

**ST. MARY'S PRIMARY SCHOOL**  
**Minutes of the Board of Governors' Meeting held at**  
**St. Mary's Primary School on Wednesday 30<sup>th</sup> March 2022 at 5.00pm**

<b>Present</b>	
Mrs N Bown - Chair	Co-opted Governor
Mrs M Dunstan - HT	Staff Governor
Mrs C Layton	Staff Governor
Mrs M Clothier	Co-opted Governor
Miss H Read	Parent Governor
Mr S Hellard – Vice Chair	Co-opted Governor
Mr J Stacey	Co-opted Governor
Mr S Cross	LA Governor
Mrs G Cornish	Parent Governor
Mrs C Dibble	Co-opted Governor
Mrs J Baker	Clerk

	<b>Minute</b>	<b>Action</b>
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<b>1</b>	<b>Apologies accepted:</b> Rev Suse Osmond <b>Apologies not received:</b> None	
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<b>2</b>	<b>Declaration of Business Interests</b> There were no declarations of interests.	
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<b>3</b>	<b>Minutes of the meeting of 19<sup>th</sup> January 2022</b> These were taken as a true copy.	
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<b>4</b>	<p><b>Actions &amp; Matters arising from the minutes of 19<sup>th</sup> January 2022</b></p> <table border="1" style="margin: 10px auto; width: 80%;"> <tr> <th colspan="4" style="text-align: center; background-color: #ffffcc;">ST MARY'S BOARD OF GOVERNORS Action from the Meeting held on Wednesday 19<sup>th</sup> January 2022</th> </tr> <tr> <th style="width: 15%;">Item</th> <th style="width: 45%;">Action</th> <th style="width: 15%;">Who</th> <th style="width: 25%;">When</th> </tr> <tr> <td style="text-align: center;">9</td> <td>TEAMS/telephone calls to be arranged for Governors and subject leaders</td> <td style="text-align: center;">MD</td> <td style="text-align: center;">ASAP</td> </tr> <tr> <td style="text-align: center;">14</td> <td>Circulate SIAMS SEF to Governors</td> <td style="text-align: center;">MD</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">15</td> <td>Clerks Briefing information to be attached to the website</td> <td style="text-align: center;">JB</td> <td style="text-align: center;">Completed</td> </tr> </table> <p>The SDP has been updated and was distributed after the meeting. A timetable of Governor visits and meetings with Subject Leads has been put together. Governor visiting week will be Tuesday 3<sup>rd</sup> May until Friday 6<sup>th</sup> May. The SIAMS SEF was distributed to all Governors following the meeting dated 30<sup>th</sup> March 2022</p>	ST MARY'S BOARD OF GOVERNORS Action from the Meeting held on Wednesday 19 <sup>th</sup> January 2022				Item	Action	Who	When	9	TEAMS/telephone calls to be arranged for Governors and subject leaders	MD	ASAP	14	Circulate SIAMS SEF to Governors	MD	Completed	15	Clerks Briefing information to be attached to the website	JB	Completed	SDP
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<b>5</b>	<p><b>Any Matters of urgency not on the agenda</b></p> <p>The Government has just released the latest White Paper. Changes to the length of the school day need to be made. The gates will need to open slightly earlier at 8.35am, with school starting at 8.45am. It was felt that implementing these changes after the Easter break may be too soon for parents to make the necessary arrangements. It was therefore agreed that the new times will start from September 2022. This will also provide adequate time for all TA/LSA contracts to be amended accordingly. School will still finish at 3.15pm, with Foundation Stage finishing at 3.10pm (they do not have a morning break time).</p>	
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<p><b>6</b></p> <p><b>6.1</b></p>	<p><b>Finance – 2022/23 Budget</b></p> <p><b>Budget report circulated to all Governors prior to the meeting.</b></p> <p><b>Budget Dashboard</b></p> <p>Our 2022-23 Budget Allocation, including anticipated funding adjustments for 2022-23, amounts to £1,983,863. This is an increase of 1.2% on last year. This is a lesser amount due to our pupil numbers being four fewer than in 2021-22, which leads to a loss of approximately £16,000.</p> <p>Per pupil funding has increased by £94 per pupil, from £3,123 in 2021-22, to £3,217. The minimum per pupil protection has decreased because other funding areas have increased; for example, FSM entitlement is 49 children (12%) in 2022-23 compared with 38 (10%) in 2021-22. We therefore require less protection in 2022-23 to ensure we reach the minimum amount per pupil overall. Rates are now paid centrally by the DfE, so there is no allocation made in this Budget Plan.</p> <p><b>The uncommitted revenue balance is anticipated to be in the region of £257,000.</b></p> <p><b>What is the expenditure plan for this?</b></p> <ul style="list-style-type: none"> <li>• A project? – discussed in the summary.</li> <li>• Carry forward into 2023-24 to cover the anticipated deficit showing on the Budget Plan for 2023-24? With careful financial planning, we should be able to accrue for this deficit throughout the financial year.</li> </ul> <p><b>Staffing</b></p> <p>As shown on the Budget Expenditure Plan, staff costs are showing at 82%. This includes all anticipated expenditure within the A cost centres (superannuation lump sum, other staff costs, development &amp; training, apprenticeship levy, COVID catch up grant / recovery premium and Inspired Somerset (PPA PE cover).</p> <ul style="list-style-type: none"> <li>• An estimated 3% Teachers' pay award has been included from September 2022. The increased National Insurance rate of 15.05% used. Superannuation calculated at 23.68% (all teaching staff contribute to the Teachers' Pension).</li> <li>• The estimated Support Staff pay award from April 2022 is 2%, in addition to the 1.75% award for 2021-22 backdated to 1<sup>st</sup> April 2021.</li> <li>• Superannuation for support staff calculated at 18.10% (The majority of support staff contribute to the Local Government Pension Scheme).</li> <li>• The LGPS deficit charge and Apprenticeship Levy is an estimation based on staff costs in this plan.</li> </ul> <p><b>SEND+ Support Staff. The notes under HN Funding show a deficit between funding and our current SEN staffing structure.</b></p> <ul style="list-style-type: none"> <li>• <b>Is this sustainable?</b> With just the cohort joining us from Little Oaks in September, we shall need every one of our SEND+ Learning Support Assistants!</li> <li>• <b>Is this funding likely to change during the year?</b> A child will be transferring to Polden Bower from September 2022, so we will see a clawback of approximately £6,382 by the Local Authority</li> </ul> <p><b>Premises</b></p> <p>CD has moved the School Development Plan cost centre to the curriculum cost centre group (F321) to give a true reflection of our income and expenditure for our cost centre groups. The majority of the SDP allocation is used to support the curriculum. This information is extracted on an annual basis, uploaded to a DfE site, and used to support benchmarking against similar schools.</p> <p>It is expected that energy costs will increase significantly this year, with SCC advising schools to inflate gas costs by 118% and electricity by 60%.</p> <p><b>The hall hire charge has not increased in sometime, is it worth increasing that?</b></p> <p>A discussion took place regarding increasing the charge and it was agreed an increase to £17 per hour. The premises working hours incorporate any hall hire times.</p>	
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When the hall is hired it includes lighting as heating is switched off at 4.30pm. The hire charges will now be reviewed on an annual basis.

Regarding the increases in the unit cost of the gas and electric, is the school on any kind of fixed tariff and if so, for how long and will the lifting of the cap have any impact on this? If we are not on a fixed tariff is there any reason why?

As a maintained school, the LA source our gas and electricity contracts. They are able to get a better price as they are buying for many schools. The contract just happened to need renewing now. They always go for value when looking to purchase for schools.

**Curriculum**

- F321 School Development Plan cost centre created. CD has allocated £3,000 to this cost centre which is less than in previous years. We have got into the habit of carrying forward the remaining balance at year end, year on year. This year we have allocated £3,000 and will add to it should the need arise.
- Continued investment in IT equipment is essential; therefore, the school has budgeted for a set of 16 iPads and cases.
- Allocation of £5 per pupil per term allocated to school trips.

**Supplies and Services**

- As in previous years, Day 1 Teacher Sickness absence cover (SSWMF) will be purchased from the Local Authority. The 2021/22 carry forward from claims made during 2021-22 will support the shortfall between in-year costs and reimbursements claimed.
- The current photocopier contracts are due for renewal in July 2022. We shall be looking to better our current deal, be it with the same company or a new one.
- We review subscriptions frequently and allocations made for those still in use and required.

**Income**

High Needs Funding

CD has included all known High Needs Funding income for 2022-23 (£46,319), based on various levels of funding. This estimate does not take account of High Needs Top up Funding for incoming Reception Children in September 2022.

Of those children in receipt of top up funding (12 pupils), 6 have full time 1:1 support, 4 receive sensory breaks throughout the day, and 2 pupils receive additional support as and when needed.

Our School Action + staffing cost is £105,132.00. This is hugely funded by Pupil Premium allocations.

Staff costs	High Needs Top up Funding	Pupil Premium allocations	Deficit
£105,132.00	£46,319.00 / £35,379	£46,154.00	£12,659 £19,041

**Grants**

Pupil Premium

This funding will be used to support the cost of:

- Teaching and Education Support Staff
- Speech & Language Therapist
- Charterhouse Residential Visit Subsidy
- Free School Milk

PE & Sports Grant

This funding will be used to support the cost of:

- SASP & BPSSA memberships, training & events

- Sports Festivals
- Inspired Playgrounds
- Sports Day Medals
- Extended Swimming Opportunities
- Sporting equipment

UIFSM & FSM

Allocations for UIFSM and FSM are based on census data and further calculations for UIFSM are available on Worksheet 1

Covid Recovery and School Led Tutoring

This funding will be used to support the cost of Teaching and Support Staff who carryout interventions (KH & FW).

**Recovery and School Led Tutoring Grants. Can we show an impact of spending?**

We are unable to show an impact at the moment as the Teacher who is undertaking the interventions has been doing a lot of supply cover due to staff illness. So, some of the work with children has been inconsistent.

**DFCG**

Any DFCG balance from 2021-22 will be carried forward into 2022-23.

Primary capital works for this grant are pond viewing platform replacement and fencing works to the allotment shed area.

**Little Oaks Nursery**

Staffing

Costs include the contribution to Teaching Staff TLR2.1 (TG) costs and an additional Nursery Apprentice from September. Also included are estimates for additional hours and supply hours based on 2021/22 expenditure.

Nursery Resources

2021/2022 Outturn is likely to be **£25,847**, which included £16,765 spent on play equipment, fencing and floor & sink works that will not be repeated in 2022/23. We are however, carrying forward £20,000 from 2021/22 income to develop the nursery building further. Depending on costs, they would like an additional room added where the decking is. This would be a group room for interventions, and £20,000 is an estimated cost.

Allocations are based on 2021/22 expenditure at the time of budgeting.

Nursery Funding/Income:

The Budget Plan anticipates £200,101 income, however, taking into account the expenditure plan, this results in a small shortfall of £2,200. This shortfall will be covered by carry forward until such time additional income is received.

It is looking very likely that as the nursery will have in excess of £33,000 to carry forward; £20,000 for the project and the remaining £13,000 will go to the school.

**With Little Oaks ending with such a good balance, are they well enough staffed? The last thing we want is for staff to be run off their feet with no respite, leading to extremely exhausted staff.**

Although it is very busy at the nursery, staff who are not full time have been very good with working overtime. The Spring Term, and especially the Summer Term, are always a lot busier than the Autumn Term which is when we gradually take new children to replace those who start school.

**What will the school use the estimated £13,000 on?**

This will be used towards ground rent, supplies, and services that are paid for by the school.

Little Oaks Nursery continues to grow from strength to strength, with 3 out of the 5 days being full during the Spring Term, being full during the Summer Term and with very good balances at year-end. Having made sure to keep the building and supplies up to date, all remaining balances will go into the school 'pot' as rent and



	The Free School Meal vouchers that were introduced by the Government at the beginning of COVID, will be ending after the Easter holidays. We have now increased to 12% free school meal eligible families.	
8	<b>Staffing</b> Everything is going well. Kylie Harris will be back from maternity leave in July. Following on from the mid-year reviews, there are no teachers who are wanting to move classes/year groups next year. Gemma Barnett has agreed to continue full time next year.	
9	<b>Premises</b> Works due to be carried out: Fascias and soffits – Easter holidays Girls' toilets – Easter holidays Climbing frame – June Pond Platform – TBC Tree removed in nursery – Easter Nursery – Summer holidays	
10	<b>Academisation</b> The Government White paper has stated that all schools need to be in a strong multi academy trust by 2030. There is a delegate meeting where academisation will be discussed. As a school, we feel that we are currently stronger as we are. However, we will continue to look at what is out there and consider our options.	
11	<b>Christian Distinctiveness</b> Some children within school have created charitable initiatives to raise money to support the Ukrainian people affected by the conflict, e.g. ribbons and smile boxes.	
12	<b>Clerks Briefing</b> JB was unable to attend the Clerks Briefings due to being on a school residential, all notes and information will be distributed via the Governors section on the website.	JB
13	<b>Correspondence</b> There was no correspondence	
14	<b>Any matters of confidential nature</b> Recorded in confidential minutes.	
18	<b>Date of Next Meeting: Wednesday 18<sup>th</sup> May 2022</b>	
	<b>Meeting closed at 6.35 pm</b>	

<b>ST MARY'S BOARD OF GOVERNORS</b> <b>Action from the Meeting held on Wednesday 30<sup>th</sup> March 2022</b>			
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