



SPRING Term 2020

The Governing Board of Daresbury Primary School

Minutes of the Finance, Personnel and Premises Committee Meeting held via Teams on Thursday, 21 January 2021 at 17.30

Meeting commenced 17.30

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

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.

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

3. Election of Chair

Mr Pocock will take the chair until the autumn term meeting of this committee following the resignation of Mr Paget at the end of his term of office.

4. Minutes of the meeting held on 1 October 2020

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



5. Matters Arising

None to record.

6. Budget Review

The overall position is that income has increased by £7k which included £2k of SEND funding not budgeted for but this has also created additional cost. There have been £2k of donations and £3k from sale of goods. Prior to the meeting questions had been posed to the MAT accountant and the response was as follows:

Sale of Goods relate to monies transferred in from school fund account. Analysis was done on school fund balances and I found that despite income going into school fund the expenditure had been taken from Main account – which indeed would have contributed to prior years deficits, therefore the school fund would reimburse the main budget. Further work is being done to analyse £14,777.38 in the same way but at this stage, the amounts brought back in are split as follows:

Pettypool	£1,512.98	school trip paid from main budget
Hoodies	£233.00	hoodies purchased via main budget
Book Fair	£463.73	book fair invoice paid via main budget – profits of £265.97 remain in sch fund
Swimming	£877.55	swimming income to cover costs of buses – main account paid for the buses

Total transfer so far £3,087.26

The overspend in the MDA is largely due to the increased cost of cleaning (due to COVID) the staff member is originally a Midday but has been given additional hours cleaning and therefore her cost as a whole has been assigned to Midday – it would probably be more accurate to split this out for future reports.

Q: Aren't the MAT making a list of additional costs?

A: In the first lockdown we could claim for additional costs because of lockdown. The MAT is making a list and some of the windows for claiming and we put in a claim. We have an MDA doing full time cleaning in school but the door has now closed on claiming for these costs. The criteria has changed on what we can claim. I am slightly concerned that the school fund information has been taken away to be reviewed. We do fund raise for a number of things so I am concerned that this funding will be switched into the budget.

Governors supported the principal in that these things need to be signed off and the money kept in school fund. The MAT seems to be expecting that money raised should be immediately spent and we do not necessarily have something to spend it on immediately. We do need some form of process to give the MAT the right to move money out of school fund. There will be a



schedule to show where the money has come from so it can be saved.

Governors noted that the budget operating now bears no resemblance to the budget set in September. There have been changes to staffing, changes to pay ranges and there is an additional TA for SEND support. The caretaker left and the role is being covered by agency staff. There is a £13k deficit in the new budget. The MAT board has approved this.

Moving forward they will be forecasting against this new budget. So they are still counting on increasing pupil numbers. Income has increased because the school has taken on a few students and has some SEND funding which is not covering the costs.

The topslice is £56k. There is a deficit of £82k on the three year forecast and the school is now projected to be out of deficit by 2024-5.

Q: Is that when the loan is paid off?

A: The loan was paid off after three months but to get out of the financial notice to improve comes with a lot of conditions. In 2023 we will move to seven classes but we will need another TA. The topslice in the budget was £56.3k so it is about the same. The budget was balanced when it was set and now there is a £13k deficit. When the school has children with EHC plans the funding does not cover the costs of staffing. The three year plan is early and we have been asked about next year's staffing. The school is currently over staffed because Mrs Lockhart is not in school due to Covid guidelines and there is a staff member in her class.

ACTION: the staffing costs in the three year plan will be checked particularly the 69% of total cost in 2022.

Catch up and Pupil Premium funding – a review is scheduled with Claire Hallwood for 1 February. The vast majority of the catch up funding has been spent. There is about £500 linked to reading resources which has yet to be spent. Some of the pupil premium funding is linked to interventions which are not being run at present. This may need to be reviewed in the summer term.

ACTION: Check that the LGB articles allow the appointment of an Associate member.

7. Review Access Plan

A good deal of the access plan concerns the children with SEND. Yellow and white markings need to be painted. Mrs Lockhart has been working on the access plan and she is doing a lot of work with the SEND children through lockdown so they are getting this support.

A lot of work has been done in classrooms around accessibility. A lot of work has been done with a child in Y6 who has an EHC plan regarding transition to high school and also a lot of work has been done with a child coming into reception. Work around speech and language has been looked at and the school has been able to tap into free resources and training. Sue Jones will undertake ELSA training and because of lockdown the LA has got this training





for free. Sue will need to be released for training and then there is an annual cost.

Every classroom now has a calm area. Resources are being reviewed to ensure that the school has books with pictures of people with disabilities. The school has purchased resources for children with dyslexia and for other children with sight impairment.

8. Health and Safety Update

The Principal reported that Compliance Ed have not been carrying out visits and there have been no site visits for some months. Everything is being done remotely and we are waiting for the Health and Safety policy.

Q: Is the MAT putting pressure on them?

A: I have alerted the MAT and they are aware.

We have had an updated risk assessment from them to do with Covid which is linked to all staff lateral flow testing which comes onto site next week. The Principal outlined the process for self testing and advised that staff would receive training.

Q: Have any of the staff had a positive test?

A: Yes, but not in term time. All staff who have come onto site since Christmas have been tested once per week and this will increase to twice per week.

Q: Can we escalate the situation with Compliance Ed to the MAT?

A: I will escalate it to the CEO after this meeting because we are paying a lot for little service.

9. Policies

- *Charging and Lettings*

RESOLVED: that, this policy was approved by Governors.

10. Date of next meeting

Summer term 2021

Thursday, 6 May 2021 at 17.30

Meeting closed at 18.26 following the discussions on confidential business.

Mr M Pocock, Chair of Committee

..... Signed 06/05/2021 Date

Alison Dunabin, Clerk to the Governors