

ST. MARY'S PRIMARY SCHOOL
Minutes of the Board of Governors' TEAMS Meeting held at
St. Mary's Primary School on Wednesday 24th March 2021 at 5.00pm

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| Present | |
| Mrs N Bown - Chair | Co-opted Governor |
| Mrs M Dunstan - HT | Staff Governor |
| Mrs C Dibble | Co-opted Governor |
| Mrs C Layton | Staff Governor |
| Mrs G Cornish | Parent Governor |
| Mr J Stacey | Co-opted Governor |
| Mrs M Clothier | Co-opted Governor |
| Miss H Read | Parent Governor |
| Mrs J Patten | Foundation Governor |
| Rev S Osmond | LA Governor |
| Mrs J Baker | Clerk |

The meeting is recorded on TEAMS for minuting purposes and will be deleted once the minutes are approved at the next meeting.

| | Minute | Action |
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| 1 | Apologies accepted: Mr S Hellard | |
| 2 | Declaration of Business Interest There was no declaration of business interests | |
| 3 | Minutes of the Meeting 20th January 2021 These were taken as a true copy. | |
| 4 | Matter Arising from the Minutes of 20th January 2021 There were no matters arising from the previous meeting | |
| 5 | Any matters of urgency There were no matters of urgency | |
| 6 6.1 | <p>Finance</p> <p>Budget</p> <p>The finance report was distributed with the Agenda prior to the meeting. CD presented her report and highlighted the following:</p> <p>The School Budget Share for 2021-22 is £1,856,661. This is an increase of almost 13% on last year's budget allocation. If we were to include the anticipated £70,914 of UIFSM funding. The 2021/22 budget allocation would equal £1,927,575.</p> <p>Per pupil funding for 21/22 has increased from £2,857 to £3,123, but it does include £180 p/p for Teachers Pension and Teachers Pay Grant which was previously funded separately. Despite this, the per-pupil funding has increased by £36,378.</p> <p>Element 2 funding (SEN) has also increased due to the recalculation of Deprivation and Attainment, and an increase in number of FSM children. This increase in funding is £11,823.</p> <p>The per-pupil funding, after taking into account Element 1 and 2 should be £4,180 p/p. Currently, the per-pupil funding is only £3,890, so additional funding is given through the minimum funding guarantee which for 21/22 is £122,308.</p> <p>The De-delegation charges for 21/22 have reduced due to the price of the insurance charges now matching the DfE's Risk Protection Arrangement (RPA), which is an alternative to commercial insurance.</p> <p>Due to COVID-19 lockdowns and the government paying centrally for Free School Meal vouchers, the predicted 2020-21 deficit became a healthy carry forward. We are now not looking to propose a deficit budget or having to look into redundancies.</p> | |

DFCG

The school's Wi-Fi system is now old and unreliable. To replace the current system, adding additional points, will cost £5,850.

We are at the stage of needing to start a replacement programme for teacher laptops. It has been budgeted for 6 laptops using DFCG.

Additional CCTV cameras are to be installed to cover areas of the site that are currently not visible to the existing cameras and where behavioural incidents may occur.

Premises

Buildings Maintenance.

2020-21 expenditure looks decidedly less than the 2021-22 proposed budget allocation. The planned fencing replacement works have been pushed back to 2021-22 due to COVID.

Grounds Maintenance

2020-21 spend is higher than the 2021-22 budget allocation due to the requirement for 6 months hire of a marquee. This hire is due to end in May.

Cleaning and Hygiene

For the Summer Term at least, we will continue with the additional cleaning of high use areas throughout the day.

School Development Plan

To raise the attainment, achievement and wellbeing of all children at St. Mary's, £5,000 has been allocated to the SDP cost centre. This will cover known SDP priorities for the 2021 Summer Term and following Autumn and Spring Terms.

Curriculum

The curriculum budget allocation is higher for 2021-22 than 2020-21, due to the need to replace old, unusable iPads.

SSE Support Services

CD has budgeted for services in line with previous years, although services have changed; we now have to pay for a condition survey and update (£1,888). CD is still awaiting 4 products to be added to SSE for purchase, and so have used 2020-21 prices for budget purposes.

Income

Also included is all known High Needs Funding income for 2021-22, although Nicola Nevell, SENDCo, has been quite successful in chasing additional funding for children with EHCPs during 2020-21.

Budget Plan

Having taken into account all known income and expenditure, the 2021-22 Budget Share is showing an in-year surplus of £1,960. We have not shown an in-year surplus for many years!

Little Oaks Nursery continues to make a small profit at year end.

Grants

Pupil Premium - £59,385

Having met with MD and CL, and as agreed in previous years, it was decided to allocate a portion of several staff members' costs to PPG, along with an allocation for Charterhouse. There is a balance of £14,609 which CL will oversee to help improve the attainment of our disadvantaged pupils.

PE & Sports Grant - £19,639.

Having allocated for all known subscriptions and licences, there is a balance of £16,057 to add to the 2020-21 carry forward. This will be used to install a running track on the field. Quotes are in the process of being obtained.

Contingency

As it stands, there is just £1,960 for our contingency pot. It will be important to keep a

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| <p>6.2</p> | <p>careful eye on expenditure, as we need to increase this by almost £15,000 to cover the anticipated in year deficit for 2022-23.</p> <p>How often is the per pupil funding reviewed, and when did we last have an increase? There was an increase last year, it's not always annually but it has been the last couple of years. It's to do with the fairer funding formula and de-delegation with each school getting an equal part but there is an increase in traded services, meaning that schools have to purchase more, with less being provided free from the LA.</p> <p>Is the proposed budget for 2022/2023 and 2023/24 based on the current funding? It is based on current funding as well as the current years expected expenditure.</p> <p>With regards to projected pupil numbers, are we likely to stay at full capacity if the proposed new school is built? It is expected that we will remain at our numbers of 420, with 30 pupils per class. Although in KS2 we are able to go over those numbers slightly. The school finds out about the September 2021 intake on 16/04/2021.</p> <p>The school is hiring the marquee for six months until May, what is the plan from May? It was originally hired until Easter but due to expenditure for the company it was agreed the school would hire it until May, when hopefully there will be nicer weather to enable the use of outside areas. The marquee has provided much needed additional space to assist with compliance with social distancing measures. Governors agreed the proposed budget.</p> <p>Pupil Premium The Pupil Premium Statement and Catch-Up funding document was distributed to Governors with the Agenda prior to the meeting. The way the Pupil Premium money is spent is based on research Caroline Layton has done on the Education Endowment Foundation, who recommend how to best allocate money. It is advised to look at the whole school when spending the money, what is good for a pupil premium child is good for all children. The first allocation is looking at reading. Training for reading and development has been booked for staff as well as phonics and dyslexia training. A Speech and Language Therapist is in on alternative Wednesdays to work with children as well as upskilling Kim Thornton who will then work with the children. KT is also taking part in the NELI programme. A lot of money has been invested into ELSA and SEMH development. Catch Up funding and PP Funding has come in together and Gemma Barnett has been funded with this money for intervention works. The SENDCo has one day a week funded from this money due to the work she is allocated. PP money is also used towards Charterhouse for some children as well as some children having money towards uniform/SMARTYs/Karate/Ballet. There have been some children that have a year's subscription to a magazine or had books purchased. There is some money carried over to next year due to COVID. NB thanked CL for providing such clear examples of how the pupil premium money is spent. Further Information recorded in the Confidential Minutes with regards to Pupil Premium funding.</p> | <p>Agreed</p> |
| <p>7</p> | <p>COVID Update The children have been amazing and remain in their class bubbles and zones outside. Increased daily cleaning is continuing, and everyone is being respectful and careful. PPA cover has been changed to reduce the amount of cover staff going into each class. There has only been four COVID cases within school, these cases were contracted by parents and not spread any further within school. All staff have returned and want to be in school, which is testament to how hard everyone is working within the school and that the COVID safe working protocols are effective. Gold Awards and Virtual Assemblies are working well and there is going to be a virtual Easter Service.</p> | |

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| | <p>The school needs to see how things move forward with coming out of lockdown, but would be nice if Year 6 could be together as a complete year group before they leave St Mary's.</p> <p>All children are in school, no one is shielding, although a couple of children come in a bit late and leave earlier to avoid the busy times of day.</p> <p>A Governor mentioned, that as an outsider, how nice and positive the Facebook page has been showing a day in the life of a class and the photos have been amazing.</p> <p>The Facebook page is a public page that can be seen by everyone, as a result of a comment from a member of the public, the Parental Consent form will be getting reviewed.</p> | |
| 8 | <p>Staffing</p> <p>Due to changes in staff, the school is looking at getting a sports coach to cover PPA three and a half days a week, the remaining time will be covered by a TA.</p> <p>Charlotte Simmons has recently joined the Office as Receptionist/Admin Support and has fitted in really well.</p> <p>Yvonne Gent will be leaving as a cleaner but will remain as a Lunchtime Supervisor and Chloe Ward will be leaving as a MSA but will be continuing as a cleaner.</p> <p>SLT meetings have taken on a new focus and each week will now look at an area of the SDP to help continue the school to move forward.</p> <p>Teachers will be advised in advanced about the topic for each staff meeting and will be expected to have done some research prior to attending it. There are CPD books available to all staff in the staff room.</p> <p>Further Information recorded in the Confidential Minutes with regards to staffing.</p> | |
| 9 | <p>Premises</p> <p>The fencing around Foundation Stage and Little Oaks will be replaced during the Easter Holidays.</p> | |
| 10 | <p>Christian Distinctiveness</p> <p>The next meeting has been re-arranged for next week. The video is now finished and will be going out as soon as possible. There is a group of 6 mini chaplains, and they want to set up a new project to help the homeless. All their suggestions have been good, and it has shown that they are aware of all the issues around them in our local area.</p> <p>There is no update yet for when SIAMs is likely to happen. Tracy Gill has been on the Cristian Distinctiveness course recently and is very pro-active within the school.</p> | |
| 11 | <p>Clerks Briefing</p> <p>JB attended a Clerks briefing and updated Governors that the DofE have updated the guidance to safeguarding for keeping children safe online and during live streaming lessons.</p> <p>JB also advised that she now has access to all Governor information on the SSE website and has noticed some Governor email details are their personal ones and not school-based ones. These will be getting amended soon so Governors may receive notification of this.</p> | |
| 12 | <p>Correspondence</p> <p>There was no correspondence</p> | |
| 13 | <p>Any matters of confidential nature</p> <p>There were no matters of a confidential nature.</p> | |
| 14 | <p>Date of Next Meeting</p> <p>Wednesday 19th May 2021</p> | |
| | <p>Meeting closed at 6.20pm</p> | |