College Town Primary School



Staff, Finance and Sites Committee Meeting

16th November 2020

held via Teams after FGB Meeting

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 |
| Jenny Hipkin | Co-opted Governor |
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| In attendance | |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane (KC) | Clerk |
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| Apologies |  |
| Emma Britton (EB) - mat leave | Staff Governor |
| Cheryl Bentley (CB) | Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor / development Governor |
| Toni Barton (TB) | Vice Chair - Co-opted Governor |
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| Minute No. | Details | Action by |
| 1 | **Apologies and Welcome:**  Apologies from JP / CB and TB  EB currently on maternity leave |  |
| 2 | **Minutes of Previous Meeting and matters arising**  All approved and agreed | ALL |
| 3 | **Declaration of Pecuniary Interests**  No changes or new declarations | ALL |
| 4 | **Staffing Update**  See part 2 minutes |  |
| 5 | **Finance Update**  CW had produced full and thorough report for governors to read prior to the meeting.  MAIN BUDGET  Slight overspend on teachers  Catering Debt - duty meals has been paid still trying to recoup the rest.  Computer Software : overspend for CPOMS and parents evening software.  Pension Grant was less than originally budgeted.  Had KS1 recalculation for summer term £14000 due to come in December which will cover ISS debt.  Have produced set of accounts with COVID expenses and without to see the impact - appear the same at present due to savings on some lines that even out the overspent areas - cleaning materials looking to be double original budget.  Any questions? - None raised  INTERACTIVE WHITEBOARDS  Clever Touch Boards are not up to performance needed for software now being used - the Promethean boards are up to the spec needed.  Looking at replacing 5 screens at a cost of £11,500 for purchase and installing. Originally planned to use capital but now propose to use main budget as shown. This will also ensure that all the boards in KS2 classrooms are Promethean boards and ensure consistency of teaching.  *Governor: Yes this a large expense but we need to ensure all classes are getting the same opportunity to access the software and we have consistant equipment across the site.*  *Is there a resale value in the boards as they are still in working condition and not really that old?*  *CW : Will look in to this.*  *Governor: We have the money in the main budget so we should do it whilst we can afford rather than have to do it when we can't but have to.*  Proposed : JH  Seconded : TW  Approved by all  SPORTS FUNDING  £20,000.00 sports funding was planned to be spent in the usual way when budget was done however with the current circumstances this won't be possible and alternatives are being looked at....  The outdoor ball court in KS2 (15m x 20m) could have a roof or covering put across it to make it an all year round outdoor accessible area. Quotes for this come in at between £45000 and £150,000.  The quote for £45,000 comes with a 10 year guarantee and would take just over 2 years of sports funding.  The ground surface may need to be looked at and possibly be replaced by a better playing surface.  *Governor : Does proposed roof have enough height clearance to make it fully usable?*  *CW : >3.5m height in order play all games.*  *This expense would fit the "lasting impact" aspect of the Sports Funding specified usage as it would be a curriculum area as opposed to a play area..*  *Governor : Any other funds we could access or look at getting such as Sport England to help with the costs?*  *CW : Can look in to this and possibly lottery funding, company grants, military grants etc.*  *Governor : Currently an outdoor space with a roof does it become an indoor space?*  *TS : No with no sides it is still an outdoor space just means they safety dry 90% of the time - ideal for being able to still do PE sessions outside all year round.*  *Governor : Great idea and grants to help fund it would be a great idea. is it something we could get the army to do for us to reduce costs?*  *CW : Not sure insurance cover would be ok with this*  *Governor : Not a fan of committing forward year spend given current situation (sports funding could disappear at any time) but agree it is a good idea especially under the current climate*  *Governor 2: The PTA could possibly do a fund raising activity to help with costs?*  Governors agreed it sounds like a good idea to look into it along with doing the pitch at the same time once they knew what grants could be acquired to help with the costs. Will review quotes at next meeting.  CATERING CONTRACT  Harrisons are now running the catering. Figures up to October are not as budgeted.  Lots of contributing factors including :  drop in universal FSM by 25 a day, class and year out due to covid isolating.  Uptake is a lot lower than the original budget had planned for based on 500 pupils actual number of pupils is 479.  Class out for 8 days in September – will drop in November as Year 5 also out for 8 days.  CW has had meeting with Harrisons about the situation – clause in contract due to exceptional circumstances will be actioned which means school will pay actual costs and not costs per meal.. All the FSM grant will be used to pay the catering bills £80,000 grant currently £77,000 is expected in bills for catering.  Staffing is over current need so they may furlough a member of staff  *Governor : whilst this is up to the company to decide and not us can we ask them to look at this to reduce everyone’s costs?*  *Governor : is all of this factored in on the budget?*  *CW: Yes on the FSM subsidy line.*  *Governor 2: Is it worth trying to find out why the uptake on meals is so low?*  *Would a “sandwich” option be a better way to go?*  *CW: In KS2 may be due the way change has happened and getting used to bringing own lunches after closures etc. Have asked for a leaflet to provide to all parents promoting the meals.*  *Standard is much higher than previous firm. Have sent leaflet home to re-assure parents of measures being taken regarding COVID safety*  Will monitor and update.  AFTER SCHOOL CLUB  Not been enough interest for current year – will keep on back burner and review. | CW |
| 6 | **Sites and building Update**  TREE SURVEY  Trees on back fence by gate 3 is the highest priority. Approx £3000.00 based on 3 days work being completed at the start of December.  NURSERY DRAINAGE  All done and have had plenty of rain and no more flooding.  Both from repairs and maintenance budget. Still £5000 on grounds and £5000 on repairs and maintenance available to spend.  BOILERS IN YR2 & BUNGALOW  Waiting for some parts to come in to get up and running fully. They are oil boilers and approx 25 years old - they will probably be picked up on next years site survey.  The issue with the light fittings filling with water has been looked at by Atkins today and have proven it does happen so they are replacing them.  *Governor: Any issues straight back to BFC to get sorted properly.* |  |
| 7 | **Documents/Procedures for approval/review**  INVENTORY  Under current circumstances no physical checks are able to take place. All online re-allocations have been done and any redundant equipment has been disposed of and recorded.  All new equipment has been added to the list.  Any questions? - None raised |  |
| 8 | **Part 2**  See separate minutes from FGB |  |
| 9 | **AOB**:  None |  |
| 10 | **Date of Next Meeting:**    Next meeting 8th February 2021 - 7pm |  |

APPROVAL OF FINAL MINUTES

Name:

Signature:

Position:

Date: