

Minutes of a meeting of the Finance Committee of Wheatcroft C P School
Wednesday 23rd November 2022 at 4pm

Present:

Mr G Dyer
Mr C Baxter
Mr R Hirst
Mrs C Webster

Mr M Parkins
Mrs A Kirby (Deputy Head Associate Member)
Miss V Lewis (Clerk)

FC01/22	Welcome from the Clerk The clerk welcomed members to the first Finance Committee meeting of the school year.
FC02/22	Apologies All Committee members present.
FC03/22	To invite governors to declare confidentiality or any interest in items of business on the agenda – None declared
FC04/22	Appoint Committee Chair The Clerk asked for expressions of interest in being Committee Chair for this school year. Mr Baxter was nominated by Mr Hirst and accepted the nomination. No other nominations received. Chris Baxter will act as Finance Committee Chair for the 2022/23 school year.
	Action: Update records to reflect Chairship By: Clerk
FC05/22	Minutes of the previous Finance Committee meeting – 25.5.22 Actions from Minutes 25.5.22: FC28/21: Discovery Education system evaluation - Mrs Kirby advised that staff are using the system and find it valuable for core subjects. Subscription to continue / be renewed. FC28/21: Quotes for Portacabin cladding – Unfortunately, the money set aside for this project has had to be redirected to repairing the wetpour play surface which was becoming unsafe due to damage. Miss Lewis would like to prioritise works to the Y2 cabin moving forward and cladding will be re-investigated as part of this all being well. FC31/21: Mrs Jones 0.66 contract – in place since September 22. FC31/21: Capability process support – Mr Dyer advised that the member of staff concerned has been redeployed and no support is required at this stage. Should it be needed, it will be informally in the first instance. There are no further or ongoing concerns and a capability process is not required. FC32/21: meal price increase – parents informed before the Summer Holidays. FC32/21: Arrange Y3 classroom works – this was delayed until October half term and has now been completed. Miss Clapham is very happy with the new layout. FC32/21: Purchase 3 year PSHE Curriculum – done. Mr Hirst proposed as a true record, seconded by Mr Baxter. All agreed.
	Actions: File and publish agreed Minutes as per procedure By Clerk

FC06/22	Matters Arising No matters arising not covered by this Agenda.
FC07/22	Correspondence Letter received from a member of staff requesting to reduce her hours to 4 full days Tuesday – Friday from 1.1.23. Mr Dyer and Miss Lewis have no problem with this in principle and are hopeful this can be worked into the new role which is being recruited for a January start. The staff member is a conscientious and longstanding member of staff who is always willing to be flexible and help out when needed. Governors agreed this request. Action: Respond to staffmember regarding her working reduction request By: Clerk
FC08/22	Safeguarding Update All staff and governors should recognise that there is a corporate responsibility for safeguarding. This remains a standing item on all Full Governing Body and Committee meetings. Linked to finance, the worth of having a non-teaching SENDCo is evidenced by this report and also shows the income being accrued from Element 2 and 3 funding versus the level of need requiring support. Miss Glass was formally thanked for her report and continuing work.
FC09/22	School Business Manager Report: Miss Lewis referred governors to key points in her report. Finance: <ul style="list-style-type: none"> The in year balance has been affected significantly by the unfunded pay rises for both support and teaching staff – unexpected cost of approx £50k. This is likely to be the same again next year and will obviously have an ongoing impact. The budget position is now such that we will be eating into our carry forward balance by around £8k this year and if no savings or staffing changes are made next year the carry forward will be fully used up. The FMS Officer has warned of not being allowed to set a start budget for 23/24 which shows a deficit outturn. However, this shouldn't be a problem as the revised budget is based on worst case scenarios at present. We are hoping for some additional EHCP funding as Miss Glass is in the process of several applications. The Y6 pupils are going on a visit to London – governors agreed a £100 per pupil subsidy making the cost to parents £110 (£50 for Pupil Premium). Governors were keen that parents should be offered support such as longer to pay if it would be a struggle, to ensure children are not impeded from attending by finances. Energy costs are still somewhat of an unknown. The utility companies are still in the process of applying the new Energy Bill Relief Scheme (Cap) and we should see the effect on the November / December bills. We will need to make a revenue contribution of £3,333 to capital to support the repair of the wetpour play surface as this was more expensive than expected – though was unavoidable and necessary. Governors considered all the factors, forecast documents and other information and then approved the Revised Budget for submission. Staffing <ul style="list-style-type: none"> Interviews for the previously agreed fixed term ATA / Wheaties Leader post are due to be held on Monday. We had a good field of applicants with three shortlisted for interview. We are hopeful that we will be able to appoint a member of staff to cover various lacking areas such as morning support for pupils struggling to come in, lunchtime de-regulation

and other additional needs (to cover the afternoons left vacant by Mrs Campbell's departure at Christmas, to cover the Monday role of SS due to her accepted request to reduce hours etc).

- Miss Lewis is also attending the Caretaker interviews next week with the Cleaning Services Manager. David is due to leave on Friday so we will have an interim caretaker in the meantime.
- There is a range of fixed term support staff posts scheduled to end on 31.8.23 and these can be considered nearer the time. Their impact on the budget is in the region of £39k from August 23 – March 24.
- FMS Officer was keen to point out that as a single form entry school we are 'overstaffed' at 9.8 FTE teachers. However, when considering benchmarking we are comfortably in the middle of the range.

Premises / Health & Safety

- The actions from the HandS Adviser's recent Fire Risk Assessment and Paperwork Review have been addressed.
- Year 3 classroom works have been completed well under the expected budget and therefore the remaining budget has been directed to improving the ICT Suite. It is intended to close off the previous windows and have display boards and shelving.
- The Lockdown procedure has been reviewed at length. Mr Dyer is due to meet with Mrs Barber from St martins to bring both procedures broadly in line as this makes sense from a safety point of view. The idea is to remove the risk of moving around school to alert of a lockdown and to get everybody into a safe shelter in place position as quickly as possible with minimum risk. This includes using walkie talkies to alert outside staff and internal silent messaging for information sharing. Once the procedure is finalised we will roll out to pupils with an age appropriate method, parents will be informed and we will hold a practice. This will be used to inform any changes and a further practice may follow later in the year. Governors approved the procedure in principle.
- Miss Lewis is currently looking at a scheme of rolling improvements. One key area needing attention is the Year 2 portacabin which is in dire need of decoration and refurnishing. The new heating installation has left gaps in the carpet and the furniture is in very poor condition. Mr Dyer commented that it does feel very damp in there and whilst he has no quantifiable evidence at this meeting of the impact, this class does have the lowest attendance in school.

Q: whatever happened with the academisation and Sixth Form College?

GD: the school expressed their interest but we haven't heard anything further. Will follow up.

AK: I'm not sure whether anybody else signed up.

GD: colleagues attended the NAHT conference re white paper – looking at how the academisation model would work and how schools could be accountable – a possible replacement for Ofsted? Details and information are still very vague and the message seemed to be not to expect much progress at this stage as priorities are elsewhere.

Benchmarking

Governors considered and interrogated 3 reporting areas:

- North Yorkshire data
- Self Assessment Dashboard - National Data
- View My Financial Insights – National Data

The data all suggests that we are very central in the ranges and that whilst the largest proportion of our budget is spent on staffing, this is appropriate in order to meet the needs of pupils.

	Action: Submit Revised Budget 22/23 before deadline of 31.12.22	By: Clerk
	Action: Follow up re academisation with S6F	By: G Dyer
FC10/22	Schools Financial Value Standard – Governor Representative The SBM will prepare the SFVS document with input from Richard Hirst at a meeting after Christmas. Following this assurance meeting, the completed document will be presented for reflection at the FGB meeting on 19.1.23 in advance of the 31.3.23 deadline.	
	Action: Agree a date to meet with Richard Hirst	By: Clerk
FC11/22	School Development Plan – Verbal Update Mr Dyer Mr Dyer has now finalized the School Development Plan with Adviser support and input from Mr Baxter. Apologies the Plan was not ready for this meeting's circulation but Miss Lewis will circulate in the next few days. This is a brief update to update governors regarding the financial impact of SDP objectives for this school year. Felt it was important to avoid a cost heavy SDP cycle. The costs involved are: <ul style="list-style-type: none"> Invest in CPOMs system – which is a broadly used safeguarding / SEND and Child Protection recording platform that allows data sharing easily and effectively. The system is currently being configured by Miss Lewis and Miss Glass and once this has happened will be rolled out to staff. across schools. The initial cost is £800 for the year and then reduces to approx. £500 annually from year 2. This has already been paid for and is included in the current budget position. Investment in being one of ten pilot schools taking part in the National Wellbeing Award. The programme involves methods to monitoring, value and effect the wellbeing and attainment, resilience, academic growth of pupils. It links nicely with Thrive which school has already invested heavily in. Additionally focuses on staff wellbeing and linking this with the outcomes and wellbeing culture of pupils targeting the principles for accelerated learning and those pupils with high need. Cost £1500. There will be a spend on supply cover for curriculum monitoring to allow a clearer and more substantive monitoring schedule. We will cover these in house wherever possible to ensure costs are minimized as far as possible. Reading – Mrs Kirby advised that following last year's audit of provision and the grant funding awarded she has now requested a re-audit to take place in January. At this point if further need is identified there may be further grant funding available. School has spent £5k on essential reading book stock for KS1 which is currently being brought into the school's inventory and will be rolled out in January. Mrs Kirby has taken the lead regarding this. AK: needed phonically correct books. Making big strides. Children are being encouraged to become more confident readers. GD: we will also look at increasing the availability and range of KS2 reading stock so there is a fluid progression throughout the school AK: books to take home for reading practice are already well stocked in KS2 but we do need to look at the books for school reading use. RH: wonderful to see the spend on books! How is the library? AK: had a bit of a reorganization of the furniture and is now much more usable and practical.	
	Action: Circulate SDP and SEF to all governors	By: Clerk
FC12/22	Policy Review As outlined at the first FGB meeting of the year, in order to bring all the policies in line and update with appropriate new leadership information Miss Lewis has undertaken a complete audit and update of policies. This means some are now being reviewed ahead of the previous schedule. However, it is important to ensure we are compliant. Therefore governors were asked to carefully	

consider and review the policies prior to this meeting. The policies are all template and model versions, or based on model versions, personalized for the school's purposes.

One to note is the 2022/23 Pay Policy, which has now been ratified by Parliament. The changes are marked in yellow but the most important one to note is the removal of sickness absence as a consideration for incremental pay progression. Currently such criteria is an automatic factor for support staff and an option for teaching staff in the model pay policy. However, it is anticipated that this factor will be removed mid-year and to minimise disruption appropriate wording has been included to reflect this. The specific paragraphs can be found on pages 9 (guidance section) and 34 (policy section) of the model policy.

Finance Policies

FMS007	Charging & Remissions Policy
FMS007A	Wheaties Charging Policy
FMS009	Counter Fraud Strategy
FMS012	Lettings Policy

General and Governance

GEN021	Whistleblowing
GOV001	Governors Allowances/Expenses Policy

Health & Safety

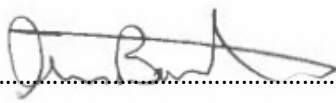
HS004	Missing Child Procedures Policy
HS005	Winter Management Policy (Snow & Ice Clearing Procedure)
HS006	Bomb Threat Procedure
HS008	Display Screen Equipment Policy
HS009	Emergency Procedures Policy (Out of Hours)
HS010	First Aid Procedure
HS013	Laptop Policy
HS014	Snow & Ice Clearing Procedure
HS015	Midday Supervision Policy
HS017	Use of Chemicals at Work Policy (incl COSHH)
HS018	Use of Sunscreen Policy
HS019	Working at Heights Policy
HS023	Lone Working Policy
HS024	Intimate Care Policy
HS025	Nappy Changing Policy
HS026	Business Continuity Plan
HS027	CCTV Policy
HS029	Lockdown Procedure
HS030	Events Procedure
HS031	School Medical Policy
HS032	Allergens Policy
SW001	Administration of Prescribed Medicines

Staff and HR

HR004	Allegations of Abuse Against Staff Guidance
HR005	Attendance Management policy
HR006	Capability Policy
HR007	Code of Conduct- Staff:
HR011	Developing Performance (Perf Management) Policy
HR012	Disciplinary Policy & Procedure
HR012A	Hearing & Appeals Procedure

	HR016	Resolving Issues at Work Policy & Procedure
	HR018	Leave Policy inc Schools & Colleges
	HR019	Extended unpaid leave policy
	HR023	Maternity, Adoption, Shared Parental & Paternal Leave Policy
	HR021	Model School Pay Policy
	HR024	Schools Appraisal Policy
	HR026	Recruitment & Selection Policy (Corporate and inc Schools)
	HR027	Schools Reorganisation, Redundancy & Redeployment Policy & Procedure
	HR028	Early & Flexible Retirement Policy
	HR030	Stress Management
	HR032	Workplace Drugs & Substance Misuse
	HR037	Flexible Working Policy & Procedure
	HR048	Smoke Free Workplace Policy
	HR049	Travel and Expenses Policy
	HR050	Infection Prevention Policy
	HR052	Induction Policy
	HR053	Personal Safety
	HR054	DBS Policy
	NB. Yellow highlight = Statutory Policy	
	Governors carefully considered the named policies and agreed to accept and adopt.	
	Action: File and publish Policies as per procedure By Clerk	
FC13/22	Next Meetings Dates Next Finance Meeting – 19.4.23 4pm Next FGB Meeting – 19.1.23 6pm	
FC14/22	A.O.B. Miss Lewis asked present governors confirm their current contact details.	

Meeting closed at: 5.05pm

Signed (Chair):  Date: ...29.3.23.....

Actions:

Agenda Item	Action	Responsible	Completed
FC04/22	Action: Update records to reflect Chairship	Clerk	✓
FC05/22	Actions: File and publish agreed Minutes as per procedure	Clerk	✓
FC07/22	Action: Respond to staffmember regarding her working reduction request	Clerk	✓
FC09/22	Action: Submit Revised Budget 22/23 before deadline of 31.12.22	Clerk	✓
FC09/22	Action: Follow up re academisation with S6F	G Dyer	✓
FC10/22	Action: Agree a date to meet with Richard Hirst	Clerk	✓
FC11/22	Action: Circulate SDP and SEF to all governors	Clerk	✓
FC12/22	Action: File and publish Policies as per procedure	Clerk	✓