

# COCKWOOD PRIMARY SCHOOL

## Local Governing Body

### Final

Finance and Resources Committee Meeting							
Date/Time	9 <sup>th</sup> March 2022	Location		Video Conference			
Attendees	Initials			Attendees	Initials		
Glynis Buckle	GB	Chair, Trust Governor		Charlotte Wilkin	CW	Trust Governor	
Nick Tallamy	NT	Chair of LGB - Trust Governor		Alison Roper	AR	Head of School	
Lorraine Curry	LC	Executive Headteacher – Ex-Officio		Tracey Roberts	TR	Trust Governor	
Fran Parr	FP	Trust Governor					

Apologies	Initials	Reason (Category of Governor)
In Attendance	Initials	
Nicola Rose	NR	Clerk
Jon Newman	JN	Chief Finance Officer OLT

Absent without Apology	Initials
Minutes to	
Attendees	
Apologies	

	Agenda	Led by
<b>PROCEDURAL ITEMS</b>		
1	Welcome & Apologies	GB
2	Declaration of Interest & Confidentiality	GB
3	Minutes of previous meeting held on 25.11.21 already signed	GB
4	Matters arising from the previous meeting 25.11.21	GB/LC
<b>STRATEGIC ITEMS</b>		
5	OLT Update	GB
6	Risk Register	GB
7	Budget	JN
8	School Resource Management Self-Assessment Tool (SRMSAT)	GB
9	Additional Funding	AR
10	Staff Wellbeing & Sickness	AR
<b>OPERATIONAL ITEMS</b>		
11	Health & Safety (H&S)	CW/AR
12	Safeguarding	AR/GB
13.1	Policies for Review – Trust	GB
13.4	Policies for Review – School	GB/LC/NT

**COCKWOOD PRIMARY SCHOOL**  
**Local Governing Body**  
**Final**

<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 newly appointed governors TR and FP together with 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> The declaration of interest statement on the agenda was referred to. No declarations were made. GB reiterated the importance of confidentiality/meetings not being overheard.	Complete		
<b>3</b>	<b>Minutes of the previous meeting</b> held on 25 November 2021, were agreed at the LGB meeting on 26 January 2022.	Complete		
<b>4. Matter arising from the previous meeting not covered under a separate agenda item.</b>				
	All matters arising were dealt with at the LGB meeting on 26 January 2022	Complete		
<b>STRATEGIC ITEMS</b>				
<b>5</b>	<b>OLT – Update</b> NT advised the meeting of a further working party meeting scheduled for 10 March 2022 to discuss the proposed new governance structure. NT will feed back to governors	Action NT		
<b>6</b>	<b>Risk Register -</b> The Risk Register was discussed at the LGB meeting on 26 January 2022 there were no further comments.			
<b>7</b>	<b>Budget</b> JN reported that the headlines for month 5 are – Income is as expected in respect of the Recovery Premium and the Tutoring Fund. Confirmation has been received that the Recovery Premium will continue next year, maybe even the following year at the same sort of levels. However, Covid money cannot be carried forward to next year.  Expenditure on staffing is tight, JN updated the meeting with news of the support staff pay award. In October the support staff pay award was agreed back dated to last April. The cost from last April to August was planned for so an allowance was made in the budget. He estimated that 7 months backpay will cost around £300 per month. Consultation will start on April 2022 pay. He has budgeted for another increase. A bigger uncertainty is around the teachers and support staff pay award and what is budgeted for compared with the spend.  He shared that the costs are being controlled well at Cockwood.  Q – from a governor – On lines 59 and 63 (educational and other supplies with service) Cockwood are spending £7000 less than anticipated. Is that something coming in later or something that's been saved on?			

**COCKWOOD PRIMARY SCHOOL**  
**Local Governing Body**  
**Final**

<p>JN replied that it is a combination of things and is a snapshot – expenditure can take a while to come through, but it was up to the school to control this spend up to £7000.</p> <p>Questions for JN were emailed ahead of the meeting with F&amp;R committee governors copied in. It should be noted that in respect of the living cost question, this was asked before the Russian invasion of Ukraine so acknowledged this would be a difficult question to answer. (JN's responses in red)</p> <p><b>What if any will the financial impact be on OLT overall budget and expenditure from each of the following and what will be the knock-on effect for Cockwood</b></p> <p><b>Rise in energy costs This is a significant concern, the Trust is looking at a 50%-100% rise in energy costs. Cockwood is not such a big concern unlike the secondary school as it can meet this cost. The school is still with Laser, JN will liaise with the Business Manager to check the current deal's expiry date.</b></p> <p><b>Changes in leadership at TCS with regard to payments required for overlap of incoming and outgoing Head Teachers. The arrangement is - the CEO of Estuaries Trust is at Exeter Road with a reciprocal exchange of leadership with OLT's CEO based at an Estuaries Trust school. There may be a cost to Exeter Road, but it is affordable.</b></p> <p><b>Possible likely merger with Estuaries MAT JN explained the feeling is a bigger institution is a more secure one with better resources, more support, and a hub of Cockwood, Kenn, Kenton and Starcross schools.</b></p> <p><b>General rises in cost of living with regard to purchasing and maintenance expenditure JN is looking at a 3% increase in support staff and teacher's costs as an average – support staff April, teachers September and discussed examples. JN next referred to the Social Care Levy. The government have created a new fund from April called the Supplementary Fund to pay the Health and Social Care Levy. What is unknown is the general cost of living/cost of supplies. The key is pupil numbers.</b></p> <p>LC responded that pupil numbers are good for September as the school is losing a big year group and asked if numbers drop can a deficit budget be set if a carry forward is sitting there?</p> <p>JN replied yes, this can be done but is flagged by the ESFA.</p> <p>Q- from a governor – What about the future of the Sports Premium?          JN replied that following his ASCL briefing there was no information from central government – it should be spent this year, but nothing published about it ceasing. GB commented that there would be a huge impact if it ceased especially with contracted individuals.</p> <p>GB thanked JN for his contribution.</p>			
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**COCKWOOD PRIMARY SCHOOL**  
**Local Governing Body**  
**Final**

Ref	Action or Decision	Owner/ Decision	Date Raised if not today	Date Due
8	<p><b>School Resource Management Self-Assessment Tool (SRMSAT)</b> JN explained that the SRMSAT is a Trust document and further explained the content of the document. NT asked if this document will be visible to the Cockwood LGB. JN replied that he believed that it will be added to the portal once it had been seen by the Trust Board. JN left the meeting at 5.30pm</p>	Action NT/NR		
9	<p><b>Additional Funding</b> AR reported that there are currently 11 PP funded children, 2 Service Children and 2 FSM not funded. GW had identified children who have not made sufficient progress and was picking up 5 children on a regular basis. The impact of this will be seen from testing at the end of this half term. PP children in Class 1 had been offered financial support – 1 child will pay half of the costs; the other child will be fully funded.  LC added that the school supported families at Christmas e.g., Christmas food hampers which were gratefully received.  Going forward LC will work with AR to ensure the progress of the PP children. AR shared that Helen Wilson has been booked to visit the school again to work with these children.  Sports Premium funding is being used to provided coaches for swimming, around £500. Forest School sessions for class 3, Dance for Classes 1 and 2, South Dartmoor sports events. AR shared that a deep dive in PE had taken place earlier in the week, carried out by Premier Sports.</p>	Complete		
10	<p><b>Staff Wellbeing and Sickness</b> An analysis of staff sickness was circulated prior to the meeting, AR explained that since Christmas to the half term holiday there were 84 hours of staff sickness which equated to 12 full days. She shared that a member of staff could be absent for the rest of this term, but this absence is being covered. There are currently no Covid cases amongst the staff.  Q – from a governor – Is morale high amongst staff? AR replied that staff are doing all that they can and as always are being very supportive to each other. LC added that staff in the school are settled and recognised that AR and staff are working hard to maintain consistence for the children.</p>	Complete		
<b>OPERATIONAL ITEMS</b>				
11	<p><b>H&amp;S</b> The accident log had been shared prior to the meeting. CW observed the jump in incidents. AR asked governors to bear in mind that the children had begun mixing again which had led to minor bumps and bruises. Play Leader training has been booked for years 5 and 6 to encourage the older children to play together. Ian</p>			

# COCKWOOD PRIMARY SCHOOL

## Local Governing Body

### Final

	<p>Patchett, from South Dartmoor will also be visiting to support positive play. After Easter, staffing permitting, the older children will go off-site during the lunch break.</p> <p>The Lockdown drill was very successful, the fire drill has been deferred to another day but will happen before the end of term.</p> <p>Q from a Governor –Have there been any parking incidents? AR replied that GW had spoken to 2 parents who persistently park at the top of the hill, as a result they are now walking up, as are most parents.</p>			
<b>12</b>	<b>Safeguarding</b> CW and GB met with AR and GW. They went through the audit and the plan to meet the requirements of the audit. They agreed that everything was in place.	Complete		
<b>13</b>	<b>Policies - OLT</b>			
<b>13.1</b>	<b>Admission Policy 2023-24 agreed by Trust Board 15 February 2022 – accepted by CW F&amp;R</b>	Complete		
<b>13.2</b>	<b>Cockwood School Policies</b>  <b>Emergency Management Plan 2021-22</b>	Action NR change maintained to academy		
<b>13.3</b>	<b>Late/Non-Collection Procedure (not a policy)</b>	Complete		
<b>13.4</b>	<b>Equality Objectives – Annual Update 2022</b>	Complete		
<b>13.5</b>	<b>Lockdown Procedures 2022</b>	Complete		

<b>Details of next meetings</b>			
Date/Time	Local Governing Board, Wednesday 5 May 2022, 5pm	Location	Cockwood School
Date/Time	tbc	Location	tbc

**Meeting ended: 17.50**