



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

Minutes of Finance & Resources Committee Meeting
 Held on Monday 28th February 2022 at 6pm
 (Held virtually via Zoom due to COVID-19)

Governors Present on Call	Hilary Sanderson (Chair), Kim Fleming (KF), Sue Read (SRe), Mike Harrison (Headteacher – HT), Chris Shea (CSh), Shaun Barker (SB),
Apologies	Sue Rudge (SRu), Pheobe Greenwood (PG)
Visitors	Stacey Miller (Clerk)

Actions:

Item	Action	Responsibility	Deadline
3	CARRY FORWARD: Clerk to add healthy eating promotion in school to next T&L meeting.	CLERK	T&L agenda
3	CARRY FORWARD: HT to look into the Whole School Pay policy and to circulate if needed.	HT	F&R Committee
6	SB to circulate health and safety update report.	SB	When complete
6	HT to arrange a meeting with SB regarding H&S issues.	HT/SB	ASAP
11	HS to look in to how the SFVS was done in the past and look in to getting it complete for FGB approval.	HS	22 nd March - FGB
13	SB to look into the money spent on schools to see if other avenues can be explored.	SB	Ongoing

Minutes:

Item	Discussion
1. Welcome & apologies for absence/note of absenteeism	The Chair welcomed all governors to the meeting. Pheobe Greenwood and Sue Rudge sent apologies for the meeting which were accepted. The meeting was quorate.
2. Declaration of Interests	No interests were declared.
3. Minutes of last F&R meeting, matters arising & actions – 15 th November 2021*	The actions from the last meeting were discussed. Item 4: HT to ask Emma to add Charlie Baxter to the website. COMPLETE Item 4: Clerk to add healthy eating promotion in school to next T&L meeting. CARRY FORWARD Item 11: HT to look into the Whole School Pay policy and to circulate if needed. CARRY FORWARD DECISION: The minutes of the last meeting were approved.
4. Finance update (Report provided by LN)	The report was provided just before the meeting. The HT provided a summary of the finance update highlighting the key points.



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	<p>The deficit that was budgeted in April 2021 will still be carried over.</p> <p>Approximately £20,000 will be coming back to the school as the HT has successfully claimed back money spent on tutoring. There will also be a £10k underspend on catering.</p> <p>The carry forward is now healthier, and the deficit halved.</p> <p>There is some Opportunity Area funding that will be carried forward. This will be discussed in T&L Committee, and will look at the possibility of replacing ReadWrite Inc, the existing phonics programme.</p> <p>The HT explained there are a number of estimates being collated for required works, prioritising those that were the biggest issue.</p> <p>Q – A governor asked why the HT wanted to replace ReadWrite Inc as they thought it had been a success. Is this not the case?</p> <p>A – The HT explained that the programme was good at synthetic phonics, but doesn't instil a love of reading etc. This results in lower reading standards, which then means writing and maths are lower. The HT would like to invest in a more succinct phonics programme that doesn't take up other curriculum time.</p> <p>Q – A governor asked KF (staff governor) for her opinion on Read Write Inc.</p> <p>A – KF explained that she works mostly in Y6 and this programme is only used in lower years. Y6 focus is on comprehension.</p> <p>The HT explained that there is a link as if the children have poor phonics in lower years, this impacts the upper years, especially with comprehension.</p> <p>Q – A governor asked if the HT had an idea of a new programme and the likely cost of this.</p> <p>A – There is a cost implication for a new programme such as Sounds-Write. There would be a large upfront cost for training but there would be no annual subscription.</p>
5. Review of SDP	The HT explained that most of SDP points are T&L elements but has flagged those relating to F&R.



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	<p>ECT – the HT is confident the ECT will complete the ECT program, and explained it helps to have an experienced TA working alongside her.</p> <p>Redefining of roles – HTLAs are more involved in intervention work. This has been slightly disrupted due to Covid but are working more effectively and having more of an impact.</p> <p>Q – A governor asked if the TAs are happy with the change and what they are being asked to do. A – Yes. It has been a learning curve for Charlie Baxter moving to a HTLA from coach and is progressing in his intervention work and also doing Level 5 PE leadership training. The TAs have been busy putting all the EHCPs through and most TAs are now funded. The HT added that there are potentially more pupils starting and all 3 have a high level of need.</p> <p>Q – A governor asked if there is any particular reason the school is attracting children with higher needs. A – It may be linked to more social or affordable housing coming to Sutton or parents wanting a change for their child who may be unhappy at a previous school. All the children who have recently started have settled in well.</p> <p>Redefined role of SENCO – Sam Wallace is now Assistant Headteacher. This greater status has a greater impact on the SEN children. Their progress is now in line with the rest of their cohort.</p> <p>Sports Lead – The school is now entering a wider range of competitions with varying success. There is an important focus on children being able to compete and taking part. This is very pleasing and just the start.</p> <p>The Chair supported this and agreed it takes time to build up the skillset and feed back through the school. The quality of PE provision is far better than what the school was previously providing which should show an impact.</p>
6. Health and Safety update	SB talked through a meeting he had with Amy Tandon and Darren. A report will be circulated.



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	<p>Action: SB to circulate health and safety update report.</p> <p>SB explained the H&S review linked back to the policy and generally it was ok. However, there were a few items that needed attention and have been raised with the LA previously, but nothing decided on how to address them. Next steps are uncertain.</p> <p>The HT added that previously there wasn't any clear roles and responsibilities for the admin team. However, H&S is now delegated to Amy Tandon who will be able to chase aspects like this. Some issues are far beyond the financial capabilities of the school and need to be addressed with LA support. Amy Tandon is now looking in to this.</p> <p>Q – A governor asked if governors need to be involved in this.</p> <p>A – No, it would be up to the school working with the LA.</p> <p>A governor added that flooding in one of the buildings at the site is historical and remembers it happening 50 years ago, and nothing has ever been done satisfactorily to stop it.</p> <p>Q – A governor asked if it is the school's problem or if it is infrastructure off site that is causing it and we need to contact third parties such as Anglian Water.</p> <p>The HT raised there had been a change in LA insurance procedures and will need to look into if it can be covered by insurance. There have been a lot of issues with flooding of the school infrastructure.</p> <p>SB discussed tarmacking issues on the visit and advised to get quotes and act quickly as quotes will not stand for long due to increasing prices.</p> <p>The HT suggested that there is a possibility to invest some of the carry forward as with higher school</p>



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	<p>numbers the school should be in a better financial position for next year.</p> <p>SB added that the Asset Management Plan should be prioritised and stuck to as the longer issues are left, the situation gets worse and costs increase.</p> <p>The HT suggested to meet with SB to discuss so SB can provide some technical advice on this work. Action: HT to arrange a meeting with SB regarding H&S issues.</p> <p>Q – A governor asked if the tarmac is in the same place as the drainage issues. A – The HT agreed they would need to be mindful of not needing to re-dig up anything that was newly tarmacked.</p> <p>Q – A governor asked if any contractor would need to be someone approved by the Local Authority. A – No, as long as the procurement process is followed and assurances in place, there shouldn't be any issues.</p> <p>The Chair thanked SB for his work on this and ideas/advice on these issues.</p>
7. Safeguarding	<p>The HT explained that this was mainly discussed in the recent FGB meeting. Awaiting to meet with Chris Sanderson, safeguarding lead. An update from these discussions will come back to next F&R committee meeting.</p>
8. Asset Management Plan (Document produced by AT)	<p>It was agreed that this item was discussed under item 7.</p> <p>Q – A governor asked if they need to go with the cheapest option when procuring services. A – No, not necessarily. Successful bids can depend on clarity of quote and how comprehensive it is and if you understand why the cheaper quote is cheaper.</p>
9. Staffing and recruitment	<p>The HT explained that Keri Lennon will be leaving at Easter. They were aware of this before Christmas, but communications between schools needed to be in place before announcing.</p>



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	<p>Katie Vajzovic has also sent her resignation as she has secured a TA position closer to where she lives. This is a personal choice and not to do with the school. An advert will go live soon to give plenty of notice.</p> <p>The HT added that governors need to be aware of the consideration that moving forward if the school secures EHCPs for current children, we may then need to recruit more HLTAs. However, the HT will offer more hours to existing staff in the first instance.</p> <p>The HT explained the redefining of roles of the admin team. Also looking at creating a finance office away from the admin office. Need to ensure there is capacity within admin, and Pupil Asset will help with this.</p> <p>The HT added that the school will just have a financial management package with BromCom going forward which works out cheaper than previous contract so there is some saving.</p>
10. Pupil Premium and Sports grant	<p><u>Pupil Premium:</u> The HT explained that the strategy plan had been published. They are actively encouraging parents to take up the opportunity, so numbers are creeping up, increasing the PP budget. The vast majority of funding is supplementing educational opportunities e.g. visits or covering cost of transport for swimming.</p> <p>A significant amount is going towards PE funding, for teaching or support in Salamander class.</p> <p>20% of spaces in extracurricular classes have to be earmarked for PP.</p> <p>Q – A governor asked what happens if places are not taken up by PP children. A – The school will have a drive to increase demand and invite others along. However, currently there are no issues with demand, but would need to make sure it is full. Demand for after school clubs was hit by covid, but is now picking up again.</p> <p><u>Sports Premium:</u> The expenditure had been RAG rated by the HT. He explained the playground markings had not been done as they may resurface it. They are targeting</p>



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	<p>Y4/5 children to be play leaders, who will be trained up and will instigate games on the playground. The Witchford Sports Partnership will train Charlie up to do this.</p> <p>The HT explained the points in orange are ones that have been started but not complete. For example, the cost implication of moving the full size basketball nets.</p> <p>Money will be spent exclusively on PE.</p> <p>£400 will be returned as the football kits have been paid for by Cineworld, so this would be reallocated, likely toward removing the basketball nets.</p> <p>There was some further discussion about options for the basketball nets. It would be difficult to remove the basketball nets intact. The HT is keen to get this done by the end of this academic year.</p> <p>Q – A governor asked if parents could be asked to help with setting up the goal posts.</p> <p>A – The HT explained this has not been done due to the weather. SB offered help with this.</p> <p>Q – A governor asked why the figure for costs of visits was a negative.</p> <p>A – The HT explained that ordinarily they would have asked for voluntary contributions. There was nothing budgeted for this year that is why it is in negative, so more of a budgeting issue.</p> <p>The HT explained there has been a legacy of leaning on FOSS to subsidise trips. Going forward, teachers need to ensure costs are accurately calculated ahead of planning.</p>
11. SFVS	<p>The HT explained on looking at this, it is a document for governors to complete. It has been uploaded to Governor Hub.</p> <p>It was discussed about how best to complete and approve the SFVS in time for the deadline on 31st March.</p> <p>Action: HS to look in to how the SFVS was done in the past and look in to getting it complete for FGB approval.</p>



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12. Policies	<p>a) <u>Intimate Care</u> The HT explained this has not been changed much and is mostly related to KCSIE. DECISION: The Intimate Care policy was agreed</p> <p>b) <u>Critical Incidents</u> Q – A governor asked if there is a specific member of staff that deals with incidents. A – The HT would deal with this, or DHT. Would need to make sure there is would be no overlap of personal relationship. Would look for a familiar member of staff to the child to be there too. DECISION: The Critical Incidents policy was agreed</p> <p>Q – A governor questioned that the Chair of governors was down as a contact. Would they need to urgently attend in such incidents? A - It is more about awareness, but decided on case by case. It would need to be discussed and agreed with JW who the main contact for this would be.</p> <p>c) <u>Bullying & Harassment</u> This is a model policy from the LA. DECISION: The Bullying and Harassment policy was agreed</p>
13. Impact of the meeting	<p>Governors highlighted key points of the meeting where they have made impact.</p> <ul style="list-style-type: none"> - Governors aware that the financial outlook of the school is better than it was. - Governors are aware of the plans in place to action the asset management plan, and it is being actively used. - Governors are assured the various allocated pots of money are being used for what they are intended for and not be syphoned off. - Governors are assured the ECT is doing well and good processes are in place for their induction/development. <p>Q – A governor asked when it will be announced about Katie Vajzovic leaving. A – When a replacement is confirmed or at Easter.</p> <ul style="list-style-type: none"> - Awareness of the need to be careful with money to prioritise issues. - Awareness of the substantial investment needed to address issues, and likely third party involvement. <p>Q – A governor asked how can governors approach the issue of how much is spent on schools.</p>



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	A – The HT explained the money spent will be dependent on whether the school is part of an academy or not and the level of investment. It can also be dependent on local S106 developer contributions and what is agreed for the community as part of these negotiations. Action: SB to look into the money spent on schools to see if other avenues can be explored. - Timely documentation and easy to follow ensures governors are prepared.
14. Next meeting	25 th April 2022 – this will be focussed on the 2022/23 budget.
15.AOB	The HT added that he will send an email out to see if any governors would like to be involved in the next recruitment process and would welcome governor input.
16. Meeting Close	19:24

Signed as a true record _____ (Chair)

Name _____

Date _____