

Burton C of E Primary
Minutes of FBEP/FGB meeting
Online meeting held via Zoom due to
Covid restrictions
21st March 2022
6:00pm

Governors present

Amanda Hibbert AH

Alison Timmings AT

Adrian Ryder ARy

Melanie Browning MB

Andrew Carre AC (Left at 7.46pm and re-joined at 8pm)

In attendance: Christiana Eccles CE

Item Number	Subject	Action
1	<u>Apologies</u> Di Wilkinson – accepted Danielle Jeffries Erica Johnstone	
2	<u>Minutes from Previous Meeting/Matters Arising</u> Finance training 13/6/22 AC, AH and ARy booked on to this. Catch up funding Agenda item 5. Minutes Agreed	
3	<u>Business and Pecuniary Interests</u> No change	
4	<u>Current Budget and Expenditure</u> Data is for period 12 which takes us to the end of the school year, period 13 will show any outstanding items. Teaching Staff – on track. Supply - this is slightly over includes LD and JD maternity cover and cover for EQT cover and general sickness cover. Also included is the National Tutoring invoices school pay 25% towards this and 75% is met by the government. We have money put aside from previously paying into Staff Absence Insurance we can action a Virement to move money over if needed but current figure is without this being used. Support Staff – 1.75% pay increase has been agreed, budgeted for 2% this will be backdated to 1/4/21. Training Expenses – showing slightly over partly due to ‘Thrive’ subscription to support mental health for pupil , the mental health grant had to spent by the end of March. Thrive is a 2 year subscription which includes online resources, whole school training and training for 2 practitioners in school.	

	A governor asked what is the best way to describe 'Virtual School's. AT replied that it is an additional body to support children that are in care/looked after/adopted; we also have a designated teacher for looked after children (Sarah Colbourne) Apprenticeship Levy – after attending the HT conference AT now has a clearer idea of how this can be spent. Unable to use for art therapy and HLTA training but can use it in other areas. Cleaning & Domestic Supplies - this is showing March commitment to Glen Cleaning. Rents, Rates & Water - showing an underspend due to £27000 to still come out from BCP. A governor commented that photocopying seemed high is this something that is being looked at. AT replied it has been difficult to gauge as the new contract was taken over just before we went into lockdown. We will arrange to have the company in again to review. Included in this are maintenance, repair and toners. A governor asked whether there was additional printing for online learning throughout each of the lockdowns. AT replied there was but difficult to measure how much impact this has made. A governor commented that last year's spend was 89% spent at this point in the year, and we have allocated more this year. Educational Visits – this is over partly due to next year's Kingswood Residential prepayment for Autumn 22, includes commitment for Bucklers Hard trip and swimming for year 3 for the summer term. ICT - allocated £8000 for a new server, we are currently in discussion with Twynham learning as to whether this is something we need to replace. A governor asked why Send & Inclusion had an underspend. This could be due to allocation to Ed Phycologist , AT will look into. A governor asked is Sports funding government funding. AT replied yes it is Sports Premium, it will hopefully be difficult for the government to remove this after lockdowns, this is partly used to pay for a PE teacher. Catering Supplies – A further invoice for £5000 is due from Forerunner this will be offset 4PP for free school meals once the invoice is received. Fees Services and Expenses – BCP invoice at the end of the year, staff absence insurance is included in this header. Other income – this is slightly over however additional income will be received for year 6 EHCP children that are moving to alternative provision, we have a temp agency TA supply booked until Easter to offer additional 1:1 support to them. AT talked about the Outturn and how the staff changes reflect , AT highlighted when the budget was set we had an in year deficit of approx. £88000 – is now a slight surplus of £12784 and a positive carry forward of £180,143 A governor commented that we need to have a 5 year prediction	
--	---	--

	for the LA however anything beyond 3 years is difficult to speculate on, we need to be mindful of 22/23. A governor asked if the FTE for teaching staff is likely to change moving forward. AT responded that we can't look beyond year 2 on the outturn as this hasn't been updated yet, but FTE is likely to change as we move back to 12 classes from September.	
5	<u>IT SLA/IT Spending Proposal</u> The SLA to Turniton has finished and the contract has been passed over to Twynham learning. Twynham learning are proposing 2 hours a fortnight in school and 45 min per week for helpdesk support at a rate of £40.00 per hour (TurnitOn charges £47.00 per hour) a log of hours will be kept and any outstanding hours will be used on site. Project days will be factored in for forward IT planning. IT Spending – Only 2 classrooms currently have interactive display boards, the projectors are out of date and bulbs cost approx. £150 each to replace. We have received a quote from Lighthouse Media, recommended by Twynham Primary, to replace 11 of the screens, installation and setup, staff training and removal of kit, the quote came out at £1449 per screen, in total £15939. A mobile board has also been recommended for use elsewhere in the school i.e. library or SEND room, this would cost £1384 with an additional £700 for the trolley. A governor asked how long the current boards have been in place, will VGA/HDMI be compatible and future proof. We need to be strategic and have a forward plan to ensure equipment is future proof. AT replied we have had the boards for many years. The boards we currently have don't help our WIFI. J2E will already be compatible with the new system so it won't be necessary to pay for additional software. This amount can come out of the devolved budget and would leave enough to complete the toilet refurb. AT went on to say we would normally seek 3 quotes however a discount is already in place due to working with Twynham Learning. A governor commented that they had work done by Lighthouse Media and they would recommend them. A governor asked if it would be worth asking another company to quote like for like as comparison. AT replied she would happily look at another quote, the company have been going a long time and are reliable from experience and a reliable recommendation from Twynham Learning. Governors agreed the quote in principle and commented that the work needs doing asap to improve IT for the teachers.	Seek additional quote for IT boards.

6	<u>Catch Up Funding</u> AT reported that we currently have 3 streams of funding to spend in a similar way to PP. National Tutoring Programme – the government pay 75% and we pay the remaining 25%. This is being used through Teaching Personnel 3 afternoon's per week. School led tutoring – This is approximately £7000 and is intended to be 75% of hours for pupil premium children, it can be spent how we see fit. The HT commented that it is difficult as children are still missing chunks of learning due to covid related illness. Also lack of space in school is an issue.	
7	<u>Staff Update/Personnel</u> Staff absence has been very high this half term with ¼ of staff absent last week, and supply teachers very difficult to book. This week there has been an improvement, children are recovering quickly from Covid however staff are taking longer. We have another vacancy for a lunchtime supervisor due to childcare issues. She has been kept on as casual member of staff and an advert has gone out for an additional L/Sup. TA in year 4 will be leaving after Easter due to finding work elsewhere. Will book supply for 1 term to cover this. KS is working in year 6 with JK and SMc we have an additional agency TA booked until Easter as extra support. AT raised the question regarding pay and governors agreed she should be paid accordingly for the job she is currently doing.	
	<u>Grounds and Maintenance</u> The toilet refurb has now been put back to the summer holidays instead of Easter. Max Creed has secured additional funding from BCP and they have agreed to fund half of the final cost. This will result in 'higher spec' work, the toilets will be knocked through to provide unisex toilets and include a disabled toilet. The schools contribution can come out of the Devolved Budget; this will not affect the budget bottom line. It was noted that we need to keep looking ahead for future planning, further toilet renovations throughout the school need to be undertaken and plans for the improvements to the quiet area and repairs to the Gazebos and summer houses. Quotes needed for the work to move the door to the other side of the visitor toilets. As lockdown has eased the back log of projects outstanding can now be implemented.	
	<u>Policies</u> No policies for review. The Chair asked governors what their thoughts were regarding a behaviour policy for parents/visitors on site on the back of an incident that occurred in the playground. He went on to say it isn't something all schools have and it isn't statutory. A governor commented that parents sign a parent charter when their children start at the school and felt this should be sufficient. A governor commented that they felt there shouldn't need to be a	

	policy as parents should know how to behave, however if it helps the HT in her role it could be looked at. A governor commented that without a policy it allows the school to be more flexible. The majority of governors were not in favour of a policy. The HT agreed to look into other examples at other schools and felt a code of conduct would potentially have a place in school.	Visitors code of conduct?
8	<u>Health and Safety</u> Report made by a member of staff regarding the storage cupboard in the school hall. A member of staff had to get something off the top shelf, lots of items on the floor were in the way which made it difficult to reach the item, as she stretched to reach the item she couldn't hold the weight of the box and it subsequently fell on her head. As a result AT has asked Funtastic to only keep essential items in the cupboard and all staff asked to keep the cupboard floor clear of items. Covid risk assessments for the BSA disco and Year 3 and 4 plays have taken place and we are keeping a close eye on Covid cases in school.	
9	<u>AOB</u> A request was made for the next CPPC to be put back to 6.30pm. All agreed. Meeting ended at 8.20 pm Signed..... Dates.....	