

<b>Minutes of the Finance meeting of Kirk Smeaton CE Primary School held on TEAMS at 7.15pm on 12<sup>th</sup> June 23.</b>			
<p><b>Present:</b></p> <p><b>Mrs H Cuddy Headteacher (HC)</b>  <b>Mrs R Rawson Co Chair (RR)</b>  <b>Mr H Palmer Co-Chair (HP)</b>  <b>Mrs C Cessford Foundation Governor (CC)</b>  <b>Mrs S Sheen Staff Governor (SS)</b>  <b>Mr C Smith (CS)</b>  <b>Mr M Suaznabar</b></p> <p><b>Mr M Randall – Enhanced Academy Trust (MR)</b></p> <p><b>Mrs A Marner - Minutes</b></p>			
<b>No.</b>	<b>Item</b>	<b>Lead</b>	<b>Enc. No.</b>
<b>PART 'A' – PROCEDURAL</b>			
1	<b>Welcome and Introductions</b>  HP opened the meeting.	Chair	
2	<b>Apologies for absence and to determine whether any absences should be consented to.</b> Mr P Hudson Mrs K Crossley  Agreed	Chair	
3	<b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</b> All information shared today is confidential. HP and RR reiterated the importance of confidentiality. When in online meetings try and keep them away from earshot of other family members.	Chair	
4	<b>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.</b>  None	Chair	
5	<b>Welcomes Mark Randal from Enhanced Academy Trust</b> HP introduces MR and thanks him for joining us.  MR introduced himself explaining he's been a Headteacher on a number of occasions and done various roles within the authority and will spend 5 minutes talking about the trust with a chance for questions.  Key points: <ul style="list-style-type: none"> <li>As of September 2023, Enhanced trust is made up of 13 primary schools, 11 of which are CofE.</li> </ul>		

<ul style="list-style-type: none"> <li>• Not a one size fits all trust –all schools are different whether high number of pupil premium or majority Pakistani or very similar to Kirk Smeaton with a school of 4 classes. Every one of the schools is unique. Six of the schools needed to be sponsored for various reasons and others are converted academies and chose to join us and take the advantages on board.</li> <li>• There are schools in Pontefract, Hemsworth, Wakefield so in and around the Pontefract area albeit not North Yorkshire. St Giles was a single academy trust and required improvement and joined Enhanced.</li> <li>• Partnership and collaboration play a big part in our trust within headteachers, teachers, Sencos.</li> <li>• There are opportunities for members of staff to move around as part of personal development and promotional opportunities. Initially staff will stay at their school but over time will be recognised as part of the whole trust rather than an individual school. Many schools have experienced teachers who move on and allow early career teachers to join meaning there is flexibility from a financial point of view to move staff around.</li> <li>• Ambition institute joining 2024 and hoping to become a founded partner of this.</li> <li>• Regularly link and communicate with the diocese. They want all children to flourish.</li> <li>• Due to appoint a HR Manager which will improve the trust rather than waiting for Wakefield/Kirklees responses. There is a collective bargaining and collective power to support if anything happens, or help with parental complaints/staffing issues for example.</li> </ul> <p>Questions...</p> <p>Q: How do the trustees remain autonomous</p> <p>A: This is looked at annually with a clear scheme of delegation outlining responsibilities. There is a matrix of who is responsible and accountable. There is a governor and compliance manager who sets every Governing Board agenda for whom MR meets with regularly.</p> <p>E.g.; changing school hours would be LA responsibility, changing term dates is trustee responsibility.</p> <p>Q: Have you seen much movement in the scheme of delegation?</p> <p>A: A little bit of movement but probably going to see more as we grow and move forwards and will ensure Governors are involved in reviewing performance and making decisions.</p> <p>HP Q: if we joined the trust would we have at least one Governor on the Director/ trustee board?</p> <p>A: No trustees sit on Governing boards. The Governor and Compliance Manager has termly meetings with the Chair of Governors. There are regular meetings between CEO/Management.</p> <p>Q; Do you work closely with other schools around transition for example KS works closely with Campsmount?</p> <p>A: Yes, no problem at all working and collaborating with other pyramid networks etc. Also recognise importance of children meeting friends close by.</p> <p>Q: CS – it would be important to explain to Governors/trustees the roles of everyone in a trust, not tonight but sometime going forwards.</p> <p>A: HP had downloaded scheme of delegation and will share with Governors.</p> <p>Q CS: Is there a Governors handbook?</p> <p>A: No however the Trust has a Governance and Compliance Manager who is their handbook and has extensive knowledge. Also have an SLT</p> <p>Q: HC – what is the max capacity of schools?</p>		
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	<p>A: up to approx. 20 schools in terms of capacity for school to school support there is capacity within because 10 schools are Good schools. Recruiting many roles including headships, finance roles, HR managers.</p> <p>Q: IT support?</p> <p>A: individualised within schools. No plans to centralise and just use providers that are already in place. We do look at opportunities for procurement across schools.</p> <p>Q: what are the advantages if KS are to join?</p> <p>A: Not an isolated school and therefore would have more support in many areas including risk management, external support, HR, promotional opportunities and not necessarily meaning HC has to move schools but there are opportunities.</p> <p>Every school has its own business manager which is also important. Being part of the trust brings collective power, collaboration and bargaining assist also for i.e.; parental complaints, member of staff complaints.</p> <p>MR will send a PowerPoint with more information.</p> <p>HP asks if any more questions can be sent to HP, RR or HC and be forwarded onto Mark.</p>		
6	<p><b>Notification of urgent other business previously notified to the Chair</b></p> <p>None</p>	Chair	
7	<p><b>Minutes of meeting to be approved</b></p> <ul style="list-style-type: none"> <li>- Finance minutes 6.3.23 – approved by Governors</li> </ul>	Chair	
8	<p><b>Actions for finance meetings</b></p> <ul style="list-style-type: none"> <li>- See finance meeting from 6.3.23</li> <li>- AM to meet KC for a finance meeting – to be arranged</li> <li>- SFVS approved and start budget completed</li> <li>- Emergency poster completed and being used around school</li> <li>- Governors to complete Prevent training</li> </ul>	Chair	
9	<p><b>Governor changes and appointments</b></p> <p>HP welcomes CS (new Governor) and thanks him for joining us</p> <ul style="list-style-type: none"> <li>- Vacancy for LA position.</li> <li>- Resignation of Alex Henderson- Co-opted governor – All Governors share they're thanks to Alex for his support.</li> <li>- Welcome Chris Smith on to the governing body – put Chris into Co-opted Governor and LA vacancy remains</li> </ul>	Chair	
<b>Part 'B' Finance</b>			
10	<p><b>Budget year end out turn</b></p> <p>Governors were sent summary and detailed budget reports prior to the meeting. RR requested any document that are word to be sent in PDF format going forwards.</p> <ul style="list-style-type: none"> <li>• AM explained the bank account closure for interest. Basically, when registering for online banking saw an additional account with a balance</li> </ul>	Chair/SBM	

	<p>of £3400 which when queried in branch was an interest only account that has been opened many years ago and due to our high balance now and interest rates there is a regular deposit going into the account. AM has never seen any paperwork relating to this account and she began in 2008. The account was closed and now any monthly interest will be paid into the main school BAFS account along with the balance of the account £3400</p> <ul style="list-style-type: none"> <li>• RR reiterated the need to use some of our high balance for current pupils.</li> </ul> <p>Action: need to put a time scale on academisation and also have a risk management in place in case of HT absence for example. Do we have a 3-year plan or do we start to move down the academisation route?  RR suggests we aim to decide in the FGB meeting in September 2023.  CC we have been collecting information and it's time to start making a decision.  CS would like to join the group on academisation. His wife is part of a trust in Bradford. CS suggests more research is needed as there are other trusts. Currently we have an academisation group for discussions with HC,CC,PH and KC included in this currently and CS to join going forwards.</p>		
<p>11</p>	<p><b>HT REPORT</b>  HC went through Development, Leadership and Management of the report.</p> <ul style="list-style-type: none"> <li>• Emergency strip lighting to be carried out in October</li> <li>• Gated area in the process of being completed in Starfish area</li> <li>• Boiler control panel needs replacing – North Yorkshire to assist with this</li> <li>• Review financial impact of nursery and After school club – figures to follow but generally shows as a positive.</li> <li>• Refurbish hall toilets/flooring – awaiting quotes</li> <li>• Review catering July 2024</li> <li>• Review website to be put on hold at the moment if we are thinking of joining a trust</li> <li>• Updating Kitchen area to be looked at</li> <li>• Decorate Eagles over the summer</li> </ul> <p>Q: RR What is the cost of the boiler control replacement?  A: AM confirmed as the amount is over £5K North Yorkshire will contribute. The £5K is already in our premises fund that was allocated at the start of the year under the Property services scheme. The allocation can be topped up if required or will be credited at the end of the financial year if not all spent. This amount can be monitored.  Q: RR Is there a charge for been in the scheme?  A; AM: There are 3 levels of service broken down into customer service/servicing and then property structural works.</p> <p>We have 3 storage heaters that we have asked if need replacing due to their age but advised by a technical engineer from North Yorkshire that whilst the heaters are old they are energy efficient and one of the better types than available now.  There are just a few areas of lighting that require updating including upstairs, as this lighting is quite poor. To ask for Quotes from Willoughby's (North Yorkshire approved contractor)</p> <p>A grant has been applied for £1200 for Class Teacher, Mr Morgan to access</p>		

	<p>Mental Health training.</p> <p>Governance: CS had joined and AH has now left.</p> <p>HC requests if any Governor would like to join the Pupil Premium/vulnerability that CS is a part of?</p> <p>KC not in the meeting but may speak to KC</p> <p>CS would like to join academisation at this moment. HC also suggested CS joins Maths too – CS agreed.</p> <p>Eagles – SS and CS</p> <p>Lions – HP and KC</p> <p>Dolphins – MS and PH</p> <p>Starfish – CC and RR</p> <p>Appeals – remove AH and add CS and SS as an extra too.</p> <p>PH admission appeals and complaints.</p> <p>No questions on finance area of HT report</p>		
12	<p>Business case plans -New laptops</p> <p>CC asked about the budget for IT. AM confirmed the 12K grant received for energy related expense can be used for IT as a way of being more energy efficient. AM also confirmed devolved capital can be used for IT expense. Our annual allocation is 5K</p> <p>Governors agree the business case plan for CBC computers to provide the laptops.</p>		
13	<p><b>Staffing for 22/23</b></p> <ul style="list-style-type: none"> <li>- Changes to classes – staffing staying the same but looking to move MH to year 3 /4 and TM to 5/6. Training for TM to access and he has shown interest in leadership and we need to continue to upskill staff.</li> <li>- RR asks how monitoring will take place. HC confirms she will buddy MH with TM to work together and TM will access moderation training. Monitoring is continuous throughout all classes.</li> <li>- External visits also from leaders to carry out /mock Ofsted’s in school also.</li> </ul>	Head	
14	<p><b>NYCC visits to school</b></p> <ul style="list-style-type: none"> <li>- Elaine Broadbent who specialises in Early Years worked with Katie in Reception and Nursery- May 23.</li> <li>- Jill Stubbs worked with HC on attendance- May 23. JS also met with LL (pastoral) regarding attendance as this is monitored half termly by LL</li> <li>- CC monitored RE and PHSE with HC May 23.- CC confirmed displays were developing. Books are a lot neater also.</li> <li>- Darren Foster- property solutions and maintenance officer- May 23</li> <li>- Fire Risk Assessment - June 23 – report to follow</li> <li>- Kerry Pullen- HC CPD June 23. CEO of a few High schools and retired last year</li> </ul>	Head	
15	<p><b>Governor action plan</b></p> <ul style="list-style-type: none"> <li>- Updated on SharePoint by HP</li> </ul>	Head/Chair	
16	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>- Use of school grounds at weekends- for families and emergency services. There was a situation whereby the Air ambulance needed to</li> </ul>	Head	

	<p>land on the school field – due to the locked gates they couldn't get out from inside the school grounds. Code obtained from HC.</p> <p><b>Educational visits-</b> Ledston, Mosque and Cathedral visit, Glass factory in Knottingley and Crucial crew and Tower. The Mosque visit was changed to a Doncaster one.</p> <p><b>One minute guides</b> Managing allegations against those who work or volunteer with children <a href="https://www.safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/managing-allegations-against-those-who-work-or-volunteer-with-children-3/">https://www.safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/managing-allegations-against-those-who-work-or-volunteer-with-children-3/</a> HP shared this on screen and all Governors read this RR has had experience of LADO and thought it was a professional experience.</p>		
17	<p><b>Governor Training and monitoring</b></p> <ul style="list-style-type: none"> <li>- HC asked if any Governors could be present at drop off and pick up times to ask parents about school. Have a focus on parents who have a vulnerable child as this was brought up by OFSTED.</li> <li>- HP can do Wednesday morning and RR also available some mornings too if not on a call. CC would be happy and believes KC would too.</li> <li>- CS suggested a noticeboard outside school with all Governors names/picture.</li> <li>- HC and KC also suggested a Governor letterbox maybe. HP thinks this would be a good idea for parents to have the option if they want to express anything confidentially.</li> </ul>	Group	
18	<p><b>Academisation update</b> See previous comments.</p>	Chair	
19	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>- Attendance and Lateness policy was only updated in January 23 – a statement added to confirm holidays are only agreed up to 10 sessions – 1 week</li> </ul> <p>Governors agree with no comments</p>	Head	
20	<p><b>Partnership agreement with Leger</b></p> <p>IT agreement is the same as last year with Leger and we have been very happy with the service so will buy into this again. HC asked all Governors to confirm they have read the AUP (acceptable usage policy)</p> <p>Harvie confirmed school emails will become more difficult to access shortly as he will need to add 2 factor authentications. Also a requirement of the RPA.</p>	Head	
<b>PART 'C' – OTHER BUSINESS</b>			
21	<p><b>To deal with any matters agreed for consideration (AOB)</b> None</p>	Chair	

22	<b>How has this meeting impacted on the welfare and progress of our pupils?</b> Know how to manage an allegation / How to spend money to benefit pupils who are with us today/strength in governance looking at academisation.	Chair / All Governors	
23	<b>Date of next meeting(s)</b> 03/07/23 @ 5pm in school  HP thanks all Governors for attending – meeting closes 9pm,	Chair	
<p>Clerk: Anita Marner</p> <p>Apologies for absence and reasons to <a href="mailto:sbm@kirkmseaton.n-yorks.sch.uk">sbm@kirkmseaton.n-yorks.sch.uk</a></p>			