

<b>Pennington C of E Junior School Finance &amp; Resources Minutes including Confidential Item</b>		<b>30<sup>th</sup> June, 2020 Meeting 6</b>
<b>Meeting Held via Zoom</b>		
<b>Present:</b> Kirstie Richards (KR) Head teacher Stuart Kingsley Smith (SKS) Chair F & T Co-opted Peter Williams (PW) Local Authority 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>		<b>Meeting was Quorate throughout.</b>

Challenge
Support
Impact
Actions

Minute	Subject	Action Point	By whom	When?
5	Fund raising	Opportunities to be investigated	RN	Asap
	SENDCo	Sharing SENDCo with Infant school – email to be sent	HT	ASAP
10	Health and Safety	Policy Requires Review	TL	Sept 2020

1	<b>Welcome and Apologies:</b>  Meeting opened at 4.36, Chair thanked everyone for attending via Zoom <span style="background-color: #00FF00;">All papers and information had been circulated via Governor Hub prior to the meeting to allow Governors sufficient time to read these.</span>	
2	Declaration of Pecuniary Interests:  RN: Governor PIS	
3	Minutes:  Minutes were accepted as an accurate record of the previous meeting 21 <sup>st</sup> May 2020	

	To be signed by Chair/filed by clerk at an appropriate opportunity	
4	<p>Matters Arising:</p> <p>Process of PAN reduction – further discussion required – this will be addressed under Budget</p> <p>KR and TL are to attend a monitoring meeting on 7<sup>th</sup> July, 2020 – anything governors would like to raise here on their behalf?</p> <p>Governor enquired about this and asked for an explanation around the meeting.</p> <p>This is held in Winchester with senior members of the local authority. Face to face meeting was held in November 2019, the agenda is fairly broad and periodic follow-up meetings are held. It is up to local authority to call these meetings.</p> <p>Governor enquired if there was any authority held by LA around Infant and Junior Schools working together?</p> <p>LA has no authority but this point will be raised at the meeting.</p>	
5	<p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• Teacher has been appointed to work 2 days in Y3</li> <li>• HT will teach x 2 days in Y5/6</li> <li>• Staffing update details were shared. E grade did not want to work in 5/6 and is leaving</li> </ul> <p>Governors enquired if there was another member of staff in 5/6 to work with HT?</p> <p>There is a TA</p> <ul style="list-style-type: none"> <li>• Schools are awaiting announcement around Pod/Bubble situation in September. Leaked information suggests a return to classes of 30</li> <li>• There may be some challenges around Planning, Preparation and Assessment time (PPA) The workings of PPA was explained briefly</li> <li>• Expecting to return to a more normal situation in September</li> </ul> <p>Questions were asked about employing a full-time member of staff in order to free up HT. This is not possible.</p> <p>Discussions around a job share situation informed governors this could have resulted in a loss of members of staff</p> <p>There is still a member of staff absent due to long term sickness</p>	
6	<b>Budget:</b>	

### 6.1 Grant applications following government announcement

Governors asked about the announcement that the government would provide money for catch up.

HT informed them that this requires the school to pay 25% of the cost. This money is not available.

There were discussions around the needs of pupils at PJS and how Y5 have missed out during the current academic year. Any money available will be used in the right way for the school.

There was discussion around pupil catch up and how this could be achieved?

HT has looked at plans from David Cooke the leader of Maths - Herts CC, this expects period of 18 months to allow catch up. Hampshire has suggested a 3 week catch up and is very different.

Governors considered how the 25% of funding mentioned previously could be raised; if this could be achieved through community funding for example? Ideas were shared and considered. It is possible that this money could be raised. RN will look at ideas around this.

SEND Co continues to do an excellent job – discussions continue around sharing SEND Co with Infants two days per week (Chair PIS). There appears to be some confusion around this on the part of PIS. The sharing of SENDCo has the full support of Derek Myers. This situation would benefit the community and vulnerable families

Another email will be sent to Chair (PIS) clarifying the position. Copies to be sent to DM and HT.

There was discussion on the possible impact on PJS if the Infant School rejects the sharing of SENDCo. It was stated that there would be financial implications as the budget produced had included a shared SENDCo.

Questions were asked about any grant money received or applied for due to additional costs to the school due to the COVID 19 pandemic?

Staffing costs over Easter cannot be made. Governors enquired Why? There is no staffing box on the application form. This is a nationwide issue.

Claim can be made for items such as hand sanitizer and other items of this nature possibly between £2,000 and £4,000.

### 6.2 Procurement Policy Notice 20 update: paying suppliers passed 30<sup>th</sup> June

- Two Counties cleaning company continues to be paid
- Drama covering PPA is also paid
- Grounds Maintenance Contract, IT Service and Catering: still using these.

	<p>Questions were asked about if any staff were furloughed?</p> <p>This was not an option.</p> <p><b>PAN Reduction:</b></p> <p>This will be raised at the previously mentioned meeting to be held on 7<sup>th</sup> July 2020.</p> <p>Consultation could begin in September- a new admission policy would be produced and shared with local schools</p> <p>Ideal would be to reduce to 30 this would result in a one form entry. Current PAN is 52.</p> <p>There was a feeling that County would want 45</p> <p>Reduction of PAN is part of the recovery plan from the deficit position the school has found itself in.</p>	
7	<p><b>School Improvement Plan 2020/2021</b></p> <p>There was an explanation around spending on Maths. Herts for learning Maths scheme has been purchased (£900). HT explained the benefits of this system to the pupils of PJS and that diagnostic testing was also included within the cost.</p> <p>Reference was made to a concern around the ¾ Maths scheme expressed by Ofsted. It was explained how the newly purchased scheme has clearly thought through this issue where as the Hampshire Scheme had not.</p> <p>Queries were made around a Maths adviser.</p> <p>HT has requested a new Maths adviser.</p> <p>Herts for learning links to White Rose Scheme.</p> <p>There was some discussion around catch up in September and that it would take some time.</p> <p>Phonics was discussed and some of the work of the English lead in this area. Programme from Herts has been purchased.</p> <p>Cost of this will be covered by a donation of £2,000 received. Chair (FGB) will thank the donors .</p>	
8	<p><b>Resourced Provision Update:</b></p> <p>BM met with Finance Support representative at Hampshire who stated this could go ahead from September 2020.</p> <p>It was understood this would be in place from May 2020. 4 out of the 5 available places are already taken and the pupils are in the school.</p> <p>Email was sent to Eric Halton, Chris Jones and Janet Hoff.</p>	

	<p>Reply received that all agreed it should have been in place since May 2020.</p> <p>There is a child to join in September, this will be via a phased introduction. HT is part of the panel and found it an interesting process.</p> <p>Governors thanked and praised the HT for her efforts in this area.</p>	
9	<p><b>Preschool: Confidential Item</b></p> <p>It was explained that the school had assisted Little Wrens Preschool when premises were required.</p> <p>This arrangement will be coming to an end and the preschool will be closing.</p> <p>Governor had looked at the buildings occupied by Little Wrens and has completed a report. Standards of repairs were low and these will need to be made good. The needs of the school have changed and this building is now required by the school. It will be used for meetings and as a Hub space. May eventually utilise the area for Forest School/Allotment. It will also be used as a PPA space for staff.</p> <p>A small toilet has been installed; this should not have been done. Little Wrens are not in arrears as no rent has been requested since Easter as they are not using the building. It was suggested that a contribution of £1,000 towards the works required to make good the building.</p>	
10	<p><b>Premises and Health and Safety Update</b></p> <ul style="list-style-type: none"> <li>• Work has been completed on the path outside the Nest</li> <li>• Funds from Capital will be used to repair a sink in a classroom which does not drain. All classrooms require a working sink. The repairs require professional equipment.</li> <li>• Usual Health and Safety Monitoring is continuing.</li> <li>• Preschool building currently does not satisfy Health and Safety requirements.</li> <li>• <b>Health and Safety Policy is due to be reviewed by September</b></li> </ul>	
11	<p><b>Return to School September 2020:</b> Awaiting clarification from the government. If the information leaked is correct this will not be beneficial to the children at PJS.</p> <p>Governor has a meeting tomorrow where he hopes to discover further information and will pass on anything relevant to the school.</p>	
12	<p><b>Correspondence</b> :None received</p>	
13	<p><b>Dates for Future Meetings:</b></p> <p>HT has produced a document following a meeting of a working party held in February which has been placed in Governor Hub. This will be used to identify appropriate dates for future meetings.</p> <p>Governors expressed concern for HT and staff and that they should get a proper break during the Summer.</p>	

	There was discussion around the need to pay a subscription for Zoom or if Microsoft Teams should be used in future. Next meeting will be via Zoom. Code to be forwarded to Clerk for circulation to all.	
	<b>Dates for next meeting: 16<sup>th</sup> July 2020 at 4.30 (FGB) via Zoom</b> <b>Meeting closed 18.07</b>	