

COCKWOOD, KENN C of E & KENTON PRIMARY SCHOOLS

Local Governing Body

Draft

Finance & Resources Committee Meeting							
Date/Time	30 th June 2022	Location		Cockwood Primary School			
Attendees	Initials			Attendees	Initials		
Will Dale	WD	Chair, Trust Governor		Charlotte Wilkin	CW	Trust Governor	
Nick Tallamy	NT	Chair of LGB - Trust Governor		Tracey Roberts	TR	Trust Governor	
Bob Baker	BB	Trust Governor		Mark Gilchrist	MG	Parent Governor	
Joe Baxter	JB	Staff Governor Kenton & HOS Kenn		Gemma Sandercock	GS	HOS Kenton	
Lorraine Curry	LC	Executive Headteacher – Ex- Officio		Alison Roper	AR	HOS Cockwood	

Apologies	Initials	Reason (Category of Governor)

In Attendance	Initials	
Nicola Rose	NR	Clerk
Jon Newman	JN	Chief Finance Officer Ivy Education Trust

Absent without Apology	Initials

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
PROCEDURAL ITEMS		
1	Welcome Introductions & Apologies	WD
2	Declaration of Interest & Confidentiality	WD
3	Minutes of previous meeting held on 9.3.22 previously agreed	WD
4	Matters arising from the previous meeting 9.3.22	WD
STRATEGIC ITEMS		
5	Budget	WD/JN
6	Budget Monitoring	WD/LC
7	Staffing Structure	LC
OPERATIONAL ITEMS		
8	Health & Safety (H&S) and Premises Update	CW, MG & HOS
9	Safeguarding	WD/CW
10	Policies for Review – Trust	WD

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Policies for Review – School	WD
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PROCEDURAL ITEMS				
Ref	Action or Decision	Owner/ Decision		
1	<p>Welcome & Apologies. WD welcomed all governors present to the meeting, and guest Jon Newman Chief Finance Officer (CFO) for the Trust. Introductions were made. The resignation of Fran Parr (H&S Governor CW) on 30.6.22 was noted. Attendance was recorded by the Clerk and the meeting was agreed as quorate.</p>	Decision		
2	<p>Declaration of Interest & Confidentiality Attendance register, Declaration of Interests & Confidentiality Statement read and signed by all present at the meeting. WD reiterated the importance of confidentiality. Following the merger of Estuaries and Osprey Learning Trusts NT, CW and BB made new declarations of interest which were recorded by the clerk.</p>	Action NR to update individual Register of Business Interests & school websites		
3	<p>Minutes of the previous meeting held on 9 March 2022, were agreed, and signed at the previous LGB meeting 3 May 2022.</p>	Complete		
4. Matter arising from the previous meeting not covered under a separate agenda item.				
	NONE	Complete		
STRATEGIC ITEMS				
5/6	<p>Budget/Budget Monitoring</p> <p>The following questions were put to JN. His responses, in blue, were circulated prior to the meeting. A number of these points were referred to during this agenda item.</p> <p>“Why is there a large dip in the staff costs at Kenn 26 - 27?</p> <p>What is the projected income based on? Is it pupil numbers? If so, what size cohort is it based on?</p> <p><i>Response from Jon Newman</i> For year 5 there are some temporary contracts that were on SIMs as ending, so they will have stopped, automatically. I am only taking 3 years to the Board, so have not cleansed the data for year 4 and 5. It is the three year picture that is important.</p> <p>The income is largely pupil numbers, which show as declining from 99 in October 2022 to 92, based on 13 new children each year and the number currently in each year group leaving. Whilst only 7 children that would be a 7% drop in GAG. However, as above, this is some way off.</p>			

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<p>Issues such as the SS pay award, from April 2022, the teachers' pay award for September 2022, changes to the supplementary grant, and future pension costs are the main risk areas, in the next three years</p> <p>Budget</p> <p>The recent decision to reduce the number of classes from 4 to 3 at Kenton reflects the reduction in pupil numbers for 2023. Would a return to PAN (15) in subsequent years enable this decision to be reversed? Where do the projected pupil numbers come from for subsequent budget years? Yes the number of classes must be kept under review and if pupil number increase there would be a good case to reverse. Projected numbers are an estimate based on current trends. They are eminently improvable.</p> <p>Total staff costs as a proportion of total expenses ranges from 75% (CW) to 79% (Kenn) – are these figures in line with other schools in the MAT? CW is slightly lower 79/80% is in line with most of the other schools.</p> <p>Is any additional help being offered to schools to cover increased utility costs? We have put in additional assumed costs but it may be that if the post October 2022 situation is worst than expected we will need to support from reserves.</p> <p>Why is there such a large discrepancy between water charges at the three schools (Cockwood £816, Kenton £5,600, and Kenn £7,600)? This is based on historic costs and these projections are in line with current expenditure. This is something to investigate.</p> <p>Budget Monitor</p> <p>6950: Was the LGPS Actuarial Valuation unexpected (costs weren't included in the budget)? The costs were within the individual staff lines hence the budget was not separated to a distinct line. So the cost should be seen as part of all support staff costs.</p> <p>KENN 135 & COC 4135: 'Professional services – educational' - What costs are driving the over-spend (£8.2k and £2.7k respectively)? For KENN 4135 this is where the PE costs are included, as well as some PP expenditure. For COC4135 it is also PE /sports grant and some PP expenditure as well as some curriculum spend.</p> <p>K&K: are the breakfast club and nursery attendance figures improving? If not, do we need to revisit the provision of these services? The income figures are below budget. The nursery is only in its first full year so was difficult to predict. For both provision there has been slight shift since the pandemic. I would agree that the provision needs to be reviewed going forward.</p> <p>How is the PE grant being spent at the three schools? I can bring detail of the expenditure, largely coaches fees, dance classes, forest school, school sports co-ordinator buy back</p> <p>Q re pay uplift. Why are we assuming 3%? What are the plans to accommodate staff right to strike should they get less than a cost of living rise? What is our role as Governor should this situation arise? The 3% was based on the government recommendation to the pay review committee in the spring and is consistent with recommended assumptions provided by ASCL. As always with future pay awards it is an assumption. I did think that new teachers (M1 or M2) will receive higher than this with perhaps 2.5 or 2.75% for the experienced staff. This was before the recent very high inflation figures.</p>				
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<p>The rules for strike action are covered by statutory regulations, so as an employer we are bound by these and also government guidance, (see below)</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/553757/advice_on_handling_strike_action_update_September_2016.pdf</p> <p>JN began by referring to the Management Accounts, the last ones under Osprey Learning Trust and stated that the combined budget for K&K will be separated in the future, making it easier for LC to see costs and ensure that one school is not supporting the other.</p> <p>KENN/KENTON Income</p> <p>The income is very close to budget. Breakfast Club and Nursery are slightly below budget and is one to review but the school does provide a service so a small loss may be acceptable. This will be reviewed at year end.</p> <p>AR added that the wraparound provision at Cockwood was not used by parents despite their initial interest, so it had been reduced to 2 nights a week.</p> <p>A discussion around the benefits of offering a nursery/breakfast/afterschool club followed and it was noted that if the nursery/clubs entice just a small number of students to select the school it would be financially beneficial in the future.</p> <p>Expenditure</p> <p>JN explained that staffing is close to budget and given the challenges of supply costs last year, this is a good result. Other expenditure is also largely close to budget.</p> <p>COCKWOOD</p> <p>JN informed the meeting that there has been more income than anticipated and more funding is due because of the absent colleague.</p> <p>Income from the Supplementary Grant will be received for all 3 schools, approximately £5000 each in this period. This is also due next year.</p> <p>Staffing looks slightly on the high side but is broadly in line with budget. JN reported that other costs are well managed, as usual, for the school.</p> <p>Q Can the Covid/Recovery fund be carried forward.</p> <p>JN replied that yes it can be carried forward, but it is not a large amount.</p> <p>JN explained as the schools are similar in size, comparisons are quite realistic. Pupil numbers are based on the January Census.</p> <p>96 pupils at Kenn 80 pupils at Kenton 88 pupils at Cockwood</p> <p>Ukrainian children in Kenton and Cockwood have received additional funding, currently £1000 per pupil.</p> <p>JN explained that utility costs are a concern for the secondary's but not so much for the primary schools.</p> <p>Q Will there be grant support?</p> <p>JN is looking at fixing costs.</p>				
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	<p>Q Is there any work being done across the Trust to look at energy savings? JN replied that not at the moment, but the Trust will now be in receipt next April of Capital Allocation which is worked out on a per pupil basis.</p> <p>He added that Nick Hill (Chief Operating Officer) will obtain condition surveys.</p> <p>The Trust is planning to implement a new budgeting software package which should be easier for governors to interpret and work with.</p> <p>The pay award for staff was asked, prior to the meeting, and JN confirmed that the 3% was based on the government recommendation to the pay review committee in the spring and is consistent with recommended assumptions provided by ASCL. JN explained that new teachers (M1 or M2) will receive higher than this with 2.5 or 2.75% for the experienced staff.</p> <p>Q Is there a way that HOS can see the budget as expenditure happens throughout the year? LC replied that yes, the 3 schools will implement a system to share this information. JN supported this and offered his assistance.</p> <p>WD thanked JN for his attendance.</p> <p>JN left the meeting at 6.50pm</p>			
7	<p>Staffing Structure LC reported that owing to low numbers at Kenton the number of classes would be reducing from 4 to 3 from September. The school has a PAN of 15 – only 3 new Reception places have been confirmed. She noted, except for Cockwood, number are poor across the area with just 7 at Kenn. LC and GS are working together to produce a solution, focusing on the curriculum, and combining year groups.</p> <p>LC used Cockwood as an example of this where annual decisions are made to plan for classes and noted that in some years more children than PAN are admitted into Reception.</p> <p>A parent meeting took place at Kenton on the evening of the 29th of June to address parents' concerns especially those families who were not welcoming the change. Staff noted that the meeting ended with a range of positive discussions.</p> <p>LC shared that this period had been very personally challenging and noted that she had not before experienced this sort of parental pressure and anger.</p> <p>Q What can we as Governors do to help? LC replied that during the meeting a parent had addressed the meeting positively and all positive comments were very welcome.</p> <p>Q Are both LC and GS attending meetings together? LC responded that yes, they are supporting each other in meetings with parents.</p> <p>WD offered to attend future meetings to support the Kenton HOS and Executive Head if necessary.</p> <p>LC informed the meeting that at Cockwood the staffing structure is remaining the same. One teaching member of staff continues to be on long term sick leave but is being temporarily replaced with a supply teacher who has previously worked at the school. Plans are in place to advise parents of this within the next few days. LC noted that during this period of teacher absence the school had continued to offer stability to the pupils.</p> <p>LC shared that the T.A. vacancy at Kenn had been filled with an experienced qualified teacher and advised the meeting that many T.A's at Kenton are also fully trained teachers.</p>			

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OPERATIONAL ITEMS				
8	<p>Health & Safety (H&S) and Premises Update</p> <p>Cockwood AR reported that the Accident Log showed significantly reduced incidents and explained that the lower numbers are mostly likely due to the residential which have taken place so far this term. Additionally at break and lunchtimes the older children are 'working' with the younger ones, therefore reducing rough play.</p> <p>In the latest newsletter AR has requested that the many bikes and scooters currently being brought into school remain at the bottom of the hill in the bike facility next to The Ship Inn. This should free up valuable space by the entrance to the school.</p> <p>A fire drill took place earlier in the day and was successful. One incident had been reported on OSHENS and the first walk around, in person, H&S inspection was completed on 29th June by CW and FP.</p> <p>Kenn JB shared that only minor playground incidents had occurred this term, one incident was logged onto OSHENS but had resulted in no obvious cause. Accidental.</p> <p>The first Lockdown drill had taken place which had been successful. JB highlighted how much the children had enjoyed the experience! A fire drill had also taken place on another occasion.</p> <p>JB raised the issue of parking outside the school and shared that the PCSO had visited the school and will patrol at the end of the day and after school. LC suggested that this information was included in the next newsletter.</p> <p>The trees at the top of the playing field require pollarding. Following a visit and quote from tree surgeons the bill for this will be split 3 ways between the school and 2 residents.</p> <p>Kenton GS explained that the majority of Kenton's accidents occur within the football area of the playground and 'Hobbit Corner,' but no major accidents had occurred this term.</p> <p>The fire drill procedure has improved over time but unfortunately owing to the weather the drill planned had to be postponed. GS reported that the 'Fire Bag' now contained up to date and relevant information.</p> <p>LC asked all HOS to review all risk assessments in detail before the end of term.</p> <p>LC requested that AR, JB and GS complete a Senior Premises Manager course, offered by Devon,</p> <p>LC reported that plans have been submitted for the extension at Cockwood and the school is awaiting the decision from planning. It is hoped that the work will commence during Easter 2023, an off-site location for the pupils will need to be discussed and finalised.</p> <p>The upgrade to the toilets at Kenton will take place during the summer break.</p>	Complete		

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9	<p>Safeguarding</p> <p>Cockwood AR reported one serious incident. As a result of this Online Safety workshops had taken place. The school has participated in Internet Legends, PANTS, Sun Safety and Carbon Monoxide workshops.</p> <p>Kenton GS reported issues with WhatsApp and shared that lots of work had taken place regarding online safety, especially with the Year 6 pupils. The Trust ICT team have been working to filter and block game sites. There are issues around VAPS and children bringing VAP boxes into school. GS is concentrating on keeping children safe outside of school as well using SCARF to deliver sessions and build relationships.</p> <p>LC highlighted the 4 exclusions, in quick succession, at Kenton and informed the meeting that Kenn and Kenton have purchased the Online Safety portal used at Cockwood.</p> <p>Q Should the schools query the filtering system at SWGfL? GS replied that YouTube had been blocked at Kenton.</p> <p>Additionally, LC has booked Helen Wilson, Open Minds, to continue to work weekly with children from Kenton. This has proved to be greatly beneficial and will continue in September. A T.A. from the school is working alongside Helen to learn these skills.</p> <p>CW is due to meet with Gill Watts and confirmed that all staff are trained and using CPOMS She confirmed that Gill Watts will be taking over the DSL role at Cockwood from September. The Wake-Up Wednesday continues to be circulated each week.</p> <p>Attendees confirmed that Safer Recruitment has been completed.</p> <p>WD added that he had met in March with Katy Quinn regarding the Single Central Record and was due a follow up meeting. Due to work commitments WD asked if his safeguarding role for both Kenn and Kenton might be shared out.</p>	Complete		
10	<p>Policies OLT- None to be reviewed. LGB – None to be reviewed.</p>	Complete		

Details of next meetings			
Date/Time	Local Governing Board Wednesday 12 July 2022 6pm	Location	Cockwood Primary School
Date/Time		Location	

Meeting ended at 8.05pm