St Michael's Church of England, VA, Primary and Nursery School

Finance and General Purposes meeting minutes
Thursday 2nd December 2021

Attendees: Olivia Corfield, David Hibberd and John Neenan

Apologies: Georgina Chapple and Tracy Jessop

Also Attending: Fiona Tibbitt as clerk and business manager

KEY: Support, Challenge, SIAMS

	Item	Action
1	**Welcome and apologies** David welcomed everyone to the meeting, apologies had been received from Georgina and Tracy.	
2	**Minutes of the previous meeting – matters arising** The minutes had been approved in the last FGB meeting. The Asset Register is ongoing due to Covid. OC suggested getting a quote from the SLA website, OC is also going to send JN a template for an Equalities Objectives policy which FT will amend to fit with St Michael's. Governors asked if the Asbestos training had been carried out, JN confirmed it had during the September INSETs, all staff are aware where asbestos could be and only JN, GS and FT or contractors are likely to go near it. Governors asked how much was in the SMASH bank accounts, FT confirmed one had £3460.06 and the other had £3091.49. It was confirmed these will be coded in the School Fund accounts so their expenditure can be tracked.	*Asset register quotes to be obtained* *Equalities objectives to be updated* *SMASH accounts to be moved to School Fund and coded.*
3	**BCR and Budget revision 2** The BCR and budget revision 2 were shared prior to the meeting. There were no questions relating to the BCR. In the budget revision governors asked why the clerk line of expenditure had been reduced. FT explained this was because there had been fewer governor meetings so there was less for the clerk to claim for. The clerk is paid 4 hours for committee meetings and 7 hours for FGB meetings following the advice from governor services 9 years ago. The large amount of money returned to NCC due to the PEX was questioned. It was explained that the pupil in question, who left last year, was eligible for PP funding so that was recouped by NCC as well as standard per-pupil funding. Governors discussed the Pupil Forecaster and questioned if 24 per year into reception was realistic as the PAN is 20. It was explained	

	that since the PAN reduced to 20, 3 years ago the school has always taken more pupils due to parental choice. Families have been to appeal and won as there is the capacity to have the children in school. There are currently 25 in year R, 29 in year 1 and 25 in year 2. Governors questioned whether the numbers were likely to level off once families had moved into the town and settled. Concern was expressed that an oversupply of school places in Aylsham could aversely effect village schools. JN advised that he has accepted an extra 7 children across the school already this term and has turned away around 6 as year 5 and 6 are at capacity. BVS are full and pupils are having to travel out of town to go to school. There was a lot of discussion regarding the proposal to move to a 6th class in September 2022. This has been budgeted for and is affordable. The school will have the extra class base by Easter 2022. There was some concern that if numbers dropped the school could be left in a redundancy position. What would happen when the large cohort of 29 pupils left was discussed. This would depend on whether over PAN was taken in the coming years. Others felt numbers were likely to continue to be high due to the continuous growth both of Aylsham and surrounding villages. It was highlighted that as NCC place planning are proposing to build another primary in Aylsham in the next few years then it would appear the need for another class would be there. After a lot of discussion governors agreed to leave the pupil forecaster and budget as it has been planned for revision 2 with the extra class base and see what came out of the meeting with place planning. The increase in E25 was questioned. It was confirmed this was due to the increase in PP children and free school meals being purchased. Governors approved the budget.	
4	**Policy Review** • Admissions policy – no changes all approved • Capability policy for support staff – no changes all approved • Disciplinary model procedure – no changes all approved.	
5	**SFVS** It was suggested that Tracy Jessop is asked to be SFVS linked governor this year to give her an overview of school finance. She will be asked before the next meeting and if happy FT will arrange to meet up with her and go through the form. Governors were advised that BCR's are put onto Governorhub monthly so they can be checked at least 6 times a year. FT agreed to share on the noticeboard when a new BCR has been uploaded.	*FT to arrange a time to go through the SFVS with TJ if she is happy/able to come take on the role.*
6	**PP statement** Governors checked that the changes suggested at the FGB meeting had been made. There were no further questions.	

7	**Sports premium statement** Governors noticed that the intent to get "older children regularly running a mile" had no matching action. It was agreed that the actions would be updated. It was confirmed that children were indeed running 14 times around the playground (slightly more during the building work) and the impact was fitter and healthier children being ready to learn.	
8	**Audits – themed and termly** There have been no themed audits since the last meeting. Governors discussed the termly audit and journaling the PE and PP grant income to the department code. VAT codes were discussed and it was clarified that the head examines at the staff pay monthly monitoring reports every month.	
9	**GDPR** DH advised that the ICO have highlighted the concern of personal information being leaked on walkie talkies. Governors discussed ensuring only first names were used on walkie talkies.	
10	**Buildings update** The nursery building work is still on target for completion by 18/02/21. The inappropriate times deliveries and workmen have been arriving was discussed. JN advised FT had raised this at the building progress meeting. Governors asked if there was an update on the conditions survey, JN advised there was no update and he would chase the Diocese on this. He confirmed the safety film had arrived for the windows. JN advised the main school boiler had not worked on Monday but this had been fixed later in the day when an engineer cleared a clogged pipe. The kitchen boiler is due to be fixed imminently and fan heaters have been loaned to the school in the meantime.	
11	**Correspondence** Staffing developments were discussed as Mrs Louise Hampson is leaving in the February half-term break as her husband has a new job in Somerset. Mrs Kerry Joynes is not coming back after her maternity leave as she has decided to stay at home with her children. An advert has been put up on the school website and NCC education job finder as a featured advert. The interviews are hoped to be on 16th December and will be taken by JN, JP, EM and OC if she is available. JN explained he has not advertised the 1 day a week job role as may be able to arrange this internally.	
12	**Date and time of next meeting** Thursday 3rd February at 10am.	