

**MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING  
HELD ON WEDNESDAY 11<sup>th</sup> May 2022:**

**Minutes:** Amy Bleasdale

[illegible]

<p><b>(ii) Approval of New School Budget</b></p> <p><b><u>Main School Budget</u></b></p> <ul style="list-style-type: none"> <li>• When SEN children leave in summer, the staffing structure may need to change: the budget doesn't reflect this. 2 children expected to join the SEN register, which would cover this shortfall in funding.</li> <li>• HC confirmed this budget includes the £10k donation from extended services.</li> <li>• The Governors agreed this was a 'tight budget' and accepted it may require having to reduce some support hours in the next budget.</li> <li>• Curriculum budget - £7k spend for 22/23 to be offset by PTA contributions, for the purchase of new books. This is a 1 off expenditure which is not carried forward.</li> <li>• £5k PE money from last year is included within the curriculum budget rolled over for future year (must be spent this year or it will be lost).</li> <li>• Rates are no longer coming out of the main budget and are being top sliced from the LEA before our budget is set.</li> </ul> <p><b><u>Extended</u></b></p> <ul style="list-style-type: none"> <li>• There is currently an issue with the income section of the budget report which the LCC finance officer has not had chance to look at yet. An adapted version was presented to Governors which contained best guess data. It was agreed in principle pending a fully updated version.</li> <li>• The budget ear marked £10k for the EYFS kitchen refurbishment following its heavy usage by WOOSH. It was agreed this does not need to go through this year if it is more prudent to divert the funds elsewhere (e.g. SBS).</li> </ul> <p>SM queried capital priorities for next year: HC confirmed the finance committee will amalgamate with buildings committee from Sept to provide a holistic overview of capital spending.</p> <p>The governors agreed to approve the main school budget.</p> <p>The extended budget is provisionally approved pending updated information (HC/AB to circulate when it arrives).</p> <p><b>(iii) Price of School Meals &amp; Music Lessons</b></p> <ul style="list-style-type: none"> <li>• LCC confirmed an increase in school meal costs – this to be off-set to parents from Sept 22. Approved by the committee.</li> <li>• Breakdown of music costs provided, and school fund made a lower subsidy than predicted for 2021-22.</li> <li>• An estimated music income / expenditure analysis was submitted to the committee. This showed the 'best case scenario' but left plenty of room for additional costs (e.g. low uptake, increased hourly rates, etc.) without the need to increase prices again. To be reviewed again next year.</li> <li>• AB to add line into the music cost analysis to account for Pay360 costs. <i>(Circulated via email 12/05/22).</i></li> </ul>	<p>HC/AB</p> <p>AB</p>
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	<p><b><u>Photocopiers</u></b></p> <p>Governors approved the new photocopier contract proposal. Remaining with Kyocera is favourable based on cost but Clarity offer a suitable alternative if Kyocera are ever no longer on the procurement framework.</p> <p><b><u>National Tutoring</u></b></p> <p>18 pupils are receiving 15hrs tutoring over the Spring / Summer terms. DfE calculator shows breakdown of cost – this was shared with Governors. Tutoring information is to be submitted on the summer census as a requirement.</p>	
4	<p><b>Educational Visits:</b></p> <ul style="list-style-type: none"> <li>AB shared the list of current visits and trips – currently the school fund subsidy stands at over £2000 but 5 trips are still receiving payments &amp; 1 more trip (Y1) has been added today.</li> <li>Lots of PE trips are due out this term, with costs for PE coaches being built into the budget already.</li> </ul>	
5	<p><b>Schools Financial Value Standard (SFVS):</b></p> <p>(i) Section C - Setting The Budget</p> <p><b><i>Q9 Does the school set a well-informed and balanced 3-year budget and has this been submitted to the local authority?</i></b></p> <p>The budget has been discussed in the is meeting and will be submitted once it has been approved and signed.</p> <p><b><i>Q10 Does the budget setting process allow sufficient time for the governing body to scrutinise and challenge the information provided?</i></b></p> <p>The budget information is available before the meeting wherever possible and has been on this occasion (although governors are awaiting some final details from LCC finance).</p> <p><b><i>Q11 Is the school realistic in its pupil number projections and can it move quickly to recast the budget if the projections and the reality are materially different?</i></b></p> <p>Any staff changes are discussed with the committee at each meeting and governors are aware of potential changes to pupil numbers in the next few years (as discussed in the budget).</p> <p><b><i>Q12 Is end year out turn in line with budget projections, or if not, is the governing body alerted to significant variations in a timely manner, and do they result from explicitly planned changes or from genuinely unforeseeable circumstances?</i></b></p> <p>Governors aware of this difficult budget and have been made aware of all potential changes. These will be discussed in full as they become apparent.</p>	

	<p><b>Q13 Are balances at a reasonable level and does the school have clear plan for using the money it plans to hold in balance at the end of each year?</b></p> <p>Given the current challenges, Govs are happy with budget and plans to improve the situation.</p> <ul style="list-style-type: none"> <li>2020-21 submission has been made to LCC and was attached for governor reference.</li> </ul>	
6	<p><b>Policies:</b></p> <p>(i) Confidentiality – Adopted (with amendments / checks)</p> <ul style="list-style-type: none"> <li>HC sourced policy from the DPO and proposed this is adopted as a 'model policy' based on their expertise (agreed by committee).</li> <li>Slight changes to formatting required – HC amended.</li> <li>Queried appendix to – “contraceptive advice” references DHSE guidance of 2004. HC to check this is the most up to date reference.</li> </ul> <p>(ii) Equality and diversity – Adopted</p> <ul style="list-style-type: none"> <li>Leeds model policy, updated from last year.</li> <li>Assumption made that LCC have conducted the referenced impact assessment.</li> <li>To discuss at FGB due to importance of the policy.</li> </ul> <p>(iii) Managing attendance – Adopted</p> <ul style="list-style-type: none"> <li>Not reviewed since 2019. This is new model policy collectively agreed in Jan 2020.</li> </ul> <p>(iv) Nursery charges – Adopted</p> <ul style="list-style-type: none"> <li>Updated with new prices confirmed from September.</li> </ul> <p>(v) Whistleblowing - Adopted</p> <ul style="list-style-type: none"> <li>Updated model policy revised Nov 21.</li> <li>Policy always available on the board of the staff room &amp; will be circulated to staff via email on Friday.</li> </ul>	HC
7	<p><b>Staffing Update:</b></p> <p>(i) General update</p> <ul style="list-style-type: none"> <li>LSA vacancy has finally been filled and the candidate is hoping to also do some voluntary work.</li> <li>1x staff member has made a successful return following planned surgery.</li> <li>1x staff member due to return from maternity in July 2022.</li> </ul>	

**Commented [SC1]:** We updated from 'DoH' (Department of Health) to 'DHSC' (Department of Health and Social Care). HC followed up with DPO Centre Advice Service, who confirmed it the guidance is the most up to date and that it was ok to amend the naming convention of the dept.

	<ul style="list-style-type: none"> <li>JH temporary change to hours (to 0.8 fte) has been requested for a further 1 year extension. HC confirmed this looked possible but would remain on a temporary basis.</li> <li>JL is retiring in July – plan for ZR to increase hours.</li> <li>Informal enquiry by HR to reduce hours to 0.8 due to child's medical needs. Proposal for JN to cover 0.2 with GB backfilling, although HC is awaiting a formal request.</li> <li>1x staff member on stage 1 absence procedure had review meeting booked for March which was postponed twice due to illness. Instead of moving to stage 2 as planned, following a new diagnosis, they are to remain at stage 1 following advice from HR. A decision to escalate or not will be made when a treatment plan is in place.</li> <li>HH is about to complete her management qualification (funded by apprenticeship levy).</li> <li>WOOSH staff changes due for Sept – proposal is to internally fill with staff with interested staff who hold the relevant qualifications.</li> <li>The budget has included the continuation of subject leadership release which has had a noticeably positive impact over the last year (this includes the additional PSHE input).</li> </ul> <p>(ii) Mid-year appraisal reviews</p> <ul style="list-style-type: none"> <li>HC's appraisal is the only one outstanding – AR to speak to RW to arrange (or GC if RW unavailable).</li> </ul>	AR
8	<b>AOB:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>	
9	<b>Next Committee Meeting:</b> <ul style="list-style-type: none"> <li>Monday 4<sup>th</sup> July 2022</li> </ul>	