

Burton C of E Primary
Minutes of FBEP/FGB meeting
Online meeting held via Zoom due to
Covid restrictions
6th December 2021
6:00pm

Governors present
 Alison Timmings AT
 Adrian Ryder ARy
 Melanie Browning MB

Amanda Hibbert AH
 Andrew Carre AC
 Danielle Jeffries

Item Number	Subject	Action
1	<u>Apologies</u> Erica Johnstone Di Wilkinson	Apologies accepted
2	<u>Minutes from Previous Meeting/Matters Arising</u> Sports Premium report is now on the school website. Fire drill booked in for last week of term. Minutes agreed	Send link to governors
3	<u>Business and Pecuniary Interests</u> No change	
4	<u>Current Budget/Expenditure</u> AT reported that at this point in the year we should be showing a 66% spend or thereabouts. We are unable to change the layout and order of the FMS report as discussed at previous finance meeting. The biggest spend is on staffing this is on track. Supply is also on track, this also covers tutoring and the National tutoring programme, a proportion of this has to be paid, as there is no code available this comes out of supply. This half term has seen the highest staff absence, most of this has been absorbed in school with current staff covering to keep consistency and secure bubbles, and obtaining supply cover has been challenge. Grounds and maintenance – not a lot of change. Energy Costs - a question was raised at the last meeting about how we can manage the increase in costs. AT put forward a forecast that had come from Dorset regarding the increases and we would be looking at a 3-5% increase for electricity, 12-17% for gas and 3-10% for water. A governor asked as the heating is controlled remotely do we have less control over it. AT replied we arrange with AK Controls the timings for heating to come on and off we can amend as and when we need to. A governor asked if we can amend the temperature as this could be a concern when prices go up.	

	AT replied that the thermostat is set and can be adjusted at any time, it is difficult to juggle keeping classrooms well ventilated and ensuring the school is warm enough for staff and pupils. A governor asked if BCP are exploring ways of reducing costs for heating. AT replied that she would look into this. Class stationary/Admin - the admin team have been looking into alternative providers of school items, Lyreco have offered good deals on stationary and we have made use of stocking up on popular items when they are on offer. Consortium let us down at the beginning of the year when they failed to provide the tables on time for the additional classroom, and they have been unreliable with other items. Ed visits - this includes committed money for swimming and coaches for the Autumn and Spring term pool hire, also includes deposit for next year's Kingswood residential A governor commented that this figure is very different in comparison to last year. Last year's Kingswood Trip would already have been paid for so contributions would show up in this year's figure. AT went on to say swimming has historically been a difficult activity in terms of parental contributions, we have to offer lessons as this is part of the curriculum however many parents already pay externally for lessons and are reluctant to pay twice. This term year 4 have had lessons, we are changing the way this is offered for the Spring term and offering to children of year 4 & 5 that can't swim, they can only take this offer up if parents are willing to pay, so far all pupils that have confirmed have paid. Photocopying - this is currently showing 80% spend which is higher than we would like. A governor asked why Pupil Premium was showing only an 18% spend. AT replied that there is uniform yet to come out that has recently been invoiced, this will even out as the year goes on. Governors asked are there any plans for spending the devolved formula capital, are there any long term plans in the pipeline. AT replied we have had BCP in to measure up and draw up plans for the KS1 boys and girls toilets; we are still awaiting the quote. We will be looking to spend on IT.	
5	<u>IT - Broadband Quote</u> AT attended the recent HT conference and spoke with Tel Group regarding our broadband and WIFI. The quote is based on a 3 year contract and would work out at approx. £3000 per year, currently we pay £4500, and this would offer 100mb/1 gigabyte with the potential to expand. A governor asked would this offer all the protection we need in terms of security systems and in built protections. AT confirmed she would go back to the company and check; she went on to say that the company only provide the service for	

	education so she would be surprised if they didn't. AT went on to say part of the problem with the WIFI is how it is set up internally. <u>Twynham/TurnitOn</u> TurnitOn are our current IT support providers they started as Lexicon with Andrew Thomas being our link who worked with us for a number of years. The last few years they have failed to deliver and JK has taken on the majority of the online IT work working closely with J2E, laptops should have been configured at the end of term but were left unusable. The Grange suggested IT support offered by Twynham learning as a SLA , JK and AT have met with Twynham and have had discussions around a long term IT plan for the school. The current It support runs out in January , we are hoping to receive a quote before the end of term . A governor asked what the next step with this would be. AT replied we will await the quote and a decision will need to be made fairly quickly. A governor replied as long as we are getting like for like and the service is an improvement, it would be good to be part of the network of local schools. A governor commented that if it is like for like and even slightly more expensive the system needs improving in terms of staff well-being, it shouldn't take 45 minutes for laptops to load up in the morning. Governors agreed to let AT make the final decision.	
6	<u>Staff Update/Personnel</u> We currently have an advert for year 5 teacher for 3 days to job share with RMB , we have had only one application for this position. We will re advertise the FT role in January. If we have no suitable candidates for the PT position we will contact Teaching Personal for cover for the first half term. A governor asked do we have a back-up plan. AT replied at the moment we don't have the capacity for internal cover so it will be down to who TP can offer.	
7	<u>Grounds and Maintenance.</u> Nothing to report	
8	<u>Policies – Health & Safety</u> Policy updated with change of health & safety governor name. Agreed	
9	<u>Health & Safety</u> No incidents to report.	

7	<u>AOB</u> The Chair reported that the governor that was interested in coming into school has now pulled out so he will go back to governors for schools. Meeting ended at 6.48 pm DJ & MB left the meeting before confidential items discussed. Signed..... Dates.....	
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