



Meeting 1 – Part 1 Minutes – Finance & Resources

Date/Time	Thurs 19 Nov 2020 6.30pm	Location		ONLINE			
Attendees	Initials	Category	Committee	Attendees	Initials	Category	Committee
Helena Hastie	HH	Co-opted	F&R - Chair	Caroline Ward-Reece	CWR	Co-opted	F&R
Carole Shilston	CS	Headteacher	F&R/T&L	Digory Smith	DS	Co-opted	F&R
Linden Best	LB	Parent - Chair	F&R/T&L				

Apologies	Initials	Category - Reason
Carianne Bright	CB	Husband car had broken down, had to go and relieve

Absent without Apology	Initials

In Attendance	Initials	
Helen Mitchell	HM	Clerk

Minutes to	Papers
Attendees	
Apologies	
School Noticeboard	
School Website	

1	Apologies
2	Business Interests
3	Minutes of the last meeting – 25th June 2020
4	Matters Arising
5	Finance
6	School Improvement
7	Personnel
8	School Strategic Plan
9	Community
10	Policies for Review

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> CB late apology – family emergency		
2.1	<u>Business Interests</u> None to report.		



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3.1	<p><u>Minutes of the Meeting on 25th June 2020</u></p> <p>The minutes from the last meeting were agreed as a true and accurate record and were signed by the chair. HH to sign at next FGB meeting.</p>	HM/HH	
4.1	<p><u>Matters Arising</u></p> <p>5.1 MW update on village Hall – As MW has now resigned, LB is attending a meeting on w/c 23/11 to have an update to village hall.</p> <p>6.1 Currently 1 TA and 1 MTA isolating due to contact with a potential COVID case. LB Challenged whether this has had an impact on the budget – CS said that this would be covered in point 5.1 below.</p> <p>Part 2 minutes were reviewed, there were no actions – all agreed and happy to be signed by HH at next FGB meeting.</p>	<p>LB action</p> <p>LB Challenge</p> <p>HM/HH action</p>	
5.1	<p><u>Finance</u></p> <p><u>Annual Budget per Budget Monitoring Statement</u></p> <p>Everyone read the notes that support the budget monitoring report. CS took everyone through the figures and notes. Explaining detailed variances.</p> <p>LB Challenged whether the school had followed up with DCC in regard to extra Pupil Premium funds received. CS stated that they haven't had a chance to do this, but the school will hold it as a provision, in case DCC claw back in the following financial year.</p> <p>HH challenged in regard to whether it is the school's responsibility to pay for Devon Norse Staff, and whether it is likely the school will get any money back for the staff that were furloughed. CS confirmed that the school does get recharged from Devon Norse for staff salaries, and this full charge has continued through the COVID period. However, CS also stated that it is unlikely that there will be any refund due to furloughing. CS explained that DCC/government funding has already taken these costs into account when allocating original budget levels to the school as Devon Norse are linked to the education system. They will be unable to claw back additional funds. These costs therefore fall to the school.</p> <p>CWR asked whether the school have received any further income for the pupil with an EHCP? CS confirmed that yes this was the case, and annual top up funding has been increased to £12k from £4.5k.</p> <p>LB questioned why there was a cost for the school for the residential that didn't take place. CS answered that this was the amounts refunded to parents, the income from them was recorded in the previous financial year.</p>	<p>LB Challenge</p> <p>HH Challenge</p> <p>CWR query</p> <p>LB query</p>	



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	<p>CWR challenged whether there would be any increased funding from DCC for increased cleaning/COVID costs? CS stated that there was no increased funding for additional operational costs. The government have not given any funding to local authorities for these type of costs. It is not just additional cleaning, but costs of covering staff who are isolating through contact with a potential contact, who themselves aren't showing any symptoms.</p> <p>Please refer to point 5.3 for COVID catch up grant related to supporting additional educational costs.</p> <p>Governors all approved the budget monitor for submission to the finance team at DCC in November.</p> <p>HH challenged whether if pupil numbers are falling by 10% next year, can the school cut its costs by 10%. CS answered that the school had already cut most excess costs that could be cut. The majority of the cost base in the figures are staff related, and this cost base is increasing not decreasing. Although pupil numbers have fallen, the school still requires 5 classes, and therefore the same level of staff. The numbers of pupils tend to fluctuate, now we are seeing lower numbers, but this could easily go back up in future years as annual new starters are very much linked to low or high birth rates. CS reiterated that this fall in pupil numbers was why the school was protecting its strong financial brought forward balance in order to provide a cushion in these lower years.</p> <p>CS declared that the October 2020 census was reported as 135 pupils. The budget has used this number for 20/21 already. The school currently has 133 pupils, but are expecting a couple of new starters in November/December.</p> <p>HH further challenged whether the school should be doing more advertising to attract new pupils. CS believes that 133-135 is realistic for the size of the school. In addition, due to COVID restrictions visits from potential families are not allowed by DCC, however the staff have prepared a virtual tour of the school to put on the school website. This will go live for the beginning of December.</p> <p>HH supported the idea of a tour, but both HH and CWR asked whether help was needed from an external company to put this together. CS answered that this was already in hand by the teachers and an existing IT consultant that the school were using.</p> <p>HH challenged that the next financial year was showing a deficit of £35k. CS stated that those figures for 21/22 have not been prepared in as high a level of detail as 20/21, as the budget will be properly prepared in the spring</p>	<p>CWR challenge</p> <p>All – report approved</p> <p>HH Challenge</p> <p>HH Challenge</p>	



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	<p>term. The budget calculator has just been released by DCC, and by the time it is put together, this is unlikely to be the year end figure.</p> <p>CWR asked in regard to September 2021 intake do we know the numbers from the Whimple preschool? CS stated that they do have some idea, but everything is changing all the time, especially with COVID. Applications for the September 2021 admissions through DCC do not even close until mid-January. The school will be informed in mid-April.</p>	CWR query	
5.2	<p><u>Finance</u> <u>D78 - Capital Budget</u></p> <p>CS talked through the lighting project that has now been completed (delays due to COVID), there have been 4 new laptops for teachers and 1 for office staff. The school has also invested in 40 Chromebook's for pupils.</p> <p>HH queried whether the school have enough devices to lend to pupils if the school is closed. CS responded that the school undertook a survey with parents in regard to access to online learning at home. Only 2 pupils came back saying they would need to borrow a device.</p> <p>HH informed that FOWs (PTFA of Whimple Primary) are undertaking a lot of fundraising ideas, and may be able to offer support to future capital needs.</p>	HH query	
5.3	<p><u>Finance</u> <u>COVID Catch up Grant</u></p> <p>HH asked what the COVID Catch up Grant will be spent on by the school.</p> <p>CS informed of the following costs, however also pointed out that the school was likely to be investing in more than the grant would cover.</p> <ol style="list-style-type: none"> 1) Additional teacher additional hours, in order to split current classes into smaller groups. 2) Intervention staff are doing extra hours with individuals. 3) Sporty Stars have been brought in to help relieve teachers and provide additional support to KS1 teachers. 4) School have invested in Online learning tool TT Rockstars – a times table learning tool for pupils in KS2. 5) Investigating an online reading programme for pupils. <p>This is detailed in the funding section of the SIP, that is available for governors.</p>	HH query	
5.4	<p><u>Finance</u> <u>PE Grant</u></p>		



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	There are still funds available in the PE Grant, so the school have been analysing on how to invest. One example of this is increasing the support being offered by Sporty Stars.		
5.5	<u>Finance</u> <u>Pupil Premium</u> As discussed in point 5.1.		
5.6	<u>SFVS</u> Due to be submitted at end of March, this is not yet available to prepare. CS will investigate and inform HH of when the governors sections need to be completed.	CS action to inform HH.	
6.1	<u>School Improvement - Monitoring/Update</u> CS has completed, and is available to Governors in paper format. It will be discussed in more detail at the meeting of the Full Governing Body on 8 th December 2020. LB challenged why it only considered a year? CS said it was not appropriate to predict further in advance. With all the changes on a weekly basis due to COVID, it was best to only consider the short term at the moment. If the position is more stable next year, it will go back to looking at 2 years at a time. The SIP will be agreed at the FGB.	SIP to be reviewed at next FGB meeting. LB challenge	8/12/2020
7.1	<u>Personnel - Update - including pay reviews</u> New Teacher joined in September 2020 – this was covered in last FGB meeting. Meal Time Assistants – CS told that there are now a couple of parents who have been covering while their existing jobs were not possible in the latest lockdown. This has been a real help to the school, as it has allowed teachers to take more of a break, and also enable the pupils to have more time outside, this is especially important as they are all showing signs of being very tired. CS also informed of a new appointed fixed term contact who will work 1 lunchtime and 1 afternoon linked to the pupil with an EHCP. Have also increased the hours of the existing Teaching Assistant linked to EHCP to 23.5 hours, and extended their contract to the end of the summer term.		



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Signature of Chair