

# COCKWOOD PRIMARY SCHOOL

## Local Governing Body

### Final

Finance & Resources Committee Meeting							
Date/Time	30 <sup>th</sup> June 2021	Location		Cockwood Primary School			
Attendees	Initials			Attendees	Initials		
Glynis Buckle	GB	Chair, Trust Governor		Charlotte Wilkin	CW	Parent Governor	
Nick Tallamy	NT	Chair of LGB - Trust Governor					
Lorraine Curry	LC	Headteacher – Ex-Officio					

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials
Neil Barnes	NB

In Attendance	Initials	Reason (Category of Governor)
Nicola Rose	NR	Clerk
Jon Newman (Left the meeting at 5.35pm)	JN	Chief Finance Officer OLT

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
<b>PROCEDURAL ITEMS</b>		
1	Welcome & Apologies	GB
2	Declaration of Interest & Confidentiality	GB
3	Minutes of previous meeting held on 10.3.21 previously agreed	GB
4	Matters arising from the previous meeting 10.3.21	GB/LC
<b>STRATEGIC ITEMS</b>		
5	Budget	GB/JN
6	Budget Monitoring	GB/LC
7	Staffing Structure	LC
<b>OPERATIONAL ITEMS</b>		
8	Health & Safety (H&S)	CW
9	Safeguarding	GB
10	Policies for Review – Trust	GB
	Policies for Review – School	GB

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<b>PROCEDURAL ITEMS</b>				
<b>Ref</b>	<b>Action or Decision</b>	<b>Owner/ Decision</b>	<b>Date Raised</b>	<b>Date Due</b>
<b>1</b>	<b>Welcome &amp; Apologies.</b> GB welcomed all governors present to the meeting, and a guest Jon Newman Chief Finance Officer (CFO) for the Trust. Attendance was recorded by the Clerk and the meeting was agreed as quorate.	Decision		
<b>2</b>	<b>Declaration of Interest &amp; Confidentiality</b> Attendance register, Declaration of Interests & Confidentiality Statement read and signed by all present at the meeting. GB reiterated the importance of confidentiality.	Complete		
<b>3</b>	<b>Minutes of the previous meeting</b> held on 10 March 2021, were agreed and signed at the previous LGB meeting.	Complete		
<b>4. Matter arising from the previous meeting not covered under a separate agenda item.</b>				
	<p>4.11 Update regarding the heating – CIF bid. JN reported that the bid was unsuccessful, but the Trust would be appealing the decision. Mill Lane had previously been unsuccessful also but had been approved following a review (not appeal).</p> <p>8. SRMSAT – JN asked for any questions.</p> <p>Q from a governor regarding Question 27 Dealing with Surplus &amp; Deficit.</p> <p>JN responded that it was only met in part because of the deficit at TCS which happened as a result of compulsory restructuring (Ofsted's requirements) and that there was an accepted plan in dealing with the recovery.</p> <p>Q from a governor – Will this be an annual process?</p> <p>JN replied yes, although he felt that if the reserves were back to a reasonable level there would probably not be any further interest but if, when the accounts come through, there is still a deficit there would still be interest.</p>	<p>Action OLT Trust</p> <p>Complete</p>		
<b>STRATEGIC ITEMS</b>				
<b>5/6</b>	<b>Budget/Budget Monitoring</b> JN began by referring to the Management accounts and stated that the headline figure was £380,000 of income from several sources including Covid catch-up, Covid exceptional and a large mutual fund claim due to staff absences. He noted that catering was down owing to the January/February period of Lockdown. Staffing is running close to budget. He stated that other budgets continue to be well controlled to ensure the money goes as far as possible.  LC noted that staff absences have been covered internally so claims have been made but as absences have been covered no money has had to be paid out for additional staff.  JN confirmed that Covid claims have been paid.			

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	<p>Q from a governor- What is the impact on meals now?</p> <p>LC replied that numbers were good, and the cost is currently not significant. LC felt that this was not a concern. JN agreed with LC. GB was encouraged that there was a good uptake on meals, LC agreed and suggested one of the reasons was the new Catering Manager providing good food.</p> <p>At this point JN moved discussion to the Budget. He advised that last year the school had to make an increase in contributions for staff pensions but have been in receipt of a pay grant from the Government. These have now gone, and that income has gone into the age rated pupil units, he explained that pupil numbers are key and further explained how the Pupil Premium will be paid.</p> <p>A governor asked JN to explain the drop in the figure on the total teaching staff line. JN replied that this was modelled on existing contracts and possible amended contracts in the system.</p> <p>A governor asked about the rental costs for the Village Hall. LC replied that the rent had not gone up and the reimbursement will come from Devon, under Split Sites.</p> <p>No further questions were asked, JN left the meeting at 5.35pm.</p>			
7	<p><b>Staffing Structure</b></p> <p>LC reported that the only difference in staffing for next year was a 0.4 teaching post which is currently being advertised. A member of staff is retiring, another member of staff is reducing hours to focus on their subject leadership and is aiming to go onto an upper pay scale. She confirmed that the job advert closes on Friday 2<sup>nd</sup> July with interviews taking place next week.</p>	Complete		
<b>OPERATIONAL ITEMS</b>				
8	<p><b>Health &amp; Safety (H&amp;S)</b></p> <p>CW advised the meeting that 'walk arounds' should recommence in September and she had reviewed the Trust's H&amp;S policy.</p> <p>LC shared that she would be meeting Scott Deeming (COO) on Thursday 8 July regarding H&amp;S. She reported that the Covid Risk Assessment is up to date and uploaded to the portal and in terms of security issues the CCTV is working well. The accident log was discussed, minor accidents only. No accidents occurred on trips or Forest School sessions. Outside contractors are carrying out all basic checks e.g. Legionella. LC noted that Alison Roper will be completing her Safeguarding Level 3 refresher. Sports Day will be risk assessed which will be shared with the Trust. LC added that she will be meeting with two Trust Safeguarding Trustees on 1<sup>st</sup> July who have sent through questions for discussion ahead of the meeting.</p> <p>Q from a governor – How is the process of self-isolating working? LC replied that a number of children had been self-isolating, but fortunately one case occurred straight after half term which meant no bubbles were affected. Other children have members of their family who have tested positive.</p>	Complete		

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	LC added that she has circulated an updated Covid flow chart to all parents. Covid guidance is still very challenging to schools, LC explained how she is making decisions on events such as Sports Day, Virgin Enterprise, Leavers Assembly, Year 6 Show, Farmers Market. The governors supported her decisions.			
<b>9</b>	<p><b>Safeguarding</b></p> <p>LC will be meeting with Pat Henchie and Jackie Jackson, two Trust Safeguarding Trustees on 1<sup>st</sup> July who have sent through questions for discussion, ahead of the meeting.</p> <p>Q from a governor – Are there resources implications? LC replied that the concern is manpower, more capacity/flexibility is needed to free up skilled staff to do more with vulnerable families and gave anonymous examples of situations within Cockwood. She reported that Speech &amp; Language is an issue for two PP children and has initiated a S&amp;L therapist to be employed by the Trust, to help these children at Cockwood and other children within the Trust.</p> <p>LC continued to say that following the review the school did not have too many things to address and informed the meeting that she has asked parents to give feedback on the Mental Health week and has completed surveys regarding home learning. LC added that the school is buying into CPOMS, a safeguarding system to log any safeguarding concerns which makes reporting simpler. This will be used from September and will give uniformity across the Trust.</p> <p>During the meeting GB suggested a discussion took place within another governors meeting, to discuss 'how we evidence how we are doing things'.</p>	Complete		
<b>10</b>	<p><b>Policies</b></p> <p><b>OLT- None to be reviewed.</b></p> <p><b>LGB – None to be reviewed.</b></p>	Complete		

Details of next meetings			
Date/Time	Local Governing Board Wednesday 14 July 2021 5pm	Location	Cockwood Primary School
Date/Time		Location	

**Meeting ended at 6.25pm**