

Pennington C of E Junior School Finance & Resources Minutes via Zoom		Meeting 17th March 2022 5pm
Present: Kirstie Richards (KR) Head teacher George Kidner (GK) Foundation Karen Simpson (KS) Co-opted Chair FGB Tony Lowman (TL) Co-opted Chair FGB		In Attendance : Hannah Burnham LA Clerk: Suzanne Ashworth
Apologies: Stuart Kingsley Smith		Meeting was Quorate throughout.

1	Welcome and Apologies: Meeting opened 5:30. Chair welcomed all to the meeting thanked all for attendance . Thanks were also expressed to HT, BM and all staff for the additional work they have undertaken and how they have adapted during this unprecedented time.	
2	Declaration of Pecuniary Interests: RN Governor at PIS	
3	Minutes: Minutes were accepted as an accurate record of the previous meeting To be signed by Chair/filed by clerk at an appropriate opportunity	
4	Matters Arising: SFVS is to be submitted by 31 st March, 2021	
5	Staffing /Restructure 5.1 Staff Structure/ required recruitment Update	

5.2 Proposed Restructure

All information around the proposed restructure had been placed in Governor Hub in a folder under FGB/February 2021. This information must be shared at least 7 days prior to the meeting with all governors and as such fulfils this require

Staff will be invited to attend the meeting, to listen and to question governors and to make any comments.

Following this, staff will withdraw from the meeting to allow Governors further discussion time and to reach a conclusion.

Governors asked about how restructuring impacted on the budget

The impact will be on staffing/staffing costs.

It was noted that eventually the budget moves out of deficit.

Governor questioned this, as with the five-year plan then the school will once again be losing money, this is only a short-term plan.

It was explained the five-year period is difficult to predict and that this is the best that can be achieved at present. Much can change within a school over five years.

Figures which had been circulated prior to the meeting were discussed.

Questions were asked about the number of staff hours to be reduced. £75,000 surplus next year will result. Governors wanted to know if so many hours needed to be reduced this year?

To achieve £4000 surplus all had to be removed. It was explained there are so many scenarios. The academic year and the financial year do not start/end at the same time.

Governors were concerned that the large surplus may be to the detriment of the school. The budget does not account for any unforeseen circumstances. Examples of unforeseen circumstances which had occurred historically were discussed.

It was agreed the sum of £75,000 could easily be spent and was a reasonable surplus.

A governor explained that in her experience situations around schools are variable and over a period of 2 – 3 years can change drastically. Possible increase in birth rate could see the need to increase the PAN upwards.

There was further discussion around the reduction of PAN and if this would go ahead?

Awaiting a decision on this. Numbers used for projections are the numbers on role at the Infant school.

6

Budget

6.1 Income/Expenditure, 6.2, 6.3

Budget had been circulated prior to the meeting together with notes explaining figures.

Governor enquired about numbers on role. Actual = 173 predicted 189 and why there was such a difference?

Looked at all children who had placed PJS as first or second choice. Many had received places at other schools. Additionally, three families have left the area.

Governors asked if the forecast was based on the reduced PAN?

No. this is based on the number of pupils in in t infant school.

Staff structure was discussed.

As a result of the possible restructure, some staff moved on immediately.

- Teacher retired 31st January 2021
- Colleague 0.6 resigned – leaves Feb half term
- Another colleague has re evaluated their personal situation and has left (0.6)
- Therefore, teaching staff now needs to be reduced by 0.4
- Equivalent of 5 TA posts will be lost by the end of August

Will any of the TA posts go via natural wastage?

This is unlikely. All staff will be required to complete a skills audit. The skills audit will be used to identify how decisions around staff are reached.

BM has a new post at New Milton, her replacement will be E grade/30 hours per week. This is a financial saving. BM leaves at Easter. There will be a cross over period where the new colleague will come into school for handover/training/sharing knowledge and good practice to ensure a smooth transition.

Governors agreed that the expense incurred during the hand over period would be worthwhile.

Colleague who has been absent long term will have salary reduced to 50%

Other absence and costs were discussed.

HT is covering the Nest

None of the absences in school are linked to Covid.

PJS has paid into the Support Worker Service Level Agreement. This is a cost but this insurance is necessary. Governors agreed with this.

BM explained the school is locked into this agreement at present but the school is looking at other companies who may provide better value at the end of this period.

Costs of the outside play equipment was discussed. Very little has been spent in this area for 20 years. Wooden structures are a problem and need to be renewed. Cost of this equipment is between £25 -£30,000.

Looking at options for funding such as the availability of lottery funding.

Governor gave details of Sport England Grant: This is a return to play fund to encourage children to become more active. Currently they are looking at deprivation area 1 – 3, PJS is considered to be 5, but it may be worthwhile to pursue this avenue of enquiry.

HT confirmed there had been no rolling programme of improvements for years and the only capital expenditure in recent years had been for fencing.

Catch-up Funding was discussed.

- Amount due: £8750
- Received to date: £3380
- It was confirmed the difference will be forthcoming
- Purchases/spend has included Lexia programme, TA hours September – December doing 1:1 work, testing and group work
- Remainder will be received by the end of the financial year.

Spend (disadvantage grant) has been used to purchase food vouchers.

Higher needs funding: still awaiting the amount due for the current term

Exceptional circumstances (Covid) grant was discussed. BM has claimed for all possible.

Fundraising: Laptops have been donated and Lymington Computer company has ensured they are suitable for pupils use. 45 families and 10 members of staff have benefitted from these donations.

35 new laptops have been purchased with Fundraising donations. Any surplus will be left in the PTA account towards a bigger project next year.

Governors asked about a letter of thanks being sent to the IT company? This has been done.

Successful fundraising was discussed as well as the positive publicity received from the story on the front page of the Lymington times.

Grounds Maintenance Contract was discussed.

- Contract was put out to tender by Hampshire CC who agreed to offer this to Southampton City Council.
- Quote for PJS was much higher. PJS has looked at local suppliers, including discussing with Priestlands.

	<ul style="list-style-type: none"> • A local contractor has been engaged. • This will benefit the school: able to build up a relationship with this contractor, he is willing to work at weekends and during the holidays • One months notice will be given to Southampton <p>Enquiries were made about DBS and appropriate insurance?</p> <p>These are all in the process of being checked.</p> <p>HT has applied to the Tesco Bags of Help scheme for funding towards play equipment.</p> <p>There was discussion about a children’s outdoor seating area which needs replacing as well as the fencing around the wild garden/pond.</p> <p>Figures were once again referred to. Outturn: £81,363.</p> <p>Full details are available in Governor Hub file.</p> <p>BM was thanked.</p>	
7	<p>School Improvement Plan 20/21</p> <p>This was discussed at SIT</p>	
8	<p>Catch Up Funding</p> <p>8.1 Totals</p> <p>8.2 Spending</p> <p>8.3 Impact</p> <p>This information had been shared in Item 6</p>	
9	<p>Premises and Health and Safety Update</p> <p>HT shared a number of areas which require work:</p> <ul style="list-style-type: none"> • Tyres (outdoor area) • Play trail – poles • Surfaces require wood chip • Wildlife area requires new fencing • Quiet area – replacement benches • Carpets I 2 classrooms need replacement • Light switches : work has been completed • Blinds – issues with most • Coat hooks – being dealt with <p>H and S Governor had met with caretaker 14th December, 2020 for a site walk.</p>	

	<p>Many of the above items were picked up on that walk. He noted the light switch was a fire hazard and was pleased this work had been completed promptly.</p> <p>Fencing for the wildlife area is a major concern: this area contains a pond.</p> <p>Community room was being refurbished at the time of the walk and the standard of work was excellent</p> <p>Sink needed to be fixed: this was urgent and work has been completed.</p> <p>Fire checks and legionella checks are taking place on a regular basis including the running of water every 4 days in the unused classrooms.</p> <p>Parent wo is a carpet cleaner cleaned the carpet for a reduced rate.</p>	
10	<p>Committee Restructure</p> <p>Due to the resignation of a governor and recruitment of new governors it was seen as necessary to look at roles and responsibilities of governors and how these could be reviewed.</p> <p>Timescale of report sharing was discussed. Where possible reports will be shared week in advance but it is appreciated this cannot always happen. Governors to be encouraged to read reports and submit questions prior to meeting where possible. This does not preclude additional questions being asked during the meeting.</p> <p>Decision was made to take this forward for discussion at FGB.</p>	
11	<p>Policies</p> <p>Attendance</p> <p>Attendance policy date to be amended.</p>	
12	<p>Correspondence:</p> <p>Email from PW informing of resignation had been received. Some discussion around suitable Governor to recommend to LA as LA governor. TL would be happy to take on this role if LA approves. FGB to ratify this suggestion.</p>	
	<p>Date for next meeting: 8th March, 2021</p> <p>Thanks to whole team at PJS to be passed on. Governors appreciate all they are doing during this exceptionally difficult time</p>	

	Meeting closed: 19.10	

DRAFT