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

Finance and GP minutes
Thursday 23rd February 2023

Attendees: Pippa van Kuijk, Kim Thornton, David Hibbed, Olivia Corfield and John Neenan

Also Attending: Fiona Tibbitt as clerk and business manager

KEY: SUPPORT and CHALLENGE

	Item	Actions
1	**Welcome and apologies:** DH welcomed everyone to the meeting, especially KT for her first F and GP meeting. There were no apologies. There was a discussion into the difficulty of recruiting MSA's	
2	**Minutes of the previous meeting – matters arising** It was confirmed that SMASH funds had been moved into the School Fund Account. The PE Sports Premium report is ongoing; FT will double check the funding against last year's report is confirmed. The asset register update will be booked in for the summer term. The Admissions policy was approved at the FGB meeting. The SFVS is on the agenda. The PP statement is on the website. Cyber security is on agenda All approved the minutes as a true record of the meeting.	*Sports premium report to be completed* *Asset register renewal to be booked*
3	Budget revision 3 and BCR The increase in E03 by 10.5%, was queried. It was explained this is due to a TA contract for 16 hours a week specifically for reading interventions across whole school. The SEN funding was discussed. Including the funding for additional hours of SEN support for extreme circumstances. The school has had 3 additional EHCPs this academic year and will have another for reception soon. The funding received for SEN was explained, including how the top band of EHCP funding is £2022 a term, which would not cover one to one support. The notional funding of £6000 per pupil was explained and how this was taken off any request for exceptional needs funding. There was a discussion about the lack of specialist provision in Norfolk. A lot of the non-teaching SLTs' days are taken up supporting children who struggle to access the curriculum despite carefully planned differentiation and SEND and behaviour strategies. TAs often feel more like behaviour specialists rather than teaching assistants. The furniture expenditure was questioned; this has been spent largely in the new nursery and will be charged back from NCC, also the variation funding	*Budget rev 3 to be submitted to NCC.* *Furniture funding invoices to be emailed to NCC.*

	is being used to provide larger furniture for the older classes. The increase in swimming charges was discussed and it was confirmed they go every week instead of every other week now. Governors questioned if those that can swim 25 metres could stay behind, would that reduced the number of sessions needed? It was explained that this would cause difficulties as what would the children who stayed behind do? The other year group were using that time for specific lessons for that year group. Governors questioned why is Purple Mash is no longer going to be used. JN advised that it is no longer going to be used to support the computing curriculum, the KS2 and ICT lead is developing a new ICT curriculum with different software. Purple Mash was initially implemented for home learning during lockdown and this is no longer necessary. The reduction in Little Wandle costs was queried; this is due to the initial set up and training costs that are not ongoing. It was clarified that the NCC finance officer is happy with there being a deficit in year 3, he expects this to be the case when the next year's budget comes out as well but is hopeful that, with funding updates as the government comes to agreements over pay, the position should change. Governors are made aware that this is not a guarantee. All governors approved the budget revision 3 and had no further questions with the BCR.	
4	Policy Review • The Health and Safety policy was reviewed in January and will be confirmed in the next meeting. • Recruitment policy – governors agreed to adopt the latest NCC policy from September 2022. They agreed that in point 15.1 the HT has delegated authority to recruit support staff and delegated authority to appoint a teacher with at least one governor. • Medical needs policy – is being carried forward to the next meeting • Whistleblowing policy – governors agreed to adopt the new HR policy.	*Medical needs policy to go to the next meeting.* *Recruitment policy to be updated.*
5	**SFVS** The SFVS responses were discussed in detail. The majority of areas were a yes with question 8 'in part' as the school needs its asset register updated. This is timetabled in for the summer term. Although there are not 6 finance meetings a year, the BCR's are checked regularly as annotated BCR's are shared on Governorhub every month. The action plan was agreed with the asset register being updated in the summer and the school fund being submitted in April this year. All governors were happy with the SFVS.	

6	**Audits** • **Draft school fund audit** – the findings from the school fund audit were discussed. The action plan was discussed and it was agreed that banking would be done at least every half term. A member of staff has to drive to a different town to do the banking. Income from the clothing bank does not come with a remittance advice. It was suggested that this could be requested. The clothing bank is due to be removed soon to free up more playground space. • **Termly audit** – The department codes from the download had been corrected historically since the last audit but not going forwards, it was agreed this needs to be done each month if necessary. The advice for VAT from the autumn to spring term appeared to be contradictory, the auditor has admitted he could have been clearer in the explanation. Subjective codes for nursery and extended schools will be corrected where necessary. Autumn and spring rag rating were looked at and discussed. FT will complete another finance refresher as well as one governor. It was agreed the new governors will do some finance training and school fund report will be sent in a timely manner. • GDPR – **Cyber Security** –this is an ongoing project which is continually improving. With new networking hopefully being implemented this will help as well as moving the school onto Microsoft One Drive instead of NSIX and the server. This will be a rolling agenda item.	*School fund action plan to be completed and sent to NCC.* ***Cybersecurity*** *to be an ongoing project.*
7	Buildings update – The LED lighting has been installed throughout the school funded through the Diocese as part of carbon neutral for 2030 project. There was minimal cost for school. Double glazing is being investigated for school with a Conservation Officer and Les the architect from Spire. The school are waiting for a report to see if SECF committee will approve funding for the project. A request for new perimeter fencing has been submitted. Governors asked if a request for insulation was worth considering however currently the Diocese are just looking at LED lighting and double glazing. It was confirmed fire doors need work in the near future. The majority of the capital expenditure has gone on new toilets for KS2 and the rest is earmarked for ICT renewals. DH, JN and FT have discussed what is most necessary at the current time as the majority of interactive whiteboards are getting old. They are looking at replacing 3 now and then the younger ones the following year. 3 teacher laptops need to be replaced as well. DH agreed to draw up a replacement schedule which can be funded from the capital budget. A costed plan will go to the next FGP meeting but this was agreed in principle. All agreed that the interactive whiteboards don't need to be SMART	*Costed ICT renewal plan to be completed an put on Governorhub.*

	boards as the SMART software is not used. It was confirmed that a drain survey was carried out on 14.02.23, the report from this has not been released yet.	
8	Correspondence Everyone was reminded to complete this year's skills audit from the NGA and sent to FT for an anonymised and amalgamated report. There was a discussion about the draft letter for the Town Council clarifying that the school is not closing, all agree it should be sent. Governors endeavour to have at least one representative at the next Town Council meeting. It was suggested that a rota could be set up to ensure St Michael's representatives were at each Town Council meeting. There was a discussion regarding the fact that currently it is not likely that there is a need for a new school especially with projected numbers for Broadland going down and as St Michael's and Bure Valley/ John of Gaunt have expanded.	*Completed skills audits to be sent to FT.* *A governor to attend Town Council meetings.*
9	Date and time of next meeting Wednesday 15th March 9.30 – 11.00	