

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 6:00 pm on Tuesday, 13 October 2020.

PRESENT

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

In Attendance

Diane Horton (Minute Clerk)

1. **ELECTION OF CHAIR**

The Minute Clerk took the Chair for this item.

RESOLVED: That Mr O Bryden be elected Chair.

2. **APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

There were no apologies for absence and no declarations of interest.

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

The following items were notified to be brought up under any other business:

- Slight changes to staffing Budget.
- Update on Covid Finance from the DfE.
- Income in terms of Catch-up Premium.

4. **MINUTES OF THE MEETING HELD ON 23 JUNE 2020**

RESOLVED: That the Minutes of the meeting held on 23 June 2020 be approved by the Chair as a correct record and signed at a future meeting.

5. **MATTERS ARISING**

There were no matters arising.

6. **FINANCE AND PREMISES REPORT**

Governors were sent the following documents prior to the meeting:

- School Fund Audit certificate.
- Benchmarking report.
- Finance report to Governors.
- Finance and Premises report for Governors.

Q: In terms of rates and premises insurance which totals around £43,000, why has nothing gone out?

A: They are centralised payments. The LA takes the payments when it wants them.

Q: Will it affect the balance when they are taken out?

A: No, the budget reflects it. No issues will be caused. The spreadsheet shows 100% unspent.

Q: Is the catering overspend offset later on?

A: Yes, it will be.

Q: What about extended School expenditure?

A: We have not spent anything on that. The income is the carry over from last year. There is still some income to be received.

Q: It looks like the income from after School clubs is only £21.

A: It is just how the income comes in. Plus, we have not had after School club recently. It will be down on normal years – we may claim some back through Covid funding.

Q: Why is the benchmarking from 2018-19?

A: Those are the latest figures available.

Q: When benchmarking with other Schools – are they local?

A: The first two pages are pre-selected by the DfE – Schools with similar demographics. For the other schools they use local area Schools, note that some of these are two-form entry Schools.

Q: We seem to have a greater number of Teaching Assistants.

A: This is because of one to one support for SEN children.

Governors discussed the format of the report and how the information could be interpreted.

Mrs Farrell was thanked for her reports.

At this point in the meeting Governors decided to cover the items that were raised under any other business.

(a) Slight Changes to Staffing Budget

The Head Teacher informed Governors that the teachers' pay grant was higher than expected. This came out of the School budget and was expected to be £2-3,000 in total.

There would be some adjustments to the staffing budget to account for a staff member on maternity leave and a change in circumstances for a member of staff.

(b) Covid Finance

Mrs Farrell reported that payment for additional costs due to Covid may be received in the next month. Some Schools have been receiving some payments from the DfE and the School would have to wait and see if any of the claim was met.

(c) Catch-up Funding

The Head Teacher reported that the School would receive £16,800 in catch-up funding which would be paid in three instalments.

Q: Do we need to evidence the spending?

A: We think we should. Some may be used for things we are already doing. We expect Ofsted to look at how it is spent.

Q: Are there any other ideas for its use?

A: The National Tutoring Programme. The only drawback is the varying standard of the tutors. We will think carefully about how to spend this funding after the half-term break. We will look at what other Schools are doing and what is most effective.

Q: Do we know how much catch-up is required (for the pupils)?

A: It will become clearer throughout the term. It is obvious that Year 1 is much further behind, and Year 3. We don't have exact numbers as we did not want to carry out any testing when children first returned to School.

A Governor commented that tests only provided a snapshot and that a better understanding was gained over time.

The Head Teacher continued to report that the bulk of catch-up was needed in reading and phonics, these were the foundation for other learning. Essentially the staff would carry out the teaching required.

Governors were informed that the Government placed more emphasis on home learning now and it had become an employer responsibility – essentially the Governing Body's responsibility. This would be discussed at the next full Governing body meeting.

Q: Do we have a sense of how home learning fits in with existing plans?

A: It is incredibly difficult to match perfectly. The School has a learning pack ready for each class based on the objectives for subjects for that half term. We are trying to increase teacher interaction using Microsoft Teams and contact throughout the day. The biggest problem is if parents don't want to or can't engage.

Q: If the School can evidence that it has supplied home learning and followed up, then will this meet the Government requirements?

A: Yes, but we are happy because it is what we are doing anyway.

Q: Are parents aware of the expectations?

A: Yes. We phoned every parent about home learning when we had our first case. We have also included information in the newsletter.

Q: Has there been any feedback from parents?

A: We sent a feedback form out to the bubble sent home. The School was already aware of the criticisms. Some things will be set up better now for the next time. On the whole comments have been positive.

7. HEALTH AND SAFETY

The Head Teacher informed Governors that the HSE was contacting Schools to ask about their Covid risk assessments. Any questions posed were relatively straightforward to answer.

A new Health and Safety Governor would be appointed at the next full Governing Body meeting. Mr Muir stated that he would be willing to take on this role.

Q: Is the Early Years soft flooring sorted yet?

A: We can pay for this out of DfE funding. We have had one quote and are waiting for further quotes and advice on the material.

Q: Does it need cordoning off?

A: It is not a high problem area. The quote we have had solves the problem in the whole area.

Q: What happens if it rains?

A: We are told it is not a problem. We could ask for feedback from other customers.

8. ANY OTHER BUSINESS

The items raised at the beginning of the meeting were covered under the Finance and Premises Report (Minute 6).

(a) Governor Briefing

At this point Mrs Farrell informed Governors that there would be a Governor Briefing with the topic RSE on 2 November at 6:00 pm. She would send Governors an email about this and offered to make the course bookings for them.

ACTION: Mrs Farrell to send Governors the email regarding the Governor Briefing session.

(b) Football Training Group

The Head Teacher informed Governors that there had been a request from a football training group of primary age children to use the School ball court. They would use the external area only, between 6:00 pm and 7:00 pm, and not go near the School.

Governors discussed possible risks and decided this would be fine if the latest regulations were followed. A letter could be sent to parents in case they were worried about any risks.

9. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That dates of future meetings be set at the full Governing Body meeting.

10. 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.