

Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 17th March 2020

Present: Mr M Taylor (MT) Chair
Ms. J Kanisius (JK) Head Teacher
Mrs J Obin (JO)
Mrs E Wordsworth (EW)

In Attendance: Mrs M Tillett (clerk/BM)

Meeting started at 5.30pm and closed at 6.35pm

Documents Considered at meeting

- Minutes of 21st Jan 2020
- SDP/SEF Plan
- Head Teachers Report
- Budget Monitoring Report P11- Main, Sports & Capital
- WB Buy Backs
- Draft Budget 20/21
- Complaints Policy
- Staff Code of Conduct

Tabled Documents

- Head Teachers Monthly Checklist
- Reconciliation of Agresso to FMS

Apologies: Apologies received from Cs, KH, MW, & CE. The meeting is quorate.

01. Items for Any Other Business:

- Strategy for future meetings & supporting the school in current situation

02. Declaration of Interests in Agenda or Any Other Business:

Governors were asked if they had any interests to declare in any relation to the agenda, or any other business items. No interests were declared.

03. Approval of the Minutes from 21st Jan 2020

Minutes were reviewed, & then approved by all & signed by Chair.

04. Matters Arising & Review of Outstanding Actions

- Therapeutic Thinking- On Agenda- Completed
- SFVS Teacher Ratio- Emailed to all Governors and a paper copy tabled- Completed
- Governor Day- Agenda Item- Completed

05. Review if SDP/SEF

JK asked if there were any questions, EW thought it looked very positive and JO agreed. JK said it was quite nice that it had something tangible to work and move forward to. It was agreed that in future Governors come prepared to ask 2/3 questions each. As papers are received a week before meeting Governors are to email JK in advance of the meeting so that JK can answer all the questions at the meeting.

06. Head Teachers Report

JK raised that the low numbers coming into school in Sept 2020 would have an impact on the school but it seems all schools are under subscribed this year. A low birth rate is the cause rather than parents not choosing Inkpen Primary. JK feels we will need to have a meeting to discuss children's numbers and the financial impact in the future.

07. Therapeutic Thinking Update (JK)

JK said that it's going well but due to present situation tomorrow's meeting has been cancelled to enable staff to go home.

08. Uniform (JK)

We are going to change the PE jumper to a PE hoodie and Governors were asked which of the 2 they preferred. The quality was better and the colour red on one of the options and so this was chosen. It will be available from the School uniform shop, Trutex in Newbury.

09. Governor Day - (All)

This is delayed due to current situation and will be an agenda item in July with a view to having the day in Sept 2020.

10. Staff Well Being Survey (JK)

This item is also to be moved to July. JK would like this undertaken by a Governor rather than herself as staff may be more honest.

11. Budget Monitoring Report P11 Feb 2020

BM reminded Governors that variances of £1,000 & 20% of budget line need to be reported to Governors. **Main School Budget-**We do not have any lines that need reporting to Governors because they are excess (overspend) under the criteria of being in excess of £1k & the 20% rule. We do have 2 lines which are the E25 Catering Supplies; underspend of £2.7k & 85% of budget line, due to fewer children in the school and less meals being eaten. This could partly be due to the changes in personnel in the kitchen. Also E12 Building Maintenance at £1.5k & 80% of budget, we have not had issues arise that have needed additional outlay this year. E02 is also borderline, we have used our own staff rather than supply as much as we can. We do have an income line that does but this is obviously a positive thing. This was the charitable donation we received of £800 in May.

So with little more expenditure due over the last few weeks of the year we will have a carry forward figure in excess of £16k, possibly higher depending on the ISS caterers invoices which I won't be aware of until April as WB will be applying these charges, but I have budgeted £3k on E25

Sports Funding budget is funded for the academic year not the financial so it is always out of kilter but the expenditure has increased due to the playground equipment installation. This budget will be showing a small positive carry forward of approx. £500, as on 1st April the 2nd part of the funding is due of approx. £6.9k. I am anticipating the year end position as in Aug 31st for this budget to be positive at approx. £1k.

Capital Budget This budget is showing a small deficit if WB charges the £1,250 which was the 5% contribution for the high level roofs. The flat roof charge has been applied which makes BM think maybe the £1.2k will not be charged. So we will either have a small deficit of £648 or a credit of £602.

WB will not be concerned either way as the main school budget is in credit and so they offset budgets against each other.

12. West Berks Buy-Backs 2020-21

The buybacks are the services that we use and pay WB to provide. Historically these were 3 year contract so had to be agreed by Governors, now they are only 1 year contracts but some lines are above the financial management purchasing levels of £1k so Governors approval is required.(above £1k).

Some services have been withdrawn, over recent years and some I have not had prices for as they are academic year rather than a financial year charge but request approval on the basis that we require these services for the ongoing operation of the school. All Buy Backs purchase approved by Governors.

13. Draft Budget 2020/21

The budget for the next financial year needs to be approved and submitted to WB by end of April. At the next meeting we will need to approve the budget and will be looking in detail.

This is a first opportunity to look at 2020/21. It shows the carry forward position at £16k

Staffing costs are up, due to the increase in pay and pension contributions that the school has to make.

Admin costs are up slightly as we hope to have someone 27.5 hours a week 5 days a week, at present I do 21.5 hours and we have an overlap as I will need to train the new BM.

MT asked why the hours were being increased for the new BM. BM said that the new person may well in 18 months/2 years be able to do the job in less hours but at this stage with the steep learning curve they would need the 27.5 hours a week.

Other costs are very much in line with this year's expenditure apart from the Water as we have cleared the debt, so just need to pay the normal quarterly charge.

Income is very similar to last year apart from the Pupil Premium as we have more children registered and you can see it falls over the future years as the children leave.

This is a finely balanced budget showing a surplus of £5k, so careful management will be required next year to carry forward more as the following year is showing a £12k deficit.

14. Safeguarding & Health & Safety Update

Nothing to report this month on safeguarding.

H&S -We have had a visit from the Environmental Health officer to review the kitchen. This is undertaken every 18 months-2 years. We have been graded as a "4", slightly lower than the last inspection; however this is still a satisfactory rating. Most of the areas that he highlighted will be addressed over the next few months.

15. Policies for review

Complaints Policy- This policy has a complete overhaul 2 years ago and JK feels that no further changes required. Approved & marked on for review in 2 years.

Staff Code of Conduct-No changes made, approved and marked on for 3 years

15. Training & Governor Visit Update:

EW & JK attended the first of 4 Pupil Premium training sessions.

MT attended as a guest an observer the Governors meeting at Winchcombe school and found it very informative.

16. Any Other Business

- Strategy for future meetings and supporting the school during the current situation.

Governors agreed that the following items will be classed as the essential items for the agendas whilst the situation continues, being

SDP & Pupil Numbers

Budget monitoring

Safeguarding/Health & Safety.

The next meeting and subsequent meetings will be held via a conference call.

-Documents will be loaded onto Governor Hub,

-the email advising papers are ready will highlight areas that require Approval and/or questions.

-Governors will email their questions to JK re SDP/Head Teachers report before conference call

-Conference call at 6.30pm, no Face to Face meeting

-Governors will then immediately email any approval that is required.

JK said that they are working on how we can support the children if the school does have to close. The use of a drop box for work and sending work to children via email.

JK asked Governors approval on what the minimum number of teachers in school to be able to continue to operate. Ian Pearson Head of Education advises Head Teachers that they need to make this decision. It was agreed that if we only had 2 teachers in school then we would have to close.

17. Date of Next Meeting:

Tuesday 28th April at 6.30pm a Conference call not a meeting, for 2020-21 Budget Approval which must be submitted before end April.

19/10/2019	JK	Therapeutic Thinking as an agenda item in March -Success & Challenges	Completed
22/01/2020	BM	SFVS- Teacher Contact Ratio- email to Governors Guidance Information	Completed
22/01/2020	BM	Governor Day Agenda Item March 2020	Completed
18/3/2020	JK	Governor Day Agenda Item in July with day in Sept 2020	Outstanding

18/3/2020	JK	Staff Well Being Survey	Outstanding

Approved by Chair of Governors

Mark Taylor

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