

Snainton CofE Primary School

A Full Governing Body Meeting was held on

8 March 2021 – VIRTUAL meeting

Minutes

Present	Carol Olivier (CO) Matt Davies (MD) Denise Crosier (DC) Mark Ballam (MB) Karen Nicholson (KN) Louise Jones (LJ))	Chair – LA Governor Head Foundation Governor Co-opted Governor Staff Governor Parent Governor
In attendance	Laura Waites (LW) Joanne Jackson (JJ)	NYCC Clerk Bursar
Apologies	Richard Bond (RB) Rev Joe Kinsella (JK)	Parent Governor Foundation Governor
Vacancies	1	Co-opted Governor

No	Item/Details	Action
1.0321	Welcome and Introductions CO welcomed all to the meeting. JJ was attending to cover the finance reports.	
2.0321	Apologies for absence and to determine whether any absences should be consented to RB (due to work) and JK (delayed and will try to attend later); consented.	
3.0321	Declaration of interests None.	
4.0321	Confidentiality It was agreed than an item be discussed at the end of the meeting to be minuted confidentially and to exclude the staff governor due to the nature of the item.	
5.0321	Urgent Other Business None	
6.0321	Minutes The minutes of the FGB meeting held January 2021 were approved by show of hand with minor amends from MD. LW to amend and send to CO.	LW
7.0321	Matters arising None	
8.0321	GB Constitution CO reported that someone has expressed an interest in being a governor via the Inspiring Governance website and could be considered for the vacant co-opted governor position. CO has made contact. LW is to ask her to complete a short EOI for circulation to governors and to invite her to the next FGB when the appointment will be considered. CO reported that the GB of a federation of 2 schools has written to say they are looking for governors, as their chair and vice are leaving and they would welcome some associate / visiting governors to join their GB. Governors were asked to consider if they could help. CO is to respond.	CO
9.0321	Budget Update JJ gave the budget report and shared the latest budget forecast. The current forecast is £15,848 compared to £10,912 previously. It has been a difficult year to monitor with the changes in year for schools closing/reopening. One of the main variances is catering and the supplier is to revise charges. The	

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	<p>finance outcome is expected to be circa £12.8k for the end of the financial year and this is the amount used as the c/f into the start budget.</p> <p>JJ shared the draft start budget report on screen; the final version is to be approved by 20th May. The school will need to address a deficit. JJ went through the main budget headings and made comments on the assumptions.</p> <p>Income:</p> <p>Delegated budget – this is based on the Oct 2020 census and JJ covered how the funding is calculated from pupil numbers and the minimum funding guarantee etc. The pupil numbers are projected to increase however there is a lag in funding so the increase won't be reflected in funding until next year. Sparsity funding – none this year but this is currently under government consultation and the calculation may change resulting in circa £35k additional funding next year.</p> <p>Nursery funding – based on headcount per term based on best guess numbers, weeks per term and hourly rate. 2 year old funding is blank currently but paid session are included in another budget line.</p> <p>SEN funding – is low; some applications are in place but can't be added yet.</p> <p>Pupil premium - based on October census and there were 4 pupils; will go up next year for new pupils.</p> <p>Catering income – goes by average meals and is based on previous years. Can update estimate as get into more normal school life this term.</p> <p>Universal free school meals is based on a census day and JJ covered how this is calculated.</p> <p>Sports premium is £16k lump sum and £10 per pupil</p> <p>Covid catch up funding – there is a final allocation and this will be used to offset staffing costs.</p> <p>Expenditure:</p> <p>All staff increments due are assumed in the budget and teaching and support staff pay awards</p> <p>The supply staff contingency budget is for cover for course and staff absence</p> <p>Apprenticeship levy of 0.5% has to be paid but the school can use the scheme and MD is looking into it.</p> <p>Supply teacher insurance– JJ noted assumptions on this</p> <p>Staff related insurance – no longer offered by NYCC so will be using a DfE scheme; there is a saving on previous years</p> <p>Building maintenance and improvements incl MASS cover and PAT testing; JJ explained inflationary increases involved</p> <p>Utility and supplies are based on previous years</p> <p>Learning resources based on MD's forecast</p> <p>Bought in professional services – JJ referred to a list of services bought from NYCC</p> <p>There is forecast to be a -£13k deficit, by year 3 an in year surplus but this will be offset by a deficit c/f. MD and JJ have discussed some ideas to address this. MD is also looking at potential grants and income opportunities.</p> <p>Overall, MD noted it is an optimistic budget.</p> <p>Governors thanked JJ for her work on the budget. Will look to approve the budget at the FGB in May.</p> <p>JJ advised that the current report gives an indication of the forecast and the report will be developed over coming weeks.</p>	<p>CO</p>

No	Item/Details	Action
	<p>No FTE to report or other incidents.</p> <p>MD asked if there were any questions on the report? CO noted the new signs are really uplifting. CO has seen them on site. A suggestion was made to capture what the children say about the signs if they are visiting them and to add some details on the website as it will catch people's attention.</p>	MD
12.0321	<p>Premises, Health & Safety MD gave an update on premises matters. A risk assessment has been completed and no fire issues were found. A recommendation was to install auto door closures as a wish list.</p> <p>Overall it was a very positive visit from someone who visits lots of schools.</p> <p>H&S – the review can be delayed and will go ahead when guidelines allow.</p>	
13.0321	<p>Policies to consider/agree The SEN policy is to be covered at the next meeting</p>	LW
14.0321	<p>Urgent Other Business None.</p>	
15.0321	<p>How GB decisions have impacted on pupil progress</p> <ul style="list-style-type: none"> • Budget and a more positive financial position than been in before • Increase in pupil numbers • Environment and posters • Good to hear how the funding is being used for science week 	
16.0321	<p>Date of next meeting – 17th May 2021, 12th July 2021</p>	
17.0321	<p>Confidential item</p> <p>KN left the meeting for this item.</p> <p>Minute 17.0321 c refers</p> <p>Governors agreed they are interested in option 3. The next step is to collect the next set of data and discuss the way forward with the most recent data to hand. This would enable governors to consider logistically how the hours would be committed.</p> <p>CO thanked everyone for their input and closed the meeting at 6.35</p>	

ACTIONS

Name	Task	Opened	Closed	Comments
Chair	Respond to request for associate governors from a local federation	March 2021		
Chair	Approve the Start Budget at the May FGB	March 2021		
All	Send comments on SFVS to MD	March 2021		

Head	Submit SFVS with Governor comments incorporated by 30 th April	March 2021		
Head	Circulate examples of signage	March 2021		
Head	MD/LJ to complete and submit Safeguarding Audit	March 2021		
Head	Capture pupil comments on signage to add to the website	March 2021		
Clerk	Add SEN policy to the next FGB agenda	March 2021		
Head / Chair	Collect next set of ARE data and agree preferred Option with most recent data	March 2021		

Signed

Dated