



**St. Paul's C of E Primary School  
Resources Committee Meeting (remote)  
Wednesday 10<sup>th</sup> June 2020 at 8.30am  
Minutes**

**Present**

Liz Bayliffe-Smith	Parent Governor
Ms Josie Hewitt	Co-opted Governor (Staff member - SBM)
Dr Brendon Jones	Foundation Governor / Vice chair
Ms Paula Millward	LA Governor (chair)
Mr Matt Shanahan	Parent Governor
Ms Jan Sorohan	Headteacher

**In attendance**

Ms Kathy Crotty Clerk

*Any text in red bold italics represents Governor question (Q); challenge (C); Governor and/or clerk support (S). Black bold upright represents decisions and actions.*

**1. Welcome and Apologies**

Governors were welcomed to the meeting by the chair Paula Millward. All Governors were present.

**2. Declaration of Any Other Business**

There were no other items of any other business declared.

**3. Declaration of Non/Pecuniary Interest**

- Liz Bayliffe Smith has one child in the school. Matt Shanahan has one child in the school.
- Josie Hewitt has a family member who works for the HR company Peaks & Plains.

**4. Minutes of last meeting held 5<sup>th</sup> February 2020 including Part 2 Confidential minutes and matters arising**  
**The minutes of the meeting held 5<sup>th</sup> February were approved as a true and accurate record.**

Action: Governors asked for budget projections based on the nursery being full. Covid-19 has removed then need for this to be actioned.

**5. GDPR update**

The audit has indicated no compliance issues. The school has never deleted pupil data on SIMS in case it was needed in the future and because this is a secure system. The police occasionally have asked for records of children from many years ago. Yr6 data is transferred to their high school but remains on the St. Pauls system. SIMS was introduced 1993/4. This issue crosses over the Retention Policy. If the school has a legitimate reason for keeping data such as for safeguarding this is addressed in the Retention Policy. The Retention Policy could be amended.

**Action: The Headteacher will remove old pupil data from SIMS before the next meeting.**

## **6. Personnel**

### 6.1 Review Staffing Structure 2020-2021

The model was shared in advance of the meeting. This model is new and represents a cost saving.

**Governors approved the staffing structure for 2020-21**

## **7. Finance**

### 7.1 Monitoring, Budget Review P12 Closedown & Comparison 2019-2020

The projected deficit was approximately £66,000 and there has been an underspend reducing this to £42,000. The variances due to many factors. Budgets were monitored closely in the last financial year.

**Q: Why is there a slight difference in the monitoring budget of £100,206 which was different on the CFR?**

This is due to the rounding of figures.

**Q: Are there any Covid-19 issues affecting the budget?**

The school has not yet been billed for school meals; many invoices have not been paid due to furloughed staff.

**Governors formally approved the P12 closedown**

### 7.2 Analysis of Reserves

£77,765 being carried forward into this financial year. The school is not over the 8% and this does not have to be sent to the LA.

### 7.3 Statement of internal Controls 2019-2020

Governors confirmed they were content with the reports provided by the SBM. There are no changes as school has been cashless for some time.

**Governors formally approved the Statement of Internal Controls.**

### 7.4 Proposed CFR Report 2019-2020

This shows the P12 monitoring

**Governors formally approved the CFR report.**

### 7.5 Invoice Supplier Review 2019-2020

The report included all expenditure over £2,000. The SBM does review contracts to ensure value for money. The tender for cleaning contract has been put on hold due to the pandemic. The school has no issues with the current contractor but felt it was time to review this SLA.

The ICT has moved from One Education to MGL and this has reduced costs.

**S:** *Governors noted the spending reflects the predicted expenditure and there is value for money on all purchases.*

**Q:** *Governors noted the previous contract for ICT support was £21,000 and with MGL this is £11,000. Why is this?*

ICT expenditure is now in a mix of different cost centres. One Education is no longer needed for SIMS support and the school employs a technician. The service from One Education was an issue and this change represents a saving.

**Q:** *Are you happy with the school meals service?*

At the moment the school has no issues with the school meal service?

**Governors formally agreed the Invoice and Supplier Review for 2019/20.**

#### 7.6 Proposed Budget CFR 2020-2021- & 5-Year Projection

The proposed budget includes income revenue for 2020-2021 of £1,790,220 plus the Surplus Carry Forward of £77,765 totalling £1,867,98. The total projected expenditure is £1,796,610 giving a projected Year End Surplus of £71,376. The budget planning notes provided detailed explanation.

**Q:** *Governors asked if the pandemic means there should be consideration of the Teacher Absence Insurance?*

This school feels it does not need this insurance, even though last year there were issues this was mainly with TAs. The pandemic is likely to be an exclusion in most policies especially as a new policy for the school. The attendance of staff in this school is usually excellent. This will be reviewed again.

**Q:** *Does Covid-19 present potential issues with the track and trace requiring isolation?*

The whole bubble would close down so the learning would move to home learning.

**Q:** *Governors asked for an update on pupil numbers and reception figures?*

The school received over 100 first preferences from the LA but this might not be accurate. The school is one over PAN (published admission number). There is a SEND child who applied for a place in Yr1 but is joining the reception cohort making 46.

**Q:** *Is the SEND funding less?*

This is due to a Yr6 leaver and one child going to specialist provision. This is expected to increase in time as there are children with needs in EYFS.

Nursery places have been reduced for the 2021 budget but the school is still projecting full numbers for reception. The school is limiting the nursery to 26 for staffing reasons.

UFSM is funded centrally. The budget assumes an increase to £103,950 (72 pupils) from £86,360 (63 Pupils) and the increased figure has been included in the future years of the plan. This also includes 2 children that are Post looked after and 1 child who is looked after. The Free School Meal Supplementary Grant has not been included in the 2020-21 budget as this grant has not been confirmed by the DfE.

The Nursery budget has been calculated based on a reduction for the Autumn term to 26 places due to the drop in demand and based on the names on the waiting list for September 2020. Each pupil is worth approximately £876 per term. The school currently has 20 active codes for the additional 15 hours top up funding for but for September 2020, the budget has assumed 10 active codes but this could go up or down dependant on the cohort coming into school. Ten is the number projected forward in the following years of this plan. The school has seven codes already confirmed for the Autumn Term 2020.

**Q:** *What do the additional three children represent in reduced income?*

This is £875.55 per term per pupil. In the summer term the school received £17,511 and in the next two term this is reduced to £8,755 per term. There would be a reduced income of £2,626.65 off the projected amount of £8,755.

**S: *Governors felt this cautious projection is prudent***

The school meals from Manchester Fayre will be reviewed in the autumn term. The invoice for catering is reduced only for the paid element. Manchester has not furloughed staff so invoices are being paid. The invoices for April and May have not billed for children who pay for meals.

**Q: *How much wriggle room is there in the budget for catering income as costs might be recouped.***

The SBM reported there is £14,000 in agency supply which is likely to be not needed but until the school knows the plans for September this might be needed. There are some rumours of additional revenue for PP but this has not been confirmed. The figures can change dramatically given the pandemic situation. The school is partially open and more children coming into school will incur more catering costs.

**Q: *The sports grant is £18,000, has this been confirmed?***

The guidance from MCC is to include this in the budget.

**Q: *The teachers' pay award is 2.7% and there is incremental drift. The 2021/22 deficit is a concern. Does 2020/21 include a pay grant?***

No, this will be known by the autumn term. The independent pay review body will make recommendations for GBs.

**Governors formally approved the budget on the understanding there will be changes**

**Governors gave formal thanks to Josie Hewitt for on her work on her budget**

Questions about the staffing structure reported in the Part 2 Confidential minutes.

**7.7 St Paul's Opening Budget Report 2020-2021 & Budget Planning Notes  
Governors formally approved the budget report for 2020-21**

**7.8 Devolved Capital**

Spending is needed on ICT renewal. There is £22,000 left in the budget. There are plans to change the upstairs carpets. The upstairs has been decorated whilst home learning is occurring.

**Q: *If the school is looking at an in-year deficit you can you move the capital budget into revenue?***

You cannot convert capital into revenue but you can use revenue for capital projects.

**7.9 Pupil Premium Academic Year 2019-2020 – September 2020**

This will be formally reported in the autumn term. Last year there were 63 children and there is now 72. Many schools have seen an increase in eligibility during the pandemic.

**Q: *How much per child is the PP grant worth. This has increased.***

£1,345. There is more eligibility identified during lockdown but the school does not know how the government will respond and whether these will be classed as Ever6. The school does not know what census will occur in October.

#### 7.10 Primary Schools Sports Funding 2019-2020 – September 2020

This will be reported in the autumn term. The funding has been received and spent.

#### 7.11 School Meal & Milk Charges 2020-2021

MCC are increasing meal charges from £2.25 to £2.30 so the school is planning to increase to £2.40 as prices have not been increased for two years.

#### **Q: Why is there a 10p gap?**

The funding received does not cover all FSM so this provides a buffer. The grant is calculated on census day and the school does provide meals for children who may forget their lunch. School meals will be £12 per week

#### **C: With the change in the cost of school meals will this affect the take up?**

The people who pay for school meals tend to be able to absorb increases. This is an increase of 50p a week

#### **Q: Is the 10p sufficient to cover also those children who forget lunches?**

Yes

#### **Q: Is there a risk of raising prices during the pandemic**

This is an MCC rise.

The school has not been informed about milk charges; this is currently £8. The school may be admitting children on a rota so the school might only provide statutory milk.

#### 7.12 School Fund Audit 2019-2020

Ghyll Head will not occur the first week in September and a different time is being negotiated. Parents have been informed.

#### **Q: Is Ghyll Head usually booked up?**

Yes, this is likely to be January or February 2021

### **8. Premises, Health & Safety**

#### 8.1 Accident Reporting

There have been no accidents in spring term.

#### 8.2 Facilities Management

The partial closing of the school has enabled the painting programme.

#### 8.3 Fire Drill

The school has undertaken the statutory periodic testing as the building has been open.

#### 8.4 School Grounds

The playground has been zoned in preparation for the wider opening of the school and the guidance for children to socially distance.

#### 8.5 Premises Walk Around

Action: Brendon Jones (link Governor for health and safety) will liaise with the Headteacher and the SBM to schedule the Covid-19 risk assessment preparations after school or on a Friday when no children are in school.

### **9. Policies & Procedures – for review and approval**

#### 9.1 Capability of Staff Policy & Procedures – New One Education

**Governors formally adopted the Capability of Staff Policy & Procedures**

9.2 Disciplinary & Dismissal Policy – New One Education  
**Governors formally adopted the Disciplinary & Dismissal Policy**

9.3 Grievance, Bullying & Harassment Policy  
**Governors formally approved the Grievance, Bullying & Harassment Policy**

9.4 Pay Policy – All Staff  
This has been updated with the new pay scales.  
**Governors formally approved the Pay Policy**

9.5 Appraisal (Performance Management) Policy – All Staff  
**Governors formally approved the Appraisal (Performance Management) Policy – All Staff**

**10. AOB**

**Q: *There is constant mention in the news about children coming back into school and it was asked if other community venues could be used?***

The Headteacher has asked Hills Corcoran about the church hall. Risk assessments can be done and the issue is playground use. This is on the agenda and being considered.

**Q: *How may children have accessed the DfE FSM scheme?***

There has been much work in this area by Vicky Norbury and all children eligible are receiving the vouchers.

**Governors gave formal thanks to Vicky Norbury for her work on the FSM vouchers**

The school has achieved a grant for the food club and packages are being sent weekly to vulnerable families, delivered by staff.

Staff noted the LA also responded quickly and their scheme was accessible and efficient.

**Governors formally thanked staff for all their efforts providing school and home learning during this emergency.**

**11. Proposed Dates of next Resources Committee meetings 2020/21**

- Wednesday 4<sup>th</sup> November 2020
- Wednesday 24<sup>th</sup> February 2021
- Wednesday 9<sup>th</sup> June 2021

Signed  Date Nov 10, 2020  
Paula Millward (Chair)

Meeting closed at 19.50

**Summary of Actions**

- Action: The Headteacher will remove old pupil data from SIMS before the next meeting.