



SUMMER Term 2021

The Governing Board of Daresbury Primary School

Minutes of the Finance, Personnel and Premises Committee Meeting held via Teams on Thursday, 6 May 2021 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 | |
| ✓ | Mrs A Porritt | Parent | 24 February 2025 | |
| ✓ | 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

The meeting was fully attended.

2. Declaration of pecuniary and personal interests

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

3. Minutes of the meeting held on 21 January 2021

The minutes were **agreed** and will be signed by Mr M Pocock (Chair).

4. Matters Arising

Item 8: The Principal reported that following the last meeting Compliance Ed have visited the school and are now up to speed.

5. Budget Review

The P7 accounts show that the school is £32.7k in the red.

Q: When does the MAT see us as being in the black?



A: From what I understand for P7 we are on track for the budget as we set it. We won't be adrift. The MAT is supporting our deficit. We should be able to set a balanced budget for next year. The school will receive more money next year as it will be funded on 169 children. It will be tight, but it balances. The budget for 2021-22 contains all the required staffing and money to set up a new classroom. We will receive £14.5k Pupil Premium funding and £17k sports funding. The SEND allowance will be £37k. The budget is tight, but it has a lot in it that I wanted to achieve. The MAT is picking up some additional premises costs.

Q: Will we get the costs for Covid back?

A: There are claims that the MAT submits on behalf of the schools so the claims are done by them. We are the only school in the Trust which looks at the budget in detail.

6. Budget 2021-22

The budget for 2021-22 will be funded on 169 children and there will be 180 on roll in September. The budget is positive although it is still in draft form. The budgets will be signed off much earlier this year so that the Pupil premium and sports funding impact and strategy forms can be completed for the start of the academic year.

Q: There was an underspend on the curriculum line?

A: What they do is that they even out the spend across the year but money is mainly spent at the beginning of the year, at Christmas and at the end of the year.

7. Benchmarking

The report card for 2019-20 had been circulated prior to the meeting. The Principal reported that she had asked the MAT how confident she could be with the figures. There is nothing that stands out. A school resource management assessment tool is submitted by the MAT to the EFSA. That report will be presented to Governors with the final budget. The MAT will be approving the budget this month. This committees' remit is to monitor the budget and question the monthly figures.

Q: Has the loan been paid back by the MAT?

A: It has been paid back but they are not out of the notice to improve for another two months or so. The school is now in line with everyone else regarding the top slice commitment.

8. Health and Safety Report

Compliance Ed have been out to the site at least twice since the last meeting and are due back in a couple of weeks. The school is compliant with all the statutory checks. The principal is aware that contractors have been asked to quote for certain required works. Some windows have been replaced at the front of the school. This will work at MAT capital level so the school has no access to it. There is an email trail which covers everything.

Q: What about the drain at the edge of the school field?

A: The drain has been installed but it may not be completely finished



9. Risk Assessment Overview

All of the covid risk assessments have been assessed by the Trust and at school level. They are regularly reviewed and updated with all changes. Within bubbles children do not have to social distance and the bubbles are kept as separate as possible. The Link Club bubbles do not necessarily match school bubbles although they are consistent, and it does seem to work.

Q: Are all the staff doing LFD tests?

A: Yes, they are and we now have a large number of staff who have been vaccinated.

Q: As we move to different levels of restriction have the risk assessments been looked at?

A: Nothing will be changed until after 21 June. However, we are allowing professional visitors into school with restrictions.

Q: After 21 June do we need to re-assess?

A: The MAT will do this. I am loath to move away from bubbles after 21 June. We may do Sports Day and this can be managed.

Governors agreed that this was a sensible way to proceed for the last four weeks of term.

10. DFC Spending Plans

The school has used DFC money to purchase ipads so it has been spent. If there is any left it will go towards setting up the new classroom.

11. Buildings Development Review

The process of getting a seventh classroom by the end of the next academic year is at MAT level. The plan is for the next classroom to join onto the current classroom so it becomes an L-shaped building. The new classroom needs to be onsite by whit 2022.

Q: Have we got planning permission for the new classroom?

A: I cannot answer that question.

ACTION: The Chair will correspond to Craig Parkinson copy to David Donnelly regarding this situation.

12. Policies

There were no policies to approve.

13. Date of next meeting

Autumn term 2021
TBC

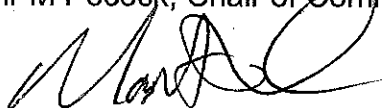
Thursday, 30 September 2021 at 17.30 -

Meeting closed at 19.00 following the discussions on confidential business.

Handwritten initials



Mr M Pocock, Chair of Committee

 Signed 10/06/2021 Date

Alison Dunabin, Clerk to the Governors

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