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

Finance and GP minutes
Wednesday 21st September

Attendees: Pippa VK, David Hibberd, Olivia Corfield, John Neenan
Also Attending: Fiona Tibbitt
Key: Challenge, Support, SIAMS

	Item	Actions
1	Welcome and apologies DH welcomed everyone to the meeting.	
2	Minutes of the previous meeting – matters arising The policies were updated as agreed in the previous meeting, PP and SDP are on agenda. The new sports premium template is not updated on the website to download for completion so this will be carried forward. Asset register ongoing - carried forward	Funds from the SMASH account to be moved to the School Fund Account. Sports Premium report to be carried forward. Asset register to be carried forward.
3	BCR The high expenditure in E03 was queried by governors, it was explained this has been due to high staff absence so support staff overtime and supply is high. There has been a lot of cover needed particularly for nursery staff as a staff member left and MSA cover has been needed. High expenditure on E02 for supply teachers was also queried. It was explained this has been used for covering CPD linked to the SDP and 1 teacher with Covid another with long Covid. E19 high spend on resources was queried, part of this is the Education furniture overspend which will have a matching income in March for new nursery furniture being covered by NCC. The gas expenditure within E16 was queried as already high. It was explained this is due to 3 months of invoices coming in late so that Jan, Feb and March were paid in this financial year. The expected teacher pay rises were discussed and it was confirmed that NCC had built an expected growth into the budget planner.	

	Governors highlighted the need to ensure the expansion surplus is spent on the school's growth to primary not on staff costs. It was confirmed that a lot of the spend in E19 is on educational equipment and resources for KS2. It was clarified that the ICT equipment expenditure of £4500 is for an interactive whiteboard in the nursery and will be claimed back from NCC. Ongoing costs for the telephones will be higher than previously due to the extra phone in nursery. Governors asked how long the current phone contract went on for. It was confirmed it was for another year. It was suggested that when looking for new broadband the phones could be bundled in with this package. NCC is doing a procurement exercise that will give the school some negotiated options. All were happy with the BCR but agreed the need to closely monitor rising power costs and staffing costs. Governors asked what the staff morale is like, JN advised some of the TA's are struggling, especially managing financially. It is getting difficult to replace TA's as they can't afford to work.	
4	Policy Review • The SEND information report was carried forward to the next meeting. • GDPR privacy notice for staff – approved by all present. • Admissions policy –a couple of typos were highlighted and an out of date reference. With these amendments it will be taken to the FGB. • Disciplinary model procedure – all approved the standard HR policy.	Admissions policy to go to FGB
5	SFVS Governors were reminded that the SFVS needs to be completed and submitted to the LA by 28.02.23. This will be worked on before the next meeting.	SFVS to be completed
6	PP statement The statement had been completed and shared with governors before the meeting. It was highlighted that absence was at 4% and attendance 96%. PP-LAC was questioned and it was confirmed this was pupils who had been or were Looked After Children. Governors asked if a template was used for the PP statement and it was confirmed it was the most up to date LA template that had been used. All were happy with the statement.	PP statement to go onto the school website.
7	Sports premium statement – to be carried forward	
8	Costed SIDP The costed SIDP had been shared prior to the meeting	

	Spirituality will be added to priority 7. The data was discussed; it was confirmed that NCC is in the lowest 5% of the country. All the cluster's data is lower than the national average. Maths in year 6 is not currently as good as hoped. The SOAP shows reasoning behind a lot of this, for example only 4 of the 16 children in year 6 were with us in KS1. A lot of them have be at St Michael's for less than 2 years.	
9	Themed audits GDPR – **Cyber Security** – the audit has been completed and sent to JN. As DH is carrying out the work in his role as school ICT technician the link governor for **Cyber Security** is JN. It was agreed that Cyber Security should stay as a routine item for FGP meetings. OC will look at questions for governors on Governorhub; JN explained he had commented in a different colours, pink are areas to improve, green are good, blue are comments. Less than half the areas are green. JN explained that orange text shows what should be happening and what needs to be enforced. Work is ongoing and an action plan will be put together. DH advised the school is moving to using just Microsoft emails and cloud space instead of using google mail as well. It was highlighted that a lengthy password is better than a complex one.	**Cyber Security** work ongoing
10	Buildings – energy costs were discussed earlier.	
11	Correspondence – JN has been contacted by English Heritage wishing to visit the school to see if it needs to be listed. The Diocese doesn't want it to be listed as it could increase costs of future works on the school. It was agreed that the building's heritage is in being a school and it being listed would only risk hindering that in the future.	
12	Date and time of next meeting 9.30 16.11.22 - re booked for 23.02.23 9.30am	