

# Kirk Smeaton Church of England Primary School

## Governing Body

### Minutes of Finance meeting 30<sup>th</sup> November 2021 via Teams



#### Part 1:

##### 1: Welcome and apologies

None. Mrs Rawson gave advance apologies as needs to leave the meeting at 8pm for work commitments

##### 2: Any other business to be agreed

Breakfast Club

PTA Funds

New potential governors

Points raised by parents at Governor open morning

##### 3: Confidentiality & Declaration of Business Interests

None. Mrs Hall reminds Governors of the importance of confidentiality

##### 4: Minutes of meetings dated 27<sup>th</sup> April (emailed to Governors 21<sup>st</sup> May 2021)

All Governors agreed and approved the above

#### Part 2:

##### 1: Budget monitoring update

Mrs Marner gave a brief budget summary update confirming the information sent out to Governors prior to this meeting.

Q: How is the Learning resources budget? Are we utilising it well?

A: We have one budget that covers all subject areas and general stationary resources. Nursery have their own resource budget plus any sports resources are taken from the sports premium. Mrs Cuddy confirmed we are very well resourced.

Q: Do staff purchase their own resources sometimes? And Do staff purchase subscriptions if they prefer a particular one?

'Let's God love shine as we care for each other and learn together.'

A: Staff do sometimes purchase resources and are always encouraged to pass receipts to the office for reimbursement on agreement of the Headteacher. We do have a subscription budget and subscriptions are discussed at staff meetings.

## **2: Revised Budget and 3-year forecast**

The high balance was discussed and a Governor suggested having an environment strategy and to put investment into the building. Governor suggests this point is put forward formally and we're then in a strong position to show how funds are accounted for. This is about investment into the building and structure and not expansion but is also an improvement for all staff and pupils. Governor commented how the internal decoration has made the building a brighter place.

Q: Do we still have need for a General Teaching Assistant? -if the need is still there and we have the funds we should be looking at children's needs and are we adequately staffed for the children we have.

A: Mrs Cuddy confirmed we had an advert out in June, August and October 21 but no applicants. This was the same for the Breakfast Club Worker vacancy.

Governor commented if we still have the need for a GTA then we maybe need to look at enhancing the advert to make it more attractive.

Governor comment: With Cop26 happening maybe we should be looking into and investing in better heating.

Governor comment: ICT room needs a new ceiling and plastering and would open options up for the future regarding space.

Q: Why is the energy increase showing in financial year 22/23 but not 23/24?

A: NYCC have provided the forecasted percentage increase for 22/23 so this has enabled us to put it into the budget. Even though no figures for 23/24 Governors agree we should presume increases will continue.

Governor comment how we do need to put a plan in place for the surplus.

Governors agree the revised budget.

## **3: Headteachers Report-**

### **Sports premium- rugby posts and additional swimming.**

A new PE kit for the whole school is being designed by children. This will be funded through the sports premium. Also looking to purchase new rugby posts and netting so balls don't go over the wall.

There is a change of swimming lessons this year – the whole class attend (year 3 & 4) rather than just one year group. This makes staffing easier and the transport cheaper. Due to this we can take Lions class one year and Eagles class the following year resulting in all children getting two opportunities of swimming which is above and beyond the curriculum. We currently attend Adwick pool as Askern is closed.

Q: Will we continue with Adwick once Askern open?

A: More than likely yes as the pool has six lanes rather than four. Adwick provide two teachers and Askern provide one.

Forest schools and sports competitions will continue to utilise sports funding well.

A sports review was carried out and Dolphins class (year 1&2) were identified as needing additional support so given funded sports clubs. Rachel Jenkinson (Campsmount) is looking into local sports clubs. Governor suggests maybe holding an assembly to get pupils to talk about what clubs they attend and share with others / maybe useful to do a questionnaire.

### **Other spend:**

Parents & Friends have funded the new smartboards (£8K)

A discussion around Parents & Friends was raised as to who are the trustees and the constitution should contain documents to say what happens to funds if a trustee leaves. Many of the original members no longer have children at school and there isn't a team as such anymore or a main point of contact.

Governor suggests as AM and HC are trustees then Governor meetings can be a way to minute the agreement of spend.

Q: Can we email old trustees and let them know how we will spend the remaining monies? Maybe suggest transferring the money into the schools donation account?

A: Governor not sure if you are allowed to transfer into another account and believes the funds should be spent from the account they are in. Another Governor confirmed all this should be in the constitution and this is a Charity.

Mrs Cuddy confirmed she would like to purchase new laptops.

Q: What is the laptop requirement?

A: to obtain 30 x children's laptops. We do have tablets but they don't offer excel for example and we need to deliver IT at the correct level. No business case plan put forward as yet.

Mrs Rawson leaves the meeting at 8pm.

New Admin desktop has been purchased and installed

'Let's God love shine as we care for each other and learn together.'

Eagles fencing has been replaced

### **New Booking system for after school club:**

Mrs Cuddy advised Governors of a safeguarding incident that happened regarding the school bus/after school procedure. A parent had phoned to advise her children were not to go home on the bus as they were being collected and needed to be booked into after school club. This message wasn't passed through onto the after-school club sheet resulting in the children going on the bus. Fortunately, another parent was able to see them off the bus and contacted mum. This has never happened before and certainly cannot happen again.

Q: Did this go through the Local Authority?

A: Yes – Mrs Cuddy went through the Local Authority Designated Officer and Passenger transport were also contacted to check their procedures should unlikely events like these happen.

Governors agreed this was a system fault and not an individual's fault.

In view of this we are in the process of installing a new booking system where parents actually book online.

Q: Who is in school if a child was returned from the bus?

A: There is a rota in place for staff to stay in school until 4.10pm each day.

Governor commented we are going above and beyond providing staffing until 4.10pm as once children are on the bus we relinquish responsibility. Advised Headteacher that Governors have staff's welfare in mind and not to blame themselves.

Q: Do we have an up to date asset register to add new equipment to and show disposal of old equipment?

A: Mrs Cuddy confirmed this needs updating and we quite a lot of new equipment to add and also old equipment that we have managed to sell or dispose of that was no longer required. Governor added this is also an important document for if the school was ever broken into.

### **Breakfast club in January**

Mrs Sheen came forward and offered to run a Breakfast club from 7.45am from January 2022. Her GTA hours will be reduced by the hour so she will leave at 2pm not 3pm. Mrs Cuddy thanked Mrs Sheen.

## **4: Staff absence document**

'Let's God love shine as we care for each other and learn together.'

This document is for the period April 2018 – March 2021. The report shows lots of peaks and maybe to do with being a small school. No consistent absences and it is actually out of date now so could be different with covid next year

### **5: Benchmarking**

Reports were sent to Governors prior to the meeting. Mrs Marner confirmed NYCC has split the schools into extra small/small and our school does sit at the bottom of the small category making it difficult to show good comparisons. Learning resources were questioned by one Governor but this has explained in the budget monitoring update.

### **6: COVID Recovery plan**

Mrs Cuddy confirmed tuition is working well and she wants this to continue. Mrs Marner advised £607.00 school led tutoring and £1167 recovery premium will be received from the authority to assist.

Q: What do teachers have to do differently?

A: They do need to obtain an advanced DBS which costs around £14 and also ongoing CPD.

Mrs Cuddy has identified groups of children that will benefit from tuition.

### **7: Action Log**

Mrs Marner went through the action log sent to Governors prior to the meeting.

Q: Fire audit – how do they assess the level of risk if they haven't visited the site?

A: Mrs Marner spoke to the Fire Service and they have us down as a low risk school. We did request an audit which the fire service confirmed they would certainly carry out if requested but unfortunately the planned one was cancelled due to covid.

Mrs Rawson visited school and went through the single central record with a few questions which was a good exercise in preparation for Ofsted.

Q: What is SCR

A: Single central record – a live document detailing all staff's DBS clearances and rights to work in the UK etc.

### **8: NYCC Annual Safeguarding Report**

Mrs Cuddy completed the report with all the training on and is to check all staff have completed necessary training.

'Let's God love shine as we care for each other and learn together.'

Governors approved the safeguarding audit.

### **Part 3:**

1: Policies to be agreed:

- Scheme for paying Governor allowance policy
- Photograph and Video policy
- Medical and intimate care policy
- Educational Visits Policy
- Workplace substance misuse policy
- Disciplinary policy and procedure
- Budget management policy

Q: Are risk assessments done appropriately by staff in advance of educational visits?

A: Yes, for residential. Mrs Cuddy confirmed she is the EVC and does risk assessments for the day trips. Eagles went to Eden Camp in October and staff are encouraged to plan termly trips again now. Governor confirmed he attended this visit and wasn't given a copy of the risk assessment beforehand regarding the bus drop off etc. It is our responsibility to check if risk assessments are appropriate and shared with all staff beforehand. Another Governor also added that information needs to be discussed with helpers prior to any visit. It was mentioned that prior to covid each helper was given a clipboard with all information on. Mrs Cuddy confirmed all Teachers have group leader training in March 2022.

2. Policies that have been agreed by email from the full governor meeting in September.

- Food policy
- Flexi schools
- Restraint policy
- SEN policy
- Attendance and punctuality policy.
- Code of conduct
- Child protection policy

Mrs Cuddy asked of Governors had any comments on the above policies and can we approve them? Yes, as should have been done in September 2021.

Q: Could each Governor possibly take a policy each to read through thoroughly and highlight key points to support Headteacher. This way it is felt quality feedback would be given rather than having to skim read numerous policies. Mrs Cuddy agreed and to appoint governors to policies going forward.

### **Any other business:**

Mrs Cuddy advised Governors of a SIN meeting on 26<sup>th</sup> January 2022 and to let us know if anyone would like a place booking.

'Let's God love shine as we care for each other and learn together.'

### **Governor vacancy:**

A potential governor from Campsmount visited school (Alex) and was shown around by a Governor. Governor commented how enthusiastic her was and wanted to be involved. Also has a good skill set too. Another potential Governor was contacted (Harvie) with a view to a visit but no response had been received. Harvey was a Chair of Governors for a school in London and now managed IT at Campsmount Academy. Also shows enthusiasm.

### **Parental Comments:**

A coffee morning was held to allow parents the opportunity to communicate and give comments to governors to raise with the governing body. It was made clear to parents that they don't manage the school, governors do but governors are there to listen.

All parents were emailed following their comments and advised items maybe an agenda item in the future or not. The comments from parents were listed as follows:

- Concerns regarding not enough outdoor learning – parents believe it's reduced significantly.
- Insufficient school visits in Dolphins – response was that this wasn't possible due to covid.
- More Forest School wanted as outdoor learning better – Confirmed we have a broad curriculum and need to do base subjects so no further action, plus there is a cost to forest schools.
- Standard of school dinners; - not balanced, too many carbs, photos on dojo not updated regularly. Governors said this is all down to opinion and generally we have good feedback from children and staff.
- Why is a whole class being sanctioned for one or two bad behaviours? – Governor advised and referred to policy – no further action.
- Lack of access into classrooms now covid restrictions lifted – Governor advised parent that the decisions are based on risk.
- Lack of understanding of what children are learning – Governor directed them to class dojo and website where this information is given.
- Why are there no breaks or playtime in the afternoon? Parents believe there is no breaktime for certain classes in an afternoon and mentioned Dolphins class – Governor believes this is miscommunication – maybe all classes could out a broad timetable of each class on the website.
- Lunchtimes were mentioned again and the shortening of the school day- the consultation need to be sent.

Overall parents were ok and not challenging.

Mrs Cuddy invited governors to come into school for a school dinner.

'Let's God love shine as we care for each other and learn together.'

Governor gave his personal opinion and seemed the point which he felt possibly needed taking forward is the point about breaktimes. This can be dealt with by popping a broad outline of the school day on the website and then no further action is needed.

To conclude Governor felt the coffee morning was a good idea. Suggested we could hold another one but possibly after school so it may attract different parents. Another governor suggested holding it as part of a parents evening.

Meeting closed 9pm