

<b>Pennington C of E Junior School Finance &amp; Resources and Finance</b>		<b>12<sup>th</sup> October, 2021</b>
<b>via Zoom</b>		<b>Meeting 1</b>
<b>Present:</b> Kirstie Richards (KR) Head teacher Stuart Kingsley Smith (SKS) Chair F & T Co-opted Karen Tony Lowman (TL) Co Chair FGB Rachel Noel (RN) Foundation		<b>In Attendance:</b> Hannah Burnham  <b>LA Clerk:</b> Lindsay Ratcliffe
<b>Apologies:</b> George Kidner (GK) Foundation		<b>Meeting was quorate from 5.36 p.m. when meeting proper began</b>

Challenge Support Impact Actions

Minute	Subject	Action Point	By whom	When?
2	Declaration of Pecuniary Interests	Update/confirm record on Governor Hub is accurate	All governors	ASAP
8	Premises	To research carpet fitters	TL/HB	ASAP
10	Meetings	Poll to be set up/governors to complete	SKS	ASAP

1.	<p><b>Welcome and Apologies:</b></p> <p>Time of meeting had been amended to 5:00 p.m. Governors had not all received this time change.</p> <p>Apologies :GK</p> <p>Prior to the arrival of governors to ensure quoracy admin issues around the use of Governor Hub and communication, the resignation of the clerk and possible dates for future meetings were discussed. <b>Governor agreed to set up a poll to finalise the meeting dates for the</b></p>
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	<p>remainder of the academic year. Governors were reminded that dates selected were around deadlines e.g. submission of budget.</p> <p>Pay committee was discussed and number required to be quorate discussed. Pay committee can be made up of any three members of the Finance Committee excluding HT.</p> <p>Those present re- read the Pay policy for approval later in the meeting</p>	
2.	<p><b>Declaration of Pecuniary Interests:</b></p> <p>None received.</p> <p>Clerk reminded governors to ensure they went into Governor Hub/Governors and opened the section relating to selves then checked the declarations section. <b>Declaration of Interests and Keeping Children Safe in Education must be completed annually</b></p>	
3	<p><b>Approval of Minutes:</b></p> <p>Meeting held on 8<sup>th</sup> July 2021 (working party) notes had been shared with FGB.</p> <p>No outstanding minutes to be approved.</p>	
4.	<p><b>Matters arising (not dealt with elsewhere on the agenda)</b></p> <p>None</p> <p>17: 36 TL arrived: meeting became quorate. Meeting began</p>	
5	<p><b>Staffing</b></p> <p><b>Staff Structure/ required recruitment Update.</b></p> <p>Staffing discussed within budget</p>	
6	<p><b>Budget</b></p> <p>Pay Policy was discussed at this point.</p> <p><b>Pay Policy had been shared with all prior to the meeting.</b></p> <p>The policy is based on that produced by Hampshire CC and has been modified as appropriate to meet the needs of PJS.</p> <p><b>Questions were asked about any amendments made to the original policy.</b> It was explained that certain sections were not applicable to PJS for example the school does not have DHT or Assistant HT.</p> <p>Other changes include links to School Improvement Plan – these have been removed and information around SEND Co allowance has been added.</p>	

Governors agreed to adopt the modified version of the Hampshire Pay Policy.

Information around the budget had been shared via Governor Hub prior to the meeting. Governors were asked if they had any questions?

Questions were asked about the supply costs. Costs supply (agency) have increased to £30,000 ytd where as the amount in original budget was £10,000.

Absence due to pandemic has been high during the last term. All spending on supply has been noted in a full breakdown. Governors accepted that there have been unavoidable challenges and the spend is fully justified. Without supply staff there would be a negative impact on mental health and education of the children.

There will be an accountability meeting with Rebecca Baker and Derek Myers – the spend on supply will be questioned.

Governors acknowledged this is likely to be an issue in most schools across the country.

Governors stated they are aware HT will not employ supply staff unless there is no other choice.

RN arrived 17:56

Governors pointed out that in the future there will be a significant impact on the budget with the current substantial increases in gas and electricity costs.

The overspend on supply was to be expected. Governors stated that spending on the education of children is not a luxury but a necessity.

It was noted that Resource Provision at PJS was a positive. There was discussion around children; some in PJS prior to RP and the need of this provision. Those benefiting from this were discussed and how it allows children to remain in mainstream school. There was acknowledgement that once a child is out of mainstream it is difficult if not impossible for the child to return.

Financial impact (positive) of RP on PJS was also discussed.

HT shared that she has established a link with HT at Wildground which could be beneficial moving forward. This is a link HT has hoped to establish for some time.

Clubs and numbers attending discussed: attendance is good: 15 Basketball, 42 Football, 23 Tag Rugby, 27 Netball. Increase in costs has not had a negative impact on attendance. PP children are not charged.

Activity Club Friday at 7.00 p.m. has 3 parent helpers but needs more. Around 69/70 children attend weekly.

A governor may be able to encourage volunteer to help out – DBS would be required.

	The school no longer has a mini bus, this impacts on school trips such as Geography fieldwork visits	
7	<p><b>Catch Up Funding</b></p> <p><b>Income/Expenditure</b></p> <p>Catch up funding has been used in two areas:</p> <ul style="list-style-type: none"> <li>• To pay for a colleague to work an additional day each week</li> <li>• Thrive</li> </ul> <p><b>Impact of Funding</b></p> <ul style="list-style-type: none"> <li>• Day per week has been invaluable: the colleague works with children identifying for example why they answer reading questions in certain ways, diagnosing how this can be changed then planning how to help children progress. This is making a difference and will result in a sustained improvement</li> <li>• She also spends time going through their writing identifying how to improve their work.</li> <li>• It has also been used to go through maths papers with children to teach aspects of arithmetic that they have struggled with.</li> <li>• Thrive: Money well spent helping children following the upheaval of Covid – this tool has a positive impact.</li> </ul>	
8	<p><b>Premises and Health and Safety Update</b></p> <p>The programme for replacement carpets was discussed. It has been difficult to obtain the required number of quotes. <b>A governor is aware of local companies and will provide contact details to the school.</b></p> <p style="text-align: center;"><b>KS left the meeting 6:10</b></p> <p>Quality of the new AV system was discussed. Currently only the audio is available. The Video section will be completed during half term.</p> <p>Caretaker has been engaged for 10 hours per week. This arrangement is successful and although the contract is only temporary, it is likely to be extended. When needed, caretaker is willing to work extra hours. This is cost effective for the school.</p> <p>This allows Family Support Worker to take a more active role as previously was completing many site manager tasks. This has had a positive impact on safeguarding issue.</p>	
9	Correspondence	

	None received  National college: permission was asked of governors to allow their emails to be shared with the National College to allow them to access appropriate training. Governors agreed their personal emails could be used.	
10	<b>Finance Meetings: Dates going forward</b>  Poll will be arranged to confirm dates of meetings for this committee for the remainder of the academic year.	
	Meeting closed: 18:26	

<b>Pennington C of E Junior School Pay Committee Minutes</b>		<b>12<sup>th</sup> October, 2021</b>
<b>via Zoom</b>		
<b>Present:</b> Kirstie Richards (KR) Head teacher Stuart Kingsley Smith (SKS) Chair F & T Co-opted Karen Simpson (KS) Co-opted Chair FGB Tony Lowman (TL) Co-opted Chair FGB		<b>In Attendance:</b>  <b>LA Clerk:</b> Lindsay Ratcliffe
<b>Apologies:</b>		<b>Meeting was Quorate throughout.</b>

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**Challenge**   **Support**   **Impact**   **Actions**

1	<b>Welcome and Apologies:</b>  All were thanked for their time
2	<b>Declaration of Pecuniary Interests:</b>  None declared
3	<b>Recommendations:</b>  HT was asked about recommendations.

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It was explained that this year, due to Covid that there would be no changes other than around the role of SEND Co. SEND Co should receive an allowance.

Questions were asked about teaching staff place on pay scale including UPR and were there any staff who could be moving on?

It was explained that targets for the previous academic year were around data - this cannot be evidenced this year and development of the curriculum.

There are colleagues currently on UPR but the criteria for progression have not been fulfilled in the previous academic year due to Covid. It is likely that some will progress in future.

Governors enquired about normal progression?

	<p>Colleagues are either at the top of scale or in a position not to warrant progression at present.</p> <p>Governors agreed that recommendation around SEN will be agreed and accepted recommendations of HT.</p>	



