College Town Primary School



Staff and Finance Committee Meeting

**23rd March 2021**

**7pm via Teams**

**Draft - Minutes**

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| **Present** | |
| Rita Carvosso (RC) | Chair of Governors |
| Trudi Sammons (TS) | Headteacher |
| Cheryl Bentley (CB) | Co-opted Governor |
| Angela Harris | Co-opted Governor |
| Tony Whiddett (TW) | Co-opted Governor |
| Toni Barton (TB) | Vice Chair & Co-opted Governor |
| Jenny Hipkin | Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Cheryl Delilkhan (CD) | Parent Governor |
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| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane (KC) | Clerk |
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| **Apologies** |  |
| Emma Britton (EB) | Staff Governor (MATERNITY) |
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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  None |  |
| 2.0 | **Minutes of the Last Meeting:**  All approved |  |
| 3.0 | **Declaration of Pecuniary Interests and Business Interests:**  As per FGB minutes - CD to complete and return to RC for signing |  |
| 4.0 | **Staffing Update:**  As always at this time in the year it is a changing plan and there are currently various plans on the table for staffing from September.  There are currently two staff not in school due to shielding.  Numbers of pupils in Nursery are increasing so one of these members of staff will go to Nursery rather than Year 5 on their return.  The numbers of pupils in Reception have increased so the classes have now been split into three.  The school is carrying out interviews for teachers in the next few weeks and there are some strong experienced candidates.  The Governors asked how experienced and how many post the school are currently looking to fill.  The current positions available are in Nursery, Year R and 2 in Year 1.  1 candidate has 6 years experience in year 1/2  1 candidate has 5 years experience and is currently in another BF school  1 is very experienced in inclusion  The final candidate is an NQT but has older children and has worked in nursery or as a TA in primary schools.  These are the best applications we have in had in a long time. The teaching practice will focus on writing and will be observed by JF and AD. The formal interview will be *carried out by TS.*  NQTs  The NQTs have met with Ann weekly along with the NQT+1's and they have all had personalised CPD set with clear targets.  All the NQTs are doing well and when they have been observed in lessons their standards have all been good.  The governors praised the support AD gives to NQTs and noted that this isn’t something that they would get elsewhere. TS noted that all eth NQTs have said how well supported they have felt during the year.  Catch-Up  The Catch up funding will not cover all the costs required for catch-up program planned. By far the best way to support pupils is with quality teaching to ensure progression, so the school plans to increase the number of teachers in the next year to support this by reducing class sizes and allowing classes to be split into smaller groups for core subjects, thereby developing the children who have fallen behind due to Covid.  The plan for Septembers class structure is:  Yr R 3 classes of approx 25 each (73 expected)  Yr 1 3 classes small ones of 21 each  Yr 2 3 classes of approx 20 pupils (not as much TA support needed here)  Yr 3 3 classes split into 4 classes in the mornings for core working in smaller groups and then back to 3 classes in the afternoon  Yr 5 3 classes  Yr 6 2 classes split into 3 classes in the mornings for core subjects  The school has recruited a New HLTA in year 3/4 who is a qualified teacher. The school is looking at recruiting her as a teacher for September.  This plan releases stronger teachers to assist in catchup teaching for core subjects.  The proposed staffing plan was discussed and it was agreed that this is a robust plan which will develop the children assuming that the budget can support this. The school feels strongly that this is the best way to meet the needs of our pupils. |  |
| 5.0 | **Finance Update:**    CW had provided a full and thorough report to governors prior to the meeting including predicted year end budget and first draft of new budget which was then discusssed.  There were no questions on the predicted year end balance and spends.  The predicted carry forward is £291494 meaning that £129497 (the amount over 8%) will require explanation for the purpose of this carry forward. The proposed projects for use of the carry forward were discussed.   * Canopy (£16000 of this will be Capital funding) * Groundwork * Surface * Sheds Nursery and PTA * Protected Pay * Additional Staff costs to reduce class sizes   The governors agreed the proposed use of carry forward but asked if the additional staff costs was an acceptable reason.  CW clarified that because the additional staff costs are to cover the new posts the school is creating which are short term posts and are above the number of teachers required for the number of pupils in the school then this is a reasonable use of the carry forward for the following year. The costs are to cover a specific short term project of pupil development and will not normally be part of the school budget. The plan is to have two additional teachers that are non-class based in KS2 to create smaller groups for core and to have six classes across Year1 and 2 when the current pupils numbers indicate that only five classes are required and that in future years this would then need to be looked at and revert back to five classes across these two year groups going on up through the school.  The three year budget plan was discussed. The predicted carry forward at the end of 21/22 was raised as this seems higher given the proposed use of 20/21 balances discussed above. CW explained that the difference will be to do with the difference in the financial year and the proposed increased in teachers costs being for the school year. CW will check the reasons. Post meeting note– The proposed use of carry forward for the Staffing project will be allocated to the Financial years as 7/12ths cost in 2021/22 and 5/12ths on 2022/23. Hence the spend in 2021/22 FY does not include all the proposed use of carry forward with further spend in the 2022/23 FY.  The governors praised the work the school business manager has carried out and agreed they were comfortable with the plan leaving the school in a good position again next year. Governors commented that the planning for 3 years seems a long way off and that a lot can change. CW confirmed that a lot can change but the three year plan highlights any issues allowing changes to be made ahead of time. The governors agreed that we need to spend money to provide good teaching and learning and the provide the best for the pupils, that is what the governors are here for and that is what we are doing.  A governor stated that the PTA would like to do a ‘go fund me’ project to raise funds to cover the cost of the new PTA shed mentioned in the budget.  Catch-Up Funding  The school has received the following:  £38000 in September spent in the Autumn and Spring terms.  £15000 due in the Summer term in the new budget, plans for this spend are in place with plan to increase Year 1 classes from 2 to 3 in the Summer term, possibly starting before Easter.  The catch-up funding is money highlighted to enable schools to catch-up on lesson missed from eth first lockdown last year.  Still awaiting further information as to anymore for the January closure  SITES & BUILDING  Toilet block is due to be finished next week.  Canopy and grounds work - planning permission needs to be applied for. The school is using a planning consultant provided by Bracknell Forest to put the planning application together and apply for the planning.  A tree survey needs to be completed and submitted with the planning application. This is planned to take place during the Easter holidays.  After the last Governors meeting we have had the drainage of the canopy reviewed and the company are going to install more drainage points which will increase the groundwork by £1200 to the costs.  The current condition survey is out of date and where BF have comb ined the two old surveys from the Infant and Junior schools errors have been made. BF are undertaking a new condition survey which should be completed over the Easter holidays. The Governors raised the issue with that areas of the previous condition survey the school did not agree with and to ensure that all areas are agreed. |  |
| 6.0 | **Part 2: (if applicable)**  See seperate minutes |  |
| 7.0 | **AOB:**  None |  |
| 8.0 | **Date of Next Meeting:**  5th July 2021 - 7pm @ College Town Primary School |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**