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SPRING Term 2020

The Governing Board of Daresbury Primary School

Minutes of the Finance, Personnel and Premises Committee Meeting held on Thursday, 6 February 2020 at 17.30 at the school.

Meeting commenced 17.32

Composition of Finance, Personnel and Premises Committee:

Name	Category of Governor	Date of end of tenure	Designated Role
Present:			
Mrs J Grimes (on the telephone - part)	Trust	19 September 2022	Literacy
Mr P Mackenzie	Parent	2 May 2023	
Mr J Paget	Parent	22 February 2021	Chair, Finance committee
Mr M Pocock	Trust	19 September 2022	
Mrs K Zuger	Staff	31 August 2021	SRE, Safer recruitment trained
In Attendance:			
Mr D Donnelly (part)			MAT CEO
			Principal, Safer recruitment trained, Child Protection, Children and Young People in Care
Mrs C Roberts			
Mrs A Dunabin			Clerk to Governors

1. Apologies

Apologies for lateness had been received from Mrs Grimes; she was however, on the telephone until arriving in person at 17.52.

2. Declaration of pecuniary and personal interests

Mr Pocock declared his relationship to Mrs Pocock, manager of Moore pre-school.

Mrs Zuger is on the committee of Moore pre-school.

3. Minutes of the meeting held on 3 October 2019

The minutes were **agreed** and signed by Mr J Paget (Chair).

4. Matters Arising

Item 6: the additional expenditure of £1k for IT equipment has been investigated and the additional cost is actually £1.8k which will be spread over the next three years.

5. Budget Review – P4 and 5 Figures

Q: Do we have any figures for 2021?

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A: The anticipated income of around £30k looks as if it will be £80k in the budget. The planning process has started and it is not definite that all this money will be passed onto the school; if this money does come into the school's budget it will be in a stand still position with 6.6 teachers plus the Principal.

Q: How has this come about?

A: The LA has moved towards the National Funding Formula and as they move towards this position this is an indicative figure. It is a good position for the trust.

DD explained that it is not yet clear what the board will say and so it is proposed that the five year plan is followed.

Q: Is this new funding formula supposed to address the imbalance for deprivation etc?

A: I'm not really sure how it is working out, school funding from the government is increasing.

DD explained the mechanics of the NFF. The trust will receive an extra £1m pa.

Q: When will you get the final figures?

A: We will know the GAG funding in March. If the trust does decide to take some back we will complain because this is the worst funded school as we have no deprivation indices.

DD advised that the school stays with the plan that is in place. The GAG funding statement will be received in March and then the budget will be worked on. The budget will be agreed by April.

The Principal advised the committee of the content of Ann McIntyre's email regarding the Inclusion Charter.

Q: How many children with SEND do we have?

A: We have 16 and three have additional funding so we need to maintain the number of TAs we have.

The commentary on the P5 figures shows higher than anticipated Pupil Premium funding. The increase in Teachers' pension contributions has been covered by a government grant. Additional funding received for one child went into this year's budget; all these generated an additional £30k.

A supply teacher will be brought in to relieve the Principal from teaching duties from now until June 2020.

The deficit is now predicted to be £5k at the year end which is significantly less than anticipated.

Mrs Grimes arrived at 17.52.

There will be a smooth increase in income and steps in terms of staffing costs because of the increase in the number of classes over time and lag in funding. P5 figures show a net deficit of £11k compared to the budget deficit of £23k at this point in the year. Pupil Premium funding accounted for an additional £2.7k, government grants £10k, School Direct income £3.8K plus £4k SEND funding for one pupil.

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Expenditure on teachers' salaries is £4k better than budget and this will be offset. Money has been spent on PAT testing. There will be additional supply costs to cover the Principal's teaching commitment.

6. New Build Update

Faithful and Gould are managing the planning process. The Principal advised that one of the parents works for the LA in the transport department and has offered support in terms of the application. Faithful and Gould plus Craig Parkinson and the parent have been put in touch with each other. The travel plan was submitted last week and has come back to say it has not been changed from last time which was the reason it stalled before. Faithful and Gould have stated that the travel plan has changed.

DD advised that he would investigate and get to the bottom of it. He will contact Faithful and Gould and if necessary, will get someone else in.

The chair advised that he had looked at the travel plan and did not believe it was fit for purpose. There is no off street parking for staff.

ACTION: A positional statement will be obtained W/C 10 February 2020 so Governors can see the exact position.

Governors noted that the school needs confirmed dates by April 2020.

Mr Donnelly left at 18.05

Governors expressed their concern over the lack of progress on the new build. The school is likely to have 30 children in reception in September.

7. Site Inspection

A significant amount of work has been scheduled to take place over the half term holiday. The flags outside the front door will be dealt with, the floor in KS1 will be fixed and the kitchen circuit board is too small and has been tripping out; this will be replaced with a new board. The KS1 sheds will be looked at as over time the roofs have had running repairs which have now failed. Faithful and Gould are going to inspect them. New wooden skirting boards will be fitted along the corridor. All these works will be covered by the budget, most will come from the Trust's capital budget.

8. Review Access Plan

Nothing has been done due to the budget and nothing is planned.

Q: Will this cause any issues?

A: No, because we've no people in school who need it and we don't know about the children who will be starting.

9. Health and Safety Report

Nothing further has been heard yet from Compliance Ed. There is an update booked in for 25 February 2020.

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10. Policies

- *Emergency and Unavoidable Closures – this has been updated and the new systems added – Seesaw and Tapestry.*

RESOLVED: that, all this policy was approved by Governors.

The principal advised Governors that a letter regarding the Coronavirus would be sent out this week.

11. Critical Incident Plan Update

There has been no further update.

12. Date of next meeting

Summer term 2020

Thursday, 7 May 2020 at 17.30

Mr J Paget, Chair of Committee

Signed by email.....Date 5 October 2020

Alison Dunabin, Clerk to the Governors