



Minutes of the Meeting of Governors
Inkpen Primary School held on Tuesday 28th April 2020
Held Via Conference Call

Present:

- Mr M Taylor (MT) Chair**
- Ms. J Kanisius (JK) Head Teacher**
- Mrs J Obin (JO)**
- Mrs E Wordsworth (EW)**
- Mr Christopher Sanders (CS)**
- Mrs Katharine Hastie (KH)**
- Mrs Clare Evans (CE)**

In Attendance: **Mrs M Tillett & Gill Evans (clerk/BM)**

Meeting started at 6.30pm and closed at 7.20pm

Documents Considered at meeting

- Minutes of 17th March 2020
- Budget Monitoring Report for Year End Main School 2019-20
- Budget Monitoring Report for Year End Sports Budget 2019-20
- Budget Monitoring Report for Year End Capital Budget 2019-20
- Funding Formula 2020-21
- CFR Summary Main school Budget 2020-21
- CFR Analysis by Pupil Main School Budget 2020-21
- CFR Summary Sports Fund Budget 2020-21
- CFR Summary Capital Budget 2020-21
- WB Budget Submission
- Safeguarding Addendum Issued By WB
- Equal Opportunities Policy

Tabled Documents

- **None**

Apologies: No apologies received from MW, but he did not dial into the conference call. The meeting is quorate.

01. Items for Any Other Business:

- Recruitment Interview Outcome
- General Staff well-being & Home schooling Update

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 17th March 2020

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

04. Matters Arising & Review of Outstanding Actions

- Governor Day- Agenda Item- Outstanding
- Staff Well Being Survey- Outstanding

05. Review Budget Monitoring Reports for Budget Period 2019-20

Main School Budget- As Governors will recall the meeting last month we expected a final carry forward figure of approx. £16k and we have finished the year with £15,767. This figure is only slightly lower as WB needs all Funds in Credit so the debit balance of £183 on Capital fund has been cleared using the main school budget.

BM reminded Governors that variances of £1,000 & 20% need to be reported to Governors and BM advised that nothing further had changed since March report.

We do have 2 lines which are reportable to Governors 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 exceed these limits but this is obviously a positive thing. This was the charitable donation we received of £800 in May.

Sports Funding Budget - This has ended the year with a credit balance of £642 in credit, as the accrual for 5/12ths of the Sports Affiliation fee has been passed, as we pay in Sept 2019 for the 12 month period, so the cost of April to August has to be credited to this financial year and then charged again in April. This is very much in line with what we had budgeted for in April 2019, apart from in this year we have purchased the PSHE resources for the school which is listed under the ICT resource.

Capital Fund Budget - We had a slight overspend here of £183 which WB have offset against the main school budget to bring it to Zero, The charge for the roof works, whilst I expected it to be £1200 they only charged £700, hence the deficit of £183 prior to the offset, so Capital budget will start 2020-21 with a Zero carry forward. We did spend more on CE02/K0242 as at point of setting the budget last April we were not aware that WB would be undertaking the roof works and that we would be making a contribution to this cost.

06. Budget 2020-21

Main School Budget- I have provided you with the Formula Funding that WB provide to the school. Most of the schools funding is via the AWPU (Age Weighted Pupil Unit) being £2,941 per child and we have 66 giving us a AWPU of £194,130, and the Lump Sum of £118,370, which is issued to all schools. There are a

few other small additions under Deprivation (FSM & Forever 6, £6,762), and deductions of £2,649 being the de-delegation which is approved for all schools at the Schools Forum.

So the schools income from WB excluding Pupil Premium, UIFSM, Top Up funding for High Needs child, is £340,480. This document provides the information on how West Berks cascade the central funding to schools. This is lower than last year as we have less children

The CFR Summary for the main school budget is very much in line with last years costs, you have the CFR report for the end of last year so a full line by line comparison can be undertaken.

Main cost increases, are Teachers costs up by £10k, Water budget E15 is drastically reduced from expenditure of £4,400 in 2019-20 to £950 for this financial year. We have fully cleared that debt and will be paying £75 per month only instead of £400.

Q- EW asked about E20? E20 is lower this year as we changed the WAN from WB provider to Protek so are now seeing a full years benefit in lower costs, a saving of over £2k.

Q- EW asked about E16 being lower in the budget compared to last years? BM said that this area cover the Oil & the electricity costs, and oil is lower at this point and we have just filled up the tank ready for Oct and at the start of 2019-20 we had a bill in for the previous year (2018-19) as the meter had not been read for a few months and the bill had been underestimated. BM said that she felt this budget line was at the correct level for 2020-21

So if the budget was 100% accurate we would finish 2020-21 with a carry forward budget of £5,852, but I do believe that as per previous years and with careful management the school should be able to carry over a higher figure.

2021-22 is showing a deficit budget of £10k, so recruitment of children before the Census in Oct 2020 is essential. We do have 2 further children looking to join the school, in year transfers, so that will help.

Q-CS asked why we had not built inflation into the expenditure. BM said that as the income is flat (all years AWPU at £2,941) we do get an increase each year and this increase offsets the increased expenditure.

The CFR Analysis by Pupil is purely for information to explain where the budget is spent if broken down evenly per pupil.

Q-EW Asked about the student numbers in 2021-22 as the report shows 58 children? BM said that as we have had confirmed just 5 children into Reception class in Sept 2020 and at the same time we are losing 14 children in Yr6, 58 unfortunately is a realistic figure. In 2022/23 the pupil number increases back up as we have at present in year 5 7 children so in the summer on 2021 we will have 7 leaving year 6 and hopefully 12+ coming into Reception in the Sept 2021, some pupil numbers will increase.

Sports Budget- Again very similar to last year's expenditure, bearing in mind that Sports budget is an academic year budget, Sept to Aug each year. This is budget will vary depending how many children are in the school and is calculated with a base amount of £16k plus £10 per child, hence the income being £16,660.

Q- EW asked why we are spending less on E26 Supply Staff? BM said that Mr Bint the PE coach works Tues all day & Thurs AM only until end of July & then in new academic year he will only be working all day on Tuesdays not Thursdays going forward, hence the reduction in expenditure.

JK said that she had taken advice from WB about making budget expenditure savings and that we could move the cost of the lunchtime play-leader and the ELSA costs across the sports budget and that the Thursday morning Liam Bint, who would usually cover 2 classes that this could be covered by teachers, hence freeing up budget.

Capital Budget- Also similar to last years, with a Zero carry forward figure from 2019-20. This budget is also a set amount of £4k plus £11.25 per child. At this stage apart from ICT requirements we do not have any building plans.

West Berks Budget Submission

This is the summary page that requires signing by Head Teacher and the Chair of Governors and then emailed along with very detailed spreadsheets to West Berks originally by the 1st May, however this date has been extended due to the situation at present.

BM then requested formal approval of the budgets presented to then to enable the budgets to be submitted to WB. All Governors approved the budgets.

BM then asked if all Governors please immediately after this "meeting" send a brief email to the school office email account confirming their approval of all 3 budgets, Main School, Sports & Capital. Governors agreed.

MT has a copy of this and will be signing and returning to school to enable it to be sent to WB.

07. Safeguarding & Health & Safety Update

Nothing to report this month on safeguarding.

However to support the school WB have issued an addendum to the Safeguarding policy which we wish to adopt. Governors approved. Chair to sign & Return to school & Head teacher will also sign to indicate the formal adoption of this addendum.

08. Policies for review

Equal Opportunities- This policy has not had any changes made to it. Approved & marked on for review in 2 years.

09. Training & Governor Visit Update:

CE has undertaken the Roles & Responsibilities training and is booked on the Governors Day1 & Day 2 in June, we are unsure if this will be taking place or not. All other WB training has been cancelled for May & June.

10. Any Other Business

- **Recruitment Interview Outcome-** We have successfully appointed a new Business Manager & a new Clerk to the Governors Gill Evans who started working in the school on Mon 20th April and BM is working closely with her to train her on all the areas required. Unfortunately due to the current situation the courses Gill would have attended for FMS, SIMS, H&S have all been cancelled so the existing BM will support her for the foreseeable future.

- **General Staff well-being & Home schooling Update**
 JK said that home schooling was going well with just a few issues where some families either don't have access to IT or they have one computer and 2/3 children who need to use it. The majority of children are engaging and undertaking a lot of work. JK is delivering paper copies where issues have been identified. To date we have not received any complaints and we are working with parents. CS said as a parent of children who attend the school what was being supplied was brilliant.
 JK said that so much has become available most of which is free, E.G BBC Bitesize and we can sign post parents to relevant sites.
 Purple Mash is being used far more and as soon as schools had to go into lockdown they supplied more training for staff to help them plan and use the resources more.

For Staff Wellbeing there is a "whats app" group set up, and JK is emailing to staff weekly and keeping in touch with all.

We have a strictly voluntary rota for working at the school with between 3 and 12 children with 3 members of staff and the head teacher each day. We are focused on keeping the children safe, happy and learning where we can.

JO advised Governors that JK is delivering food boxes for the FSM families along with paper copies of work where required. EW offered to help if it was needed however JK feels this is a way of her keeping in touch with the most vulnerable children and feels it's important that she continues with this. JO is also visiting the more vulnerable children to encourage them with trying some of the work.

Q-MT asked if there were many children not accessing the work and JK said it is a minority but that she is in contact with the parents by telephone and visiting to try to encourage them to engage.

JK said that there has been no Government guidelines issued to schools on what we should/could be doing with regards to providing work and encouraging the children.

MT and Governors were extremely thankful for the work that JK and all of the staff of the school were doing under the challenging conditions of the Covid-19 Pandemic. JK had opted to keep Inkpen open for Key Workers' children rather than send our children to a local 'Hub School'; this was proving beneficial for the welfare of children and staff. There has been positive feedback received from parents and the local community expressing their gratitude to JK and her staff for the work they are doing.

MT expressed his gratitude on behalf of all of the Governors to BM on all of the hard work and dedication she has shown to Inkpen Primary and the wider community in her time with the school. This is her last meeting as Clerk to Governors and all agreed that she will be greatly missed for both her organization and contribution to Governor Meetings. A proper thank-you will, hopefully, be able to be made in person at a later date.

11. Date of Next Meeting:

Tuesday 19th May at 6.30pm This meeting may be via conference call as per this evenings.

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

Date.....