

Pennington C of E Junior School Finance & Resources Minutes		2^{1st} May 2020 Meeting 5
Meeting Held via Zoom		
Present: 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		In Attendance: Rebecca Clark (Business Manager) (RC)(BM) LA Clerk: Lindsay Ratcliffe
Apologies:		Meeting was Quorate throughout.

Challenge Support Impact Actions

Minute	Subject	Action Point	By whom	When?
6.1	Budget	Reduction PAN to be taken to FGB for discussion and approval	HT/Chair	22.5.2020

1	Welcome and Apologies: Meeting opened at 4.02, Chair thanked everyone for attending via Zoom and expressed sadness of the loss of TP. Chair (FGB) had sent a condolence card on behalf of the governors; school had sent flowers. Letters of thanks to HT have been received. All papers and information had been circulated via Governor Hub prior to the meeting to allow Governors sufficient time to read these.	
2	Declaration of Pecuniary Interests: RN: Governor PIS	
3	Minutes:	

	<p>Minutes were accepted as an accurate record of the previous meeting. (April 2020)</p> <ul style="list-style-type: none"> • H and S issue path: to be re-laid on Tuesday of half term break • Additional costs to school due to Covid measures have not been refunded to date. BM will keep a note of additional expenditure • Governor Hub is now being used. Governors are happy with this facility 	
4	<p>Matters Arising:</p> <p>None</p>	
5	<p>Staffing Structure</p> <ul style="list-style-type: none"> • Resignation has been received from one teacher who has secured a place at another school – moving for new opportunity • To cover this a colleague currently working x2 days in ¾ and 2 days in 5/6 will work full time in Y4 class • Advert has been placed today for a temporary teacher to work 2 days. This post is temporary as a colleague is currently on long term absence • HT and E Grade LSA will cover the other job share. E Grade colleague can stand in for HT when she is required to attend meetings etc • There are no other vacancies • SENDCo (PJS) will possibly be shared with PIS for a year (2 days per week) discussions are in progress <p>Governors enquired if the school would be reimbursed on an at cost basis</p> <p>HT confirmed this would happen.</p> <p>It was considered that this would benefit the school not only in a financial manner, but would add transition if both schools had same SENDCo.</p>	
6	<p>Budget:</p> <p>6.1 Income/Expenditure</p> <p>It was confirmed that all governors had received and reviewed the budget submitted by BM.</p> <p>Governors enquired about the deficit that had previously been presented to them (£2401) which now showed a surplus of £352 and how had this come about?</p> <p>The confirmed capital allocation should have been £5879. A number of items for example furniture had been purchased; individually the amounts were too small. These total amounts have been moved over resulting in about £3,000 hence the surplus of £352.</p> <p>Enquiries were made about an EHCP rebate, had this come through?</p> <p>This has been received and is included in the budget.</p>	

The work completed on the budget overall has been favourably received.

2020/2021 43 Children have been included in the budget (49 with RPU). September may be problematic due to the current pandemic situation therefore budget reflects those actually attending in September. Empty place funding would be received.

There was discussion around PAN and possible reduction - BM highlighted falling numbers in later years due to smaller numbers/falling birth rate which have affected numbers at the Infant school.

Questions were asked about PAN and how this could be reduced. It was confirmed this is a long process but HT would put the process in motion from September/October. This needs to be discussed at FGB for their approval. If a reduction in PAN is accepted this could coincide with the reduction in numbers moving on from the Infant school.

Governors were reminded that this was raised at the meeting earlier in the year in Winchester but was not discussed. A further meeting is to be held in July. Chair (FGB) will raise this matter again. This a proactive measure towards balancing future budget.

BM has removed supply costs from the budget. Previous years these have ran to £10,000. This item will have to be closely monitored.

Governors asked about any staff who are currently shielding, there is one member of staff shielding at present and one colleague on long term sick leave.

BM explained the process of reclaiming supply cover for the colleague who is absent long term and how salary reduces to half pay from July. Budget shows full pay once more in January 2021.

It was noted that any items that could be removed from the budget have been removed.

Budget around staffing was explained as this had altered from budget submitted 10 days previously – this is due to staff resignation and redeployment of staff (see Item 5 – staffing).

Teachers pension grants and pay grants have continued to run across as previously discussed.

Detailed figures for Resource Provision had been included. Governors confirmed these figures were understood.

BM was thanked for the work she had completed around the budget. Caveat to be included along with the budget that this budget is produced to the best of our knowledge at this point in time.

Governors will discuss PAN with FGB tomorrow

6.2 Approval of Budget

Governors are happy to recommend this budget to the FGB tomorrow. Budget has been available for all governors to view, FGB have been asked for questions around the budget, to date none have been received.

The following has been lifted directly from the budget to be presented to FGB

		2020 - 21	2021 - 22	2022 - 23	2023 - 24	2024 - 25
	NOR	169	186	174	161	141
	Total Income	1,050,102	1,087,281	1,048,619	929,231	862,176
	In Year Surplus/(Deficit)	(44,152)	2,355	(50,387)	(198,776)	(294,331)
	Surplus/(Deficit) Brought Forward	352	(43,800)	(41,445)	(91,832)	(290,608)
	Cumulative Surplus/(Deficit) C/Fwd	(43,800)	(41,445)	(91,832)	(290,608)	(584,939)
	6.3 Resource Provision Update:					
	No further information to share					
	<p>Currently BM works term time only; this is insufficient time for her to complete her role. There was some consideration of change of contract to cover 52 weeks per year working 4 days per week or 52 weeks per year working 5 days per week. Costings of the two options were considered. The preferred option is 52 weeks per year 5 days per week with 4 weeks holiday plus bank holidays. The additional cost would be £3500 (approx.) Governors consider work load should be reviewed. This will be recommended to FGB for discussion.</p>					
7	Premises and Health and Safety including Security 7.1 Report on Health & Safety <ul style="list-style-type: none"> Pathway is to be replaced Tuesday 26th May 2020 					
8	Collaboration with Pennington Infant School: Governors at Pennington Infant School have met and discussed federation with PJS. At this point they do not want to pursue Federation. Currently there is a discussion to share SENDCo with the infant school, this should strengthen ties and aid transition from Key Stage 1 to Key Stage 2. There may be further opportunities in the future to share personnel such as sport.					
9	Admissions					

	<p>43 Children will join PJS in Year 3 in September 2020. The majority of these children come from PIS. An ELSA handover meeting has taken place today and a letter together with activities has been delivered to all children who are due to move up in September. Some responses have been received.</p> <p>It is seen as important that some contact is made as September will become a challenge for many due to the current pandemic.</p>	
10	<p>Correspondence</p> <p>None received</p>	
11	<p>Dates for next meeting: 30th June, 2020 at 5.00 p.m.</p> <p>Meeting closed 5.14</p>	