Finance and GP meeting
Thursday 3rd February 2022 minutes

Attendees: David Hibberd, Olivia Corfield, John Neenan
Apologies: Tracy Jessop and Georgina Chapple (both contributed to the meeting in advance)
Also Attending: Fiona Tibbitt as Business Manager and Clerk

Key: Challenge, Support, SIAMS

	Item
1	**Welcome and apologies** David welcomed everyone to the meeting, apologies had been received from Georgina Chapple and Tracy Jessop.
2	**Minutes of the previous meeting – matters arising** Asset register – this is being arranged for the summer term. Equalities objectives – is a work in progress. PTA – The funds will go into the School Fund account, it will be made clear that the use of these funds is for the same purpose as the PTA's objectives- to enhance the education of the children at St Michael's School, it will not be used against normal budget items as in a separate account. Once there is a new group of volunteers, in the future, the school will look to applying for charity status for the fund. The minutes had already been approved.
3	**BCR and Budget revision 3** The annotated BCR and budget revision 3 were shared prior to the meeting. Questions were invited. Governors asked about the increase in EY SEND funding within I01. It was explained this was exceptional needs funding for a child with very high emotional and behavioural needs in nursery, who does not have a specific diagnosis yet. There will be additional funding for the spring term as well due to a nursery child with an EHCP, however it is unclear what the funding will be for the 2 children. Governors asked how the funds were being spent and it was confirmed that extra staffing had already been put in place to allow the children to access the nursery curriculum. The new member of staff for nursery has started her Level 3 early years educator course. She already has a level 3 TA qualification and a lot of experience. E08 The increase in energy costs, particularly electricity was discussed. This is partly due to the Ark boiler being out of order for 2 months and fan heaters being used instead. Also, the nursery build contractors have been using the school's power. The school will be claiming some of this back. The reduction of £3796 on one line within E20 was questioned. This was due to a duplicated charge being removed. The surplus was discussed, it was questioned if this was at risk. A large proportion is earmarked for renovating the key stage 2 toilets and key stage 2

	resources. It was confirmed it will not be at risk as less than 8% of the budget. Staffing was discussed as an extra 6 hours per week for reading interventions is to be added to try and mitigate the 25 hours regularly lost per week, due to a TA regularly isolating who hasn't been vaccinated. Other mitigating actions are that a key stage 2 TA currently on 15 hours per week has been increased to 24 hours and an MSA is working an extra 8 hours a week to support Forest School in the afternoons. It was confirmed that high staff absence was being addressed but absence due to Covid could not be counted. TJ was happy with the budget having reviewed it on 02.02.22. DH proposed the budget was approved, OC seconded this and all approved.
4	**Policy Review** • Health and Safety policy Prior to the meeting GC had noted some small adjustments in sentence structure to make the policy read clearer. It was clarified that it was JN's responsibility to ensure appropriate staff had Paediatric first aid training, not that he was trained himself. The policy was approved. • Lockdown/Invacuation policy and procedures It was suggested that when there was an amber warning for lockdown teachers could ensure they went to be with their class, if they were out at the time on PPA etc. Amber allows time to prepare for full lockdown. With this change the policy was approved. • Medical Condition policy There was discussion as to whether section 2, saying who had been consulted when the policy was last changed, needed to be included. Governors decided it should be removed. With that change and renumbering ,the policy was approved. • Equality objectives policy – moved to the next meeting.
5	**SFVS** TJ the SFVS linked governor had helped inform the document prior to the meeting. Governors looked through the document in the meeting, there was agreement that adding costings to the SDP could be an action point on the SFVS. ACTION POINT Governors discussed the fact that they were due to complete financial benchmarking again soon, FT suggested it would be beneficial to do this ready for the next meeting as that would be a budget setting meeting. DH agreed to carry out benchmarking on behalf of the committee and bring his findings to the next meeting. ACTION POINT It was suggested that the school could use Crown Commercial Services for

	gaining quotes. All were happy with the SFVS, OC agreed to sign it later that day for it to be emailed to NCC finance.
6	**Governor SEF questions 1-10 and 19** Governors discussed the first 10 questions and 19, the answers have been entered into the SEF document to be shared at the FGB meeting.
7	**Cost of school uniform** The DofE has mandated that schools need to ensure that school uniform is affordable for all parents. Governors agreed that as there is no requirement, nor pressure to have the school logo on the uniform, it remains accessible for all. There is an even spread across the school of children with the branded jumpers and cardigans from Kayes, cheaper jumpers/cardigans from supermarkets etc. with a badge sewed on, or no logo at all. Governors felt all options were covered to allow parents to buy cheaper uniform if they wished.
8	**Themed audits** There have been no audits or themed audits since the last meeting. The school's rag rating is A2, governors are requested to carry out some more finance training to help bring the rag rating up to Green. Governors were happy with the rag rating report.
9	**GDPR** Nothing to report
10	**Buildings update** Road signs saying that Schoolhouse Lane would be closed between 18/02 and 22/02 had to be moved as they were blocking Schoolhouse Lane to traffic. The windows in Rowan class have been fixed and the building insurance covered all the costs except the £100 excess. There is a delay of 4 weeks on the nursery build due to inclement weather, problems with resourcing materials and Covid.
11	**Correspondence** OC had a meeting with Governor Services; they had checked the school website and said it was wonderful, really clear, and easy to use and gave a good feel of the school. OC said the whole meeting was positive.
12	**Date and time of next meeting** Thursday 24th March at 10 am.