

<b>Pennington C of E Junior School</b> <b>Finance &amp; Resources Minutes</b> <b>CONFIDENTIAL</b> <b>via Zoom</b> <b>including Pay Committee Minutes</b>		<b>Meeting 1</b>  <b>15<sup>th</sup> October 2020</b>
<b>Present:</b> Kirstie Richards (KR) Head teacher Stuart Kingsley Smith (SKS) Chair F & T Co-opted Tony Lowman (TL) Chair FGB Co-opted Rachel Noel (RN) Foundation George Kidner (GK ) Foundation		<b>In Attendance:</b> Rebecca Clark (Business Manager) (RC)(BM)  <b>LA Clerk:</b> Lindsay Ratcliffe
<b>Apologies:</b> Peter Williams (PW) Local Authority		<b>Meeting was Quorate throughout.</b>

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

Minute	Subject	Action Point	By whom	When?
6	Budget	To be uploaded	BM	<b>31/10/2020</b>
		Meeting: DM	TL/HT	<b>ASAP</b>
		Restructuring	BM/HT	<b>Process from Jan 2021</b>
10	Health and Safety	Policy review has been completed, date to be amended on document	HT	<b>ASAP</b>

1	<b>Welcome and Apologies:</b>  Meeting opened 5:40. Chair welcomed all to the meeting thanked all for attendance and BM for work on the budget		
2	<b>Declaration of Pecuniary Interests:</b>  RN: Governor PIS		
3	<b>Minutes:</b>		

	<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>																												
4	<p>Matters Arising:</p> <p>None</p>																												
5	<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>Teacher is absent due to ill health</li> </ul> <p>Governors enquired if this would be a long-term absence?</p> <ul style="list-style-type: none"> <li>HT does not know at this stage; however, this has been ongoing since September so supply costs have been incurred.</li> <li>Recruitment : this is not a possibility as a meeting held with county made it clear restructuring was the only option open to the school going forward.</li> </ul> <p>One form entry was discussed – this model in a junior school does not work. At this stage reference was made to the budget and that looking at the current budget the school comes back into the black in two years but in Years 4 and 5 there is a heavy deficit.</p> <p>HT and BM worked with an individual with a high level of business experience – the consensus was that it is impossible to bring in a budget without a deficit.</p> <p>HT spoke to Derek Myers who will look at the figures</p>																												
6	<p><b>Budget:</b></p> <p><b>Budget had been shared via Governor Hub. To allow all to see the figures, budget was shared on the screen.</b></p> <p><b>All documents are available in the Folder Finance Meeting 15<sup>th</sup> October 2020</b></p> <p>Below are figures which were shared</p> <p>Locked Budget set 2020</p> <table border="1"> <tr> <td></td> <td>Total Income</td> <td>1,050,102</td> <td>1,098,395</td> <td>1,059,900</td> <td>940,681</td> <td>873,798</td> </tr> <tr> <td></td> <td>In Year Surplus/(Deficit)</td> <td>(49,117)</td> <td>18,272</td> <td>(41,606)</td> <td>(187,326)</td> <td>(282,710)</td> </tr> <tr> <td></td> <td>Surplus/(Deficit) Brought Forward</td> <td>352</td> <td>(48,765)</td> <td>(30,493)</td> <td>(72,099)</td> <td>(259,424)</td> </tr> <tr> <td></td> <td>Cumulative Surplus/(Deficit) C/F</td> <td>(48,765)</td> <td>(30,493)</td> <td>(72,099)</td> <td>(259,424)</td> <td>(542,134)</td> </tr> </table> <p>Brought forward figure 2020/2021- <b>£352</b></p> <p>Pupil numbers at this point: 21/22- 189 Actuals Oct 1<sup>st</sup> 173 (16 children less)</p> <p>Impact on budget: With future reductions to staffing this is impact on budget.</p>		Total Income	1,050,102	1,098,395	1,059,900	940,681	873,798		In Year Surplus/(Deficit)	(49,117)	18,272	(41,606)	(187,326)	(282,710)		Surplus/(Deficit) Brought Forward	352	(48,765)	(30,493)	(72,099)	(259,424)		Cumulative Surplus/(Deficit) C/F	(48,765)	(30,493)	(72,099)	(259,424)	(542,134)
	Total Income	1,050,102	1,098,395	1,059,900	940,681	873,798																							
	In Year Surplus/(Deficit)	(49,117)	18,272	(41,606)	(187,326)	(282,710)																							
	Surplus/(Deficit) Brought Forward	352	(48,765)	(30,493)	(72,099)	(259,424)																							
	Cumulative Surplus/(Deficit) C/F	(48,765)	(30,493)	(72,099)	(259,424)	(542,134)																							

In Year Su	(76,333)	22,993	39,931	(29,896)	(70,478)
Surplus/(D	352	(75,981)	(52,988)	(13,057)	(42,952)
Cumulative	(75,981)	(52,988)	(13,057)	(42,952)	(113,430)

Notes are available in governor hub attached to this to explain changes/staff reductions.

HT and Co-Chair had met with County the meeting was unhelpful. At the meeting it was suggested to the HT that any children with significant needs that cannot normally be met in mainstream school, should go to another setting if they are not in the RPU.

**Governors enquired about the meeting with DM?**

No date has been set as he is prioritising COVID issues in schools

Reduction of the PAN was not well received. If the PAN had been reduced when requested this year would have been a one form entry. Although head is held accountable for the school, the school and governors are not able to make this decision.

**Discussion of the SEND budget followed.** HT explained this is based upon the total number of pupils in the school rather than the number of SEND pupils. DM was going to study the SEND budget

**Co-chair offered to support HT at meeting with DM**

**Governors agreed the issue was not solvable by looking at the numbers again**

HT explained she had held the situation at bay for 3 years. Difficult decisions need to be made and HT is OK with this as long as the outcome is viable. Even with staff reductions situation is still not viable.

There was a discussion around wage costs which are the school's largest expenditure. Wage costs account for 82% of the budget – governors noted that even with restructuring this only reduces by 7%.

There was discussion around class sizes and pupil numbers – 75 children into 2 classes would not work. Physically it is impossible to fit more than 35 per class and that would be tricky.

A governor shared knowledge where an academy had completed analysis on one form entry and found this to be unviable.

Governors were informed that the Infant school has candidates for the HT role.

HT considers if the two-school joined to form a Primary School then together they may be viable but this has not been modelled and is unlikely to happen with a HT in both schools.

**Governors made enquiries around the timeframe to implement restructuring.**

The process would begin in January 2021, new staffing structure would be in place by September 2021.

Further discussion followed: fixed term and temporary contracts can be ended.

Sharon Collins is contacting the school on 16<sup>th</sup> October 2020. A decision from the governors is needed to agree that restructuring can go forward.

Governor noted that there is an option to cut staffing levels and to remove children as suggested by county. Governors do not want to do this this would ruin all the work completed over the last three years and would be of no benefit to the children.

HT has always been aware that restructuring would happen. 7 TA's could be a do-able situation by September. The most challenging children will have made their way through the school. Resource Provision will still be in place

Income for Resource Provision is £47,000 initially, expected income was £100,000 but later this was modified to £70,000.

The actual income pays for one well qualified teacher.

Even with the reduction of TA's and one class entry plus the loss of 1.5 teachers the situation does not improve. The following year, could not lose a teacher, but could the following year.

HT and governors consider this situation is impossible as it stands.

Governor made a suggestion on the way forward:

Need to cut staff as not to do so would result in

severe conflict with County and help would be unlikely to be forthcoming.

Strategically: Open up continued strategic discussion, persist in a cool, calm manner – do not let the conversation drop. Long term, the situation the school is in is impossible. If the County suggests again the children should be removed, this is morally unacceptable. If they persist that this is the way forward, then tis must be confirmed in writing by a given date.

TL stated he was willing to pursue strategic option with HT.

Governors continued to discuss this and their expectations around reactions from County advisors.

Governors agreed that the school needs to restructure.

There is an expectation that the county will push the situation back to the school. Governors consider they must talk to those with power – the top!

It was agreed the budget shows the willingness of the school to do all that is possible, that they are asking for guidance to make the budget work. Guidance will be requested – fixed time scale for answers then this be passed up the line to the next level. Eventually a decision will need to be made.

A budget must not be manufactured that may look like it could work

It was noted that the situation the school was in 3 years ago has moved on, that RPU received only 50% of the promised funding

Strategy is a reduction in PAN discussion returned to budget in relation to PAN and it was realised long term the reduction in PAN would not produce a viable budget/school.

Comments around the lack of SEND funding and in particular the underfunding of RPU was discussed.

Governors were informed that up to last week the RP funding had not been received.

DM – there should be some top up funding for RPU

There appears to be some conflict within County around RPU with RB supporting this however SK did not want this in PJS.

It was noted that Ofsted were impressed with the provision provided at PJS for children with severe autism.

Governors are concerned that HT is teaching as well as working 7 days per week in order to complete HT work. BM also completes very long hours.

Governors asked if an additional £70,000 plus restructuring would the school work?

Could make it – just about – work – the amount to do this has not been calculated.

Government is not providing funding

PJS is not the school of choice within the area

As a primary it could just about work

County cannot push infants to form a primary with PJS, the possible appointment of a new head – do not know how this will impact the school

Questions which could not be answered were asked around PIS budget – where is the 5-year plan? Who is advising the infant school?

Actions:

1. Restructure budget
2. Restructuring begins in January 2021
3. Need to have a conversation to show how things move forward

Governors in principle support the budget but from 2022/23 cannot support as there appears to be no solution after this date.

4. Work to reduce the PAN
5. Academy – this would not work – academy would not accept the school
6. County either accepts the work of the HT, BM and Governors or dismisses and replaces the governing body
7. Cost savings are made with a bigger school; a 4-class school is difficult to run

	<p>HT explained the problems around a 4-class school.</p> <p>BM stated that the budget needed to be uploaded by 31<sup>st</sup> October, the governors were asked if they were happy for this to be done.</p> <p>It was agreed that this had to happen and that restructuring process would be put into place with effect from January 2021.</p> <p>TL will attend meetings with DM and HT.</p>	
7	<b>School Improvement Plan 2020/2021</b>	
8	<p><b>Resourced Provision Update:</b></p> <p><b>It was felt Items 7 and 8 had been discussed fully within Item 6.</b></p>	
9	<p><b>Preschool:</b></p> <p>The preschool has now left. There was no money forthcoming as a contribution towards the necessary refurbishment. WIFI has been installed and this area is now a PPA area. This is important as it allows staff to socially distance. In the future would like this area to become a community hub to be used by Barnardo's, Parent Toddler Group.</p>	
10	<p><b>Premises and Health and Safety Update</b></p> <p>Health and Safety Policy has been updated and is available on the website; apart from changes suggested by Hampshire, tailored to the needs of PJS, very little has changed. Date on the policy to be added.</p> <p>Currently, COVID is the biggest challenge facing the school. Extra costs to clean the school daily have been incurred.</p> <p>Risk assessment is in place and this is shared with any visitors to the school.</p> <p>Fire Safety: Planned fire drill to take place week commencing 19<sup>th</sup> October. This can be completed in a Covid-safe manner.</p>	
11	<p><b>Return to School September 2020</b></p> <ul style="list-style-type: none"> <li>• New Y6 teacher has made a positive start</li> <li>• Anxiety in children has led to additional Elsa support for children who previously would not have needed it. Many ASC children found the return especially difficult</li> <li>• Behaviour issues have reduced, but anxiety issues increased</li> <li>• Teaching is very hard for children and staff</li> <li>• Children are finding it difficult as they are not allowed to mix</li> <li>• Unable to support colleagues in the usual way by dropping into a class or moving around when a challenging situation occurs</li> <li>• Staff are now wearing masks to allow them to drop into cases – without this support there would be a negative impact on the ethos of the school.</li> <li>• There is some teaching across bubbles for example sports.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Risk assessment: ensuring this remains robust</li> </ul> <p>Governors asked if there was anything, they could do to support the wellbeing of the school?</p> <p>HT stated the finance situation was the most serious issue.</p> <p>Governors unanimously stated that no HT and BM could have done more for the school and that they had not failed the school.</p> <p>PJS is a very unique school. Governor who is also a parent stated she was in awe of the work done by the HT for the school especially for those with additional needs such as anxiety</p>	
<b>12</b>	<p>Policies:</p> <p>12.1 Admissions: this relates to PAN – adjudication - looking to reduce PAN</p> <p>12.2 Equality: To be reviewed</p> <p>12.3 Accessibility Plan: nothing required as next review date is 2022.</p>	
<b>13</b>	<p>AOB:</p> <p>Additional information was shared:</p> <ul style="list-style-type: none"> <li>• PGL has been cancelled – there was need to resort to legal team to reclaim monies paid</li> <li>• PGL state that if a booking is made for next year then any monies paid would be fully refundable if a similar situation occurred.</li> <li>• Governors and HT agreed that a suitable alternative should be found</li> <li>• Papers were late for the meeting as figures were only in place on Friday prior to the meeting.</li> </ul>	
	<p><b>Date for next meeting: November 2020 at 5.30 (FGB) via Zoom</b></p> <p><b>Meeting closed</b></p>	

<b>Pennington C of E Junior School</b> <b>CONFIDENTIAL</b> <b>via Zoom</b> <b>including Pay Committee Minutes</b>	<b>Meeting 1</b>  <b>15<sup>th</sup> October 2020</b>
<b>Present:</b> Kirstie Richards (KR) Head teacher Stuart Kingsley Smith (SKS) Chair F & T Co-opted Rachel Noel (RN) Foundation George Kidner (GK ) Foundation	<b>In Attendance</b>  <b>LA Clerk:</b> Lindsay Ratcliffe
<b>Apologies:</b> Peter Williams (PW) Local Authority	<b>Meeting was Quorate throughout.</b>

1	<ul style="list-style-type: none"> <li>• HT Shared a list of colleagues identified only by number</li> <li>• Performance Management targets for the year were not completed</li> <li>• No SATs testing which related to some targets</li> <li>• Majority of the staff are already at UPS therefore there is no movement</li> <li>• Teachers who were achieving targets prior to lockdown were identified however as this teacher is on the top of PayScale there is no room to increase salary</li> <li>• NQT had completed NQT year by Easter and passed this therefore it was recommended this colleague moved to T1</li> </ul> <p>HT explained PayScale's and questions around pay scales. Governors were informed that the Model Pay Policy is in place but awaiting agreement with the unions. This will be presented to FGB.</p> <p>Governors agreed that NQT should move to T1</p> <p>Governors were thanked for their time.</p>
2	