Finance and GP meeting minutes
Thursday 24th March
Via ZOOM

Attendees: Tracy Jessop, David Hibberd, Olivia Corfield, John Neenan
Apologies: Georgina Chapple
Also Attending: Fiona Tibbitt as Clerk and Business Manager
KEY: Challenge, Support, SIAMS

	Item	Actions
1	**Welcome and apologies** David welcomed everyone to the meeting. GC had sent apologies.	
2	**Minutes of the previous meeting – matters arising** The minutes of the meeting had already been approved. The SDP costings will be completed in the summer term. Bench marking is on the agenda for this meeting.	*SDP costing to be completed*
3	**BCR and Budget 2022-23** The BCR and proposed budget were shared prior to the meeting. The budget had been worked on by FT and the County Finance Officer (Chris Jefferson). There were no questions regarding the BCR. It was confirmed the school are looking to recruit an ECT as a 6th teacher for September. Whether to advertise the position as temporary in the first instance or permanent was discussed. Governors felt that the school may lose good applicants if the position was temporary and felt secure in numbers to advertise as a permanent position. This was agreed. Pay increases were discussed and a change in contract for the Early Years Lead Practitioner. The temporary TLR for the KS2 lead was agreed ahead of the SENDco award once the training is complete, as the KS2 lead had stepped up earlier than expected. It was confirmed that the change from 0.2 to 0.4 teacher was a part time teacher currently employed to cover the DH out of class day and will increase to cover the new SENDCO's out of class day in the autumn. It was agreed a fully qualified teacher was necessary to cover the full days. This ensure good teaching provision and staff well-being. The Pupil Forecaster was discussed. Nursery costs versus income was discussed. Catering lines I18D and E25 were discussed. The possibility of hiring the Ark more regularly once the nursery building works were complete were discussed. All agreed to go ahead with the new KS2 sized toilets even if no more quotes can be found as it is an urgent need and everyone appreciated the difficulty in obtaining quotes in the current climate. Governors discussed the fact that although our numbers had increased and our PP grant, £30,000 had been taken off our budget due to the minimum funding gap. The school has never been in a financial position	*Permanent teacher position to be advertised. JN & FT* *Contract changes to be made as discussed - FT* *Toilet refurbishment order to be progressed - FT*

	to be effected by this in the past. All approved the budget set.	
4	**Policy Review** • Business Continuity plan – Changes were mainly to staffing and updated what would happen if the kitchen was out of use as Sheringham Primary had been used instead of BVS recently, as they are still with Norse. It was confirmed that online learning is in the plan. All approved. • Business Impact Analysis – Approved with one change to catering as 3. • Finance Policy – Based on updated NCC policy -all approved • Equality Objectives – Approved – equality link governor to be decided at FGB meeting – possibly to a new governor • FOI publication scheme - Approved	*Equality governor to be confirmed in FGB*
5	**Bench marking** DH prepared benchmarking information for the meeting looking at 5 year expenditures. He encouraged all governors to looked at the DofE benchmarking website. The in-year balance was medium and the at risk figure was high due to money set aside for KS2 resources and modifications. Teaching staff is currently in the lowest 20% and support staff in the highest 20% which matches with the amount of SEN and EHCP's in the school. There was discussion about the fact St Michael's as well as the High School attracts children with Special Educational Needs. High premises cost was due to the deposit needed for the Ark rebuild. Teacher contact ratio was discussed and JN confirmed that teachers have at least 10% timetabled PPA, they also receive Subject Leader time as well. There are not set expectations for when teachers should arrive in the morning and leave as long as they are meeting teacher standards they are trusted to timetable their workload themselves. Some prefer working longer days in the week and less/none at the weekend, others will timetable set hours at the weekend. The special facilities line was confirmed to be Alpha Inclusion which were necessary for a pupil a few years ago. There were no concerns raised by governors.	
6	**Themed audits and termly reports** Governors looked at the spring report, there were no concerns. There were no themed audits to discuss.	
7	**GDPR** A DPIA had been carried out on the new software that the UEA wished to use by one of its PGCE students. This had shown the software to be GDPR compliant.	
8	**Buildings update** Current date for completion of the new nursery is the 08.04.22. The windows have been fitted and landscaping is due to start on 05.04.22. The current nursery wall conversion to windows is pencilled in for May. There is currently a long wait for aluminium.	
9	**Correspondence** - None	

10	**Date and time of next meeting** – Agreed to be at 19.05.22 10.00am looking at the BCR, Charges and Remissions policy and staffing. *Post meeting note – the meeting will need to be moved back by at least one week – to be agreed at the FGB meeting on 17.05.22.*	