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| Pennington C of E Junior School Finance & Resources Minutes via Zoom | | Meeting 4 18th March, 2021 |
| Present: Kirstie Richards (KR) Head teacher Stuart Kingsley Smith (SKS) Chair F & T Co-opted George Kidner (GK) Foundation Rachel Noel (RN) Foundation | | In Attendance: Rebecca Clark (Business Manager) (RC)(BM) Hannah Burnham LA Clerk: Lindsay Ratcliffe |
| Apologies: Tony Lowman (TL) Co-opted Chair FGB | | Meeting was Quorate throughout. |

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

| Minute | Subject | Action Point | By whom | When? |
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| 3 | Restructure: Committee | To be considered at FGB | FGB | March 2021 |
| 6 | Cleaning staff | Advert to be placed x 2 cleaners | HT | ASAP |
| 10 | SFVS | Submit for approval to FGB | SKS | 25 th March 2021 |

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| 1 | Welcome and Apologies: Meeting opened 5:30. Chair welcomed all to the meeting thanked all for attendance . HB was introduced – she will take over from the Business Manager | |
| 2 | Declaration of Pecuniary Interests: RN Governor at PIS | |

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| | RC Related to an individual who submitted quotes | |
| 3 | <p>Minutes:</p> <p>Minutes were accepted as an accurate record of the previous meeting</p> <p>To be signed by Chair/filed by clerk at an appropriate opportunity</p> <p>Pay Committee Minutes</p> <p>Accepted and approved.</p> <p>Committee restructuring will be examined at the next FGB</p> | |
| 4 | <p>Matters Arising:</p> <p>HB will require the authority of governors to use the purchasing card. Governors approved this. End of month the authority will switch from RC to HB</p> | |
| 5 | <p>Staffing /Restructure</p> <p>5.1 Staff Structure/ required recruitment Update</p> <p>There is a vacancy for a year 3 teacher for the Summer term</p> <p>The vacancy has arisen due to resignations; Y4 full time colleague has resigned together with 0.6 and 0.4 Y3 colleagues.</p> <p>Supply colleague has agreed to remain until the end of the Summer term; this colleague will be paid over the summer.</p> <p>Shared SENDCo with PIS: currently this is divided 0.6/0.4 from Easter this will change to 0.8/0.2</p> <p>Regarding the restructure: the LSA skills audit will be completed by 19th March 2021</p> <p>Questions were asked about any LSA's who may leave as well as teaching vacancies in the next academic year?</p> <p>To date:</p> <ul style="list-style-type: none"> • TA has brought forward her retirement to commence from the end of August • Another has asked to reduce hours to 3 days • This leaves 73 hours or the equivalent of 2.5 staff to reduce • Teacher for summer term will replace the two part time colleagues <p>Enquiries were made around the time frame with regard to restructuring?</p> <p>Review of the Skills Audit will be completed by 24th March 2021</p> | |

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| | <p>It may be necessary to form a Dismissal Committee of governors: this needs to be 3 governors.</p> <p>Clerk explained the usual way to select is from an alphabetical list of governors, there was discussion around parents who are governors and it is preferable but not essential to appoint governors to the committee who are not directly linked to the school.</p> <p>GK and SKS plus one additional governor will form the committee.</p> | |
| 6 | <p>Budget</p> <p>6.1 Income/Expenditure</p> <p>Budget had been circulated prior to the meeting together with notes explaining figures.</p> <p>Two types of reports had been submitted for scrutiny by governors prior to the meeting. At the time of the meeting there had been no questions around these.</p> <p>BM explained the two formats for the budget involved a similar time frame to complete.</p> <p>BM is working with HB on Budget – there has been a hand over period.</p> <p>Enquiries were made about the reduction of costs around Grounds Maintenance by £500.</p> <p>It was explained that the area requiring attention had been measured incorrectly and that this accounted for the reduction. A local contractor had submitted a tender for the work at the same rate as HCC however with the reduction offered, he cannot match this. The reduction covers the cost of the hedge trimming.</p> <p>Do the staff changes have any further impact on the budget?</p> <p>No, staff changes have already been applied to the figures shared.</p> <p>What about the cleaning contract?</p> <p>The costs quoted by Two Counties would increase from 4th April. It was considered; however, a decision was made to employ two cleaners directly. Adverts will be placed for the positions. It is hoped that any successful applicant could become a keyholder and possibly following training take up some of the caretaker’s duties as well as lock up as necessary in the evenings.</p> <p>There was discussion around this and it was agreed that to have a member of staff who could be responsible for night call outs/lock up would be useful. Currently, this falls to the HT and the BM who is now moving to a new position.</p> <p>Governors agreed that anything which reduces the need for HT to take on roles of this type was to be seen as a good thing. When it is possible to hire out facilities again, a local employee to lock up/set alarms would be an advantage.</p> | |

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| | <p>Governor was concerned about sickness and how would this be covered? With the contacting cleaners, they supply a replacement.</p> <p>As there would be two cleaners, then this allows for some flexibility.</p> <p>There was further discussion around if a governor should also be a keyholder and that this role could be shared.</p> <p>Governors agreed that the contract with two counties should be terminated as there is no tie-in clause and that two cleaners should be employed.</p> <p>The fencing work was discussed. The company who completed the previous work had submitted a quote. There could be a further reduction of £500 to the quote.</p> <p>Governors asked about other quotes.</p> <p>Quotes from a variety of companies had been requested. Some refused to submit quotes quoting covid 19 as a reason.</p> <p>Following further consideration, governors decided that the company who had completed the previous fencing work should be offered the contract. Previous work had been of a good quality and the company work well and are reliable.</p> <p>How much is needed to cover the costs of the carpets required?</p> <p>The cost is around £1800 per classroom. 2 Classrooms have been recarpeted.</p> <p>Governors considered that this could be an area that funds could be raised for.</p> <p>Discussion returned to the format of the budget presented to governors.</p> <p>It was agreed that the current format should be continued; this allows governors to see individual items rather than the CFR format which groups items together. The format in use gives more transparency.</p> | |
| 7 | <p>Policies</p> <p>Admissions Policy</p> <p>Reduction of PAN to 30 has been agreed; the reasoning behind this is that the PAN for PIS has also been reduced to 30.</p> <p>Numbers going into reception class at the Infant school for September 2021 are only 21. The reason behind this is the increase in PAN by other schools in the area.</p> <p>Questions were asked about the number of children in Y1 at PIS at present?</p> <p>2021: Numbers entered on budget 35 (PJS)</p> <p>2022/23 this reduces to 30.</p> | |

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| | <p>Current numbers at PIS were then shared: Y2 35, Y1 31, YR30.</p> <p>Governors asked if it was likely that children would be likely to opt for PJS from other schools?</p> <p>This is not likely.</p> <p>Governors were pleased that this situation had been discussed and that PAN will reduce to a workable level. If this had been agreed earlier, the school would be in a better situation currently. This was first brought to the attention of Hampshire CC more than 2 years ago. HCC did not act upon the schools' request – strategically HCC have been poor.</p> | |
| 8 | <p>Catch Up Funding</p> <p>8.1 Totals £8070 has been received</p> <p>Food vouchers for Christmas and half term and food vouchers for Easter should be available.</p> <p>HCC have agreed to supply food vouchers over the Easter break for all FSM children.</p> <p>Governors asked if the voucher system had been utilized by parents?</p> <p>Yes, they have received support from the school to ensure as many as possible can access the vouchers.</p> | |
| 9 | <p>Premises and Health and Safety Update</p> <p>Health and Safety Policy is on the website including the amendments around Covid 19. Dates on the policy require amendment.</p> | |
| 10 | <p>SFVS</p> <p>Although the date for submission of this document has been extended it was felt it would be better to ensure it has been completed and approved by FGB to be submitted by the end of March.</p> <p>The document is presented in a new format this year and is better as it can be used by governors as a working document. It is user friendly and easily updated or amended.</p> | |
| 11 | <p>Correspondence:</p> <p>None received. Still awaiting approval of LA governor from Local Councillor. It was suggested clerk contacts once more stating that TL is the choice of governor for this role and has been approved by FGB.</p> <p>Thanks were expressed to BM for the work and commitment she has shown to the school. All governors acknowledged she had gone over and above her job description since she started.</p> | |

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| | Governors also informed HB that they would support her as she took on her new role. | |
| | Date for next meeting: 20th May, 2021 Meeting closed: 18:43. Governors were thanked for their attendance. | |