

MINUTES OF THE FINANCE, RESOURCES AND STAFFING COMMITTEE MEETING HELD ON TUESDAY 30TH MARCH 2021; COMMENCING AT 5.30 P.M. AT WHITESTONE INFANT SCHOOL, MAGYAR CRESCENT, NUNEATON, WARWICKSHIRE.

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Present : Mrs. N. Green, Mr. C. Atkins, Mr. M. Hartopp, Mr. P. Johnson, Mrs. R. Warwick, Mrs. H. Lewis, Mr. P. Stokes and Mrs. P. Jones.

In Attendance : Miss. J. Ivers (Deputy Head), Mrs. L. Knox (School Business Manager), and Miss. G. Matt (Clerk).

Whitestone is closed outside of normal school hours due to Covid-19. The performance and standards committee meeting was held via "Microsoft Teams". All the governors declared that they were in a confidential environment for the full duration of this meeting.

In The Chair – Mr. P. Johnson.

1. Welcome and Apologies.

The Chair, Mr. Johnson welcomed everyone to the meeting.

Apologies were received from Mr. G. Friswell and Mr. D. Robinson.

Mr. S. Shaw did not attend the meeting.

2. Minutes and Matters Arising.

Minutes of the previous meeting held on Tuesday 19<sup>th</sup> November 2019 and Tuesday 31<sup>st</sup> March 2020, Tuesday 14<sup>th</sup> July 2020 and Tuesday 17<sup>th</sup> November 2020 were agreed and are to be signed by the chair at the next physical meeting.

There were no matters arising.

3. Declaration of Interest.

Mr. Johnson declared an interest in items relating to Stockingford Academy.

Mr. Atkins declared an interest in items relating to Chetwynd Junior School, Etone College and the NGA.

4. Headteacher's Report Verbal.

Mrs. Green presented her verbal report.

The Caretaker has announced his retirement. The post has been advertised and interviews would be held on Tuesday 6<sup>th</sup> April 2021. The interview panel consists of Mrs. Green, Mr. Friswell, Mr. Atkins and Mrs. Knox.

Miss. Johnson (Parent Support Advisor) has now returned from her maternity leave.

After Easter, Mrs. Hewitt (Admin Assistant) returns on a phased return.  
Mrs. Stocks (TA) has now returned to school following a recent illness.

All staff are Covid tested twice a week and this will continue throughout the Easter holidays.

Safeguarding. We have one Child in Need case. One pupil is missing education due to a house move. Until 27th April 2021, this pupil will return to Whitestone on a daily basis via Education Transport. Mrs. Green arranged this and reported that with support the pupil has been able to access education. The parents had no knowledge of the Education Transport support service, until Mrs. Green intervened.

**Governors thanked Mrs. Green for her support to ensure that this pupil receive an education under the circumstances, until they could obtain a school place in their new residential area.**

We are supporting two pupils off sick with remote learning.

There have been no new joiners to Whitestone and Reception is now full.

There will be a transition meeting with Chetwynd on Thursday 1st April 2021, to prepare for transition day on Wednesday 7<sup>th</sup> July 2021. When pupils will visit Chetwynd and remain in their class bubbles.

There is a plan A and B for Covid, a blended approach for the new 2021 Reception.

A Fire and H&S Inspection took place on the same day. Mrs. Green thanked Mr. Stokes and Mrs. Knox for accompanying her on both inspections. We are now awaiting both the written reports that will be available at the full GB meeting on 18th May 2021. Several H&S issues need rectifying and would be undertaken during the Easter holiday.

**GB thanked Mrs. Green for her report.**

**The governors agreed to take the Agenda in the following order.**

#### **6. Finance Officer Report.**

The Finance Officer's Report was shared at a meeting on 17<sup>th</sup> March 2021 with Finance Officer, Mrs. Green, Mr. Johnson and Mr. Hartopp. This had been previously circulated. Copy with original minutes.

2020/2021 current annual balance £3,925 and carry forward £793,329

2021/2022 carry forward £92,702, although these figures would change over the year.

Assumptions of 2% pay increase in the carry forward.

Confirmation in July 2020 that the Sports Grant will continue for a further year, previously based on £16,000 School and £10 per pupil, total £17,800.

Two pupils (who received support) presently at "Stepping Stones", will be joining our Reception in September 2021.

**Governors enquired will these two pupils come with extra finance to support the staff support that they both need.**

Mrs. Green replied at this stage we know that one pupil come with extra finance to aid transition into school. Transition meetings are due to take place and Whitestone will pay for any necessary assessments and support in the first instance to meet the needs of the children. Should an EHCP be awarded, if deemed necessary, then additional funding may be provided. Until that point Whitestone needs to find funding within its current budget.

School to monitor monthly salaries and keep records for audit

GDPR – understand the changes in legislation as per recent HR guidelines

SFVS – 2020/21 due 28th May 2021 at latest

Budget Submission deadline is 3 May 2021

Making Tax Digital (MTD) – With effect from VAT Period 10, January 2021, the process of submitting your VAT return will be changing. Please refer to guidance that your school has received, detailing step-by-step instruction.

Recommendations. All cost centres were reviewed at the meeting, these should be further checked prior to the budget submission to ensure everything is covered The Head Teacher is asked to check all enclosures to make sure they reflect the information.

#### 5. Budget 2020/2021.

The Budget 2020/2021, we are waiting confirmation of the final figures. Balance off for year-end £130,645.47.

£26,000 remaining supply money has been put back into the budget.

£11,000 remaining SEND money had been put back into the budget.

UIFSM based on pupils in school, Whitestone paid Educaterers for their services during lockdown, from this the LA allowed Whitestone to keep the £12,000 underspend.

There has been a reduction on many bills due to lockdown. The amount saved would be confirmed at a future date.

**Governors enquired were there anything significant not invested in during this year that this money would support next year.**

Mrs. Green replied that there has been no staff cover required for teacher training. This time has been used to give pupils extra support in the class. The money would be used for staff training.

**Governors stated that this money is to invest in the present pupils, possibly with extra interventions to enrich their education. To support Miss. Turner with extra SENCO time regarding her increased EHCP workload.**

#### 7. Budget 2021/2022.

Based on 271 pupils. £5,192 current annual balance and other income £103,535.

Budget 2022/2023 carry forward £141,154.

Premises pay roll and admin recalculated.

From April 2021, Mrs. Knox (SBM) will be working four days a week.

The six hours (from Mrs. Decker's old contract) would be left in the budget. These would be used as required to support any increase admin workload throughout the year.

The seven cleaning hours taken out of the present Caretaker's role have been put back into the contract for the advertisement for a new Caretaker. We will need to pay £875 for training services from the LA to support the new Caretaker.

Finance earmarked in the budget to allow Mrs. Mathieson to carry on in her present TA role.

Staff absence teaching insurance allows for the maximum maternity leave cover.

Building and maintenance. Energy certificates are to be obtained. £10,000 allocated to cover the items required from the recent H&S and Fire Inspections.

The second outside classroom unit requires refurbishment; we are hopeful that the LA will undertake this in the near future.

The installation of the LED lighting saving will be undertaken next year.

H&S contact cost £1,125. Fire Risk Assessment is due in October 2021.

An extra £200 allocated for reading books and an additional £500 earmarked for the Owl's Nest and Wellbeing.

There is a lack of storage inside the school building. £1,500 earmarked to purchase a new external storage container.

We need a forward rolling plan to replace school furniture.

Licences and subscriptions. We have signed up to a five-year subscription with Twinkl and have received a year's free teaching resources.

ICT. The new I-pads are on order.

The Visitor Management System (VMS) based in the school office is working well and is a great assistance when a Fire Drill takes place.

WES charge monthly for data storage, hopefully this will move on to "cloud server".

Whitestone now uses the DFE RPA insurance scheme, which is cheaper than the previous insurance cover.

The LA teacher pay grant is now included the budget.

The governors agreed to look at the budget in September 2021 to review the financial situation.

**ACTION The governors agreed to look at the budget in September 2021 to review the financial position.**

After a discussion, the governors agreed the 2021/2022 which is to be signed off and dated by the Chair and Mrs. Green to forward to the LA.

**ACTION After a discussion, the governors agreed the 2021/2022 that is to be signed off and dated by the Chair and Mrs. Green to forward to the LA.**

8. Covid Update.

Mrs. Green reported that the Covid Catch-Up grant is £20,528.74. This would be used to support Year 2 in Maths, TA language support in Reception and increased Reading and Writing support throughout the whole school.

9. Policies.

Marking Policy. Mrs. Warwick had been involved with this.

After a discussion, the governors agreed the Marking Policy that is to be signed off and dated by the Chair.

**ACTION After a discussion, the governors agreed the Marking Policy that is to be signed off and dated by the chair.**

10. Any Other Business.

(a) The Clerk has emailed the Governor Information from the LA.

(b) **Governors thanked Mrs. Knox for presenting a good financial report and for Mrs. Jones's support in the office during Mrs. Hewitt's absent.**

11. Dates of next meeting.

Governing Body – Tuesday 18<sup>th</sup> May 2021 from 5.30 p.m. until 7.30 p.m.

Performance and Standards – Tuesday 22<sup>nd</sup> June 2021; from 5.30 p.m. until 6.30 p.m.

FRSC – Tuesday 13<sup>th</sup> July 2021; from 5.30 p.m. until 6.30 p.m.

There being no further business, the meeting closed at 6.40 p.m.

Date ..... Signed .....

(Chair)