and the national tutoring is also being paid through this money. Q: Are we seeing the impact from the Covid recovery money? A: Yes, tutoring has only just begun but HC believes there will be a positive impact and there is a possibility of adding more pupils to the program. IT has improved due to new resources. • PE premium C/F amount confirmed. HC reported PTA contribution and sports premium will hopefully fund the astro turf. Q: Can we pay for swimming through the Sports premium A: confirmed we can pay for the tuition but not the transport HC added we are currently looking into arranging swimming lessons. Askern pool is closed at the moment. A suggestion made to contact Adwick as they are under the same trust as Askern. • <u>Staffing and succession planning for future –</u> TJ – apologies for leaving the meeting for a short while had to take a call. HC advised a message will go out to parents to advise Mrs Brear is leaving. TJ completed safer recruitment and happy to interview. (Emma joined the meeting at 7.32pm). HC to look at interview dates/interviews/observations. Shortlisting afternoon 10th May. Governor commented how the Interview process after 17th May may be more beneficial as covid guidelines relax. TJ free 17th/18th. HC asks if anyone else interested in interviewing? RR happy to do the shortlisting. EH can do 18th. • SFVS - Chair explains what SFVS is. Has anyone got any questions? RR confirmed Q15: Mike Smit is no longer part of NYCC – AM agreed to amend before submission. Q:Q10: would it be a good idea to have a small discussion amongst Governors with finance knowledge to ensure we are asking the correct questions and challenging? A: we do have a Governing body with a wide range of expertise. To consider going forward. A Governor commented we can ask questions at this meeting. Another Governor commented a lot of money is already spoken for and the authority determines how we spend. He does feel it would be good to have an understanding as to how devolved capital is spent. Q: Are Governors happy to approve the SFVS A: Yes | |
| 8 | <p><u>Year end</u> AM confirmed the school accounts close on 20th May 2021 and final outturn reports will be sent after this date. The only change could be if the balance brought forward changes to start budget predictions.</p> | |
| 9 | <p><u>Start budget</u></p> <ul style="list-style-type: none"> • A discussion around pupil numbers. Our prediction for September 2021 is 106 pupils. Governor commented how historically we have said we're full at 105. HC confirmed we there will be some appeals for reception places and | |

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| | <p>we may be forced to take this number. HC reported we may need to look at changing classes/years around. Governor commented from a health & safety point of view that we would need to check legislation around room sizes. Governor added if this is a trend do we need to look at additional space? HC confirmed how every year pupil numbers do go up and down with September looking particularly high.</p> <ul style="list-style-type: none"> A Governor commented whilst cautious feels we do need to look at spending some of our high balance. HC agrees and commented we could maybe look at a pastoral structure in school. Governor added we need to consider how big we need to go as a school if H&S allows. Even look at another class with another teacher using the IT suite for example. <p>Q: had Nursery contributed to the increase in pupil numbers? A: Yes, whilst nursery is a huge success it also brings pupils from out of the catchment area.</p> <p>HC to look at room sizes. AM to obtain metered squared dimensions from the school plans and pass to HC</p> <p>Q: Have we agreed an action? A: Yes, to check we have the correct sq. meterage for the appropriate age of the children and the staff to pupil ration.</p> <p>Governor also added how much of the additional space around school is used for intervention work.</p> <p>Q: Do Governors agree to the approval of the start budget? A: Yes agreed.</p> <p>AM confirmed monitoring reports are done every half term and the budget is revised in October.</p> | |
| 10 | <p><u>HT Performance Appraisal</u> HC just wanted to remind Governors involved of the date of the HT appraisal and asked for email confirmation.</p> | |
| 11 | <p><u>Business case plans</u></p> <ul style="list-style-type: none"> <u>School field</u> – PTA to contribute £13.5 towards the all-weather field with the sports premium making up the difference, HC reported despite her efforts she has only secured two quotes. Q: Do we want to put fencing around the pitch? A: Agree no fence following the discussion below. Very expensive and may entice others to come from out of areas to use it. Risk of graffiti and damage. Governor added we either fence off and say no one else to use it as there is already a pitch in Little Smeaton or allow but ensure our investment is protected. A fence is a lot of money and we already have a fence around the school grounds. Q: Could someone be responsible for the site or does the site have to be open? A: If we are obliged to open it to the community then we should but. A Governor adds it needs to serve the purpose of the school but not draw other people in. HC to pursue quotes and when she has three without the fence will share with Governors. Starfish area -we have 3 quotes – dolphins have an outdoor wooden chair/mud kitchen so would be good to add this to starfish along with the better floor surface. Waiting for quote from the person who did Dolphins area. HC to come back to Governors once received. Q: Is anything happening with the large tree in Starfish outdoor area? Are we cutting it down? A: No, we need it for shade and coverage Hall - Chippendales who have done the toilet refurbishment to quote for hall refurbishment/decoration. Awaiting other quotes to include to securing of the ceiling tiles, netting and lighting. Q: Governor asked about the netting. How is it removed? Does a contractor need to do it? A: Confirmed we are asking for quote to secure/clip the tiles and also install some form of netting the stop ball damage and the risk of falling tiles. | |

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| | <p>Governor commented that children will see the netting as a challenge to get the ball above it. One Governor confirms they think it will look ok and another Governor confirms it will at least be a safety measure to stop anything falling down from the ceiling. One Governor added they would like to see a visual if possible. HC reported the difficulty in obtaining quotes and asks Governors for any ideas. HC confirmed hoping to get this work carried out July/August. One Governor commented they agree as soon as possible as if there is a known risk that is getting worse it puts us as a school liable.</p> <p>Q: Are there any people who rent the hall that would have a problem if the ceiling were to be lowered?</p> <p>A: No</p> <p>Governor confirmed the action is to get the next quote, get information on the netting and warranty on lighting.</p> <p>Governor added it would be good to get the netting in strips not just one net. This would be easier maintenance costs and contractor should be able to help with this.</p> <ul style="list-style-type: none"> Internal Storage – quote to be obtained for cupboard storage in the ICT Suite. | |
| 12 | <p><u>Link Governor responsibilities, resilience and succession plan</u></p> <p>Separate session will be used for this at full Governors. HC reported there is a real push on personal development from Ofsted.</p> <p>Q – HC asks if any Governors are interested in becoming the link Governor for RSE and PHSE</p> <p>A – No response</p> <p>Action – if anyone interested let HC know</p> | |
| 13 | <p><u>Governor action plan</u></p> <p>To revisit this item as P Hudson covers this area.</p> <p><u>Governor visits/monitoring.</u></p> <p>No particular visits but HC invited Governors to Deep dives. Not sure how it would look with the current situation but to let HC know if interested. RR asked if they are to be on teams or in person? HC to confirm. There is now scope to come in.</p> | |
| 14 | <p><u>Health & Safety (general)</u></p> <p>HC reported Campsmount are now looking into sports competitions. Proposal is for 9 children to go up in a group. Netball first</p> <p>Q: HC Do we want to take part? We would only be able to send 9 children and would also need to release a member of staff to go with them.</p> <p>We're not sure what the arrangements are when children arrive around safety? Not sure which other schools have agreed. We have a cost implication with bus or would need to ask parents which in the current climate is it worth it? Also have the issue of parents questioning why their child didn't go. PH added sports clubs have been running for groups from 120421 so we could use some of the sports money we mention, understand the children will be picked on merit?</p> <p>HC doesn't want to sound negative but not sure if with all the pros and cons if it is worth it. Not allowed to do car sharing in current covid situation either. TJ feels it maybe a bit too early perhaps.</p> <p>A: Ride this year out, we've done a great job this year. HC added we could perhaps say the Year 6's could go and maybe revisit. RR confirmed with the transport logistics on top of everything else make it not worthwhile.</p> <p>Agreed</p> | |
| 15 | <p>Policies for approval.</p> <p>None</p> | |

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| 16 | <p><u>Any other business</u> Jim Murgatroyd circuit training to recommence on Wednesday, 19th May @ 6.30pm. Youth Club also looking to return and is included in the risk assessment from Monday, 17th May. School day – HC sent the document out regarding the change of the school day. Agreed to consult with parents regarding staggered times. HC asked if any Governors would be happy to look over the letter and work with her on this. LT and EH offered assistance.</p> | |
| 17 | <p>Date of Next Meetings: FGB meetings (7pm): 06/05/2021 Finance meetings: All completed this year. Curriculum meetings (7pm): 06/7/2021</p> <p>EH confirmed the above meetings and ok with all Governors</p> <p>Meeting closed at 9pm</p> | |

ACTIONS of the Finance Meeting held – 8th March 2021

| | Action | By Whom | By When |
|---|--------------------------------------------------|---------------------|-----------------------|
| 1 | Start Budget Preparation (230321) and approval | AM/Governors | 20.05.21 |
| 2 | Fire Risk Assessment | AM/H&S Risk advisor | Completed 16.03.21 |
| 3 | Schools Meal Price increase | Governors | Sept 21 |
| 4 | Staff Absence Insurance | AM/FMS Officer | Completed |
| 5 | Heating – new heaters for Eagles and Lions Class | AM | ASAP |
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