

Kirklees Directorate for Children & Young People

**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 **remotely (via Microsoft Teams)** at 5:30 pm on Wednesday, 18 November 2020.

**PRESENT**

Mr C Looker (Chair), Mr D Cloughton, Mrs P Cocker, Mrs S Marshall

**In Attendance**

Ms N Finch (Minute Clerk)  
Mrs S Walker (School Business Manager - SBM)

Agenda Item	Discussion and Decisions	Action – who/date/ action
1.	<p><b><u>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</u></b></p> <p>Mrs G Wright was absent with consent.</p> <p>There were no declarations of interest.</p>	
2.	<p><b><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></b></p> <p>There were no items notified to be brought up under any other business.</p>	
3.	<p><b><u>MINUTES OF THE MEETING HELD ON 1 JULY 2020</u></b></p> <p><b>RESOLVED:</b> That the minutes of the meeting held on 1 July 2020 be approved as a correct record by the Chair.</p>	
4.	<p><b><u>MATTERS ARISING</u></b></p> <ul style="list-style-type: none"> <li>• Contingency planning – this has been added the Full Governors agenda.</li> <li>• Covid Costs incurred – this will be answered in the budget monitoring item.</li> </ul> <p><b>Q: Was a cost for the teams system for home learning?</b> <b>A:</b> No it is included in costs that are already paid for Microsoft Services.</p>	
5.	<p><b><u>BUDGET MONITORING</u></b></p> <p>Mrs Walker confirmed that the relevant spreadsheet had been circulated to Governors.</p>	

She confirmed that there was a change to the bottom line figure due to additional teacher salary costs, the revised remaining budget was now £116,061.

Questions had been sent in by Governors prior to the meeting as follows:

**Q: There has been some additional salary and pension costs due to the higher increase announced by the Government for teacher salaries, how have these been offset?**

**A:** Yes, this has been re-worked based on the information given. The additional costs will be offset by the reduction resulting from the unexpected Maternity leavers' salary.

**Q: In budget 13201 can you summarise the additional funding please?**

**A:** The post LAC funding is more than expected, the Nursery funding has come in at a higher rate than anticipated and there has been increased funding for the Early Years Pupil Premium funding.

**Q: Is there any other Covid-19 related expenses to be aware of?**

**A:** We have an outstanding claim for £7328.00, which includes costs of opening over the holidays. We have received £5562.00 for FSM vouchers. A further claim will be submitted if LA finance team/Government confirm we can.

**Q: Is there any additional claim which can be made for deep cleaning costs?**

**A:** No unfortunately not. Governors were assured that once a bubble is closed a thorough clean always takes place.

**Q: Catering costs? What is the difference between income and expenditure?**

**A:** This is the universal FSM grant, there is also an amount in that budget heading for KS2 Milk scheme and staff meals over the summer term.

**Q: Are there any events that may affect the revised remaining amount?**

**A:** There is nothing unforeseen at this time, we are up to date with all finances. Covid-19 issues are the only material 'unknown' at the moment.

**Q: Do we need to spend more of the potential carry forward, e.g. for booster sessions / extra learning resources?**

**A:** This budget was very tight when we set it, due to Covid-19 we are looking at a bigger c/fwd than we expected. We are well resourced already and will spend the catch up premium.

	<p><b>ACTION:</b> Both Head Teacher and School Business Manager (SBM) agreed they should not spend money if they don't need to, however will take an action to review and extend the action plans for pupil premium and catch up premium.</p> <p><b>Q: Why is there only a small amount for furniture?</b>  <b>A:</b> When setting the budget it was agreed that no large furniture purchases were required, a small amount was put in for ad-hoc requests.</p> <p><b>Q: What are the costs for the HR service?</b>  <b>A:</b> This was re-negotiated as it didn't feel we were getting value for money from this additional service. We now have a better deal and the specific service we require.</p> <p><b>Q: Why is the swimming budget spent when children are not attending?</b>  <b>A:</b> This is a buyback from the LA and we were asked to continue to pay these, since the LA is still paying their staff in the same way that the school is paying our staff.</p> <p><b>Q: Will parents get refunds for milk and School lunches?</b>  <b>A:</b> There is nothing to refund for lunches as pupils don't pay if they don't have a meal. Any milk payments can carry forward and if parents do request a refund we can accommodate. None have asked.</p> <p><b>Q: Will the Robinwood 1<sup>st</sup> payment be refunded?</b>  <b>A:</b> Unfortunately not. We did try and negotiate to carry it forward but the answer was no. Parents will not be asked to pay. The School will cover the £1500 lost.</p>	Head/SBM
6.	<p><u>SCHOOL FUND AUDIT</u></p> <p>Mrs Walker explained what the School fund was and how it was managed.</p> <p>Mr Looker noted that most of the funds come in from parents and as such it is not meant to be a profit making fund.</p> <p><b>Q: Why is there a material difference between payments and receipts?</b>  <b>A:</b> The payment for project sport should have come from the enabling account so this will need to be rectified, receipts from breakfast club are more than payments, this also needs looking at to ensure that we are not making a profit on the breakfast club.</p> <p><b>ACTION:</b> Mrs Walker will complete a full review of the breakfast club position and make any rectifications required, then notify Governors outside the meeting of the results of the review.</p>	SBM

	<p><b>Q: What are the Auditor's qualifications?</b>  <b>A:</b> This has to be someone who isn't involved with the management of the account.</p> <p>The person who completed this is AAT qualified. There are set criteria to follow.</p> <p><b>Q: There is an unpresented cheque, what is this?</b>  <b>A:</b> This was for the book fair and has now cleared the account.</p>	
7.	<p><u>REVIEW OF THE TEACHERS APPRAISAL AND TEACHER PAY POLICIES</u></p> <p>Mrs Cocker advised that the new policy has been modified to include School specific information.</p> <p><b>Q: Could the reference to Pay Committee be amended to Resources Committee?</b>  <b>A:</b> Yes.</p> <p><b>RESOLVED:</b> That the policy be adopted.</p>	
8.	<p><u>TEACHER APPRAISAL REPORT 2019-20</u></p> <p>Mrs Cocker re-capped that the pay increases had already been discussed and based on the extraordinary circumstance, it had been noted that increasing the pay grades where applicable was the morally the right thing to do.</p> <p>She added that the School has a very rigorous process for appraising performance.</p> <p><b>Q: How is the next appraisal cycle going to work?</b>  <b>A:</b> A lot of thought has been put into this, it is felt that setting an attainment /progress target is not appropriate at this time, however, by having Remote Learning as a target it is agreed that will see an impact on progress and attainment.</p> <p><b>Q: Staff who are at the top of their grade, how are they being rewarded?</b>  <b>A:</b> They can't as part of the pay policy. They can apply for additional responsibilities if these are available.</p> <p>Mrs Cocker explained how the main pay scale and upper pay scale work in practice.</p> <p><b>Q: What is in place to appraise support staff (not Teaching Assistants)?</b>  <b>A:</b> We need to have a more robust process in place and are working on this.</p> <p><b>Q: Do we have an appraisal process in place for Teaching Assistants?</b>  <b>A:</b> Yes, however due to the constraints of this year it has not been possible to run it at this time.</p>	

	<p><b>ACTION:</b> A formal appraisal process for support staff to be put in place and ready for Autumn 2021</p> <p><b>RESOLVED:</b> That Governors formally approved the staff pay increases.</p>	<b>Head/SBM</b>
9.	<p><u>DEDICATED HEADSHIP TIME</u></p> <p>Mrs Cocker confirmed that when a specific project required it, she occasionally worked from home.</p>	
10.	<p><u>STAFFING</u></p> <p>Mrs Cocker updated Governors on some changes to staffing due to Maternity and the various initiatives in place to support wellbeing:</p> <ul style="list-style-type: none"> <li>• Although an anxious time for all, some great teamwork is being seen, everyone is helping each other out.</li> <li>• Everyone who is self-isolating is being called weekly.</li> <li>• All staff were treated to breakfast on the first day of term.</li> <li>• The church congregation sent a card and goodies which went down very well.</li> <li>• School has access to counselling service – info is in the staff room.</li> </ul> <p><b>Q: Is anyone absent with stress related illness?</b>  <b>A: No.</b></p> <p><b>Q: Can we get the staff a card / letter of appreciation from the Governors?</b>  <b>A: Yes that would be appreciated.</b></p> <p><b>RESOLVED:</b> That a thank you for staff from Governors will be organised. Mr Looker to liaise with IT Manager to look at creating a video for staff to watch.</p>	<b>Mr Looker</b>
11.	<p><u>USE OF SCHOOL SPACE</u></p> <p>Mrs Walker gave an update:</p> <ul style="list-style-type: none"> <li>• The schools Asset Manager and an Architect have visited school to look at the nursery building. They have gone away to pull some ideas together. It is hoped that this level of engagement may mean things are progressing.</li> <li>• There is a possibility of having some re-felting completed on the roof as a capital project next summer. The School have been put on a list to be considered.</li> <li>• The Summer 2018 works that had some outstanding work to be done will be completed next year and will include some additional work which will be completed free of charge.</li> </ul>	
12.	<p><u>MONITORING OF INCIDENT LOGS FOR HEALTH AND SAFETY</u></p>	

	As there were so few to report, this item will be carried forward to the next meeting.	
13.	<p><u>HEALTH AND SAFETY MONITORING</u></p> <p>Mr Looker advised Governors that the report from his visit was now available to read.</p> <p>Mrs Walker updated on the issue with flagging by the boiler house which was now safe.</p> <p><b>Q: Have there been any changes to the Emergency Evacuation process due to Covid-19?</b></p> <p><b>A:</b> Yes, this has been looked at. Emergency trumps Covid in this instance.</p> <p><b>Q: PAT testing, is this completed annually?</b></p> <p><b>A:</b> This has been scheduled, although it is due in November, given the strict rules around bubbles we have booked it for the first day of the Christmas break.</p> <p><b>Q: What is a realistic timescale to have a risk register in place?</b></p> <p><b>A:</b> This needs to be discussed with SLT – it will be looked at for the next audit.</p>	
14.	<p><u>ANY OTHER BUSINESS</u></p> <p>There was nothing to report under any other business.</p>	
15.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p><b>RESOLVED:</b> That the following meetings be held at 5:30 pm:</p> <p style="text-align: center;">Tuesday, 2 March 2021 Wednesday, 12 May 2021 Wednesday, 30 June 2021</p> <p><b>RESOLVED:</b> That the meetings be via Microsoft Teams unless otherwise notified.</p>	
16.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p><b>RESOLVED:</b> That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act.</p>	

CALDER  
CHAIR  
11/3/21