

	<p align="center"><u>Minutes of the Finance meeting of Kirk Smeaton CE Primary School held on Tuesday, 28th November 2022 @ 7pm, via Microsoft Teams</u></p> <p>Present: Mrs H Cuddy Headteacher (HC) Mrs R Rawson Co-Chair (RR) Mr H Palmer Co-Chair (HP) Mrs C Cessford Foundation Governor (CC) Mrs E Hall (EH) Mr A Henderson (AH) Mrs K Crossley (KC) Mr M Suaznabar (MS)</p> <p>In attendance; Mrs A Marner - Minutes</p>
1	<p>Welcome and Introductions All Governors were welcomed to the meeting and a small introduction was given from everyone to our new Governors Mrs Crossley and Mr Suaznabar</p>
2	<p>Apologies for absence and to determine whether any absences should be consented to. Apologies were received from Mr Hudson</p>
3	<p>To remind Governors of the need to declare interests, pecuniary or non-pecuniary. EH chairing the meeting reminded Governors of the need for confidentiality and to disclose any hospitality received.</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. None</p>
5	<p>Notification of urgent other business previously notified to the Chair After School provision</p>
6	<p>Minutes of meeting to be approved</p> <ul style="list-style-type: none"> - Finance minutes 7.6.22 - approved - FGB minutes 3.5.22 - approved - FGB confidential minutes 3.5.22 – (KC and MS left the meeting during this part of the meeting) <p>HC reminded all Governors to ensure the minutes of the meetings are read before each meeting.</p>
7	<p>Action log for finance. HC went through the main action log points:</p> <ul style="list-style-type: none"> -Fire audit – this was a request from a previous Governor to have the fire service carry an audit out alongside the current inspections we already have in place through NYCC. The North Yorkshire fire service were contacted pre-covid and even though we are deemed a low risk school and therefore a low priority they were happy to accommodate our request and a visit was due 200420 however in light of covid this never took place. AM to contact again however Janet Morris (H&S advisor) advised this isn't compulsory as fire safety is overseen by the authority. -5 year fixed electrical inspection – scheduled Summer 22 but not yet happened (AM has since contacted the authority who have confirmed the last inspection was 200218 and therefore not due until 200223 – NYCC will contact in January 23 to arrange a date to carry out the inspection) (RR questioned if this is a compulsory inspection? – AM confirmed it is – a question over who would be responsible if something happened with the equipment in the meantime but the above confirms

	<p>we are still in date) NYCC were just hoping to carry the works out Summer 22 to get ahead of themselves.</p> <p>-AH asks if there's anything we need to prepare in advance of the inspection? AM confirms we do have all the regular checks from the authority including the fire risk assessment which are all in date and the inspection is really to just check the wiring and a more through inspection of areas not all visible to the eye.</p> <p>-Catering quotes currently being sought by AM – FMS Officer advised to be mindful of hidden costs from outside providers.</p> <p>-EH questioned if the heating is a problem in the community room/hall as attended a yoga class and the room was cold. AM confirmed this had been reported and HCS Plumbing due out tomorrow morning. EH also asks who pays for the community room heating – HC confirmed school finance pays the energy bills and Mrs Beck pays a monthly amount towards this.</p>
8	<p>Governor changes and appointments</p> <ul style="list-style-type: none"> - Appointment and welcome of Kay Crossley and Mark Suaznabar as parent governors - Vacancy for one LA position - EH Parent Governor filled by Mr Suaznabar - KC asks how do we elect an LA Governor? RR advises LA could appoint one for us or we can go direct to the authority with a suggestion which they could refuse but tend not to. We tend to use a skills audit to find a suitable candidate.
9	<p>Business and Personal Interests form to be completed.</p> <p>HC reminded Governors of the need to complete and return this form. If any Governors need another to please let her know.</p>
10	<p>Budget monitoring update</p> <p>AM gave a brief summary of the budget reports sent out and explained to new Governors when these reports are produced and shared.</p> <ul style="list-style-type: none"> • Last budget monitoring report was produced in June 2022 and showed an in-year deficit - £26K with an expected outturn of £143K • October monitoring report shows an improvement of £7400 compared to June 22. • AM explained the main positive variances to budget which are detailed on the reports sent out: (Pupil numbers, EHCP's, staff Saving, staff absence refund) • AM also explained main negative variances to budget from the reports sent out: (support staff salary increases 8-10%, energy costs increase, 3K additional phonics resources however hoping to have this reimbursed by an available grant, decline and After school and Breakfast club bookings therefore impacting on income predicted from previous years) <p>AM invited Governors to ask questions or welcome to come into school to go through reports.</p>
11	<p>3-year forecast</p> <p>EH explained how the 3-year forecast works and historically is worst case scenario. Whilst we do have a high balance we do need to be mindful with ever increasing costs in both Teacher pay and Energy in particular and especially in the things we can control at the moment. HC feels it would be beneficial to see this year out to see our position at the year end.</p> <p>HC confirmed we have used some of the balance to improve IT around school and also the upkeep of the property.</p> <p>HC explained our ideal whole school pupil number is around 100 pupils – some years we may have 18 Y6 leavers for example but only 13 reception admissions – this situation has a huge financial</p>

	<p>impact when you consider each pupil attracts over £3.5K. MS asks 'do we have any control on the number of admissions coming into school?' – HC advises our PAN (published admissions number) is 15 and any admissions over this would go to appeal and it's in the hands of the authority. HC explained the class size legal limit in EYFS is 30 unless there is an exceptional circumstance with a pupil. From Year 3-6 there isn't a legal limit and we can go above 30 pupils per class.</p> <p>AM shared our FMS Officers thoughts on the revised forecast in that whilst we have a high balance, we really do need to be mindful as this is a realistic forecast in the current climate with services increasing their costs too. An example of this is the Cleaning traded service increasing their costs by 17% next year. If predictions are correct our balance could reduce to 30K over the next three years.</p> <p>CC asks about the predicted £9k budgeted for new tablets next year and could we still go ahead with this given IT is so important and not something we can get behind with or do we need to revise this expense. HC confirmed we would need to review this. AM confirmed our Devolved capital allocation is approx. £5K each year and this money can be used to purchase IT equipment/resources.</p> <p>GOVERNORS APPROVE REVISED FORECAST</p>
12	<p>HT REPORT</p> <ul style="list-style-type: none"> • HC confirmed the appointment of two new Teachers Miss K Hallwood EYFS and SEND lead and Mr T Morgan – Lions Class. • HC mentioned how it's important that academisation is included on agendas now and something we need to consider going forwards. We do need to continually think about it and consider what is right for our school. <p>- Wrap around care – there has been a decline in uptake – a questionnaire was sent to parents for feedback on this – In the main it was due to shift patterns, job change, some leavers, working from home. We do need to look at the sustainability of the school and also if it's financially viable to continue going forwards. Costing for the Autumn term up to 181022 BC +£276 and ASP -£177.</p> <p>EH Q: Is there a regular pattern? A: BC seems a little more popular but no significant patterns maybe just around parents working day. Decision to review after Jan-July 2023 and so long as we're not making a huge loss it would be positive to continue it.</p> <p>HC advised our current ASP Playworker is leaving the post on 31.12.22 and a member of staff has agreed to take the role on as a supply post for as and when the club is needed. Sometimes there is only one child booked in but RR added how we do need to be reliable and the club needs to be available, however appreciates there have been times due to unavoidable staff absence where the club has been cancelled on a particular day. If, however on a Monday for example has no bookings on a regular basis we could look at not running on that particular day and then the member of staff doesn't need paying either.</p> <p>RR also suggested maybe sharing pics on dojo of the activities that take place to promote it. KC – IS this completely separate to after school sports clubs? HC – Yes, the private providers manage their own sport clubs and pay a rental for using the hall. Creation Station are popular but they rent the community room from Mrs Beck not the school.</p> <p>SS Q: Have the numbers dropped since we began charging for the whole session rather than half hourly? HC: No particular pattern though some parents have commented how they have to pay beforehand now bookings are made on Arbor. Also, if a parent only wants an hour they still pay £6. AM did confirm the booking process is a smoother process and puts the onus on parents to make their bookings. We did look at bookings and not many parents did book just for half an hour and those that wanted the full session have a discounted rate than previous.</p> <p>KC: Believe £6 is a very reasonable cost still. CC: Need to look at alternatives and if there isn't one it is basically what it is and still probably works out cheaper than what a babysitter would cost.</p>

HC confirmed she will speak to the member of staff who is interested and we can review the situation at Easter. EH believes this is a good plan as would be good to keep it running if possible.

- Catering is being looked into as to whether we move away from NYCC – awaiting quotes.
- Looking to improve Kitchen area
- Obtaining quotes for a new website - recognise it does need changing.
- Obtaining quotes for the flooring especially in the Hall toilets.
- ECO – new heaters throughout school and just another 2 to be updated through the property scheme. New lighting around school just need upstairs updating.

EH Q: Is there anything we can do around insulation in the school?

HC A: We do have 'Power Down Pete' as part of the energy team who comes into school and gives advice on energy saving but nothing particular about insulation. HC to contact the authority to see if anything available. EH aware there is funding available for domestic housing so wonders if we as a school can access anything.

HP Q: On the Grants/Bids area of the report it refers to someone providing IT equipment?

HC A: This won't happen now unfortunately. A member of staff whose Partner works in IT had a lot of stock (Laptops) he thought he maybe able to donate to school but it didn't happen. Left on the report in case things change.

- HC confirmed Governor coordinator roles:
RR-Safeguarding, More able, curriculum and induction
CC- Assessment, RE, PP and vulnerability
SS- English
PH – H&S, Science, PHSE, RE, EYFS
EH – English and Finance
HP – IT and GDPR
AH – PP and Vulnerability

Spaces for KC and MS? – KC confirmed as Finance and English. MS confirmed as IT joint with HP as is the monitoring Governor for IT and also Maths. HP also confirmed as Finance.

Safer Recruitment – HC, RR and HP have this. CC did complete this but need to check if expired. HC confirmed there is a course online which AM can book with NSPCC should anyone want to complete this. HP advised AH he can access it free via the KEY within Ledger. AH agreed to complete.

- Pupil premium – we currently have 8 pupils and is spent in full mainly through GTA support. We also put it towards tuition or support towards residential at our discretion and afterschool sports clubs if we feel appropriate. HC does meet with CC to discuss this. Pupil premium is published on our website.
- Sports Premium – spent on Forest schools, swimming, sports competition, equipment. AM confirmed we were allowed to c/f sports money during covid as money couldn't be spent how we wished but advise is now to spend within the year.
- Covid recovery funding – received in 2021 and 2022 and this has been spent in full. We have used School led tutoring for pupils in year 5 and 6 with tuition.
- New phonics scheme received in July and training given to staff. HC confirms she has noticed a huge improvement since the introduction of this in terms of the children's ability to read. The English hub came into school in October and supported us well. The Hub have confirmed they will reimburse approx. £3K towards the cost.

	<ul style="list-style-type: none"> PAN and SEN changes – one child with an EHCP leaves us in January 2023 meaning a loss of income however a lot of GTA support has been used for this child and can now be shared throughout the school
13	<p>Staffing for 22/23</p> <ul style="list-style-type: none"> After school club advert – as discussed earlier in the meeting Employment of Thomas Morgan for Y3/4 starting Jan 23 and Katie Hallwood for EYFS and SENCO in Jan 23
14	<p>NYCC visits to school</p> <ul style="list-style-type: none"> Philip Painter Nov 22 – Safeguarding review. Looked at Child on Child abuse and other areas which wouldn't necessarily have been looked at in depth without a planned visit. He gave good feedback and also suggested we do one-minute safeguarding guides at each meeting and evidence this. Jill Stubbs- Safeguarding review Nov 22- Rebecca attended. A really positive meeting. Katie Pitts- English Hub Oct 22. Emma supported the monitoring. Jill Stubbs - planning meeting Oct 22- Harvie attended. Harvie commented how positive this was and how it's good to have support and discussions available.
15	<p>Link governor responsibilities and success planning</p> <ul style="list-style-type: none"> Inductions have taken place for KC and MS. HC thanked all involved CC assisted with Interviews in October and also wrote a report for her class visit to Lions in November 22 whilst Miss Ghent was still here. HP assisted HC with HT Report feedback and HP commented how he found the information on data really useful.
16	<p>Safeguarding One-minute guide on online safety – HC shared this with Governors at the meeting:</p> <p>https://www.surreycc.gov.uk/data/assets/pdf_file/0006/241953/One-minute-guide-online-safety-advice-for-professionals.pdf</p> <p>HC confirmed Governors need to be aware of the above any may be questioned by Ofsted.</p> <p>KC Q: - Is online safety shared with children? HC A: Yes, and it's delivered age appropriately. This is also discussed in PHSE sessions. Parental controls were included on a recent parent questionnaire and advice how to support children online at home.</p> <p>HC also shared the one-minute guide below:</p> <p>Prevent https://www.safeguardingchildren.co.uk/professionals/one-minute-guides/prevent-extremism-and-radicalisation/</p> <p>HC advised Governors how to access one-minute guides</p>
17	<p>Partnership agreement with Leger HC confirmed we're still working with Leger in a positive way. HC has been visiting other Schools within Leger which has been very useful.</p>
18	<p>Governor action plan – PH to share at the next meeting</p>
19	<p>Policies</p> <ul style="list-style-type: none"> Exclusion policy

	<ul style="list-style-type: none"> • Parent, carer and visitor behaviour policy – HP asked HC to amend an area which has been done regarding ‘respect’. • Discipline policy • Accessibility plan <p>CC Q: – it states all pupils have access to all visits? However, we are aware of one pupil who wouldn’t attend? HC A - confirmed it was the parent that didn’t want the child to go not the pupil who couldn’t go.</p> <ul style="list-style-type: none"> • Pay policy 22/23 • Emergency procedures
20	<p>Governor Training See LA training sent by email by HC. If anyone wants help with signing upto any training, please speak to the office.</p>
21	<p>To deal with any matters agreed for consideration (AOB)</p> <p>HP Q- Is there scope to review times for the meetings as 7-9pm is quite late. AH would also like to change so long as this would for with the majority.</p> <p>HC – attendance used to be quite low earlier in the day as understand Governors have work commitments/commuting. RR suggests maybe an hour or so earlier HC suggests trying to make finance meeting at 6pm and Curriculum at 5pm and in-house. Governors agree. HC to speak to Clerk with regards to full meeting.</p>
22	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> • Online safety • Radicalisation and Prevent • Phonics • Safeguarding for Children • Wrap around care for families who need it.
23	<p>Date of next meeting(s) Monday 14th December, 2022 (Curriculum Committee meeting) at 7pm (online) or 5pm (inhouse) TBC</p>

Actions from meeting:

- 1: Fixed Wire Electrical Testing – This has been completed in February half-term and we’re just awaiting the report
- 2: Catering quotes were coming in from other companies with no guarantee of a fixed meal price so made the decision to stay with NYCC for at least another year. Meal prices have increased to £3.31.
- 3: Awaiting quote for lighting/emergency lighting replacement in Hall entrance
- 4: Awaiting quote from BT and other providers as now out of contract
- 5: SFVS – work in progress and will be circulated for approval prior the submission deadline 310323