

**Kirk Smeaton Church of England Primary School**

**Governing Body**

**Minutes of meeting on Monday, 8<sup>th</sup> March 2021.**

**Part 1:**

**1: Welcome and apologies**

**Present:**

Mrs H Cuddy – Headteacher

Mrs R Rawson - Chair of Governors

Mrs E Hall – Finance Chair

Mrs L Thornley

Mr T Jones

Mrs C Cessford

Mr P Hursthouse

Mr P Hudson

Mrs A Marner - Clerk

**No apologies**

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

None

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

Mrs Hall reminded Governors of the importance of confidentiality

**4: Minutes of the meeting dated 26<sup>th</sup> November 2020**

Agreed by all Governors

**Part 2:**

**1: Headteachers Report**

Mrs Cuddy went through the main points from the Headteachers report with financial implications:

- Staff laptops updated which has made a huge difference and improvement to working practices. 35 Tablets have been purchased for pupils. KS2 class will rotate termly using laptops and tablets to ensure they gain the skills required by both.
- Clerking service reviewed – Nick Parker has now left.
- Cleaning & Caretaking reviewed – the package changed to term time plus 5 days which has worked really well and allowed time for deep cleans out of term time,

- Reviewed vision statement and logo and now looking at signage of the new logo. The logo has also been shared with the Diocese and Parish council.
- Toilet refurbishment to go ahead April 2021
- Dolphins outdoor area underway. Bike shelter has been removed and a donation was made. Contractor with the cheaper quote for the works has been contacted regarding his warranty and insurance. Confirmed public liability insurance £5 million – awaiting proof of this before commencing any works.  
Q: Is the warranty backed by the insurance – is it third party backed?  
A: HC confirmed yes but won't commence works until received.  
Mrs Cuddy also confirmed the authority have approved the permit to work form after referring to the asbestos register.
- Eco lighting – ongoing. ICT suite has high ceiling and need to consider this before replacing the lighting.  
Q: Can the Hall tiles be considered at the same time as the hall lighting?  
A: Yes, to consider doing both together.
- Starfish outdoor area – Rubber mulch. Mrs Cuddy confirmed we have 2 x quotes for this just need a third.
- Office furniture – this has been adapted over the half term to make space for more file storage. The back office is now locked making it more safe and secure and fulfils GDPR requirements.
- Parents & Friends were to fund an outdoor learning area. This is no longer going ahead and consideration to providing an all-weather pitch is under review.
- Now looking at breakfast club options since Mrs Beck has ceased her morning club. Mrs Cuddy produced a questionnaire for parents and had 16 responses with some trends. 11/16 want a morning club, 9/16 said they would want it from 7.30am. All confirmed they would want breakfast. The least popular day is Thursday which had 6/16 requests.  
Governor agreed this is a good selling point for the school and we need to consider staffing/costs etc going forward.  
Q: What do pupil numbers look like next year?  
A: Future pupil numbers are positive. September 2021, we have 19 pupils applying. 17 of those are in catchment, 19 are in catchment/have siblings. Our PAN (Published admission number) is 15. Pupil numbers for September 2021 are looking approx. 105 pupils this is based on Year 6 leavers and new Reception intake. Nursery numbers are also positive going forward.
- Computer towers need replacing – they are approximately 8 years old.
- ICT Suite to be updated – lighting/suspended ceilings/cupboards
- Kitchen areas to be developed. Small cooker was condemned in recent PAT testing. School council are writing to companies to try and get assistance with the kitchen. Ideally purchase a new cooker/stove and keep it in the kitchen area. This would be a safer option for small groups of pupils rather than transporting a mobile cooker around school.
- KS2 area to be updated. New library and book area, this will be supported by Literacy lead Mrs Jones.
- CCTV – The grounds are secured and the gates are locked, we did encounter some chalk graffiti with obscene words that had to be washed off recently.
- Smartboards to be updated in all classrooms
- Hall deep clean and possibly add a water source.

Q: All good ideas – Which points will be focused on first?

A: Mrs Cuddy confirmed the above are in priority order.

Mr Jones added that some of the items on the priority list are not expensive for example the water source in the hall. Suggested revisiting the list and reviewing. Even CCTV power over ethernet isn't as expensive as it used to be.

Mrs Cuddy confirmed she will speak to our Handyman (Miles) regarding the water source in the hall.

Q: Would CCTV come from devolved capital funds? It would be a good idea to plan capital expenditure going forwards.

A: Chair of Governor agrees it's a good idea to plan for devolved capital going forward and also good to have a priority plan.

- Mrs Cuddy added how staff have done lots of CPD through the pandemic. This has been beneficial both in terms of being cheaper and time efficient.
- Mrs Cuddy Q: Would any Governor like to be the EYFS Governor?  
Mr Jones asked 'What is involved?' Mrs Rawson asked 'is this different to the curriculum?'  
Mr Jones added he has done a session on succession planning with Mr Hudson and maybe some time should be spent having a wider discussion around this before making decisions.  
Mr Hudson agrees and Mrs Rawson suggested two shorter meetings would be more preferable and one long meeting. Mrs Cuddy to leave this with Mrs Rawson to organise.

## **2: Budget Monitoring Update:**

Mrs Marner referred to the detailed and summary budget reports sent out prior to the meeting and highlights the main points. There has been an improvement to budget since the last monitoring report of +£8317 resulting in an in-year position of £3790. This means there is no longer an in-year deficit forecasted for this financial year.

The main reasons for the positive variances are:

- School meals – supplementary UIFSM (Universal infant free school meals) grant awarded. UIFSM numbers during the pandemic were based on the last census meaning we have been given funding for 42 pupils per day and only charge 60% of the normal charge during the pandemic.
- Nursery funding was based on estimates. During headcount week we were advised to claim funding for those nursery pupils who chose not to attend due to the virus but under normal circumstances would have had a space. This information wasn't known at the last monitoring report and since then actual funding has been agreed.
- SEN income – we now have a child with an EHCP (Educational Health Care Plan) for whom we weren't aware of at previous budget monitoring.
- Exceptional covid funding for domestic supplies claimed and received
- Furlough funding for after school playleader.  
Mrs Cuddy added that we have since received notice from our after school playleader to cease employment on 19<sup>th</sup> March due to ill health.
- Saving on supply as PPA covered in house
- External decorating budget not spent – external doors are nearly completed and Dolphins classroom to be quoted for.

- £500 not spent that was planned for the Music Teacher which will now resume.

Mrs Marner explained even though budget is better there are just two negative variances to point out:

- Kingswood Deposit wasn't refunded. They have however offered us to use this amount for a future trip, possibly 2022.
- Covid Catch up funding. This shows as a negative because the funding is paid in three instalments. We have spent more than we have received on tablets for pupils but know the income will be received in the next financial year.

### **3: Covid Funding**

Mrs Marner explained the three forms of covid funding briefly:

- Catch up funding explained above - £80 per pupil will be received  
Q: Are we aware how the funding can be spent?  
A: Yes, received clear guidance from the DFE. One area is IT for children which we have used the bulk of our grant for.

Mrs Cuddy also explained how the National Tutoring programme can be accessed and funded through this and she is looking into this for the remainder.

- Covid Winter Funding – this is to support pupil premium families with meal vouchers. During term time we registered with Edenred and sent e-codes to all our pupil premium families. During the Christmas, February and I believe the same is to apply at Easter holidays– we are given discretionary funding from the Authority based on our census. Edenred e-vouchers are not set up to provide e-codes during holiday periods and it is up to individual schools to organise their own. We purchased £15 Coop vouchers per pupil per week. This was for every pupil premium child and we were also given additional funding to support other families at our discretion who we deemed in need of some support. If we chose not to use the discretionary amount we could choose to sent back to the authority.  
Q: Did we receive feedback from parents?  
A: Mrs Marner confirmed she did ask for confirmation that the vouchers had been received for audit purposes and that families, especially the ones awarded the vouchers on a discretionary basis were very grateful.

### **4: Sports Premium update:**

- Mrs Cuddy confirmed we have a large carry forward this year and to consider looking into an astro turf/all-weather pitch. This would be good for playtimes and sports. Governor agrees and adds it does need to be spent, Mr Jones added we could consider hiring it out too. Mrs Cuddy will look at getting quotes and also consider whether we have just a pitch or a gated off area. Mr Jones added it would be a brilliant idea but there maybe maintenance costs for the barrier. Mrs Cuddy will share quotes once obtained and governors can consider options.  
Governor adds how CCTV should be considered if enhancing the grounds like this. Mr Jones agreed this is a Health & Safety point and many CCTV options are internet based and therefore not reliant on staff attending the site.

### **5: Pupil Premium Update:**

- Q: we now have a child with an EHCP – how is this funding been spent?
- A: Staffing is being changed around. After Easter we have an additional GTA starting and this will mean we can have one full time and one part time GTA in the relevant class to support the child with the EHCP.

#### **6: Governor Action Log:**

- Heaters – We have had one heater replace in Eagles class an awaiting another for Lions class. Also had a replacement in the KS2 area. All these are covered under the premises scheme.
- School Meal price – Mrs Marner advised in May/June 2021 the new meal charges will be out. We currently charge £2.50 per paid meal but are charge £2.56 currently so need to consider increase. Last increase was 2018. Governor suggests it would be a good idea to inform parents of a forthcoming increase even though we don't know the amount as yet.
- Whole school emergency first aid training to take place on Monday, 12<sup>th</sup> April 2021 in the hall.

#### **7: SFVS/Dates**

Due to recent increased workload caused by the pandemic the SFVS deadline has been set back to 30.04.21 as opposed to previous years where the deadline has always been 31.03.21

Mrs Marner confirmed she is working closely with Angela (FMS Officer) on the Year end and Start Budget processes. The start budget needs to be agreed by 20<sup>th</sup> May 2021 at the very latest. In view of this Mrs Cuddy asked Governors if we could bring forward the next finance meeting date.

All Governors agreed to Tuesday, 27<sup>th</sup> April @ 7pm.

Mrs Cuddy thanked everyone for their time.

Meeting closed at 8.22pm.