

<b>Pennington C of E Junior School Finance &amp; Resources and Finance</b>		<b>18<sup>th</sup> November 2021 Meeting 2</b>
<b>via Zoom</b>		
<b>Present:</b> Kirstie Richards (KR) Head teacher Stuart Kingsley Smith (SKS) Chair F & T Co-opted Tony Lowman (TL) Co Chair FGB Helen Campbell (HC) Staff	<b>In Attendance:</b> Hannah Burnham  <b>LA Clerk:</b> Lindsay Ratcliffe	
<b>Apologies:</b> George Kidner (GK ) Foundation Rachel Noel (RN) Foundation	<b>Meeting was quorate throughout</b>	

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

Minute	Subject	Action Point	By whom	When?
6.5	Budget	Amendments agreed to scenario including Family support worker  Budget to be signed	All governors  SKS	30.11.21
6.4/7	Premises	Governor to visit school with to complete premises inspection with the Caretaker.  HB to contact TL to arrange	TL  HB	End of term
10	Meetings	Poll to be set up/governors to complete	SKS	ASAP

1.	<b>Welcome and Apologies:</b>	

	Meeting opened all were welcomed and apologies accepted from GK and RN	
2.	<p><b>Declaration of Pecuniary Interests:</b></p> <p>None received.</p>	
3	<p><b>Approval of Minutes:</b></p> <p>Minutes accepted and approved by committee</p>	
4.	<p><b>Matters arising (not dealt with elsewhere on the agenda)</b></p> <p>There was a question around the carpets – this is progressing</p>	
5	<p><b>Staffing</b></p> <p><b>Staff Structure/ required recruitment Update.</b></p> <p><b>Details and reports had been shared prior to the meeting via Governor Hub.</b></p> <ul style="list-style-type: none"> <li>• Yr 3 ECT is not teaching at present; supply teacher is in place doing a good job creating a calm learning environment for the children.</li> <li>• RP: Teacher has resigned this will be covered internally</li> <li>• Y4 teacher in this class has no contract and is a musician. Working two days per week</li> <li>• Appointment of TA: this is to cover additional EHCPs. The funding from the EHCPs will cover this cost.</li> <li>• Academic Mentor Scheme was explained:</li> <li>• Mentor must have a degree qualification with a minimum degree qualification of 2:2 plus QTS</li> <li>• Government will pay 95% of the salary</li> <li>• Tutor will spend 80% of time working 3:1. 10% 2:1, 10%1:1</li> </ul> <p><b>Governors agreed that the school should attempt to appoint and academic mentor.</b></p>	
6	<p><b>Budget :All information had been shared prior to the meeting</b></p> <p>6.1 Budget to date 6.2 Forecast outturn against budget 6.3 Additional Items</p> <p><b>Two scenarios had been shared prior to the meeting. The only difference in the scenarios was that funding for a Family Support Worker (18 hours) is included.</b></p>	

	<p>Questions were asked about time frame and Pay Grade</p> <p>The post would be ongoing from January 2022; the pay grade is E grade.</p> <p>Governors commented that to not have a colleague in this position would be detrimental to the school.</p> <p>Enquiries were made about any other changes?</p> <p>Only changes are that in future years numbers on role will reduce.</p> <p>It was noted that the position of Family Support Worker is crucial to the school. The colleague in this role would also become the mental health lead for the school.</p> <p>Governors agreed to the scenario including the Family Support Worker. Governors agreed it is crucial to continue to look at ways to recoup in subsequent years.</p> <p>It was noted that Finance Officer is looking into the possibility of obtaining a grant to fund this role.</p> <p>Currently money to fund this position is available in the budget.</p> <p><b>6.5</b> Governors agreed to this amendment to the budget to be submitted to HCC by 30<sup>th</sup> November 2021. SKS will visit the school to sign the amended budget.</p> <p><b>6.4 Capital Spend: Update</b></p> <ul style="list-style-type: none"> <li>• Carpets: still awaiting a further quote. Quotes received currently £2500 per classroom, £4,000 for the corridor,</li> <li>• Window fittings: a grant for £1200 is available this is unlikely to cover the full cost. Awaiting an accurate quote</li> </ul> <p>Governors enquired when the window repairs would happen?</p> <p>The company able to replace the window furniture needs to confirm how many fixtures require replacing. Until this happens, accurate quotes cannot be obtained.</p> <p>Hampshire CC have found a company to complete this work.</p> <ul style="list-style-type: none"> <li>• Blinds throughout the school are also a priority.</li> <li>• It was confirmed that the carpets can be completed when a further quote has been received.</li> </ul> <p>It was suggested that a governor should visit the school and walk around looking at areas where spending is required and to produce a plan. It was suggested the caretaker be present on this walk. TL offered to do this during the last week of term.</p> <p><b>6.5 Approve revised budget for submission 30<sup>th</sup> November 2021</b></p> <p>See end of 6.1. Governor to attend school to sign off the budget.</p>	
7	<p><b>Catch Up Funding</b></p> <p><b>Impact of Funding</b></p> <p>Funding has been spent on food vouchers, laptops and a 2-year subscription to Thrive</p>	

	<p>Thrive is an ongoing development within school; there is one trained practitioner and another in training.</p> <p>All staff are to be introduced to Thrive. Inset to take place on 4<sup>th</sup> January, 2022. All governors are welcome to join the staff.</p> <p>The use of the DfE tutoring grant was explained: a 5/6 teacher spends half day tutoring. 20 days can be covered. Staff covering this catchup are known to the children.</p> <p>There was discussion of where the children are now. 69% target to achieve ARE in reading. Writing and Maths.</p> <p>30% SEND are unlikely to achieve ARE in all areas.</p> <p>Questions were asked about volunteers coming into school to listen to children read. There are some people who have done this before and have expressed an interest.</p> <p>It was noted DBS checks would need to be completed as well as lateral flow tests prior to volunteers coming in .</p> <p>HT would be very happy to have volunteers in school again. Chair (FGB) will contact potential volunteers</p> <p>There were questions asked about using Catch Up funding for summer school.</p> <p>There was discussion around this, it would not be beneficial.</p>	
8	<p><b>Premises and Health and Safety Update</b></p> <ul style="list-style-type: none"> <li>• Windows and carpets had been discussed in Budget</li> <li>• Caretaker is completing statutory checks</li> <li>• Caretaker should have training around Health and Safety issues.</li> <li>• Caretaker has undertaken some maintenance work and is happy to bank hours</li> <li>• He has completed overtime and is happy to do so as and when it is necessary</li> </ul>	
9	<p><b>Correspondence</b></p> <p>None received</p>	
10	<p><b>Finalise meeting dates for the remainder of the academic year going forward</b></p> <p>Next meeting FGB 2<sup>nd</sup> December, 2021 at 5.30</p> <p>Chair (Finance) to produce a poll regarding dates going forward</p>	
	<p>Meeting closed: 5.55 p.m.</p>	





