College Town Primary School



**Staff and Finance Committee Meeting**

**6th July 2020**

**Held via Teams @ 5pm**

**Draft Minutes**

**meeting was also recorded and copy of this will be kept on file.**

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| **Present** | |
| Rita Carvosso (RC) | Chair of Governors |
| Trudi Sammons (TS) | Headteacher |
| Cheryl Bentley (CB) | Co-opted Governor |
| Tony Whiddett (TW) | Co-opted Governor |
| Angela Harris | Co-opted Governor |
| Toni Barton (TB) | Parent Governor |
| Jenny Hipkin | Vice Chair & Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Emma Britton (EB) | Staff Governor |
| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane | Clerk |
| **Apologies** |  |
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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  None |  |
| 2.0 | **Minutes of the Last Meeting:**  All approved and agreed  **Matters Arising:**  Copies of minutes to be emailed to TW for signing off and emailing back | KC |
| 3.0 | **Declaration of Pecuniary Interests and Business Interests:**  KC has now received the completed form from Angela who has noted that she is still treasurer for the PTA. Form emailed to RC for signing off and will then be forward to CW for filing until new ones are completed in September. |  |
| 4.0 | **Sites and Buildings Update:**  Refurbishment of toilets now completed and in use.  Gates all fixed and working.  BFC replacement fencing almost complete, small area around car park left to do.  Much of the work usually done during the school holidays has been completed during the closure period.  Governor walk round to be arranged in Autumn Term - COVID permitting | TW / CW |
| 5.0 | **Staffing Update:**  Detailed in the FGB and headteachers report. |  |
| 6.0 | **Finance Update:**    CW had uploaded her report for governors to read prior to the meeting.  **Budget / COVID 19 costs**  Pupil premium funding was notified an hour before the meeting - £21k less than budgeted but not had a chance to review it properly.  Cleaning will be over budget due to the ongoing situation, expect it to be double.  Additional cost of £980 for FSM prior to voucher scheme starting up.  Mays utility bills were higher than expected given the current situation so expected savings from utilities will not be as high as anticipated.  Full details of possible cost reductions and increases are in the budget report  Currently we are better off than originally budgeted with lower expenditure in other areas in the summer term. However there will be potentially higher Autumn costs required to help with pupils learning.  BFC may ask schools to put together a new budget plan in eth Autumn term to reflect true covid-19 costs.  With the revisions to expenditure, PP grant and expected reduction in other grant funding this will mean that our carry forward is less than currently forecast so we should be able to make a claim from the Covid grant. It is hard to calculate the true costs until bills for the whole period are in. There is a meeting with BF to clarify the Covid-19 claim at the end of term before the submission is due.  *TW: Do we need to pay any of the proposed expenditure saved due to covid?*  *CW: No. There is an expectation that schools will fund the majority of additional costs due to Covid from the areas of saving from within the school budget but if the carry forward is higher than planned we will not need to pay it back. If the carry forward is higher than last year then this may effect whether we can make a claim from the covid grant for exceptional costs but the detail of this is not yet known. We plan to only claim for the main Covid grant areas i.e premises costs for holiday opening; FSM costs before voucher system; additional cleaning costs.*  **Catering**  New catering company have met with CW and staff - TUPE details are going through. Contracts start 1st August.  Advised to make sure ISS don't try to remove any kitchen equipment - it belongs to the school not them.  Ordering and payment system will be through the meal manager app on SchoolComms which provides the trip payment system. |  |
| 7.0 | **Part 2: (if applicable)**  See minutes for FGB held prior to this meeting. |  |
| 8.0 | **AOB:**  None |  |
| 9.0 | **Date of Next Meeting:**  21st September 2020 |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from S&F Meeting on**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | Governor walk round | Once permitted | **CW/ TW** | **ongoing** |  |
| **Action 2** |  |  |  |  |  |