

Burton C of E Primary
Minutes of FBEP/FGB meeting
Online meeting held via Zoom due to
Covid restrictions
7th February 2022
6:00pm

Governors present

Alison Timmings AT
 Adrian Ryder ARy
 Melanie Browning MB
 Erica Johnstone EJ

Amanda Hibbert AH
 Andrew Carre AC
 Danielle Jeffries DJ

Item Number	Subject	Action
1	<u>Apologies</u> Di Wilkinson - accepted	
2	<u>Minutes from Previous Meeting/Matters Arising</u> The fire drill has taken place. Link sent to governors for Sports Premium report. A governor asked what the outcome was regarding the IT contract. AT replied the contract to Turniton is paid annually, we have given a 4 month notice period which takes us up to Easter the IT support will then be taken over by Twynham Learning. There will be a crossover which will ensure a smooth handover. Twynham learning have met with AT and JK to discuss plans for IT moving forward. Minutes agreed	
3	<u>Business and Pecuniary Interests</u> No change	
4	<u>Current Budget and Expenditure</u> The FMS report takes us to the end of February, spend should be approx. 91% at this point in the year with March payments to still come out. 110 Supply - showing an overspend partly due to LD maternity cover this term being covered by TP; this comes out slightly more expensive. LD maternity would have partially been covered by staff absence insurance we will be able to offset some of this from money put aside. 140 Midday Supervisors – slightly under partly due to an additional MDS being budgeted for additional person put in place this term. 190 Apprenticeship Levy – we are still looking at ways to spend this.	

	220 Grounds and Maintenance – Maintain drains service and repair to be carried out. Entrance porch and KS1 canopy and fencing for EYFS budgeted for and work completed. 230 Premises and maintenance – this figure is based on previous BMIS figure we still have some outstanding service charges to come out. 250 Rates £27000 to be charged by BCP to come out in March. 4edv commitments are for Kingswood residential for Nov 22, swimming coaches Spring/Summer term and Tank Museum coaches. 4PHO photocopying this needs reviewing as usage has gone up and slightly over budget. 4ICT this includes money set aside for new server. 520 Fees and services BCP insurance, trip insurance is still to be charged. A governor asked with regards to fees and services is there a reason we don't put this as a commitment. AT replied we don't know how much they are going to charge us so unable to do this. 530 SLA's still awaiting SLA charges from both BCP and Dorset Council 610 SEN top up funding has increased from budgeted amount. 660 Grant Income Additional funding has been received for Tutoring/Recovery. A governor asked whether we can put aside money for next year to come out this year. AT replied we are unable to as we will receive additional funding next year, we need to decide the best way of using this. We are looking into Art therapy for specific children but finding it difficult to make bookings due to professionals being so busy. A governor asked could this be topped up from the mental health funding and could we train someone in house to train as an art therapist. Could this be something the apprenticeship levy could be used for? AT replied it will be something that we would look at.	
5	<u>Pupil Numbers (Place Planning 22/23)</u> The first round of applications have come in for September 2022 in take, we currently have 46 first place applicants, with 90 applicants for 1st to 4th place applications. Current year R have low numbers this would enable current yrs. R and yrs. 1mix. A governor commented that numbers look very positive; we need to have a solid trend year on year before we look at increasing our PAN.	

6	<u>Staff Update/Personnel</u> We have received few applications for the temporary teaching roles, 1 candidate has applied for both the FT and PT roles and we have 3 reasonably solid candidates for permanent role. Interviews will take place this Friday. AT requested JW contract be made permanent with effect from Easter due to AK leaving. With AR also leaving it would seem unfair to appoint an additional teacher on a permanent basis in front of him when he has been here longer. Governors agreed We have offered the current supply teacher in year 5 the reduction to 2 days and she has declined due to family commitments. A governor asked do we have a plan B as there is an urgency to fill the positions after half term. We have approached TP and RMB has offered to increase her days to 4. We could offer the part time applicant 5 mornings in year 6 and afternoons covered by HLTA, we are looking at all options and will hope to have a clearer idea after the interviews on Friday. A governor asked if JK taught both classes with the support of two HLTA's would this be an option. AT responded that year 6 ultimately need an additional person, the HLTA would feel the responsibility and this wouldn't be fair on JK to take on, we need to be mindful of staff wellbeing. Could we pay additional salary for an HLTA to step up for the term? AT replied we have looked into this and there isn't a huge difference in terms of the pay of an unqualified teacher. We need to be mindful of staff wellbeing.	
7	<u>SFVS</u> The SFVS spreadsheet needs to be returned to the LA by the 31st March. Governors discussed each question and compared the answers to last year's return. It was highlighted that governors need a basic knowledge of school finance and all should attend at least one finance course. Question 8 – regarding the school inventory it was suggested a timeline of September 2022 be put in place to ensure this action is completed. Question 16 - Has the school published on its website the number of employees (if any) whose gross salary exceeded £100k? Governors agreed this wasn't relevant to this school but if it became so it would be published. Governors discussed the benchmarking document. Question 18 Does the school benchmark its income and expenditure and investigate further where any category appears to be out of line? A governor asked if this report is available at any time or only at the end of the year. AT replied the figures are based on the latest end of year figures but can be accessed at any time. SFVS to be completed by Chair and signed off.	Clerk to look into governor finance training course.

	<u>Grounds and Maintenance</u> Play equipment (roll bars) has been installed and inspected in KS1 and KS2. The fences surrounding the wildlife area have been updated. The wildlife area decking has now been replaced due to a couple of incidents due to the decking wood being rotten. The KS1 toilet refurb is set to take place during the Easter holidays. The annual lightening protection survey has taken place and signed off with no recommendations. Universal have been in to carry out the annual safety inspection on the PE/play equipment.	
	<u>Policies – Whole school pay policy</u> The pay policy was reviewed with sections highlighted that have changed (page 20 reference to TLR's for tutoring and page 24 reference to additional day to take into account the extra bank holiday for the Queens Jubilee) . A governor asked if this aligned to the BCP document. AT confirmed that it does and pay scales link to Dorset. Policy agreed by governors	
8	<u>Health and Safety</u> An incident this week where a child had to attend A & E due to a stone being thrown and hitting him. The appropriate first aid was given, parents called immediately and child taken by parent to A & E, accident form completed and filed, the caretaker has been asked to sweep the area of loose stones and children spoken to about not throwing stones.	
9	<u>AOB</u> Forrest Schools would like to run a holiday club from the school site, all bookings would be organised through them with adequate insurance cover. We would need to liaise with Ron for opening up. AT asked governors how they would feel about this provision. A governor replied it would be good to offer 1 day a week as a trial initially. A governor asked if there are age brackets. AT replied the range would be from EYFS to year 6. A governor highlighted there may be an issue with the KS1 toilets as they are due to be refurbished during the Easter holidays. A governor asked whether we need to discuss catch up funding. It was agreed that this would be an Agenda item at the next FBEP meeting.	Catch up funding.

	Meeting ended at 7.50pm Signed..... Dates.....	
--	--	--