

**Hoyle Court Primary School Governing Board  
Minutes of the Finance and General Purposes Committee Meeting  
Held on 10 July 2020**

The meeting commenced at 9:32am.

**Present:** Val Sherrd (VS), Judy Walton (JW), Tim Phillips (Head), David Pike (DP), Rosalind Sheridan (RS), Roger L'Amie (RL)

**In Attendance:** Nageena Khan - Clerk to Governors, Nancy Tordoff- School Business Manager (NT)

**Welcome and Introductions**

VS introduced the meeting and welcomed all.

**F&GP 43/19 Apologies for Absence and their Acceptance**

Apologies were received from Ben Dickinson; these were accepted. The meeting was quorate.

**F&GP 44/19 Declarations of Interest for Items on this Agenda**

DP declared an interest as Regional Officer for the NEU.

**F&GP 45/19 Any Other Business and requests for Agenda order variations**

None.

**F&GP 46/19 Minutes of the Previous Meeting: 01 May 2020**

Minutes were approved as an accurate record of the meeting, proposed by DP, seconded by JW. A copy will be signed and dated and kept in the school file.

**F&GP 47/19 Matters Arising from these Minutes not covered by the agenda**

None.

**F&GP 48/19 QTR 1 Budget Monitoring Report**

NT reported that she met with the bursar yesterday, hence circulating the documents yesterday afternoon. The variations within the budget were explained:

- The final Carry Forward at year end 2019-20 was £59,054.
- The projected Carry Forward at QTR 1 is £31,909; this is £1,900 more than submitted in the projected budget.
- £2k more has been received for Pupil Premium
- There are small variations due to staffing and contract variations that were not known before submitting the budget. These have now been factored in.
- An additional tab for Covid-19 related expenditure has been included within the budget; the School Funding Team has asked schools to keep a log of any expenditure in case it can be claimed back from the DfE. Current spend has amounted to £1,500 on PPE etc. and an extra £1k estimated for energy use for school being open during the holidays. After reading the guidance, NT does not feel that the school will be able to claim costs back, however has kept a separate record of expenditure if required.
- There has been £19k loss of income due to a reduction in fees for before and after school clubs in the summer term when school was closed. Staff members who supported the provision were redeployed so that they were not adversely impacted.
- School will be open throughout August for maintenance but not for children.

The financial scorecard remains green again. Governors were pleased to hear this.

The Bursar is retiring; she has recommended another bursar to the school. NT has been in contact with the other bursar who has agreed to work with Hoyle Court.

**Action**

Signed.....

Date.....

## F&GP 49/19 Staffing Update including Staff Absence

Head reported that one member of staff on long term absence has returned on a phased basis and is now working full-time hours. NT informed that the staff insurance premium was affected by this absence, however two thirds of the extra premium has been claimed back and will be shown in the next quarter.

Head provided a single-page staffing structure summary for 2020-21. No teachers are moving classes next year in order to limit any further disruption and to help provide some consistency across school during challenging times. It was noted that no teachers requested to change year groups.

An Admin Assistant will be working as a Learning Support Assistant in the classroom from September with the aim for her to work full time in the classroom by early October. An apprentice will be employed to backfill the admin role in the office. An Advert for the apprentice role is live and interviews will take place in mid-September.

Last year, three staff members covered PPA in school. Next year PPA will take place on afternoons for all teachers. The staff members used for cover last year are all working in different year groups and are spread much more evenly now. Those covering PPA will remain with the class all afternoon for consistency. They will remain with the same class throughout the year.

Some support staff members have been moved to different key stages in order to best meet the needs of pupils; individual conversations took place with staff and they were happy with the changes.

A staff member on a 0.8 contract has requested to return full time next year. This has been agreed and will benefit the school in terms of consistency of learning. The change has been reflected in the budget presented today, however is a change from the budget submitted to the LA. This change along with two members of support staff having a 50/50 HLTA contract does put the school into a deficit by the third year.

### **Q: JW- Is this included in the budget that we have been presented today?**

NT replied yes, these will have an adverse impact on the budget by the third year, however other staffing changes over the next two years could impact positively on the budget.

The new SENCO will be working Tuesdays and Thursdays in school, a very positive appointment for the school. Head has held socially distanced meetings with the Deputy Head throughout the Covid-19 period, although she will officially commence her role in September 2020. Head has also had regular discussions with the SENCO in preparation for next academic year.

There are plans to swap the staffroom with the nurture room. The nurture provision will remain in September, however children will not stay in the room all day, instead a more fluid system and integration back into the mainstream setting being the ultimate aim. The current location of the staffroom is not best suited for staff mental wellbeing so it is hoped the swap will be beneficial for all concerned.

Wraparound Care- this will be offered from September for up to thirty children and will take place in the hall following social distancing guidelines.

### **Q: DP- where is the Admin Assistant that is returning to a LSA role going to be placed and what role is she changing to?**

Head explained that the staff member was previously a LSA and moved to the admin office a few years ago. She will return to support in class.

Signed.....

Date.....

**Q: VS- what will she be doing?**

The staff member will be working alongside another LSA who is working three days a week in KS1 and they will both support the KS1 Leader. An apprentice will be appointed to work in the office. The LSAs will also provide Reading interventions.

Staff Wellbeing- Head has continued to promote flexible working even since wider opening and some staff members have taken this up.

School reports- these will be issued to parents next Monday; they are more succinct with a focus on pastoral provision, attainment and progress.

**Q: VS- how have you addressed making sure staff are not around school longer than they need to be?**

Head informed that this message has been clearly communicated via email. Communication with staff members is mainly via email.

**Q: will the staff members continue working at home even though they are not allowed to remain on site after a certain time?**

Head replied yes, there is a significant amount of work going on in preparation for September 2020.

Cleaning Contract- the TUPE process did not go through on 1 April 2020 due to an issues with the pensions scheme for a cleaner. It is hoped that the process will be completed by September 2020. The cleaners remain employed by the school, however the cleaning company is supporting school, speaking to cleaners about their cleaning regimes and supplying the school with equipment etc.

Apprentice Role- in terms of succession planning, Head proposed to appoint an apprentice who can be trained up to work in the admin office, and eventually have the opportunity to become a Business Manager in a few years. The school will work with the college to support the apprentice.

**F&GP 50/19 Premises Update**

- NT reported that the school is seeking funding from Salex for replacement of the hot water boiler, hoping to move forward by September 2020.
- The internal phone system is being extended through school in order to allow better communication through school. The current IT provider is looking at moving to VOIP and this will potentially be funded through the capital budget. DP informed that the advantage of VOIP is personal numbers can be set for each teacher and voice messages can be checked from home etc. if required.

**Q: VS- have we had any progress regarding the kitchen roof invoice?**

NT explained that two invoices were received; £120 came from a sole trader and NT paid this. Yesterday an email was received from a worker stating they have still not been paid for the work that was carried out in February 2020. NT is chasing this up with the Council as they commissioned the contractors to carry out the work. An email conversation took place with the Council during lockdown and **governors agreed that this matter was the responsibility of the LA, not the school. Head to contact the LA clarifying that it is not the responsibility of the school to pay the contractors as they were not commissioned by the school.**

Head

Garden Area in the Playground- there are plans to improve the dilapidated area ready for September 2020. A small amount of funding has been earmarked for the work and discussions are taking place with Parkside Facilities to carry out the work, including building raised beds for children, installing paving slab, planters and seating. **Governors agreed for the work to take place.**

Head

Signed.....

Date.....

**F&GP 51/19 Safeguarding Update including Health & Safety**

**Safeguarding will be fully covered at the next Full Board meeting.**

Risk Assessment- the school is ready for reopening in September 2020.

- All children have returned to school and they remain in a bubble throughout the day.
- Wraparound care can be delivered from September 2020 whilst adhering to the 2m social distancing guidelines and having children on separate tables in their own bubbles.
- Phonics will be taught in groups.

**Q: DP- there will be pockets of spikes across the country until a large spike in Winter, therefore I would really appreciate to go through the risk assessment in detail with you before the next Full Board meeting. Can we do this?**

**Head to circulate a copy of the risk assessment to DP.**

Head

DP informed that there is also joint guidance being published from unions ready for September 2020.

**Q: RS- how do staff feel about the wider reopening? Are they worried about it? My children are back at school now and they feel safe. Gauging staff opinion about how they feel is very important.**

Head reported that there is a positive vibe in school. There are a few staff members who are more reticent about September and a wider opening, however no one has approached him that they are particularly uncomfortable. The risk assessment and opening plans have been shared with staff members over the last week, **Head proposed to send an email to staff members asking if they have concerns and he will provide support guidance where required.**

Head

**Q: VS- as far as you know there have been no concerns raised from staff members so far?**

Head replied yes, he is seeking HR advice where required. The wider opening has been very successful. DP highlighted the risk of increasing the size of bubbles and having moving bubbles as one occurrence of Covid-19 results in the entire school being closed for a fortnight. It is vital to keep bubbles separate so that only a part of school is required to close. Head added that lunch will not be served in the hall, instead in the classroom.

**Q: RL- Are siblings going to be in the same bubble?**

Siblings and those attending wraparound care will be placed in the same bubbles. Phonics and setting in Maths will be the only time when bubbles mix and this will take place in the school hall following appropriate social distancing measures.

**Q: RL- can children be taught to read without phonics?**

VS stated that pupils are tested on phonics so are required to learn it in school.

**Q: RS- how would we know if extended family members have had the virus?**

Head explained that the Track and Trace system would inform the school of this information. Two staff members have used the system and reported that it worked well.

**Head and DP to remain in communication regarding the risk assessment.**

Head, DP

**F&GP 52/19 Policy Review**

None.

**F&GP 53/19 Any Other Business Referred from item F&GP 45/19 Above**

Governor Vacancies- VS has been in correspondence with the prospective new governors and it is hoped to invite them to face to face meetings next term.

Signed.....

Date.....

It is RL's last Finance and General Purposes Committee meeting; he was thanked for a number of years of excellent service and his valued contributions. The committee wished RL all the very best for the future.

**F&GP 54/19 Date of Next Meeting: Friday 09 October 2020 at 9:30am**

**As there was no further business, VS thanked all for attending and the meeting closed at 11:01am.**

Signed.....

Date.....