

## **THE GOVERNING BODY OF HOWARD PARK COMMUNITY SCHOOL**

### **Finance and Premises Committee**

Minutes of the meeting of the Finance and Premises Committee held remotely at 5:00 pm on Tuesday, 23 June 2020.

#### **PRESENT**

Mr O Bryden (Chair), Mrs V Farrell, Mr R Jeffrey, Mr G Muir, Mr J Pickles, Mr J Ratcliffe

#### **In Attendance**

Mrs A F Jewell (Minute Clerk)

#### 136. **APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies were received from Mrs J Leighton (with consent).

There were no declarations of interest.

#### 137. **NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS**

There were no items notified to be brought up under any other business.

#### 138. **MINUTES OF THE MEETING HELD ON 21 APRIL 2020**

**RESOLVED:** That the Minutes of the meeting held on 21 April 2020 be approved  
By the Chair as a correct record and signed at a future meeting.

#### 139. **MATTERS ARISING**

##### **Budget Review (Minute 131 refers)**

The Chair enquired whether the discussion had been held with the LA regarding SEN provision or whether it was being put back. The Head Teacher confirmed that it has been deferred to September, due to not being able to invite anyone into the School currently, as it is essential that the LA contact visits the school in person.

**RESOLVED:** That the discussion with the LA regarding SEN provision be deferred until September.

#### 140. **FINANCE AND PREMISES REPORT**

The report had been sent to Governors prior to the meeting. Mrs V Farrell apologised for the lateness of the report being issued due to IT issues. Governors noted the following:

- The School had to source their own vouchers for FSM which was a one-off payment initially. This scheme will continue during the summer break.

**Q: Is the summer voucher scheme separate to our budget?**

**A:** Yes, this is Government funded and will be taken care of separately.

**Q: Why are the FSM vouchers showing on our expenses?**

**A:** This was for vouchers that were purchased before the scheme was operational and we expect to be reimbursed for the cost.

- Since the start of the Covid-19 outbreak the School has had a further 7 children who are entitled to FSM.
- Fair Share deliveries started back on 23 June. Mrs V Farrell confirmed that the School is specifically targeting certain families to benefit from the delivery. The School always encourages families to apply as some families don't inform the School if they are struggling.

**Q: Why did the order for bins need to be refunded?**

**A:** The supplier didn't have enough of the product to fulfil the order and one of the bins was damaged.

**Q: In terms of the overall budget, are there any concerns?**

**A:** No. We are just about where we need to be.

**Q: Is the School still intending to do the residential next year?**

**A:** Yes, hopefully it will still go ahead next June. We need to get in touch with the company that run the activities to check they are still trading. They only people who have any of our money is the Youth Hostel. We will need to communicate with parents before the summer holiday concerning the residential.

**Q: Did we ever get any money back from 'The Chocolate Story'?**

**A:** We spoke to Mrs T Brabin (MP) about this but no, we have not had a refund. We also had another incident where a trip couldn't go ahead and the coach company are holding a voucher for us indefinitely to use this again.

**Q: Regarding premises, is it just the staircase that needs recarpeting? Have you tried to book this yet?**

**A:** No, not yet but we will be speaking to them as they know it needs doing.

#### 141. HEALTH AND SAFETY

Mr Ratcliffe attended the meeting for this item.

The Head Teacher confirmed that the School has been trying to ensure that the premises are Covid-safe. This has resulted in a large expenditure around the building due to having to purchase extra cleaning equipment. Other than this, there are no other large health and safety issues. It was hoped that the staircase would be completed during the summer break.

**Q: Do we get any assistance from the LA financially for any Covid-19 expenditure or is this included in the DfE reimbursement?**

**A:** We are only aware that there is a fund that you can bid for. We suspect that there will be a percentage of costs returned to us. The contingency has gone down from last year but we have had to buy cleaning equipment. This is an essential cost to ensure we can reassure staff and parents. Unfortunately, all cleaning products are currently top price. We have tried to source these as competitively as possible and we have not spent unnecessarily.

**Q: Is this expenditure likely to rise following next week when you have more pupils returning?**

**A:** Yes. The stationery that we bought from YPO is another £1,000 and we have had to order some more bins. We will be not far off doubling the number of children in school next week (110 compared to 50/60 previously).

**Q: Has the number risen due to more pupils returning or because more key workers have to go back?**

**A:** Key workers are a priority. We have actively gone out to try and get pupils to come back in, we have been proactive in this. We want to fill every available space up that we can.

**Q: Are you opening up to other year groups?**

**A:** No. We will be at capacity with Reception, Year 1 and Year 6. We are using every possible space and only having children back where the parents want to send them back in. We have just about met everybody's requests. All the classes need the same health and safety equipment. We have provided every child with their own pack and pencil case and we might still need these in September. Going forward we should just about be able to keep on top of this with expenditure.

The Head Teacher confirmed that a couple of jobs would be completed during the summer. Mr J Ratcliffe noted that the roof needs cleaning. Mrs V Farrell confirmed that a quote has been obtained for cleaning the bullnose, but this has had to be put aside for the moment.

Governors discussed localised outbreaks of Covid-19 and whether these would be likely to affect the School.

**Q: Have the Covid protocols worked well?**

**A:** Yes, the children have been amazing. The environment is very controlled, very safe and everyone knows what they are doing. The bubbles are working well.

#### 142. ANY OTHER BUSINESS

No items were notified.

#### 143. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED:** That the next meeting date be agreed at the next Governing Body meeting to be held on 7 July 2020.

**RESOLVED:** That Governors agreed to keep Health and Safety as an agenda item.

#### 144. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.