

SIGNED COPY



**AUTUMN Term 2020**

**The Governing Board of Daresbury Primary School**

**Minutes of the Finance, Personnel and Premises Committee Meeting held via Teams on Thursday, 1 October 2020 at 17.30**

**Meeting commenced 17.32**

**Composition of Finance, Personnel and Premises Committee:**

Present	Name	Category of Governor	Date of end of tenure	Designated Role
✓	Mr M Pocock	Trust	31 August 2024	Chair of Governors, Arts, Safer Recruitment Trained
✓	Mr J Lavery	Trust	7 June 2024	
✓	Mr P Mackenzie	Parent	2 May 2023	
✓	Mr J Paget	Parent	22 February 2021	Committee Chair, Pupil Premium
	Mrs K Zuger	Staff	31 August 2024	SRE, Safer recruitment trained
✓	Mrs C Roberts			Principal, Safer recruitment trained, Child Protection, Children and Young People in Care
✓	Mrs A Dunabin			Clerk to Governors

**Prior to the meeting all governors had confirmed their agreement to meet remotely.**

**1. Apologies**

Apologies had been received and were accepted from Mrs Zuger.

**2. Declaration of pecuniary and personal interests**

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

Mr Paget's company provides payroll services for the Beacon Academy Trust.

**3. Finance, Personnel and Premises Committee Terms of Reference**

The TORs were agreed with no amendments.

**4. Election of Chair**

The election of the committee chair was deferred until the January meeting.

*Mr Mackenzie arrived at 17.37*



**5. Minutes of the meeting held on 6 February 2020**

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

**6. Matters Arising**

None to record.

**7. School NOR and final attendance figures for last year.**

NOR is 169 – one child started on Monday and left to go to Moore on Tuesday as a place had become available. This number is higher than expected and has gone through on the Census. Attendance to March 2020 was 96.5%; the target was 97%. Attendance figures since lockdown are not secure, however, they stood at 94.8% at the end of July 2020.

*Q: Is it worth trying to understand what the figures were?*

*A: There will be no connotations, and no one was penalised. We have taken out an SLA with the Halton EWO service and they will come into school every half term. The reason for this is that persistent absences have crept up over recent years.*

*Q: How has it been since the start of term?*

*A: There are 13 children who haven't been in school since the start of September, other than that there is 100% attendance.*

*Q: Across Halton, how have other schools found this?*

*A: We are bucking the trend; most schools are worse than us.*

*Q: Are you concerned about parents self isolating due to anxiety etc?*

*A: No, parents have been sensible. Some parents have contacted the school for advice. The children have settled in well. Two children with SEND are struggling but the rest have adapted.*

*Q: Are you getting any support for this?*

*A: We're not supposed to have any extra adults on site but as it is for children who need this additional help, I am allowing people to come onto site.*

**8. Budget Update**

*Q: For Professional services the actual is showing as £15k versus £29k budget. Is this expected to come in and have we accrued?*

*A: There is a potential of a £6k accrual; the final figures go to the auditors on 12 October. We are looking at a water credit so there will be some adjustments from the year end figures.*

In summary there was income of £30k which was higher than budget; with £4k of adjustments the school finished £26k better than budget at year end and the deficit was therefore lower than predicted. There will be some impact on the 2020-21 budget; for example because the Government are not paying some additional costs. The school is paying the cost of additional cleaner for 14 hours pw, the contractors are not happy with the hours they are working and the MAT is dealing with this. One member of staff will soon be going on maternity leave. There is a child in reception with an EHCP; the reception teacher supported the parents to apply for this during the summer. Some funding has come into school but only at Band one. The EHCP will be



reviewed in October. The child needs this provision, is non-verbal and incontinent and so needs 1:1 support.

*Q: Is this child in the right place?*

*A: I don't know, the child is not in school full time at the moment; the child is well behaved and is making excellent progress.*

*Q: Did the EY providers wash their hands of the child?*

*A: There is evidence that they had started to make noises about referral just before lockdown. We will appeal for additional funding at the October review.*

Two of the interactive whiteboards ceased to operate and the Principal has secured two further interactive TVs and the cost will come out of DFC.

**RESOLVED:** that, governors agreed with this course of action.

### **9. SDP – Finance, Personnel and Premises Priorities**

The SDP had been previously circulated. The first section covers transition from lockdown. The school has been allocated £13k of catch up funding; the first part of this is based on last year's census and the second part will be based on this October's census. There are strict criteria on how it can be spent. Claire Holwood is responsible for PP funding and catch up funding at the MAT and has ensured that the school's plans are compliant.

There is a new PHSE curriculum and new resources for PHSE. The funding will cover PASS assessment – an online questionnaire which will be carried out later in October. It measures the children's pastoral needs.

The school has engaged an additional member of staff from an agency for five days pw up to Christmas at a cost of £8k. This is already having a significant impact. The concern is around the younger children as the older children engaged with online learning. The new staff member is working with children from all year groups. There were ten families who could not access the online learning on Seesaw and Tapestry. There is some money from the catch up funding to set up a loan system for some school laptops.

SEMH support programmes are planned and there is time built in for TAs to carry this out. There are more resources for 'Talk for Writing', reading and phonics.

The Pupil Premium strategy incorporates the catch up funding. The school has 13 children in receipt of pupil premium funding this year and most of them are in KS1. The funding has been allocated to improving reading materials, EWO costs, IT repairs, subscription costs for Seesaw and Tapestry and support costs for residential visits and other school trips. There is also release time for Kathryn Zuger to support quality first teaching.

### **10. Buildings Update**

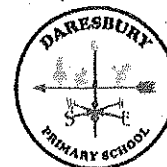
The new classroom is in situ; there is one final snagging thing to sort out. The school has still not been granted planning permission for it and the LA is aware of this. Permission is required for a temporary car park and then approval should be granted.

*Q: Have we got approval from building regulations?*

*A: Yes, we have.*

*Q: Have there been any negative comments from residents?*

SIGNED COPY



*A: Very few and most are about parking. The PCSO will be on site and there are no plans to stop the staggered start and finish times.*

**11. Policies**

- *Charity Collections*
- *Lettings*
- *NQT*
- *Staff and Volunteer Induction*

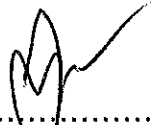
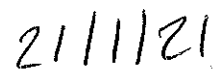
The only changes are to the NQT policy to reflect the fact that the MAT is taking part in a new programme for NQTs in 2020-21 and also that any absence due to Covid-19 will not affect the 30 day rule.

**RESOLVED:** that, these policies were approved by Governors.

**12. Date of next meeting**

Spring term 2021      Thursday, 21 January 2021 at 17.30

Mr J Paget, Chair of Committee

.......... Signed .....  
.......... Date

Alison Dunabin, Clerk to the Governors