

HAYDN PRIMARY SCHOOL GOVERNING BODY

Minutes of the virtual Personnel, Finance and General Purpose Committee meeting held via Microsoft Teams on Wednesday 12TH October 2022 at 2.00pm.

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

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

PF&GP/22-23/01 APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Ms C Bruce, Ms F Chauhan, Mrs M Yasin, Mrs H Yates and Mrs L Paulson

ACTION

PF&GP/22-23/02 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/22-23/03 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 11th May 2022, copies of which had been previously circulated, were taken as read.

Action points

There were no action points to consider,

PF&GP/22-23/04 MATTERS ARISING FROM THE MINUTES

No further matters arising.

PF&GP/22-23/05 ITEMS DELEGATED FROM FULL GOVERNING BODY MEETING

None reported.

PF&GP/22-23/06 FINANCIAL REPORT AND FINANCIAL POSITION AGAINST BUDGET

The School Business Manager (SBM) reminded governors that the P5 outturn had been uploaded

to GovernorHub and she had responded to governor's questions.

The school was to receive a detailed P7 outturn. The LA has asked all schools to resubmit their 3 Year Plans by 21st November, based on the P7 outturn, because of the changes to pay awards and the national funding formula (NFF).

The SBM advised governors that there will be a greater increase in salaries for teaching and support staff from the proposed 2.5%. A flat rate of £1,925 is currently on the table for support staff and the teacher's salary increase may now be 5.4%. This has had a significant effect on the outturn. The NFF for 2023-2024, included an increased minimum funding guarantee per pupil of 0.5%.

The SBM referred to the P5 outturn and highlighted:

- Support staff and teachers over budget
- Internal supply staff well over budget. Using internal cover for PPA, teacher training, etc. is cheaper than using an external agency. **A governor asked why the cost was higher during this period.** The Headteacher replied that the school was still dealing with the effects of Covid, there was currently an increased amount of training being undertaken in preparation for Ofsted inspection and newly qualified teachers were receiving more CPD.
- There was still capacity in the agency supply budget
- Middy's pay increase included in budget

The chair asked how much staffing costs had increased by. The SBM replied that the carry forward had reduced by £50K since the P3 outturn, the majority of which was for pay rises and a small amount, for energy costs. The chair commented on the challenge going forward and the need to look at the budget in more detail. The SBM said that the next outturn would be uploaded to GovernorHub and if necessary, could be discussed at the next FGB meeting.

PF&GP/22-23/07 REPORT ON PROCESS OF APPRAISAL FOR STAFF

Governors noted that teaching staff appraisals were almost complete. Eight members of staff had moved up to the upper pay scale.

Governors **ratified** the pay recommendations.

The Headteacher's appraisal would take place tomorrow with SIA, Mandy Austin. The paperwork would be approved by governors Frances Rowland and Julie Dorrington.

PF&GP/22-23/08 SIP PRIORITIES

The Headteacher informed governors that the school's annual end of year review performed by the previous SIA, Jess Steele, had taken place at the end of the summer term and new targets had been set. The school now had a new SIA, Mandy Austin, who the Headteacher thought would be very good for the school.

"Key Priorities September 2022-23" had been uploaded to GovernorHub prior to the meeting. The Headteacher highlighted:

Improve Quality of Education

- Early Reading - 70% of pupils had passed phonics scoring instead of the usual 80%. This was partly due to post Covid learning that had been missed. The school is to use Little Wandle to try to improve phonics scores. This had proved to be expensive (£7K) because of the amount of resources that had to be purchased. If the school had above 22% of Pupil Premium pupils, the scheme would have been free, but it only has 18% PP.

A governor asked if the school had been aware of the expense. The Headteacher

replied that research had been undertaken beforehand and the school needed an accredited scheme. Although the SIA had said that there were no problems with the school's teaching of phonics, there were high level needs in the cohort.

- Curriculum Design - Make sure the curriculum is sequential and builds children's knowledge in all years, in all subjects. Subject leads are developing portfolios (on GovernorHub)
- Temporary TLR appointed to lead in curriculum design and development
- Continue to raise standards in writing
- Embed Quality First Teaching – Work has been done with a lead practitioner and a new Teaching and Learning Policy has been developed. There will be a school review on 24th November

Improve Pupil Behaviour and Attitudes

- Revised and updated the Behaviour Policy
- About to train Middays to support children's behaviour. They will have a script to support positive interactions
- There will be a greater staff presence outside
- The school continues to support children who are struggling with behaviour. The Headteacher spoke about 3 children in the same class who will be provided with support from other agencies.

A governor asked if the teacher and the TA in the class are trained in positive handling. The Headteacher replied that the TA is trained. 3 members of staff have been trained.

- The school has a behaviour log
- The school wants to raise attendance. It is working with a named Education Welfare Officer, who had met with the Headteacher and the Attendance Champion

Improve Pupils Personal Development

- After school clubs being offered
- Offer rich experiences in school
- Continue to work as a Royal Shakespeare Company School
- School wants to reconnect with the community

Early Years

- Very strong – improvement to be sustained
- New staff have been trained

PF&GP/22-23/09 STANDARD ITEMS -FINANCIAL

- Virements – none
- Disposals and write-offs - none
- Approval of contracts – none
- Assessment of financial risks – salary increases are a significant risk
- Audit reports – Finance had completed an ad hoc check to look at procedures. They were satisfied by the results

PF&GP/22-23/10 STANDARD ITEMS - GENERAL

Health and Safety

The SBM reported that the LA's H&S Manager, David Thompson, would complete a H&S walk around the school after the half term break.

The chair asked about one of the school gates. She was told that it should be lighter because gas had been relieved. A governor confirmed that this was the case.

A governor asked how often the gate code was changed. The SBM replied that it was changed

half termly, but if the school was made aware that someone knew the code, it would be changed immediately.

A governor asked if H&S logs were checked regularly. The SBM confirmed that they were; the legionella log was looked at monthly and the fire alarm, weekly.

Premises

The Headteacher told governors that major roof works had been completed on the school hall during the summer break. A new hot water system had also been installed in the plant room and pipes were re-routed. There were 2 more pitch roofs that needed work and the LA may look to do the work on one of them, next summer. There had been no access to the school because of the work being carried out by contractors, which meant that the usual things that take place during the school holidays had to be undertaken at the start of the autumn term.

The chair asked if there were plans for the KS2 playground. The SBM replied that there were plans to install a MUGA if it was affordable. Quotes were £20K- £30K. Governors would be consulted.

A governor asked if parent input would be sought. The Headteacher said that there would be PTA involvement. It would be good to have parent input. The SBM added that together with Mrs Paulson, she was considering sustainability in the school and would look at this.

3.00pm J Dorrington left the meeting and F Rowland took over as chair.

PF&GP/22-23/11 APPROVAL OF POLICIES

Governors **approved:**

- Safer Recruitment Model Policy
- Privacy Notice for Candidates

PF&GP/22-23/12 AGENDA ITEMS FOR NEXT MEETING

None identified.

PF&GP/22-23/13 DATE OF NEXT MEETING

The Headteacher **agreed** to set the dates for all meetings for the next 2 terms.

HT

PF&GP/22-23/14 AOB

See Confidential Appendix.

The chair asked the SBM if she had started her SBM qualification. She replied that she had not because of the time she spent actually doing the job. She already has a level 5 business and finance HND.

The chair said that the governing board needed to ensure that her needs were supported. She assured her that she felt very well supported. She had completed GDPR training run by the NST and going forward there would be a SBM Network. The previous SBM still supported her for 1 day a week and SAAF and the LA also gave her support.

PF&GP/22-23/15 CONFIDENTIALITY AND COMMUNICATION

It was **agreed** that no items be deemed confidential for the purpose of the minutes, with the exception of part of PF&GB/14. 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 3.30pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING:-

Reference	Action	Responsible	Outcome
PF&GP/13	Set meeting dates for the next 2 terms.	HT	
Confidential Appendix	See details in confidential appendix.	HT	