

HAYDN PRIMARY SCHOOL GOVERNING BODY

Minutes of the virtual Personnel, Finance and General Purpose Committee meeting held via Microsoft Teams on Wednesday 11th May 2022 at 3.00pm.

MEMBERSHIP	A	Ms J Dorrington	Chair
(A denoted absence)	A	Ms C Bruce	
		Ms S Chadwick	School Business Manager
		Ms F Chauhan	
		Mr E D'Agostino	
		Ms L Paulson	
		Mrs F Rowland	
	A	Mrs S White	
	A	Mrs M Yasin	
		Mrs H Yates	
	A	Mr M Yusuf	
		Mrs T Mason	Headteacher
IN ATTENDANCE		Mrs S Teal	Clerk to the Governing Body

Note: The meeting took place in accordance with the Virtual Meetings Policy.

Mrs F Rowland would chair the meeting in the absence of Ms J Dorrington.

PF&GP/21-22/01 APOLOGIES FOR ABSENCE

ACTION

Apologies for absence were received and approved from Ms C Bruce and Mrs M Yasin.

PF&GP/21-22/02 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PF&GP/21-22/03 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 26th January 2022, copies of which had been previously circulated, were taken as read.

Action points

The action from the previous meeting was reported to have been completed.

PF&GP/21-22/04 MATTERS ARISING FROM THE MINUTES

No further matters arising from the previous minutes.

PF&GP/21-22/05 ITEMS DELEGATED FROM FULL GOVERNING BODY MEETING

None.

PF&GP/21-22/06 FINANCIAL REPORT AND POSITION

The SBM advised governors that following questions raised by Mr D'Agostino by email, she was to make changes to the budget and would upload the revised version onto GovernorHub and ask governors for approval by email. The governing body would also ratify the budget at the next FGB meeting.

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The SBM responded to Mr D'Agostino's questions as follows:

- The teachers' annual pay increase for September 2022 had been accounted for in the 2022-2023 budget, together with that in 2023, M1 teachers would receive a basic salary of £30k and other salaries would be brought in line with this
- The ground maintenance figure is that quoted by NCC for this year
- The increased energy figure would be confirmed
- Educational Supplies – includes that the school must buy into a validated phonics scheme and had chosen Little Wandle. New phonics books had also been purchased

The SBM advised governors of the rising costs of all goods and services and said that the budget had therefore been increased in line with predicted inflation costs. The school bought in HR and payroll services which had also increased.

Governors noted that the school had a very healthy budget.

PF&GP/21-22/07 APPROVAL OF MANAGEMENT CHOICES AND EXTERNALLY PURCHASED SERVICES

Approved at the previous meeting.

PF&GP/21-22/08 GDPR HEALTH CHECK

The SBM told governors that she was to submit the latest Subject Access Request on Friday, as directed by the school's ADPO.

PF&GP/21-22/09 APPROVAL OF STAFFING STRUCTURE

See Confidential Appendix.

PF&GP/21-22/10 STANDARD ITEMS - FINANCIAL

- Virements – none
- Disposals and write-offs - none
- Approval of contracts – **Approved**
- Approval of expenditure - none to approve
- Assessment of financial risks – none. Carry forward very healthy
- SFVS – **Approved** by governors via email. Signed by the chair and sent off to LA
- Audit reports/Actions following audits – Haydn School Fund Audit taking place on Friday. SMB had posted Internal Audit Procurement Review on GovernorHub prior to the meeting. **In reply to a governor's question**, the SBM said that the school should be mindful of always procuring 3 quotes, however this was sometimes very difficult
A governor asked if there was list of preferred suppliers. He was told that there was not

PF&GP/21-22/11 STANDARD ITEMS - GENERAL

Health and Safety

Mrs Paulson informed governors that since the lift in Covid procedures, there had been more of a return to normality, however the school wanted to maintain the high levels of hygiene which had been employed.

3.40pm – Helen Yates joined the meeting.

Governors were advised that there had been a high number of cases of chicken pox and sickness and diarrhoea due to children now mixing both in and out of school, together with lower levels of immunity. It was critical to maintain hygiene levels.

The school was no longer following the previous risk assessment procedures that had been put in place. The Headteacher told governors that children were now using the dining room again, whole school assemblies are being held and parents were back in school and had attended parent's evenings and a performance of A Midsummer Nights Dream.

Premises

The SBM told governors that the LA would fund repairs to the pitch roof of the main school and the replacement of part of the hot water system in the plant room which was leaking, together with the re-routing of hot water pipes to make them more accessible. The work will be completed during the summer holidays.

A 5 year fixed wiring test would be completed by the LA to ensure that the schools electrical installations are safe, after which the school would receive a Fixed Wiring Test Certificate.

PF&GP/21-22/12 POLICIES FOR APPROVAL

Delegated to the next FGB meeting.

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PF&GP/21-22/13 AGENDA ITEMS FOR THE NEXT MEETING

None identified.

PF&GP/21-22/14 DATE OF NEXT MEETING

TBC.

PF&GP/21-22/15 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes, with the exception of **PF&GP/09**.

See Confidential Appendix

Communication of the decisions made was considered, and it was agreed that the school would undertake all communication with the stakeholders.

The meeting closed at 3.55pm.

Signed by the Chair:

Date:

CONFIDENTIAL APPENDIX

Minutes of the Personnel, Finance and General Purposes Committee meeting held virtually on Wednesday 11th May 2022 at 3.00pm

CONFIDENTIAL ITEMS

ACTION

PF&GP/21-22/09 APPROVAL OF STAFFING STRUCTURE

The Headteacher informed governors:

- A new KS2 teacher will to be recruited following the retirement of an existing teacher. The closing date for applications is 13th May and interviews will take place on 19th May
- An ECT in Year 1 who is currently employed on a temporary contract, will be given a permanent contract
- The Headteacher is to reduce her working week to 4 days from September and Assistant Head/Early Years Lead, Lisa Paulson will take on the role for 1 day a week as part of succession planning. As a result, it was hoped to appoint someone internally as Early Years Lead on a temporary basis
- TA, Mr Ward, would work for 4 days at the school, increasing the capacity for sports coaching

Governors noted that the deadline for staff resignations was 31st May and therefore the staffing structure could not be settled until then. It would be shared with governors once it had been decided.

The Headteacher advised governors of the health issues of a TA who had been unable to work for the past 2 years. Following a referral to Occupational Health who had confirmed that the TA was not fit to work, the school had been advised by HR to hold a Dismissal Hearing which would result in her being granted early retirement on 31st August. The Hearing would take place on 9th June.