



Meeting 2 – Part 1 Minutes – Finance & Resources

Date/Time	Thurs 25 June 2020 6.00pm	Location		Online			
Attendees	Initials	Category	Committee	Attendees	Initials	Category	Committee
Digory Smith	DS	Associate	F&R	Helena Hastie	HH	Co-opted	F&R - Chair
Carole Shilston	CS	Headteacher	F&R/T&L	Maria Wallis	MW	Co-opted	F&R
Linden Best	LB	Parent - Chair	F&R/T&L	Caroline Ward-Reece	CWR	Co-opted	F&R

Apologies	Initials	Category - Reason

Absent without Apology	Initials

In Attendance	Initials	
Cathy Culshaw	CC	Clerk

Minutes to	Papers
Attendees	
Apologies	
School Noticeboard	
School Website	

1	Apologies
2	Business Interests
3	Minutes of the last meeting – 19 March 2019
4	Matters Arising
5	Plans for the rest of the term and September
6	Finance
7	Personnel
8	Buildings
9	Policies for Review

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> There were no apologies	Complete	
2.1	<u>Business Interests</u> None to report.	Complete	
3.1	<u>Minutes of the Meeting on 21st November 2019</u> The minutes from the last meeting were agreed as a true and accurate record and were signed by the chair.	Complete	
4.1	<u>Matters Arising</u>		



Ref	Action or Decision	Owner/ Decision	Date Due
	None		
5.1	<p><u>Plans for the rest of the Term and September Update:</u></p> <p>Year one and rec started back at school soon after half term with 9 children in each bubble, this has gradually increased. Year 6 started back the following week and we now have all but one of the year sixes back.</p> <p>CS reported that she wanted to offer at least one week of schooling to pupils in years two three four and five and has invited four bubbles to come back, for one week each. In total, we will accommodate 50 -60 children.</p> <p>Looking forward to September it was agreed that we have to assume that we are open as normal. CS feels that if this will not be the case, we will not be given guidance until August but we just don't know. CS is currently recruiting staff ready for Sept.</p> <p>CS confirmed that we wouldn't be able to accommodate all the children if bubbles were to remain at 15. However, we will find a way whatever the government puts in place.</p> <p>HH asked if Governors can do anything to support CS. CS - Not at the moment but Governors may need to be available to support in August. HH urged CS to call on Governors if she needed their support.</p> <p>MW asked CS on her view on the Victory Hall being opening to public during evenings/weekends from September. This is something for us to consider as it would mean more deep cleaning. The other option would be to open the hall in August and deep cleaning before school re-opens in September. MW will keep the school updated on the Victory Hall plans.</p>	MW	Ongoing
6.1	<p><u>Finance</u> <u>5- year budget plan/budget projections</u></p> <p>HH asked what financial consequences COVID-19 has had on the school to date and whether CS is concerned. CS reported that during this time to school has reduced its outgoings with reduced supplies being purchased and less staff overtime. Main increase in costs has been making up food boxes for PP families but cost of this has been quite minimal.</p> <p>Currently have one TA and one MTA who are unable to work. 6months full pay and 6 months half pay. May need more staff from Sept? Had sanitizers given by the local learning community.</p> <p>Probably make a greater loss on school meals as we have been selling less. Catering assistants are currently furloughed but we are paying this because not sure if they are entitled to furlough as we are a school.</p>		



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	<p>MW asked if CS thinks the costs to Babcock are value for money? CS explained that we pick what services we need so are satisfied that we are getting value for money.</p> <p>CS has received a quote for services from NPS. CS needs to check but probably have to use their services.</p> <p>CS reported that there will be a new child starting in year 5 in September and an extra child in reception.</p> <p>Governors looked at the budget over the next 5 years. We currently predict a three year balanced budget. If our carry forwards are too high there is the concern that DCC would ask for some to be returned to them but this has never previously happened.</p> <p>Ultimately, we need to ensure we keep good pupil numbers to ensure our income stays at the predicted levels. CS wants to ensure that all classes have spaces in them for each year group. This way we can accommodate any new in-year starters.</p>		
6.2	<p><u>Finance</u> <u>D78 - Capital Budget</u></p> <p>We are expecting to receive £5,000 and have a carry forward of £10,000. We will be using this to buy a new Server and to continue to upgrade the lighting around the school. CS has instructed someone to project manage the purchase and implementation of the new computer systems.</p>		
6.3	<p><u>Finance</u> <u>PE Grant</u></p> <p>CS reported that there is £17,240 still available in the PE Grant fund. We are waiting to see if we get the second payment this year. We complete a yearly plan of how we will spend the money but due to COVID-19, some of this money won't have been spent this year.</p>		
6.4	<p><u>Finance</u> <u>Pupil Premium</u></p> <p>CS reported a reduction in the number of PP children in the next academic year.</p>		
6.5	<p><u>Finance</u> <u>School Fund</u></p> <p>The administrator is sorting out the closure of this account.</p> <p>CS reported that Devon County Council will match the cost of the increased hire costs of the hall although this is not yet confirmed.</p>		



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7.1	<p><u>Personnel - Update</u></p> <p>CS will be interviewing tomorrow and Monday for a new part time reception teacher. There are seven candidates. LB, CS and Zoe Norton are carrying out the interviews with candidates coming in to school individually. We have budgeted for MPS 6.</p> <p>CS has also advertised for two TAs for a child with an EHCP. 18 applications have been received and CS is in the process of shortlisting. We have budgeted for 4.5 days but will need to cover five days from September. 38.75 hours per week.</p> <p>We have interviewed for a new administrator and made an appointment. Hopefully the successful candidate will be able to start before the end of this term to start the handover process. This will be an increase in budgeted cost for administration but the Administrator was regularly claiming overtime so financially it will not be much of an increase in expenditure.</p>		
8.1	<p><u>Buildings - Update</u></p> <p>CS informed Governors that the 5 year condition survey was completed by DCC and received on Monday. The report identified many issues. NPS are in the process of obtaining quotes for replacement of the remaining old windows. Beech class, the annex and the river side of the mobile classrooms were done as phase 1 of the initial project over 3 years ago. The playground side of the Devon Lady mobiles and doors, the small windows on the porch and old school house, Beech external door and the high window are phase 2. It wasn't all completed in one go due to the costs involved.</p> <p>CS feels that we need to push for replacement of the double mobile classrooms as the replacement costs are probably similar to repairs. MW feels that we will struggle to get money from DCC for replacement.</p> <p>There was a discussion about what we could do in the way of replacement.</p>		
9.1	<p><u>Policies for Review</u></p> <p>Charging and Remissions Policy (FGB) DS and HH have both reviewed this policy. The policy was unanimously agreed and will be signed by the Chair when she next visit school.</p>	Decision	Complete
	The meeting moved to Part 2		
The meeting closed at 7.05			
Date/Time	TBC	Location	Whimple Primary School