



**Kirk Smeaton CE Primary School – Finance Meeting 28<sup>th</sup> November 2023 @ 7.15pm via Teams**

<b>Present:</b>		
Co-Chair - Harvie Palmer (HP)	Co-opted Governor	<i>Online</i>
Hannah Cuddy (HC)	Headteacher	<i>Online</i>
Carol Cessford (CC)	Foundation Governor	<i>Online</i>
Co-Chair – Rebecca Rawson (RR)	Foundation Governor	<i>Online</i>
Mark Suaznabar (MS)	Parent Governor	<i>Online</i>
Kay Crossley (KC)	LA Governor	<i>Online</i>
Chris Smith	Coopted governor	<i>Online</i>
<b>Apologies:</b>		
Sadie Sheen (SS)	Staff Governor	<i>Illness.</i>
Vice Chair – Peter Hudson (PH)	Co-opted Governor	<i>Not in attendance</i>
<b>In attendance:</b>		
Clerk – Anita Marner (AM)	Clerk	<i>Online</i>
Christian Brookes	Guest	<i>Online</i>
<b>Vacancies:</b>	1 x LA Gov	

**Colour coding Key – Highlighting Governor Core Functions**

**Red – Strategy Challenge/question**

**Blue – Approval/Decision taken**

**Green – Performance Challenge/Question**

**Orange – Financial Challenge/Question**

**Minutes**

No.	Item	Lead	Enc. No.
<b>PART 'A' – PROCEDURAL</b>			
1	<b>Welcome and Introductions</b> Christian is welcomed as a guest to the meeting and everyone introduces themselves	Chair	
2	<b>Apologies for absence and to determine whether any absences should be consented to.</b> Sadie Sheen - sickness	Chair	
3	<b>To remind Governors of the need to declare interests, pecuniary or non-pecuniary.</b> All information shared today is confidential. Nothing to declare.	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> Nothing specific.	Chair	
6	<b>Notification of urgent other business previously notified to the Chair</b> Nothing notified to either Chair	Chair	

7	<b>Minutes of meeting to be approved</b> - Finance minutes June 23 – Approved by all Governors	Chair	
8	<b>Actions for finance meetings</b> - See finance meeting from June 23 – No actions confirmed by HC	Chair	
9	<b>Governor changes and appointments</b> <b>RR explains the process of appointing Governors and the different roles and who</b>  - Vacancy for LA position - recommend Harvie Palmer to LA position – Governors agree and HC to submit the paperwork to the LA - Christian joined the meeting as a guest and introduced himself: Christian confirmed he is a Detective Constable professionally on a shift basis for West Yorkshire Police. Covers Leeds area and investigates crime and safeguarding. Away from work runs a veteran football team and interested in sports science/walking/biking. - Govs to complete the business interests form and disqualification act. HC confirms she is missing a few documents as follows: RR and CS constitution document and RR, CS and PH updated business interest form required.	Chair	
<b>Part 'B' Finance</b>			
10	<b>Budget monitoring</b> AM confirms she sent out the detailed and summary monitoring reports prior to the meeting. These reports as at the end of September showed an improvement to budget £1839 with a slightly changed in year deficit -£36796 compared the May monitoring leaving a positive expected balance £153K. Main reasons for variance: <ul style="list-style-type: none"> <li>• Nursery funding higher than estimated</li> <li>• Bank interest</li> <li>• 2 staff members not signed into the pension scheme</li> <li>• Reduced electricity bills than forecast by the energy team.</li> <li>• A loss of Hall rental income due to the closure of Youth Club.</li> </ul>	Chair/SBM	
11	<b>3-year forecast</b>  Revised Budget: <ul style="list-style-type: none"> <li>• Revised budget compared to September monitoring has a slight positive variance with a predicted in-year deficit now of £35,400 and a positive balance of £155K.</li> </ul> <p>Q: Will we get an additional grant again to cover teachers' pay?          A: Nothing confirmed but FMS officer believes we will and should hopefully be confirmed in the near future.          Q: Were support staff pay increases covered by a grant?          A: No</p>	SBM/ HEAD	

	<p><b>Q: Are the planned projects included in the figures?</b>  <b>A: Yes, and we also have the 12K additional energy capital funding to contribute towards</b></p> <p>Revised budget agreed by all governors</p>		
12	<p><b>Benchmarking</b>          See the website- <a href="https://schools-financial-benchmarking.service.gov.uk/BenchmarkCharts#tabsSection">https://schools-financial-benchmarking.service.gov.uk/BenchmarkCharts#tabsSection</a></p> <p>HC explained the reasons for the higher admin costs in comparison to other schools in that our SBM carries out the financial processing and only buys into limited FSM Service whereas many other schools have a full bursar service. Our school doesn't have a deputy and some tasks are delegated down to admin.          Utilities are higher but not all schools are fortunate to have a school hall and community room like us          CC comments on the positives of having the office manned for access and safeguarding purposes.</p>	SBM/ HEAD	
13	<p><b>HT REPORT</b>          HC went through the main points from the HT Report as follows:</p> <ul style="list-style-type: none"> <li>• Emergency strip lighting works completed</li> <li>• Starfish gate installed</li> <li>• Eagles classroom decorated, retiled (Many thanks to Kay Crossley) and new furniture.</li> <li>• Upstairs lighting with the eco agenda to get quotes</li> <li>• Wrap around care costings to be monitored – HC suggests on a Monday we no longer run our club as we have Creation station and Debbie's ASP running so our numbers aren't very high with approx. 2-3 children meaning not viable with the staffing costs plus our current member of staff who normally covers Mondays is unable to from January 24. Whilst it's not about gaining financially, the fact we are making a loss, Debbie has said she can take the other children. MS commented he feels it's positive if theres an option for parents still. To check Creation station will continue going forward. RR agrees with MS that there does need to be something offered so if other clubs stopped we'd have to reconsider. RR also adds how it's beneficial that there is a choice of 2 clubs.</li> <li>• <b>HP asked if private providers have their own Ofsted – HC confirmed not needed.</b></li> <li>• <b>HC suggested sending a questionnaire out to parents to see if not having our After-school club on a Monday from January would affect them. RR offers to help with the wording of this and to feedback in December's meeting. HC suggested maybe increasing the WAC by £1? KC (parent Governor) agrees with this in line with inflation and certainly feels its still cheaper than other providers and would be happy to pay.</b></li> <li>• Reviewing of leadership structure were discussed.</li> <li>• Sports Premium – Y6 Teacher taken on PE and looking at opportunities to use this funding. CS asks how we can use sports funding for the Kitchen? HC confirms it can be used for healthy eating/healthy minds and we can fund some of the items i.e.; cooker however we have got funding from Cllr John</li> </ul>	Head	

	<p>McCarthy £400 towards to oven too.</p> <ul style="list-style-type: none"> <li>Pupil Premium – HC just completed some training around disadvantaged children and how we should use funding and will share with staff and Governors. HC advised Governors to look on the website for Sports and Pupil premium information.</li> </ul> <p>HP asks if anyone has any other questions regarding Hannah HT report - None</p>		
14	<p><b>Business case plans</b></p> <ul style="list-style-type: none"> <li>Hall toilets – query over quotes noted by CS – AM to check before agreeing at the next meeting. RR asks for both suppliers to confirm the type of flooring. AM to obtain this information. Also, we only have 2 quotes - HP to forward a single supplier statement used by Leger to complete to explain why we don't have 3 quotes. AM to complete this. KC asks if the quotes include removal of waste - Yes</li> <li>Kitchen area – HC working with DIY kitchens and UK Refurbs and believes the approx. cost of the project will be 25K. HC asks if any questions regarding the above - none</li> </ul>	Head	
15	<p><b>Staffing for 22/23</b></p> <ul style="list-style-type: none"> <li>After school club- looked at costings- it was agreed to increase the charge by £1 to cover staffing and heating costs.</li> </ul>	Head	
16	<p><b>NYCC visits to school</b></p> <ul style="list-style-type: none"> <li>Kerry Pullyn- HC CPD Sep 23. – Locality Hub specialist – looking at implementation of strategy. HC confirmed this is fabulous CPD and we receive funding from the CPD delivered.</li> <li>Mark Turner- SIP visit – Jill Stubbs now left. Looked at safeguarding and attendance which was really positive</li> <li>Mark Turner- Safeguarding meeting Nov 23 which was really positive</li> <li>LA planning meeting Nov 23 – HP and RR attended this. Agreed to focus on SEND and Curriculum as raised by Ofsted.</li> </ul>	Head	
17	<p><b>Governor action plan</b></p> <ul style="list-style-type: none"> <li>Update on SharePoint – HP went through this and updated.</li> <li>Discussed Governor post-box and CC and KC will open it regularly</li> <li>KC confirmed previous documentation sent out to parents was advising them to say if they wish to remain anonymous or not and also to comment on English</li> <li>Parent questionnaires went out with 63 responses and generally positive</li> <li>Survey out for SEND – only 4 responses</li> <li>CC completed the Leger safeguarding training.</li> <li>HP also confirmed he's completed the Governor safeguarding training.</li> <li>CC also attended a class visit and a parent drop in session</li> </ul> <p><b>Kay Crossley leaves the meeting at 20.24pm</b></p>	Head/Chair	
18	<p><b>Safeguarding</b></p> <p><b>NYC safeguarding annual report to governors</b></p> <p>HC completed a large safeguarding audit document and will need to be signed by HP and RR. Approved by all governors.</p> <p><b>One-minute guides – all present Governor read the guide below</b></p> <p>Honour based abuse- <a href="https://www.devon.gov.uk/support-schools-settings/safeguarding/guidance-policy-and-tools-2/safeguarding-one-minute-">https://www.devon.gov.uk/support-schools-settings/safeguarding/guidance-policy-and-tools-2/safeguarding-one-minute-</a></p>	Head	

	<a href="#">guides/no-27-honour-based-abuse/</a>		
19	<p><b>Governor Training and monitoring</b></p> <ul style="list-style-type: none"> <li>- Parent notice board and letter box to add any Q and A will be added a monthly messages to parents and carers to ask for feedback.</li> <li>- Update the training on SharePoint – HC updated the training log.</li> <li>- CC Starfish Sept 23 report on SharePoint</li> <li>- RR and HP- safeguarding meeting complete.</li> <li>- Carol attended gov conference <a href="https://governorsforschools.org.uk/governors-for-schools-conference-2023/#">https://governorsforschools.org.uk/governors-for-schools-conference-2023/#</a></li> </ul>	Group	
20	<p><b>Academisation update</b></p> <ul style="list-style-type: none"> <li>- Academisation doc was shared with all governors.</li> <li>- HC held meetings with many people and we need to drill down the finance area which AM and HC are looking at.</li> <li>- Timescale we possibly want to delay and decide when is the right time for us. RR happy to defer to January meeting but we do need to continue drawing a line and making a decision.</li> <li>- <b>CS – concerned a lot of the information is about staffing, finance and leadership but nothing about pupils – HC did confirm many of these conversations have been held prior to CS joining. RR suggested maybe a summary of all the discussions are documented in the meeting in January 2024. CC believes pupils were discussed at the beginning of the conversations.</b></li> <li>- CS also noted correction needed on the academy trust title. HC thanked Chris and suggested he attends the meetings.</li> <li>- RR asks CB on his opinion of his first meeting and how things could be improved. CB confirmed he found it very informative and if anything, it's just the amount of literature sent out prior to the meeting which is a lot to read. Also, the use of acronyms can prove difficult with not knowing education jargon.</li> </ul>	Chair	
21	<p><b>Policies</b></p> <p>Responding to a missing child Oct 23-Safeguarding team Mental health policy- Sept 23- Safeguarding team DBS policy Sept 23- NYC update- safeguarding team Smoke free workplace Oct 23 NYC update- safeguarding team Pay policy Oct 23- NYC update- all gobs Leave policy April 23 NYC update- all gobs Eye care policy Sept 23 NYC update- all gobs Attendance management policy- Sept 23- NYC update- all gobs Appraisal policy- Oct 23- NYC update- all gobs Children with Health needs who cannot attend school Sept 23- all gobs Whistleblowing Oct 23- NYC update- all gobs Capability- Oct 23- NYC update- all gobs Developing performance Sept 23- NYC update- all gobs Admissions Sept 23- NYC- all gobs.</p> <p><b>Policies agreed by Governors with no comments.</b></p> <p><b>RR Q: PAN is set each year and not in admissions policy? – HC confirmed that's correct.</b></p>	Head	



22	<p><b>Partnership agreement with Leger</b>            HC confirmed we're under the same agreement as last year and HC attends days at trust schools. Training is offered – CC has attended some and we can get a lot of support in various areas. TM and KH are completing the leadership course with Leger and a lot happening behind the scenes. RR confirmed it's important to hear about the membership as it is a cost to the schools. Louise Lister (Pastoral) working with Ruth on attendance from Leger which has proved to be positive</p>	Head	
<p><b>PART 'C' – OTHER BUSINESS</b></p>			
23	<p><b>To deal with any matters agreed for consideration (AOB)</b></p>	Chair	
24	<p><b>How has this meeting impacted on the welfare and progress of our pupils?</b></p> <ul style="list-style-type: none"> <li>- Sustainability of the school</li> <li>- Looked at After School Club</li> <li>- Stakeholder engagement</li> <li>- Safeguarding element/Local Authority review</li> </ul>	Chair / All Governors	
23	<p><b>Date of next meeting(s)</b>            13<sup>th</sup> December 2023 @ 7pm. Christian to join the meeting again and make a decision regarding joining and discuss induction. The Vice Principal of Horbury Bridge – Scott Leather will be joining the meeting at 7pm.  <b>Meeting closes 9.05pm</b></p>	Chair	