

Finance meeting of Kirk Smeaton Church of England Voluntary Controlled Primary School held on TEAMS at 7.15pm on Tuesday 9th July

Present:		
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	Co-opted governor	<i>Absent – no apologies</i>
Christian Brookes (CB)	Co-opted governor	<i>Online</i>
Sadie Sheen (SS)	Staff Governor	<i>Online</i>
Vice Chair – Peter Hudson (PH)	Co-opted Governor	<i>Absent – no apologies</i>
Clerk – Anita Marner (AM)	Clerk	<i>Online</i>

Colour coding Key – Highlighting Governor Core Functions

Red – Strategy Challenge/question

Blue – Approval/Decision taken

Green – Performance Challenge/Question

Orange – Financial Challenge/Question

Agenda

No.	Item	Lead	Enc. No.
PART 'A' – PROCEDURAL			
1	Welcome and Introductions	Chair	
2	Apologies for absence and to determine whether any absences should be consented to. Pete Hudson and Chris Smith absent – no apologies given.	Chair	
3	House keeping - All governors to remain muted, if they want to share something, please raise your hand. - Be respectful to all.		
4	To remind Governors of the need to declare interests, pecuniary or non-pecuniary. - All information shared today is confidential.	Chair	
5	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 known and to bear in mind as the meeting progresses	Chair	
6	Notification of urgent other business previously notified to the Chair None	Chair	
7	Minutes of meeting to be approved	Chair	

	March minutes approved by Governors		
8	Actions for finance meetings LED Lighting was an action to gain another quote – this has since been received and the works have been carried out and funded from the Capital grant received and encouraged to use against energy efficiency.	Chair	
9	Governor changes and appointments No changes	Chair	
Part 'B' Finance			
10	Budget monitoring update <ul style="list-style-type: none"> - AM updated Governors from a meeting with FMS officer today. From the previous report sent out showing the budget - Update on Leger and legacy sports. No longer going with Leger for our sports package and only found out today. We do ringfence money for this and did expect them to run an after-school club. More information to be provided once another package has been agreed <p>Q: HP do we have Balance Carried Max – balance allowed to carry forward</p> <p>Q: RR – how are we spending the £30K saving on Teacher – to look at money/spend in November meeting after census info in taking into account pupil numbers etc</p>	Chair/SBM	
11	HT REPORT HC went through the items on the Headteachers Report. After School Club is a concern at the moment as no GTA's want to run the club anymore. Looking at options and still trying to recruit. Looking at private providers. Pupil numbers unknown at this point and we probably won't have an exact number until September <ul style="list-style-type: none"> - Sports Premium – All weather goals will be installed in August (£7.5K). Will need a sports package - SEN/PAN – Unsure again on pupil numbers. <p>Assessment – Great results – HC thanked TM and rest of the staff HC shared results with Governors – GPS Exp: 19/22= EXP 86% (N72%) Exc: = 6/22= 27% (N--%) Reading Exp: 18/22= 81% (N74%) Exc: 7/22=32% (N--%) Maths EXP 19/22= 86% (N73%) Exc: 4/22=18% (N---%) Writing TA Exp 63% (N72%) Exc: 9% (N--%)</p> <p>HP mentioned we expected to be below Nationals for writing and is aware of the new writing scheme – Pathways to write. HP thanked HC. HC also wanted to thank Mr Morgan for his hard work.</p> <p>We're using the mixed age planning from White Rose Maths which is new from September – this is a specific scheme for mixed age classes and will be good for the new teachers.</p>	Head	

	<p>RR – changes in Teacher, Pupils, number of pupils so many different factors. Do we need to move funds to support any changes? – HJ created the reading scheme and it works really well but we may need to do a change with the ECT's in post. Any costs have been included in the budget already.</p> <p>CC commented how it's more difficult to get the higher marks with a bigger class based on percentages. HC agreed</p> <p>Music template – working with Louise Vizard who delivers our music. Would like to continue choir – LL to help in a morning. HC to work on the music scheme with Louise Vizard a little more. Possibility to participate in Young Voices</p>		
12	<p>Business case plans</p> <ul style="list-style-type: none"> - Goalposts in school- Quote reduced to £7500 and will be installed in August - Kitchen refurbishment – will update once more quotes gained - Website refurbishment – TBC once we have more information and HC has had chance to speak to HP. 	Head	
13	<p>Staffing for 23/24</p> <ul style="list-style-type: none"> - Teacher appointments for Sept 24 notified last week. - Wrap around care – still looking to find a suitable playworker but if not HC does have a plan. HC thanked CB for his engagement and communication with parent around this. 	Head	
14	<p>Visits to school</p> <ul style="list-style-type: none"> - Mark Turner- SIP visit- June 24 – this was shared last week - Mark Suaznabar - May 24- Dolphins, Finance visit – Mark confirmed he enjoyed his visit and starting to see different personalities. Also noticed amazing development in reading, writing and maths. RR asked if he did any Pupil Voice – No. - CC- SATS May 24 – HC thanks CC for her involvement during SATs. CC confirmed it went as smoothly as always. - Leger T&L review- June 24 – discussed last week 	Head	
15	<p>Governor action plan</p> <ul style="list-style-type: none"> - CB shared training log last time and will continue with this in September 2024 	Head/Chair	
16	<p>Safeguarding- The Key has been renewed.</p> <p>All Governors must access the KEY and complete safeguarding</p> <p>KCSiE – HP checked who is yet to read this – KC, PH, CB and AM though AM completes as part of school staff. AM to be removed as completed training through school, only on the list due to being Clerk.</p> <p>Have all governors completed online safeguarding course?</p> <p>MS and SS have completed this. Other Governors still to complete. CB requested the link from HP</p> <p>All Governors to watch the following:</p> <p>Cyber attacks training- https://telgroup.co.uk/dfе-school-guidance-</p>	Head	

	<p><u>meeting-cyber-security-</u></p> <p>Message from Ella- AI https://www.youtube.com/watch?v=F4WZ_k0vUD</p> <p>HP confirmed we now have 2-factor authentication on KS emails now.</p> <p>Veritau also provide Do's and Don't's for staff – AM to send out to ensure new staff see it</p>		
17	<p>Governor Training and monitoring</p> <ul style="list-style-type: none"> - Parent notice board and letter box to add any Q and A - Nothing received - Update the training on sharepoint – CB has updated and shared CB shared this at the last meeting - New gov meeting dates for next year have been shared and are on page 1 of the HT report. 	Group	
	<p>Communication with parents and carers</p> <ul style="list-style-type: none"> - Shared letter about the change of all the staff. - Shared letter about after school provision- any changes in cost or Oct? - added to sharepoint - Shared a letter about the end of term – to go out 100724 - Shared letter about core values, parents behaviour policy and online policies – a couple of breaches this term 		
18	<p>Academisation update</p> <ul style="list-style-type: none"> - Please see the updated SWOT on share point – meeting again Jan 25 - Elaine Watson no longer attending in September 	Chair	
19	<p>Policies – none to approve</p>	Head	
20	<p>Partnership agreement with Leger – no cost to school staff time instead</p>	Head	
PART 'C' – OTHER BUSINESS			
21	<p>To deal with any matters agreed for consideration (AOB)</p> <p>Who is to attend HC Performance Management on 17th September 2024 – CC, RR HP and PH have attended before – all available.</p>	Chair	
22	<p>How has this meeting impacted on the welfare and progress of our pupils?</p> <ul style="list-style-type: none"> - Financial situation and teacher savings to be discussed in next finance meeting - Addressed areas from SATs and schemes to support new staff <p>HC thanked everyone for their support this year, she's very grateful for the team around her</p>	Chair / All Governors	
23	<p>Date of next meeting(s)</p> <p>See HT report</p> <p>Meeting closed at 8.25pm</p>	Chair	
Clerk: Anita Marner			

Apologies for absence and reasons to sbm@kirkmseaton.n-yorks.sch.uk