College Town Primary School



Staff, Finance and Sites Committee Meeting

8th February 2021

held via Teams after FGB Meeting

Draft -Minutes

|  |
| --- |
| Present  |
| Rita Carvosso (RC) | Chair of Governors & LA Governor |
| Trudi Sammons (TS) | Headteacher |
| Cheryl Bentley (CB) | Co-opted Governor |
| Angela Harris | Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Tony Whiddett (TW) | Co-opted Governor |
| Jenny Hipkin | Co-opted Governor |
|  |
| In attendance  |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane (KC) | Clerk |
|  |  |
| Apologies  |  |
| Emma Britton (EB) - mat leave | Staff Governor  |
| Toni Barton (TB) | Vice Chair - Co-opted Governor |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Minute No. | Details | Action by |
| 1 | **Apologies and Welcome:** Apologies from TB EB currently on maternity leave |  |
| 2 | **Minutes of Previous Meeting and matters arising**All approved and agreedDid we get anywhere with selling on the whiteboards which have now been replaced in classrooms?*CW : Awaiting a call back from a school in Bracknell - we wouldn't get paid for them but they could possibly be put to use rather than just thrown out.* |  ALL |
| 3 | **Declaration of Pecuniary Interests**No changes or new declarations |  ALL |
| 4 | **Staffing Update**Nursery numbers are steadily increasing as unlike previous lockdown they are open as normal. Will require some staff movement to ensure coverage so will be moving from Yr5 to ensure ratios are sufficient.New HLTA post for a term from March on a temporary contract to assist in catchup and ensure quality of teaching.- possible NQT in new academic year.Teaching support staff providing excellent levels of support within each bubble and have in place until the end of February at least 3 hours a week WLB.With the ongoing pressure within school asked an NQT+1 member of staff how they were feeling about life in school. This conversation led to them creating a staff survey on Survey Monkey which all staff then undertook. The results which were anonymous have been extremely useful in identifying barriers and strengths within the team. The results will help when planning future developments. |  |
| 5 | **Finance Update**CW had produced full and thorough report for governors to read prior to the meeting.SFVS is now not due to be submitted until the end of May so will review and approve at the May meeting. The dashboard data will be updated to reflect the actual financial year to March 2021. The checklist comments and answer to the questions (with the exception of the last in reference to the dashboard) will stand so can be reviewed by Governors and questions raised prior to the May meeting.The updated Fraud Health Check was presented for review and discussion. The health check was agreed by governors.**Proposed : TW****Seconded : JP****Approved by all**MAIN BUDGETThe new additional budget received since the last meeting is £14063 for KS1 class size recalculation for the summer term plus £28264 additional high needs funding for three children. Early Years recalculation for Spring term will be £3125.00. The additional £552 for the Autumn term was received in January.The spend to date against the submitted budget is attached and includes an estimate of further spend to the end of the financial year. Areas to be noted that have not previously been discussed are:* Supply – additional costs for the Lead Practitioner and supply staff working more hours in school during 2021 Lockdown to assist covering keyworker classes whilst teachers do remote learning for classes.
* Teachers and Support Staff Insurance Premiums – we have received a rebate of the charges covering the period the school was closed due to covid in 2020, the original charges are shown against the optional insurance line.
* Free meals Subsidy – Due to lockdown and a reduction in meals served the caterers have furloughed all but two members of staff which will reduce our costs. The monthly invoices for Jan – March are therefore expected to be less than budgeted.
* Computer Purchase – This is estimated to be overspent with the planned purchase of office desktops. The desktop were planned to be replaced in the original budget however the additional spend on this line was to cover the cost of new cameras and audio equipment to carry out the Christmas recordings to upload for parents due to Covid.
* ICT Resources Purchases – The overspend is due to the purchase of new whiteboards which was agreed at the last meeting and covered by savings on other lines.
* Covid Catch-up Funding – the second payment of £13000 for this year is due this term.

Overall the overspend on some lines and the underspend on others even each other out.*Governor : The net effect is £9k more carry forward than predicted and includes some of the expenditure items that are to be discussed later?**CW : Yes it does include some but not all.**Governor : With reduction in numbers and requirement to formally submit 3 year plan we need to regularly review and discuss.*Any questions? - None raisedLAPTOPSIt has become very obvious over the last few months that there are not enough laptops in school for staff. Currently there are no spare ones on site. The newest staff ones that we have are 3 years old and purchased during the amalgamation.Some of the ones we do have are not completely suitable for using to teach online from home - they can be very slow.Propose to purchase 20 new laptops. This would ensure all teaching staff have one and give 14 spares to be used by TAs to connect to meetings and complete online training etc.Cost of 20 x Dell laptops is £17500.00Cost of 20 x Acer laptops is just over £13000.00*Governor: It is important that we keep the tech up to date for staff and replace when needed. As long as the spec is the same on both options then go for the cheaper of the 2 options - both brands are good.**The machines which are no longer up to the standard needed should be re-purposed and could possibly be donated to one of the charities currently renovating and distributing PCs etc to needy families.**CW : Will keep this in mind. Only proposing to get rid of laptops thatare not working at all, rest will remain as spare.***Proposed : TW****Seconded : CB****Approved by all**CATERING CONTRACTAs discussed previously the catering company have invoked a clause in the contract due to the reduction in meal numbers due to Covid which means we are now invoiced for the actual cost of the contract minus any income from the parents and not a set amount per meal sold. This was implemented from the start of the school year. The invoices received for the Autumn term have all been less than the UIFSM grant we received for that period so there is no net cost to the school. In the current lockdown the caterers have furloughed some of their staff so we have reduced staff costs to cover. We have agreed to cover the additional 20% pay so those staff receive full pay and any on-costs on their full pay is not covered by the furlough scheme. The expected invoice for Jan, Feb and March is therefore less than the UIFSM grant available for these months. The original guaranteed return on the contract payable to the school for the first year was also reliant on normal service and we will therefore now not be receiving this.FSM pupils are currently receiving £20 of vouchers which is the £15 we can claim back from the government pus an additional £5.This will be the same over the half term - BFC have said they will be providing £20 vouchers.*Governor : How will the extra £5 be covered? Will it come from the UIFSM line on the budget?**CW: Yes it will*INDICITIVE BUDGET 2021/22The presented indicative budget was discussed. Governors agreed that there should be no issues with the budget for next year. |  CW |
| 6 | **Sites and building Update**TREE WORKTree work has all been completed – the neighbours have been pleased with the work carried out and even used the same contactor to carry work out on their trees.BOILER IN YEAR 2This has now been replaced..OUTDOOR AREAAs mentioned previously due to COVID the originally budgeted use of the sports funding grant has not been able to take place and it is anticipated that use of external sports providers will also be limited in the next year due to ongoing COVID. An area of the school where sports provision could be improved and provide all year round access to outdoor games would be to cover the outdoor ball court with a canopy, improve the surface and develop the outdoor toilets. We have obtained quotes for all these projects as follows:Canopy  Clovis Canopies - £34575 – one structure supports around edge Fordingbridge - £36381 – one structure supports around edgeA & S Landscape – between £70000 and £90000 and includes foundations. One structure with support around the edgeWaverley - £44397.40 but is an apex structure with additional supports across the middle of the courtAll prices are subject to full site survey and structural report and comply with regulations for construction of steel work and aluminium construction and will be built in accordance with regulations to cope with wind and snow load which will be assessed by the structural engineer during the structural report, the cost of which is included in the quote. Quotes do not include any additional costs for additional foundation depths if required by Building Control or any additional costs arising from unknown underground obstructions. Foundations for Canopy Clovis Canopies - £8281 A J Keane construction - £8360 Waverley - £10000 but is for more supports Surface – A J Keane Construction - £9860Outdoor Toilets including storage area (Old changing room Block)  Artizan Builders - £30125 – Includes new windows  Abacus – £32659 Able – verbal estimation of around £50000A J Keane has worked with Clovis, Fordingbridge and A & S Landscape and therefore it is proposed that they complete the surface work and the foundations for the canopy as it will be better to do these together.Clovis Canopies and Fordingbridge proposals are for identical builds and they have both provided lists of projects previously completed. The cost of all of these projects can be covered from two years of sports funding grant and currently from projected additional carry forward. Total costs for four parts is £82920 with £40000 from sports funding. If the estimated spend to the end of year as shown on the report is incorrect and there is a higher spend then the remaining cost of the projects can be funded from the Schools Private Fund £35000 and the capital fund of £16602 or fundraising or any combination of. The available sports funding, private fund and capital fund total is £91602 which would leave £8682 without any fundraising.*Governor 1: How long are would the guarantees be?**CW : 10 yeas for canopy and 25-30 years on structure**Governor 2: Clovis quote have quoted for canopy and foundations seperately?**CW : Requested this as they offer both services.**CW : AJ Keane recommended for doing the surface replacement and can do the foundations - makes sense to have the same supplier. When they came to quote they were very professional and knowledgeable and have worked with all the companies quoting.**Governor:3 Only issue with ground workers is that they can be unreliable.**Governor : Where is the old changing room block?**CW : At the end of the ball court currently being used as storage.**TS : To re-instate the use as toilets would mean no one having to go back in to school during a lesson. This would also mean that for future onsite events school buildings would not have to be opened to provide toilet facilities.**TS : fulfills the spec for using the Pupil Sports Funding as it enables the pupils to get outside all year round.**Governor: Could we ask the PTA for some funds towards it?**Governor 2 : If parents can see how monies are being spent and the benefits they can be more willing to donate**Governor 3 : Looks like a lot of money but based on current numbers is around £15 per child for the time they attend the school.**Governor 4 : Great idea helps to get the children fit and out in the fresh air**Governor 5 : Definitely a good idea - yes it is expensive but the benefits are worth it. This would be a unique selling point which could help attract more pupils and in turn funding.**Governor 6 : Great idea and funding from other sources would be good if we can get them. Did we look at other funding e.g lottery, grants etc as discussed previously?**CW : Yes but in the current climate there is nothing around at present.**Governor : will the drainage be sufficient?**TS : Has been discussed and there is a plan in place to ensure that it is.**Governor: Once the surveys have been completed who gets to sigh off?**CW : All building regs would need to be met and the school would sign it off once complete as being managed by the school.**Governor: It is a great idea just want to ensure everything is covered and that technical specs are appropriate and sufficient.**Governor: How long would the process take?**CW : If planning is needed that would take 8-10 weeks* *If process had started in December they had anticipated being on site mid April.**Would be summer holiday job which allows time for actual work to be completed.**TW : We are in a position to be able to afford the works.*The quotes and merits of each proposal were discussed and the following companies agreed on to carry out the work:Canopy –Clovis CanopiesGrounds work and Surface – A&J Keane ConstructionOutside Toilets – Artizan Builders**Project Work and Contractors Agreed****Proposed : RC****Seconded : CB****Carried unanimously** |  |
| 7 | **Documents/Procedures for approval/review**None required. |   |
| 8 | **Part 2**See separate minutes |   |
| 9 | **AOB**:None |  |
| 10 | **Date of Next Meeting:** Next meeting 22nd March 2021 - 7pm |  |

APPROVAL OF FINAL MINUTES

Name:

Signature:

Position:

Date