



**Minutes of Finance & Resources Committee Meeting**  
**Held on Monday 15<sup>th</sup> November 2021 at 6pm**  
 (Held virtually via Zoom due to COVID-19)

<b>Governors Present on Call</b>	Hilary Sanderson (Chair), Sue Rudge (SRu), Kim Fleming (KF), Steve Isley (SI), Sue Read (SRe), Louise Carter (LC), Mike Harrison (Headteacher – HT)
<b>Apologies</b>	Shaun Barker (SB), Pheobe Greenwood (PG)
<b>Visitors</b>	Stacey Miller (Clerk)

**Actions:**

Item	Action	Responsibility	Deadline
4	HT to ask Emma to add Charlie Baxter to the website.	HT	ASAP
4	Clerk to add healthy eating promotion in school to next T&L meeting.	Clerk	T&L agenda
11	HT to look into the Whole School Pay policy and to circulate if needed.	HT	ASAP

**Minutes:**

Item	Discussion
1. Welcome & apologies for absence/note of absenteeism	The Chair welcomed all governors to the meeting. Apologies were accepted from SB and PG. The meeting was quorate.
2. Declaration of Interests	None declared.
3. Minutes of last F&P meeting, matters arising & actions – 20 <sup>th</sup> April 2021	<p>The Chair went through the actions of the last meeting.</p> <p>LN to check whether there was any cost for tree work and if so, which budget line it is included in.  <b>COMPLETE</b></p> <p>LN to investigate the increased cost of electricity and gas and compare it to previous years. <b>COMPLETE:</b></p> <p>The HT explained it is not easily comparable to last year due to COVID and rising costs.</p> <p>LN to look into the breakdown of Health and Safety spend. On Agenda</p> <p>SI to send details on magic breakfast to RG.  <b>COMPLETE:</b> SI explained that the school didn't meet the minimum threshold.</p> <p>AT to look into sensor lights. HT <b>UPDATE:</b> This is not a priority so will not be taken further at this stage.</p> <p>KM to raise issue of lighting during next Champions of Change meeting.</p> <p>AT to circulate Asset Management Plan once finalised. <b>COMPLETE</b></p> <p>RG to confirm if all payments have been received.  <b>COMPLETE</b></p> <p>RG to ask Witchford Sports to see if the school will be refunded for limited use of the money this year.  <b>COMPLETE:</b> The answer was no.</p>



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	<p>RG to get permission for governors to access the folder where policies are saved. COMPLETE            Clerk to add Charging and Remission policy to agenda of next FGB to be ratified. COMPLETE            RG to check if Helen is paid by the school or keeps proceeds. COMPLETE: Payment goes directly to Helen for individual lessons.            RG/Clerk to ask Emma to add branding to Time off for Training or Study policy and add to policy schedule. COMPLETE</p> <p>The Chair went through the matters arising from the last meeting, not on this agenda:</p> <p>A governor raised the issue of one child who received a lot of home schooling and queried whether this should have been the case.            KF explained that the child had a full statement but couldn't stay in school due to behaviour, and it was agreed they should be withdrawn. The parent wanted to get them in a school but couldn't get a place, so agreed to be home schooled in the meantime.</p> <p>Q – A governor asked how long the school will likely be paying for it.            A – They were a year six pupil so no longer paying for this. It was only for one term.</p> <p>Q – A governor asked if the golden mile running track was still being installed.            A – The HT explained that this was not a constructive use of Pupil Premium (PP) money. There are greater priorities to get children moving.</p> <p><b>DECISION:</b> The minutes of the last meeting were approved.</p>
<p>4. Finance update</p>	<p>An update paper was circulated prior to the meeting.</p> <p>Q – A governor asked what the financial year was for the school.            A – The HT confirmed it is currently April to March, but this will change to the academic year in the future, which will make budgeting a lot easier.</p> <p>The HT explained he has just covered the budget headlines to avoid confusion. He presents some key highlights:</p> <p>Sports Premium and Pupil Premium money has been carried over.</p>



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	<p>Staffing: Although teachers have left, they have not been replaced like for like which has helped reduce the deficit.</p> <p>Money has been redirected, for example, Charlie Baxter is now employed in house. PP money has been spent on training for staff and we now have a significant sum of money to invest in much needed new equipment in school.</p> <p>A governor supported this saying the poor state of PE has been raised by governors over several years.</p> <p><b>A governor raised that Charlie Baxter isn't on the list on the website</b></p> <p><b>Action: HT to ask Emma to add Charlie Baxter to the website.</b></p> <p>Opportunity area funding: - £4,300 left. There will be another round but there is no detail on this yet. However, as a group of schools, they have secured £10k across all schools. This will help investment in a sensory surface that helps children settle in to the school environment at the start of the day. £1,400 will be received and a report will be generated for this.</p> <p>The rest of the opportunity area funding will go towards Olive Tree Therapy. The HT explained that the school no longer use Blue Smile Counselling. The new provider is better value for money and they can be contacted out of school time.</p> <p><b>Q – A governor asked if the school was under any contract with Blue Smile.</b></p> <p>A – The HT explained they were not as it was just annual so came to an end.</p> <p>Pupil Premium: There is a £9,065 carry forward. This will be used to subsidise additional TA hours due to increasing level of need.</p> <p>Capital: The HT explained that the school requires a new Visitor Management system; it is better to use an electronic rather than paper version as the current process is not very stringent. The school is considering a system by InVentry.</p>



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	<p>Q – A governor queried the two quotes, one at £4.5k and the other at £44k, asking if the latter was a mistake. A – The HT clarified this was meant to be £4.4k.</p> <p>A governor agreed this would be much better for safeguarding and fire safety.</p> <p>The HT explained the deficit is looking at £46k, well within agreed carry forward. Also, pupil numbers are increasing, and the HT is confident that the EHCPs applied for will come through too.</p> <p>Q – A governor asked about the low uptake of school meals and that the school is subsidising this. A – The HT explained the contract for catering is not good and the food is not great which doesn't encourage uptake. Eating in the classroom hasn't helped as food gets cold. The school has previously sounded out other catering suppliers, but they are not taking on new customers currently. They are questioning the current suppliers regarding improvements and also the maintenance of the kitchen. The HT confirmed they will go out for tender when they can.</p> <p>Q – A governor asked that if they haven't renewed the contract and they are now out of contract, where does the school stand. A – The HT confirmed they are on a rolling contract, but will need to go out to tender when possible.</p> <p>Q – A governor asked if the catering company supply the cooks. A – It was explained that any new company would likely TUPE them over. He clarified the issue is with the menu and food supplied and not staff, they are tied with what they can do.</p> <p>Q – A governor asked what the uptake was of younger children. A - Above 50%.</p> <p>A governor highlighted that from listening to parents the issue has been more about children not liking the sides rather than all the food provided.</p> <p>Q – A governor asked if the school has a healthy school award. A – no it doesn't.</p>



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	<p>A governor raised that providing and charging for a jam sandwich isn't good. This does not promote healthy schools and obesity is an issue at the school.</p> <p>It was explained that those children do not tend to have school meals anyway so are harder to influence and be healthier.</p> <p>The HT explained that they need a catering company that makes healthy eating a nice option.</p> <p><b>Q – A governor asked if it was possible to deliver it in house.</b></p> <p>A – The HT explained that there are too many risks with cover etc so they would stick with using a catering company and there are good ones that provide better value for money.</p> <p>A governor added that the school did a healthy food campaign alongside FOSS and it did work at the time.</p> <p>The HT agrees the school needs to do more on this.  <b>Action: Clerk to add healthy eating promotion in school to next T&amp;L meeting.</b></p> <p>A governor suggested they could hold a competition for the healthiest lunch or make a up a healthy lunch in school.</p> <p>A governor suggested they need to approach other schools and ask what they think of their suppliers.</p> <p><b>Q – A governor asked if the Opportunity Area Funding has to be used within a set time.</b></p> <p>A – Yes within this year. Some is supplementing the catch up funding and Olive Tree Therapy.</p>
<p>5. Review progress of SDP</p>	<p>It was decided that as this is heavily linked with T&amp;L committee it would be better discussed at full governing body.</p> <p>It was decided to defer the item to the next FGB where it is on the agenda.</p>
<p>6. Health and Safety – governor update</p>	<p>SI provided a brief update to say SB is organising two visits which should take place in the next two to three weeks.</p>
<p>7. Asset Management Plan</p>	<p>The Plan was circulated prior to the meeting.</p>



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	<p>The HT had sat down with Amy Tandon to discuss what was outlined for the previous academic year. The Plan was circulated prior to the meeting and the following verbal update provided.</p> <p>The fencing, roofing of Y3/4 block, and windows, have all received quotes for work.</p> <p>Heating: This is ticking over so not a pressing issue so will be rolled over to next year.</p> <p>The HT explained what the priorities are for this year as outlined in the report: Hall: This needs to be done as it doesn't represent a good school. This includes £4k for new curtains and decorating including plaster work.</p> <p>InVentry system: A quote of £4,400 as explained above needs committee approval. <b>DECISION:</b> The purchase of an entry management system was approved</p> <p>Upgrade of telephone line and moving over to Wi-Fi: This will mean the school will have 5-6 phone lines, and can add more when needed.</p> <p>CCTV and burglar alarm to be upgrading: It was explained that if the school is expanded, the CCTV will be at the cost of the LA. However, the alarm needs to be prioritised.</p> <p>Grounds maintenance: It was explained they will need a new contractor for this as the current one is not good.</p> <p><b>Q – A governor queried a bill issued for when they had not come in during the summer holidays.</b> A – The HT confirmed this had been sorted.</p> <p>The HT advised that other suppliers are more expensive but would be better. However, they will be keeping with them for now and new expectations</p>



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	<p>have been communicated, but the school has not committed to a long term contract.</p> <p>Upgrading technology in the office: This is already complete. Older laptops are not compatible with Windows 10 which is an issue. Previous mistakes had been made that they are not immediately able to resolve and the replacements are still not great. They had only budgeted for 2 laptops but have needed to purchase 4.</p> <p><b>Q – A governor asked if the whiteboards need to be replaced.</b></p> <p>A – Yes, they are not great and will need replacing but not for this year. The HT has been discussing with FOSS for specific fundraising.</p> <p>A governor mentioned that in previous years, FOSS had stated that they didn't contribute to the things the school should be providing.</p> <p>Further discussion was had about fundraising and that any investment needs to be for the benefit of all and needs to be clear what the funds are being raised for.</p> <p>It was raised that the play equipment was not good, and this, as well as the library, could be projects FOSS could be involved in as they are non-discriminatory and of benefit to all.</p> <p>The HT added that some of the library books could go as they are old and there are too many books. They need to create a space that children want to go to.</p> <p>A governor added that no one has taken ownership of the space and has not been used for a couple of years, it is not a nice place to be.</p> <p>Tarmac slopes: These are being replaced.</p>



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	<p>Q – A governor asked if Darren will be using the rammer and when will it be used.</p> <p>A – Darren will be using it and will be within his usual working hours, but during the holidays.</p> <p>Cleaners: Discussions with the cleaners mean Darren has more time to do site maintenance so is now able to do things like window dressing around the school.</p>
<p>8. Staffing and recruitment – verbal update</p>	<p>The HT explained that there has been no recruitment, and no one has left. However, did raise that two teachers had moved up a pay increment which was approved for Christmas.</p>
<p>9. Safeguarding – single central record</p>	<p>SRu explained that she had a visit with Emma Wilkinson to complete the self-review form from the LA.</p> <p>SRu praised Emma for her work on this and it is now complete. She also thanked all the office staff for what they are doing.</p>
<p>10. Pupil Premium and Sports grant</p>	<p>The HT explained that all of the sports premium money would be spent. However, the money no longer needs to be used for football kits as Amy has secured Cineworld as sponsors of the school football kit for a year.</p> <p>The HT explained that they will need to purchase new football goals and may be able to create rental income for other teams using the field. Gym equipment will need to be replaced.</p> <p>Pupil premium:          The budget for pupil premium was £50k, but now slightly more going to national tutoring programme. Need to decide whether to spend funding on tutoring or paying part-time staff to provide this. For 50 children, it would cost circa £7.5k and the school would supplement the remainder for targeted tutoring.</p> <p>If teachers became the tutors they would need either 2 hours or 11 hours of training. Tutoring would be targeted towards year 6 as a focus. They need to be able to show progress has been good and they have capacity to improve.</p>





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	<p>Q – A governor raised that every year Year 6 requires targeting, but has not been successful as they haven't had the teaching beforehand.</p> <p>HT explained that the curriculum is being revised to ensure quality first teaching. However, Year 6 is the legacy and need to ensure this is right for when they move up to secondary schools.</p> <p>The Headteacher and Ruth Garbutt will join the Year 6 team to add to the quality first teaching and the lower adult/pupil ratios.</p> <p>A governor added that there is such a different level of performance within that year group it is difficult to teach all the levels and push the more able.</p> <p>Q – A governor asked if there is a wider range of ability than usual.</p> <p>A – Lockdown hasn't helped with the gap in ability. They have not had a good year since year 3.</p> <p>A governor commented to say that they can't make up for all those years in one year. Still want them to remain positive and have a good school experience.</p> <p>Q – A governor asked how often in a week will RG and MH be teaching.</p> <p>A - 5 hours teaching a week each.</p> <p>Q – A governor questioned if they have this capacity without impacting the school.</p> <p>A – The HT explained it is very important. The barometer is the outcome of KS2 and need to make sure SATS are good.</p> <p>Q – A governor raised that within the pupil premium plan under social and emotional approaches, there is no cost or resource in there.</p> <p>A – The HT explained this is not complete and will be finalised once they have moved over from BromCom to Pupil Asset.</p> <p>Q – A governor questioned the cost of resources and whether this was costed from the pp plan.</p> <p>A – This has come out of PP budget in previous year.</p> <p>Q – A governor asked when a complete version will be shared.</p> <p>A – At next full governors meeting.</p>



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	<p>Q – A governor asked when the deadline for website was.</p> <p>A – End of December.</p> <p>Sports premium: The HT explained he had a meeting with Charlie about this and he agreed about the healthy eating plans. He would help with getting those children to move. And healthy eating will go hand in hand with getting children moving.</p>
11. Policies	<p>a) <u>Whole School Pay Policy</u> The HT explained he has not received anything from EPM. <b>Action: HT to look in to the Whole School Pay policy and to circulate if needed.</b></p> <p>b) <u>Guidance for Safer Working Practice</u> The HT explained this is a statutory document, it is not for ratification but just for awareness. <b>DECISION:</b> Governors confirm they have read the Guidance for Safer Working Practice.</p> <p>c) <u>Physical Intervention</u> Q – A governor question that no one is trained in physical intervention, and should there be. A – The HT confirmed that they should all have this training and is looking into this.  The HT explained that the school hasn't taken the whole route down STEPS; this is because there may be a need to have a safe physical intervention. There needs to be the flexibility and cover if staff need to do this. <b>DECISION:</b> The Physical Intervention policy was previously ratified via email.  Q – A governor asked when the training will take place. A – The HT explained that he can't get the training until January but will need at least one person who has physical intervention training. This could be done in a staff meeting after school. He explained there has not been any formal CPD for staff recorded.</p> <p>d) <u>Performance Management for Support Staff</u></p>



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	<p>Q – A governor asked if the indicative targets are intended as ‘this is what is being measured against’ or ‘example of’.</p> <p>A – The HT explained that this year they have been linked to the SDP. They are examples, set expectations related to pay grades and their role within school.</p> <p>Q – A governor questioned the performance related pay as they thought it was a new part. They raised that as they don’t get a pay increase except due to inflation, there is no incentive for staff to do better. Does this new section cover this?</p> <p>A – The HT clarified that this section was in the last policy, and within each pay level there are increments. This has been recommended by EPM. Performance related pay would be discussed at the end of the year but this hasn’t happened before.</p> <p>A governor raised that it is good to be regarded as part of teaching team.</p> <p>Q – A governor asked if it is linked in any way with NVQ’s.</p> <p>A – No, it doesn’t as it can get more complicated.</p> <p>Q – A governor questioned the use of Sam Brown’s time to do all the support staff and is time allocated for her to do that.</p> <p>A – This would be done within her contracted hours and will be linked to the work she does, so makes sense for her to have TAs. There will be the opportunity to have reviews to ensure TAs are doing the actions and getting feedback.</p> <p><b>DECISION:</b> The Performance Management for Support Staff policy was agreed.</p> <p>e) <u>Discretionary Leave of Absence</u>        The HT explained this has come up for agreement early due to the change in policy schedule. It was approved relatively recently and hasn’t changed.</p> <p><b>DECISION:</b> The Discretionary Leave of Absence policy was agreed.</p>
12. Impact of the meeting	- Governors have a clearer grasp of finances and where the plans of the HT are going forward. Also aware of the ups and downs of the finances and that it is improving.



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	<ul style="list-style-type: none"><li>- Governors aware of where the money is being spent and impact it will have on the curriculum.</li><li>- Discussed and agreed what will be repaired or replaced as detailed in the asset management plan.</li><li>- Assessed and agreed the improved security of the entry point of the school through the purchase of a new inventory system.</li><li>- Assured that the single central record is being maintained.</li><li>- Governors have considered the need to be a healthy school and how the provision of pupil premium and the school lunch system has a role in this.</li></ul> <p>Q – A governor raised that they want to understand some of the issues a bit more, e.g. finance, and asks if it is ok to go in and speak to Layla or others on these issues.</p> <p>A – The HT agreed this would be fine and to email her to organise a meeting.</p> <p>Q – A governor asked why the deprivation index is not used.</p> <p>A – The HT explained that the deprivation index is not referenced as it is not used as a reason for under performance.</p> <p>Governors wanted to thank all the office staff for their work and providing up to date and clear information for the governing board. It is far more detailed and informative than governors have received in the past.</p>
AOB	None
13. Meeting Close	20:07

Signed as a true record Hilary C Sanderson (Chair)

Name Hilary Sanderson

Date 28.02.2022