College Town Primary School



**Staff and Finance Committee Meeting**

**17th May 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 |
| 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) |
| Jenny Hipkin | Co-opted Governor |
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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  Jenny Hipkin |  |
| 2.0 | **Minutes of the Last Meeting:**  Correction needed to Catchup funding section - CW had emailed clerk prior to the meeting and amendments had been made.  **All approved as being correct after the change.** |  |
| 3.0 | **Declaration of Pecuniary Interests and Business Interests:**  No changes to existing declarations |  |
| 4.0 | **Sites and Buildings Update:**  CANOPY UPDATE  TS had received an email today from the contractors saying that there is now a 14 week lead time to delivery once they receive the confirmed order. The planning consultant has confirmed that our planning application has been submitted but there are delays at BFC planning office. The backlog in planning means they are currently looking at applications received up to 2nd April so it is not likely to be considered until late June. This means we are now looking at the Autumn term for the work to start.  *How long will the works take to complete?*  *Could take up to 4 weeks possibly longer depending on co-ordinating with groundworks.*  *Not much we can do as long as prices are locked in and fixed.*  *Prices are fixed only leeway is for any unknown issues that may come up*  OTHER WORKS  Toilet block and changing room refurb has now been completed.  Other areas of planned work that have been carried out this term are some new external LED lights and a new roof to replace one which was leaking on outside covered area in KS2 playground. Also had to refit all the capping stones on the low wall around the ball court as they had become loose.  *When is the next site survey due - it has been a while since the last one.*  *Was due to have been done over the Easter holidays but they didn't turn up. All planned condition works for next year are based on the existing report.*  *There hasn't been a walk round site for over a year now so should book a site walk round as soon as possible after 21st June.*  *Have contractors on site so a visit and walk round would be possible now, Date to be booked in after speaking to Pete.* | CW / TW |
| 5.0 | **Staffing Update:**  TS provided a staffing report for all governors to read prior to the meeting which was discussed  Structure for September is based on EB leaving and not replacing the assistant head post.  There is no Early Years lead on the structure - this will be covered by TS. Feels this is best option with the new EYFS framework coming in and 2 new members of teaching staff coming in to Yr R.  *Good idea as there are lots of changes and gives a good foundation to move forward.*  Any questions on the proposed structure?  *Where does the SENCO come in to the structure? Is it under inclusion?*  *Yes.*  **Class structure for 2021 – 2022**  Clearly laid out - any questions of comments? - None  **Nursery**  Will be staffed with 1 qualified teacher plus 4 teaching assistants  **Reception**  82 pupils have been placed at CTPS to date and this will see three classes each with a teacher plus three full-time teaching assistants across the base. If it becomes apparent that there are children with additional needs it may be necessary to advertise for additional support.  **Year 1**  62 children will be split into three classes of between 20- 22. There will be three teachers supported by 2 teaching assistants for general support with one teaching assistant supporting a child with an EHCP.  **Year 2**  56 Classes will be less than 20 with the existing team of three teachers. Due to the small class size there will only be two teaching assistants supporting across this year group.  **Year 3**  71 children will be in three classes, although during the morning session when Maths & English is being taught they would be further split into four. The biggest class would be the more able, approximately 24 pupils with two further groups of 18 leaving only 10 – 12 children in a small group where teaching can be highly differentiated to ensure that they are adequately supported.  **Year 4**  69 children. This will be a straight forward transition with the classes moving through as they currently are. Any moves will be on a highly individualised basis.  **Year 5**  70 children. This will be a straight forward transition with the classes moving through as they currently are. Any moves will be on a highly individualised basis.  **Year 6**  61 The children are currently in three small classes across Year 5. However, in Year 6 they will be placed into two form classes. Providing that there is capacity within the teaching staff during the morning the most able children will be taught separately for maths with the two larger classes being split for maths and writing.  RECRUITMENT  Successfully recruited 3 x NQTs and 5 experienced teachers for September.  *What was the quality of candidates for these positions?*  *Very high across the board from the NQTs to the most experienced teachers. BFC have said not many teachers are actually moving but the quality of candidates across the whole area has been very high*  TRAINING  The new Early Career Development Programme will be delivered in house. It consists of 12 blocks over a 2 year period. . This only effects new teachers from September 2021, any NQTs who have already started their NQT year but have not completed the full year will complete their NQT year following the current scheme.  School is well placed to do this with Anne Duncan's expertise. This will enable all the modules to be delivered and provision and support adjusted for each of the NQTs giving them maximum support.  Having provided the breakdown to governors means that when talking to NQTs they will know what they should have covered and ask questions relating to this.  *Think the 2 year plan for NQTs is a good idea*  *Should improve the quality of teaching*  TS to attend a designated lead safeguarding training session - using BFC this time usually used an external supplier taking the opportunity to compare and evaluate.  Any questions? None raised |  |
| 6.0 | **Finance Update:**    CW had provided full reports on final budget, proposed budget, benchmarking and SFVS for governors to read before the meeting.  2020-21 FINAL BALANCE / USE OF CARRY FORWARD  The Final balance is £301687 (14.88%) which is more than predicted at the March meeting due to some refunds for budget de-delegated to BFC for central use that was underspent this year. Final capital balance is £6877.  Allowed to carry forward 16% but have to explain any amount between 8% and 16%.  This means explaining £139510 - this is covered with:  The works on the canopy  Groundworks including extra drainage  New ball court surface  Sheds x 2  Final year of protected pay from the amalgamation  Additional staffing costs (which will run across 2 financial years) and is based on M6 payscale for 3 staff 7/12 of which is in 21/22 budget.  *If we recruited at NQT level would this mean that we wouldn't use all of the staffing costs proposed for the use of carry forward as based on M6? Could we remodel for next year once all the staff are in and working?*  *3 NQT,1 x M3 and 4 x M6 plus the teachers coming out of class are upper scale so feel the formula used is as good as can get to allow for the variations in levels. Have 1 less M1 next year as they are on a temporary contract and allowed for in the calculations*  Also have to report on impact of COVID and in particular any plans from 20/21 that have been deferred and plans for 21/22 to aid recovery. This could include sports funding usually used for swimming which will need to be caught up at some point. Will prepare and submit the information and report at the July meeting.  *The PTA had mentioned that they were looking at funding one of the sheds as it is for their use*  *This is correct but have allowed for it incase this does not happen. Have met with the PTA treasurer who has been asking how we could use any monies raised.*  *Possibly trips as these are now allowed but not sure for how long. Planning for activities from September for things being back to normal.*  Proposed Use of Carry Forward:  **Proposed by : RC**  **Seconded by : TW**  **CARRIED UNANIMOUSLY**  2021-22 BUDGET PLAN  Capital Budget - £16602  Revenue funding - £2,365,749  Pupils for reception in Sept 21 is now 81 which is more than expected - this is the highest in Bracknell. Numbers for the area are generally decreasing with many 3 form entries reducing to 2. The budget for next year will therefore be similar as the number coming into the school is similar to the number of pupils in Year 6 leaving.  Staffing costs now estimated at £82000 to cover extra teaching staff for splitting classes into smaller groups across the school both in the summer term and with the new staffing model from September 2021.- The carry forward covers some of this cost as discussed and the remaining catch-up fund will cover some of the summer term costs in YR1 and FS2.  Utilities based on costs over last 2 years  Curriculum budgets based on previous years and any additional know requirements. Includes higher budget for PE to cover items usually funded from Sports funding grant.  Replacement of 4 whiteboards and 30 additional laptops and trolley included.  Maintenance budget - using existing rolling redecoration plan and condition survey work based on current condition survey, awaiting new condition survey. Have included new carpets in Yrs 5 and 6 but once the new survey has been completed and reported this may change but an amount has been included.  SLA with BF as last year - there may be additional costs just announced by BF regarding energy contracts management.  Catchup funding has nearly all been spent and the remainder will be more than spent with the summer term staffing catch up plans  Sports funding will be used for the canopy and court surface, PE SLA.  Plan shows £158600 at the end of the year.  3 YEAR PLAN  This has to be submitted to BFC by the end of June – the spreadsheet to be completed was sent to schools late last week so we have not had the chance to look at this before this meeting. The information from BF gives predicted pupil numbers and the impact this will have on the funding and allows for various scenarios to be modelled. This will be looked at in more detail and the three year budget plan presented at this meeting will be redone. This will then be forwarded to finance chair for comments before submitting and then report to governors at  July meeting  The predicted numbers from BFC for Sept 22 are 51 based on housing and birthrate. However the predicted number for Sept 21 was only 57 and the current intake is 82 so it is difficult to predict especially in this area as the predicted numbers does not included the army.  The three year budget plan presented is based on the total pupil numbers remaining the same (this is correct for the second year and based on an intake of 60 in FS2 in Sept 2), funding staying the same, grant funding staying the same, the 3 additional teaching staff for 21/22 being removed from Sept 2022, one off projects being removed, one off expenditure such as laptops and whiteboards being removed and catchup funding being removed.  We would hope that teacher numbers will reduce based on the normal levels of resignations and the three additional teachers would not be replaced.  The Balance at end of year 2 is £76284 and £34766 at end of year 3  *All we can do is manage next year and 2 years out. Year 3 is too far off to be precise.*  *We are in a good position currently.*  **PROPOSAL OF 2021/22 BUDGET AND 3 YEAR PLAN FOR SUBMISSION:**  **Proposed by : RC**  **Seconded by : TW**  **CARRIED UNANIMOUSLY**  BENCHMARKING  All the details of the different benchmarking areas reviewed were provided prior to the meeting.  Overall school is running in the middle of the schools that were looked at  Energy and water were in the higher end - could be down to the age of the building and heating system  *Maintenance and Improvements higher than other schools looked at*  *This was due to all the work that had been done in that period - we also keep on top of our rolling decoration programme others don't necessarily do this.*  *Happy to be where we are.*  *The benchmarking process next year may not be of much use due to Covid as all schools will have been impacted very differently but it will be interesting to look at.*  SFVS  Any questions regarding the data completed? Happy for the form to be submitted? Will need to be signed by chair prior to submission  None raised  **Approval SFVS**  **proposed : TW**  **Seconded : AH**  **Carried unanimously** | CW  CW |
| 7.0 | **Part 2: (if applicable)**  See separate minutes |  |
| 8.0 | **AOB:**  None |  |
| 9.0 | **Date of Next Meeting:**  5th July 2021 @ College Town Primary School 7pm |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from S&F Meeting on 17th May 2021**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | Book in for site visit and walk round | 17 / 05 / 2021 | **CW / TW** |  |  |
| **Action 2** | Report on impact of COVID tabs | 05 / 07 / 2021 | **CW** |  |  |
| **Action 3** | Report on 3 year plan submission | 05 / 07 / 2021 | **CW** |  |  |