

## THE GOVERNING BODY OF HEADLANDS CE (VC) JUNIOR, INFANT AND NURSERY SCHOOL

### Finance, Resources and Staffing Committee

Minutes of a meeting of the Finance, Resources and Staffing Committee held at 3.30pm at the School on Wednesday, 13 May 2020. The meeting was held remotely via Microsoft Teams.

#### PRESENT

Mr C Looker (Chair), Mr D Claughton, Mrs P Cocker, Mrs G Wright.

#### In Attendance

Ms N Finch (Minute Clerk)  
Mrs S Walker (School Business Manager - SBM)  
Mrs S Marshall (New Co-opted Governor)

Agenda Item	Discussion and Decisions	Action – who/date/ action
427.	<p><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></p> <p>All committee members were in attendance.</p> <p>There were no declarations of interest.</p>	
428.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>No items were notified.</p>	
429.	<p><u>MINUTES OF THE MEETING HELD ON 10 MARCH 2020</u></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 10 March 2020 be approved. Due to the meeting being remote these will be signed by the Chair at the next face to face meeting.</p>	
430.	<p><u>MATTERS ARISING</u></p> <p>(a) <u>Review of Senior Staff Pay Bands (Minute 416 refers)</u></p> <p>The Head Teacher confirmed that the Deputy Head Teacher's salary change was actioned.</p>	

	<p>(b) <u>Use of School Space and Premises Matters (Minute 422 refers)</u></p> <p>Due to the current lockdown situation the letter had not been sent to Kirklees.</p> <p><b>Q. The Chair asked if this should still be sent or deferred.</b></p> <p>A. The Head Teacher confirmed the letter should still be sent as Kirklees departments are still available.</p>	
431	<p><u>BUDGET MONITORING – REVIEW AND AGREE BUDGET</u></p> <p>Mrs Walker informed the committee that she had now finalised the proposed budget and asked that governors note the following:</p> <ul style="list-style-type: none"> <li>• There is slightly less funding than the previous year based on lower numbers in reception class on census date. (£10K).</li> <li>• Some gains on the IDACI percentages.</li> <li>• High needs top up funding is £3,300 less than previous year.</li> <li>• Gained on Nursery funding as have been full since January 2019.</li> <li>• Pupil Premium funding is down £6K from last year, however this will increase next year as 10 pupils have applied recently.</li> <li>• The carry forward is slightly more than forecast at £95,882.</li> <li>• Total net budget is £1,835,030.</li> </ul> <p><b>Q. Do you know if the current Covid 19 situation will have an impact on the budget?</b></p> <p>A. It isn't clear at this time. We have set up a spreadsheet to record unexpected costs as these can be redeemed. We are also not sure at this time if we will get any more than 5/12<sup>th</sup> of the sports premium grant.</p> <p><b>Q. Will we be able to claim money back from services we are paying for this year?</b></p> <p>A. We don't know if we will get any refunds from Authority buybacks.</p> <p><b>Q. Could cleaning costs increase?</b></p> <p>A. We have shut off several classrooms so as yet there have not been any increased costs.</p> <p><b>Q. Will there be PPE costs?</b></p> <p>A. We have only had very minimal expense at the moment, we will follow all guidance given.</p> <p><b>Q. How does furlough impact?</b></p> <p>A. It doesn't impact on our staff, they are being paid in full. They are aware of this as we didn't want them to worry.</p> <p>The Chair asked the Head Teacher to pass on the Governors' thanks to all staff.</p>	

Mrs Walker proceeded to talk through the main areas of the budget.

### **Employee Costs**

- All pay increases have been factored in
- Staff returning from maternity leave
- 1 temporary contract will finish at the end of June
- Not much staff movement due to the current situation.
- Will know by 31<sup>st</sup> May if any teachers are going to resign.
- TA costs are £50K less than previous year as when TAs left they have not been replaced due to uncertainty of the budget.

**Q. What is the planning for staff costs if they cannot come back into school? Would there be an increase in supply costs?**

A. We are still waiting for further information, however covering staff with supply is against the Government guidance as it wouldn't be safe practice to have different people interacting with pupils daily.

**Q. Do we have any maternity leavers? What is the impact of this?**

A. We have one in November and we would cover this on a long-term basis.

### **Premises Costs**

- Funds left in budget to cover the summer '18 cladding issue which is still outstanding.
- A small amount has been put aside for other works that may be required.
- There is a general pot of money for maintenance.

**Q. Does the flagging outside need dealing with, is it a health and safety issue?**

A. There have not been any issues, this was confirmed with the first aid and health & safety logs, it will be continually monitored for the moment.

### **Supplies and Services**

- The IT budget is smaller than previous years, the recent smartboard replacement was paid for by DFC funding. There is a small amount of contingency.

**Q. Is there anything we can't have due to the constraints of the budget and are there any extra costs because of Covid and home working?**

A. Everything is running ok, have bought 2 teacher laptops already which were budgeted for. We have not had any extra costs due to Coronavirus.

- Buybacks – not sure we will get any refunds, these costs also contain salaries for catering staff etc. which we have been directed to pay. Watch this space.
- Stone King (External HR) have agreed to a reduced price, waiting for confirmation.
- Costs for GDPR consultancy covered.
- Consultancy for speech and language therapy.
- Pupil placement tariff, £10K – this is funding in case we need to permanently exclude a pupil, some challenging pupils on roll.

**Q. Are there any savings on the swimming service?**

A. This is a buyback cost, a Council service so staff will need to be paid. Doubtful any refunds will come.

**Q. Why are training and course fees reduced from last year?**

A. We have spent a lot over the last few years, no NQT to support and most training will be curriculum, some of which can be done in house.

**Q. Have some funds been put aside for staff welfare?**

A. Yes, it's within the admin and supplies and services budgets.

**Contingency**

- The amount of £7,000 is the balancing figure. It is what is left after everything has been budgeted for.

**Income**

- Have not assumed the income for Sports Premium for September 2020 to March 2021 (but have assumed the expenditure for the Sports Coach).
- Pay and pensions grants have been calculated centrally

**Q. What is Grants TTA?**

A. It's the sports premium grant.

**Q. When are the pension and pay grants guaranteed until?**

A. April 2021 at least.

**Q. Will there be any extra income to cover staff working over the school holidays.**

A. This is very doubtful. Staff have been able to have 2 weeks holidays within the rota process.

**Q. Do you think there will be any carry forward?**

A. It's hard to tell, we do not plan for carry forward, it just happens, sometimes we get extra income, we monitor closely and act prudently.

