

SCARCROFT PRIMARY SCHOOL
Minutes of the meeting of the Finance and Resources Committee
held on 16th November 2021 at 5.30pm

Present:	Paul Edwards (Headteacher) Phil Cooke	Gillian Marshall Sam Healy (Chair)
In Attendance:	Eliza Fergusson (Governance Support Officer, Clerk) Alison Dennis (SBM) Jen Jones	

1.	<p>Apologies and Declarations of Interest No declarations of interest were made. There were no apologies. It was noted that the committee would benefit from another governor member.</p>	
2.	<p>Minutes of the meeting held on 18th May 2021 – previously distributed. The minutes were agreed to be a true and accurate record, and were approved.</p>	
3.	<p>Action Points and matters arising from the meeting held on 18th May 2021 The action from the previous meeting had been completed. There were no further matters arising.</p>	
4.	<p>Business Managers Report – previously distributed A governor asked for an update on Breakfast Club numbers. The SBM explained that the numbers were slow to pick up compared with After School Club take up. Ms Jones reported that the numbers are increasing as more parents stop working from home and the SBM was confident the numbers and income would recovered over the autumn term. A governor asked if site / club bookings there were improving. The SBM explained that it is hard to let the school building out compared to the learning centre which was easier to manage as a separate building. There have been no new enquiries to hire school and expect a lower income stream from lettings. The dance school will hopefully continue. The SBM confirmed that the tennis booking is still in place. A governor noted that catering income had reduced and asked if this was a reflection of the impact of the Covid closure. The SBM confirmed that there was a lower take up for 20/21 which is reflected in the census and Free School Meal funding. Meals are being served this academic year and the standard of food remains high with good quality local produce and would not want to change provider.</p>	
5.	<p>Policies The SBM noted that there were a number of policies for review due to delays as a result of Covid. A governor asked if there were many amendments. The SBM explained that there are mainly minor tweaks. The Fire Procedure and Lockdown Drill procedures are new and may be amended following any learns from the practice of drill. Rest are minor. The Headteacher noted that the Epi Pen Policy will be reviewed. <u>Fire Procedure and Lockdown Drill</u> A governor noted a query on the adequate number of qualified staff trained to use the Evac Chair. The SBM confirmed that one trained member of staff will be on site at all times. A governor asked about Fire Wardens. The SBM explained that staff undertake Fire Warden training out of choice and it may be that SLT will look at allocating wardens to distinct areas. The Headteacher stressed that staff get the children out of school as the main priority. The</p>	

	<p>Headteacher explained that the training advises that all staff are “wardens” in being pre-emptive such as not leaving equipment on overnight and keeping papers away from risk areas. Governors were assured that the school was being checked fully during alarm evacuations.</p> <p>A governor noted that the Trust Chair name needed to be updated in the Critical Incident Plan.</p> <p>A governor asked if staff have whistles as the Lockdown and Evacuation Procedure noted that a whistle will be sounded twice. The SBM confirmed that all teachers and anyone who does a playground duty has a whistle. The Headteacher informed governors that an evacuation drill will be done.</p> <p>A governor noted that a name spelling correction for SH was needed in the Health and Safety Policy.</p> <p>The SBM will spread policy reviews throughout the year to ease workload.</p> <p>Resolution: Governors approved the below polices:</p> <ul style="list-style-type: none"> Aggressive Incidents Policy Arrangements for Contractors Critical Incident Plan Education Visits – Local School Policy Fire Evacuation Procedures First Aid Policy Health and Safety – Local School Policy Handling Hazardous Substances Invacuation and Evacuation Procedures Lone Working Procedures Manual Handling Policy Moving and Handling Young People Policy PPE Policy Working at Height Procedures Repair Maintenance and Redecoration Risk Assessment Security for Property and Contents Risk Assessment Security of Property and Contents Risk Assessment Security of Staff and Children Risk Assessment 	
6.	<p>Monitoring Report – previously distributed</p> <p>The SBM reported that the budget is on track at the end of period one with a 6.8% carry forward. Period 2 has not yet been fully reviewed but is projecting a reduction in carry forward to 6%. Any carry forward will support the budgets reduction in income linked to pupil numbers.</p> <p>The Headteacher highlighted that the amount of supply cover needed will have an impact on the carry forward. The SBM noted that supply spend is below expected but bills for this month have not been received and there is already some TA supply cover in place which will impact costs next month.</p> <p>The SBM reported that the Breakfast Club income is returning to normal levels and After School Club income is good.</p> <p>There has been an impact to expenditure of the NEST investment in resources and one off software costs that weren’t budgeted.</p> <p>A Governor asked if the national pay increase has been factored in. The SBM explained that the budget software will be updated by the central team and should see any impact in the revised budget.</p>	

	<p>A governor asked if there are any projects where staff are asking for funding and having to be refused. The SBM confirmed that they have not had to say no yet but there has been some change in the way of working to save costs but no difficult decisions have been made. Staff have been informed of the need to be careful and have been understanding and respectful of that.</p> <p>A governor asked if SEN funding has been received. The SBM confirmed not and that it is being chased.</p> <p>Governors thanked the SBM for the report.</p>	
7.	<p>Staffing Update The Headteacher reported that a Teaching Assistant had resigned following a significant absence linked to a health issue that had not been disclosed through recruitment. The Headteacher felt well supported by the North Yorkshire HR Service. The Headteacher explained that if the school had been made aware of the issues accommodations could have been made.</p> <p>A TA vacancy has been advertised with interviews scheduled at the end of November and there will be no impact to the budget as the staff costs were already forecasted.</p> <p>A governor asked how easy it is to recruit TA's at the moment. The Headteacher explained that it can be variable but currently there is slower uptake and a number of vacancies in the local authority.</p> <p>A governor noted that there is a member of staff whose contract ends at Christmas and asked if they were being considered for the role. The Headteacher confirmed that they are part of the process.</p> <p>Resolution: Governors approved the Headteacher pay recommendations noting that there were two staff members moving through threshold to UPS1.</p> <p>Resolution: Governors approved the Headteacher pay progression recommendation from Mr Healy and Cllr Crawshaw.</p>	
8.	<p>Site Manager's Report A governor asked what decision had been taken on the fire door strips. The Headteacher explained that the advice on the installation of fire door strips was not appropriate for the school building.</p> <p>Action: SBM and Headteacher to review the fire door strip requirements and confirm to the committee.</p> <p>A governor asked if some scaffolding had come down. The Headteacher confirmed that scaffolding had been removed at the green end. There is still some up in the playground and reception side for ongoing works but works should be completed by the end of term. There were no issues to report but work had been slower than anticipated.</p>	SBM
9.	<p>Health and Safety The SBM reported that a walk around took place in the summer term and another will be arranged before Christmas.</p> <p>Action: SBM to circulate possible dates for a Health and Safety walk around.</p>	SBM
10.	<p>Any Other Business There were no items for discussion under AOB.</p>	
	<p>Future meeting dates Thursday 20th January 2022 5.30pm</p>	

The meeting ended

Approved at the 20 January 2022 committee meeting.

Signed _____ Date _____

Sam Healy, Committee Chair

Action Plan from the meeting of the Finance and Resources Committee
held on 16th November 2021

Ref	Action	Item No.	Who	Date
1.	SBM and Headteacher to review the fire door strip requirements and confirm to the committee.	8	SBM / HT	Jan 22
2.	SBM to circulate possible dates for a Health and Safety walk around.	9	SBM	Dec 21

Agenda item for next meeting: