

COCKWOOD PRIMARY SCHOOL Local Governing Body

Final

Finance and Resources Committee Meeting							
Date/Time	25 November 2021, 5.15pm	Location		Video Conference			
Attendees	Initials			Attendees	Initials		
Glynis Buckle	GB	Chair, Trust Governor		Charlotte Wilkin	CW	Parent Governor	
Nick Tallamy	NT	Trust Governor		Carla Custons-Cole	CCC	Trust Governor	
Lorraine Curry	LC	Headteacher – Ex-Officio					

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	
Nicola Rose	NR	Clerk
Jon Newman	JN	Chief Finance Officer OLT

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
PROCEDURAL ITEMS		
1	Welcome & Apologies	GB
2	Declaration of Interest & Confidentiality	GB
3	Minutes of previous meeting held on 30.06.21	GB
4	Matters arising from the previous meeting 30.06.21	ALL
STRATEGIC ITEMS		
5	Review Committee Terms of Reference	GB
6	Budget Monitoring	LC/GB
7	Budget/Long term planning	
8	Pupil Numbers	LC
9	Review Risk Register	GB
OPERATIONAL ITEMS		
10	Health & Safety (H&S)	RC
11	Premises	LC/CW
12	Clerks Appraisal Process	NT
13	Policies for Review – Trust	GB
14	Policies for Review – School	GB

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PROCEDURAL ITEMS				
Ref	Action or Decision	Owner/ Decision	Date Raised	Date Due
1	<p>Welcome & Apologies GB welcomed all F&R governors present to the meeting together with CCC (T&L committee member), and guest Jon Newman Chief Finance Officer (CFO) for the Trust. Attendance was recorded by the Clerk and the meeting was agreed as quorate.</p>	Complete		
2	<p>Declaration of Interest & Confidentiality Attendees all read the declaration of interest statement on the agenda. No declarations were made.</p>	Complete		
3	<p>Minutes of the previous meeting held on 30 June 2021, were agreed at the previous LGB, and will be signed when it is possible to meet in person.</p>	Action NR/GB		Next in person meeting
4. Matter arising from the previous meeting not covered under a separate agenda item.				
4.1	<p>Matters arising are covered within the agenda Update regarding the heating – appealed unsuccessful CIF bid. LC reported that the appeal had been unsuccessful. JN noted that the new round of CIF's is due in December and results will be available in April 2022.</p>			
STRATEGIC ITEMS				
5	<p>Committee Terms of Reference (ToR) – The Osprey Learning Trust (OLT) agreed the Committee ToR in September. The meeting noted the change of title which included the Teignmouth Schools. This was amended to Cockwood Primary School.</p>	Decision		
6	<p>Budget Monitoring JN informed the meeting that the Trust is very close to reporting the year end position and shared that all schools in the Trust should have an increased free reserve. The final figures are due to be reviewed in a weeks' time by the Trust's FAR Committee. Those figures will be circulated when available.</p>			
7	<p>Budget/ Long term planning JN referred to the October figures, circulated prior to the meeting, and stated that the school, at this stage, is close to budget with not a great deal of surplus. He referred to cost pressures – the support staff pay award from last April has not yet been agreed. Potentially a few hundred pounds per month will need to be found. Teaching staff are not receiving a pay award, so the teaching line is slightly under which reflects this. Additionally, none of the main staff are due to progress either. Changes to the leadership have been modelled and the likely impact will be shared. JN continued to report that at the end of December figures will show a more accurate year end position. Q from a governor – Will the rise in National Insurance payments affect Cockwood? JN replied from September 2022 additional money will be given to education to support this but from April the Trust may have to absorb this cost and this may be a few hundred pounds a month which JN can model. JN recognised that Cockwood School have been consistently good at</p>			

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	<p>managing the budget.</p> <p>Q – from a governor. Does the surplus in the budget cover the additional costings? JN replied that yes it would.</p> <p>Q – from a governor. The IT licence (£880) in October, was this a one-off? JN responded that he would need to check but the way it had been profiled it appeared that there would be no cost in this month, he expects this is a profiling issue. LC shared that due to the Business Manager’s absence she was not able to offer an explanation to the IT licence question as normally the figures are discussed, prior to the meeting, by LC and the Business Manager.</p> <p>GB thanked JN for his attendance and thanked LC and the Business Manager for their control of the budget. JN left the meeting at 7.30pm.</p>	Complete		
8	<p>Pupil Numbers</p> <p>LC stated that the finances were underpinned by the number of children. There are 88 children on role and highlighted that the school has 2 small year groups and a large year 6 group of 17 will be leaving at the end of the year. The PAN is 12 with 10 in the current Foundation cohort, 15 in year 1 totalling 25 children in Class 3.</p> <p>LC has not accepted applications for additional upper KS2 children due to the pandemic and is focusing on the existing children. She noted that it is very rare to have applications from families new to the area, usually these applications are from high needs families or families not happy with their existing school. We also have classes of over 30 in upper KS2 and do not have the space.</p> <p>LC continued to report that Cockwood needs 15 new children in September to maintain current numbers – around 88/90 needed to maintain financial position. Covid safe viewings are being offered for individual families, after 4pm. 3 families have visited already with another 5 or 6 booked in. She stated that if the school was able to expand numbers may be increased.</p> <p>NT shared that the school had had this concern since the current Year 6 were in the reception year.</p> <p>LC had been informed that a boom is predicted due to Lockdown, but the school needs to be mindful of any future newly built schools in the immediate area.</p> <p>LC added that in-year spaces will become available once the current Year 6 leave.</p>	Complete		
Ref	Action or Decision	Owner/ Decision	Date Raised if not today	Date Due
9	<p>Risk Register –</p> <p>This matter has previously been discussed at the LGB meeting in September. GB offered that the main risk is the number of children affecting the funding. LC agreed but observed that there were schools in Devon with much lower numbers and Cockwood needed to maintain the existing staffing ratio. LC noted the need to keep the existing staff numbers.</p>	Complete		

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	<p>LC shared that the feeling in the area is that Cockwood is oversubscribed, and parents don't think that they will get a place so therefore don't apply. To counteract this; the banner is displayed/places advertised on the website/opportunities taken to raise profile in papers and opportunities taken to link up with preschools in the area.</p> <p>NT offered to find out if a preschool was opening on the new Sainsburys site.</p> <p>LC reported that the school is working on offering a breakfast club from January, this might make the school more appealing and help vulnerable families but observed that it needs to be financially sustainable to cover costs. The further mixing of children must be considered and with Covid prevalent this needs further planning.</p> <p>CCC suggested that LC update families on where we are with the wraparound cover.</p> <p>CCC left the meeting at 5.45pm</p>	Action NT		
OPERATIONAL ITEMS				
10	<p>H&S –</p> <p>The Accident Log was shared ahead of the meeting. No serious accidents had occurred, only minor ones.</p> <p>LC reported the biggest worry is Covid – having opened bubbles/mixing at lunchtimes/collecting food from the hatch she is concerned that these will have to be stopped. However, restrictions have been implemented e.g., cancelling indoor activities, limiting contact in school, stopping indoor assemblies, parents asked to PCR test in Class 1. Public Health England have classed the number of cases as an outbreak in school.</p> <p>LC shared her concerns regarding the Christmas performance as it will involve mixing of parents from all classes in a confined space. However, she is still keen for it to go ahead and asked governors for their views.</p> <p>Following discussion suggestions included ticketed/clever seating, parents only attending, adults to be 'checked in', good ventilation, no queueing,</p> <p>NT volunteered to help.</p> <p>GB felt that following the discussion the F&R committee supported the Christmas show, with restrictions to be implemented.</p> <p>Q for a governor – Are we prepared to revert to home learning if necessary? LC replied yes, some children are doing this now.</p> <p>LC reported a positive fire drill on 25th November with Alison Roper shadowing the process.</p>			
11	<p>Premises/ Building Maintenance –</p> <p>LC advised that a plumber/maintenance person had been needed for a problem in the boys' toilets. She also noted that some new carpets would be necessary at some point.</p> <p>NT advised the meeting that plans for the money from the Dawlish Warren</p>	Ongoing		

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	building designated for Cockwood are moving forward. LC added that two architects had come into school, each with ideas for development. Options included a newly purpose-built Class 1 with mezzanine, build above the Sunny Room and toilet area and redesign the stairs, extend Class 3 mezzanine across Class 3 and relocate Class 2 stairs. LC is awaiting costings for these options			
12	Clerks Appraisal Process – NT suggested the clerk's appraisal takes place in the Spring term during January or February.	Complete		
13	Policies – Trust None for discussion			
14	Policies – School CW Accessibility Plan	Agreed		
	CW Pupil Premium – All governors to read.	Agreed Action		
	CW Education of Children in Care	Agreed		
	CW Attendance Policy – NT noted 2 changes. Wef January 2022 policies referring to Headteacher needs a change in terminology. Attendance requests will be managed by the Head of School.	Action to circulate once amended		
	CW Online Safety – The changes made were noted as excellent. NT will add Accepted use of Home Learning.	Action to circulate once amended		

Details of next meetings			
Date/Time	Local Governing Board, Wednesday 26 January 2022, 5pm	Location	tbc
Date/Time	Pay and Performance Review, Thursday 10 February 2022	Location	tbc

Meeting ended:6.24pm