

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, 12 May 2021.

PRESENT

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

In Attendance

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

Agenda Item	Discussion and Decisions	Action – who/date/ action
33.	<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>	
34.	<p><u>NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS</u></p> <p>A brief property and staffing update would be covered under any other business.</p>	
35.	<p><u>MINUTES OF THE MEETING HELD ON 2 MARCH 2021</u></p> <p>RESOLVED: That the minutes of the meeting held on 2 March 2021 be approved and signed by the Chair as a correct record.</p>	
36.	<p><u>MATTERS ARISING</u></p> <ul style="list-style-type: none"> • Ladder training – SW spoke to Cleaning Services to check if there were refresher courses however there is no mandatory requirement to refresh this. When face to face courses start running dates will be arranged for the caretaker to attend any relevant courses. • School fund accounts for 2019/20 – approved at FGB. • Catch up plan – on agenda. • H & S Inspection – The SBM confirmed they will try and do the next inspection in term time, after 21st June. • Risk register – This will be carried forward to 30th June meeting. 	

37. BUDGET 2021-2022

Mrs Walker had circulated all relevant paperwork prior to the meeting.

(a) Summary of 20/21 Year End Position

Mrs Walker advised that the most recent forecast was out by c£32K, due to:

- A grant of £11,250 received in month 12 for increased FSM numbers which was not expected.
- Funds for an indoor sensory path.
- Additional Teacher absence insurance .

Carry forward to 2021/2022 is £151,615

(b) Draft Budget 21/22

Mrs Walker and Mrs Cocker explained the process they have gone through to set the budget.

Increased allocation from the previous year of £66K from formula funding resulting in a particularly healthy budget position.

Q: Looking to recruit 4 x TAs as discussed at a previous meeting?

A: Yes they have been budgeted for. We will look at recruitment in the Summer term for September starts. They will be additional to what we have already got. We will look to appoint on a temporary contract for 1 year initially.

Q: Do you have to allocate all of the carry forward?

A: Yes, the budget has to balance.

Q: Learning resources, is that the TAs?

A: No, the TAs will come out of Salaries. Lots of different resources make up the learning resources amount of £82,640.

Q: What will the TAs be used for?

A: We previously had to reduce the number of TAs by four due to budget constraints. The view of the Senior Leadership Team is that there is a shortage of TAs in School currently. The new TA's would either support learning in the classroom or support children with an EHCP.

Q: Should we postpone the TA recruitment until September for the new Head?

A: The School's view is that it is important to recruit these to start in September. We can ask the new Head if she wants to be involved.

ACTION: To be discussed with new Head Teacher.

**Head
Teacher**

	<p>Q: Nursery project, how have we accounted for this?</p> <p>A: The Nursery building project will not be funded from the School's delegated budget. The DFC allocation for 2021-22 has not been notified currently, but last year's amount was committed to the project. It is not certain whether Kirklees will ask for this year's contribution to allocate against 2 capital projects being carried out over the summer. The nursery project will not take place until Summer 2022 at the earliest.</p> <p>Q: Are the insurances part of the buy back, is there any merit in going external for quotes for insurance?</p> <p>A: By using the LA we benefit from economies of scale due to large amount of Schools who take out insurance.</p> <p>Q: General repairs and maintenance of £33,000, what is this for?</p> <p>A: there is money in for upgrading the toilets, some new external aluminium doors are required, £9,000 has been budgeted for this.</p> <p>Q: We talked about the need for new reading books is there any funding for that?</p> <p>A: There will be some discussions with curriculum leaders to decide what specific items the Learning Resources funds will be spent on. Funds have been allocated within Learning Resources to purchase books for the KS1 and KS2 libraries.</p> <p>Mrs Walker noted 80% of the overall budget is allocated to staffing, so without the carry forward we would be in a difficult position.</p> <p>RESOLVED: That Governors agreed to recommend the budget to the Full Governing Body for approval.</p>	<p>Head Teacher</p>
<p>38.</p>	<p><u>SFVS</u></p> <p>Mr Looker reminded Governors what this was and what the actions were from last year:</p> <ul style="list-style-type: none"> • To produce a Contracts register. • There should be 6 finance updates to all Governors throughout the year. <p>This year he confirmed that all criteria have been met with no actions.</p> <p>Q: Spend on teaching and pupil to teacher ratios on the dashboard seems contradictory, can you explain this?</p>	

	<p>A: We have 3 staff members (Teachers) who are non-teaching but count towards this statistic.</p> <p>RESOLVED: That Governors agreed to recommend approval at Full Governing Body.</p>	
39.	<p><u>CORONAVIRUS CATCH-UP FUNDING STRATEGY</u></p> <p>Paperwork had been circulated earlier in the week.</p> <p>Mrs Cocker explained the context advising that School received funding of £80 per pupil. (Reception – Year 6)</p> <p>She explained the funding detail and gave in-depth information about the key priorities for its use, namely;</p> <ul style="list-style-type: none"> • High quality teaching for all. • Targeted academic support. • Wider strategies. <p>Governors were asked to note that the strategies outlined in the plan are in addition to other strategies that are already in place. Funding for further strategies to ensure gaps in learning are addressed and to enable pupils to meet end of year expectations are already funded through the PP strategy and through the School budget.</p> <p>Q: Are we doing anything for the higher achievers?</p> <p>A: This funding is being used for catching up the gaps, however we have other interventions in School to support higher ability/greater depth children e.g. the use of the LA literacy Consultant to support writing.</p> <p>Q: What did you identify as key areas for this funding?</p> <p>A: Those who have been left behind in Reading, Writing and Maths, we have used assessments to identify these children.</p> <p>Mrs Cocker and Mrs Walker were thanked for the work that has gone into this.</p>	
40.	<p><u>PUPIL PREMIUM</u></p> <p>This had been circulated prior to the meeting for Governor to review.</p> <p>The review of the 19/20 plan is highlighted in green. There is a correlation to the 20/21 document, the plan is reviewed throughout the year and updated with spending and actions completed.</p> <p>Governors noted that it is a really clear document and they can see the progress of the actions over time which is really good.</p>	
41.	<p><u>ANY OTHER BUSINESS</u></p> <p>(a) <u>Nursery project</u></p>	

Mrs Walker gave an update on the proposed Nursery building work.

A meeting was held with Asset Management and a new architect. They advised that the plan put together by Kirklees, which had not been shared with School before now, is over budget. It has been postponed until Summer 2022. There needs to be a pathway around the side of the new extension and the plan doesn't appear to show this. There appears to be a lot of additional ground work required. They are going back to the drawing board to try to reduce the cost.

Q: Will it still be a priority next year?

A: They confirmed that it would.

School feel it's really important that they are included in planning at all stages. There are still a lot of un-answered questions. They have advised that the next steps are: A proper survey, drawing up of revised plans and then the Kirklees contacts indicated that school will be presented with options.

Q: Is there any merit in saying we would do a fundraiser to help with costs of the nursery?

A: We do want to do as much as we can to help support and show our seriousness. Mrs Cocker noted that School would be expected to pay for the furniture and any new resources for the room, as this would not be included in the budget, so fundraising to support that would be very helpful.

(b) Other Summer Projects

1. Electrical work – School is on the list for a 4 week programme of re-wiring in KS2. School will need full clarification on what will need to be removed from the areas where the work will take place and the practical impact of this. The Head Teacher noted that packing up of items in School would take place whilst the children were in School at the end of the summer term and would need to be unpacked by staff prior to the start of the new School year. The School may need to ask for additional School closure days to enable this to occur although such a request had previously not been met positively.
2. Roofing work – various areas of roofing upgrades, School have been advised that it will take longer than 6 weeks. There will be a further meeting with the project manager nearer the time. There may be disruption in September.

(c) Staffing Update

	<ul style="list-style-type: none"> • Assistant Head KS2 – is leaving for a promotion. An advert has been placed to replace like for like – the new Head Teacher has been made aware. The closing date is Thurs 20th May. Interviews will be held w/c 24th May and the new head will be involved in the process. • MAT leaver. • TA on medical leave. • MAT leaver starting in Oct. • All staff who were shielding are now back in School. 	
42.	<p><u>DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS</u></p> <p>RESOLVED: That the next meeting of the Finance, Resources and Staffing Committee be held on Wednesday, 30 June 2021.</p>	
43.	<p><u>IMPACT STATEMENT</u></p> <p>Analysis, discussion and detailed questions around the budget and the Coronavirus Catch-Up Premium in particular.</p>	
44.	<p><u>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</u></p> <p>RESOLVED: 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>	

C A L o s h e r

C H A I R

30/1/22