

Minutes of Willoughby Primary School

Finance and Personnel Committee

held on Wednesday 12th January 2022 at 4:00pm (via Teams)

Present: Sander Tiel (Chair), Adrian Bath, Nick Brown, Rebecca Kealy & Beatrice Smith

In attendance: Kate Lambton (minutes)

1. **Apologies**

There were none. The meeting was quorate. ST said that RK is welcome to joining both meetings as this was her first committee meeting.

2. **Declaration of Interest/Signing of Register of Business Interests**

Governors were reminded of the need to declare any interests in the items for discussion – there were none. Governors were reminded that the Register of Business Interests can now be signed on GovernorHub. All Governors to sign.

All
Govs

3. **Minutes of the Previous Meeting, held on Wednesday 15th September 2021 (emailed document)**

The minutes of the Finance and Personnel Committee meeting, held on Wednesday 15th September 2021 were agreed as a true record by all Governors.

The minutes are to be put on the school website after formal approval. In future the minutes will be emailed to all Governors asking for email approval so they can be added to the school website without having to wait until the next committee meeting.

KL

4. **Actions and matters arising**

- **2 pupils leaving in term and elective home learning (BS)**
Nothing school were able to do, children have now left school and the county.
- **Finance Policy update (KL)**
This has been done.

5. **Committee Structure – Confirmation on the Terms of Reference for F&P Committee (emailed document)**

The members of the committee have been updated. The frequency of meetings has been amended from once every half term to once a term. This is to be signed and put on the school website.

AB is to check that the correct policies are listed for each committee. This will help reduce the number of policies that go up to the Full Governor meeting.

It was suggested that sustainability be added to the committee agenda, school's carbon footprint need to be looked at. For example, approvals for activities could be sent to parents digitally and not on paper. BS said that school have problems with parents not replying if they do not receive a paper copy but that improvements can be made. It was agreed that this should be part of Vision 2022.

Selecting Chair for F&P Committee

ST asked if any of the Governors would like to take on the role of Chair for the Finance & Personnel Committee. NB volunteered, there were no objections, all Governors agreed. ST and NB to discussion the main action items of the committee. KL to update GovernorHub and school website.

ST/NB
KL

6. Staff Wellbeing

BS said that all things considered everyone is positive. Staff absences during the Covid outbreak were all covered by other members of staff. Mrs Hollis, supply teacher, covered for BS and Vicki Ridgway and Mrs Smith covered for Mrs Barker. BS said that the support had been amazing and that all staff had enjoyed the Christmas meal.

Governors expressed their appreciation for staff during the Covid outbreak and the recent Ofsted visit. BS thanked ST for his support during the Covid outbreak.

7. Monitoring of School Budget

The budget reforecast took place in November 2021. The carryforward was higher than originally expected, mostly due to lower maintenance costs. The carry forward is now just over £47,000.

ST noted that if the carryforward was removed the budget would be negative as school are spending more than the budget received. If the carryforward stays good and pupil numbers remain the same then school will be OK. Next year's budget will be based on 47 pupils, but this could go down. The budget needs to be neutral whether there is a carry forward or not.

BS said that next year pupil numbers look to be really low. The closing date for applications is the 15th January 2022, with school finding out on 19th April 2022. Numbers coming from Willoughby playgroup are lower than previous years. It looks like there will be 3 Reception children starting in September with 8 leaving from Year 6, which will leave 40/41 pupils. There might be other children that are not attending Willoughby playgroup.

It was suggested that in September, if numbers are still low then additional activities should be considered.

Pupil numbers around or above 42 are OK but numbers below 42 will affect the budget. This will need to be considered in the 3 year budget forecast.

BS also said that the PAN has now been increased to 8 following a visit from NCC Strategic Pupil Place Planning. This will not be made official for another 2 years but admissions will be informed that school can manage 8 children in the PAN.

There needs to be a healthy carry forward to cover for a bad year. BS suggest that the phase 2 of the playground refurbishment be put on hold. There is £10,000 in the current budget for a bin store and scooter store. As this is already in the budget and there is still a carry forward of £47,000 (which will be enough to cover for a bad year) then phase 2 could still go ahead. If there is another year with low pupil numbers after that then there could be a problem.

It was suggested that a 3 year budget forecast is done now with two scenarios of 42 and 45 pupils. AB said he was happy to produce a spreadsheet with staffing and pupil numbers to give a ball park figure.

AB

BS said that she was still waiting to hear from Leicestershire County Council about EHCP Funding for the next financial year. This funding is currently paying for extra staffing for the EHCP child. The EHCP was submitted on the 17th June 2021. School have asked for the amount of allocated hours to stay the same. Funding is received from Nottinghamshire County Council who then get it back from Leicestershire County Council as the child lives in Leicestershire.

8. Head Teacher's objectives and appraisal

The HT's appraisal is to take place next week (this has been re-scheduled) with Rob Collins, ST and AB. BS has spoken to Rob, he would like to take a couple of items from the Ofsted report to put on the HT's appraisal. ST and AB are to meet before the appraisal meeting with BS and Rob Collins. A date was agreed for Tuesday 18th January 2022 at 11am.

Staff appraisals – These have been done and are in the Spring 2022 HT's Report.

9. Policy Reviews

Finance Policy update (ST/KL) – all updates accepted.

Pay Policy – adopted from NCC, no changes required.

H&S Policy update (TB/BS) – updated, no major changes. NB has taken over H&S from TB. Review is due in May.

BS to put the approved, updated policies on the school website.

BS

10. Compliance with data protection regulations (GDPR)

This was up to date at the last meeting, nothing needs to be done. Document disposal is ongoing.

11. Health & Safety matters (TB)

NB and BS confirmed that there are none.

BS said that an ARC Fire Risk Assessment had taken place. The only issue was that there is not a lock on the bin store area which means that a fire could be started in one of the bins and moved towards the school.

BS said that a condition survey had been done on the school (CDC2) and the conditions report has been received. The report shows problems with some tiles in the art area, a doormat needs replacing and some mold needs cleaning plus some re-pointing of an outside wall. NB to look at the report in the H&S visit in May. The CDC2 is carried out to let the DFE know the condition of schools.

12. Any other business

AB said that the eSafety Policy needs to be checked for compliance. Software and online security could be a compliance issue. This needs to be checked with Simon at FrogBox IT.

BS told Governors that Kate Lambton the Office Manager (job share) will be leaving at the end of this half term. Sarah Ledward the other Office Manager (job share) has agreed to cover the extra hours in the office until a replacement is found for Kate. BS and Governors thanked KL for all of her help.

The meeting closed at 5:03pm.