



CCI Governors: Caring Governors, Courageously Challenging, Inspiring All

Christ Church C of E VC Infant School

Finance, Staffing & Premises Committee

Caring Governors, Courageously Challenging, Inspiring All

Minutes of meeting held at School 20.11.2020 @ 9.05am

Committee: Jacky Wood, Julie Wilkins, Anna Martin, Jenny Falco, Chris Douglas (associate member: Jackie Orr)

Absent:

Clerk: Cath Evans

Value of the Term: Compassion	Action
1/20 Welcome & Apologies Everyone here	
2/20 Declaration of Pecuniary Interests None	
3/20 Approval of Minutes Chris Raised this: We were spending 42% on staff new one says 67%.... 67% is the right amount. Approved with this correction	
4/20 Late Items Nothing to bring up	
5/20 Head report Biggest issue, no insurance companies are covering isolating staff, an extra £5800 for that cover. We might have to take the hit on this rather than extend the insurance policy. We have 2 TAs that have children isolating, so juggling childcare and covering the classes is tricky. CCJ are using the catch up funding to cover these absences. AM is just flagging this up rather than asking for a solution. Unpaid parental leave is a statutory right but we don't want to do this for our staff. We are trying to do the right thing for our staff and not making them take unpaid leave. Some other schools are not paying their staff if they have to isolate. Governor asked: what do the LA say on this? No guidance from them at all. AM thinks wellbeing is a bit of a problem at the moment, losing money is not going to help that situation for our staff. Governor says: we should protect the staff pay as well. Andrew Best will be raising this. How many teachers being off would justify the expense of the increase insurance premium? Insurance would only cover a positive Covid test, and if a Teacher had a positive, the class would close anyway so no cover would be needed. Have any other school added the premium? Budget is so tight we cannot afford the increase in premium. There will be loads of clauses to the cover anyway so the	

Signed off Chair.....Date.....



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<p>insurance company will try not to pay out at any sign of Covid. Good news though, looks like Teacher will be some of the first people to qualify for the vaccine.</p> <p>We're all looking at deficit budgets. We need to code our Covid related payments so that we have a final figure of what we have spent which is out of the ordinary.</p> <p>SEN TA vacancies, applicants are looking good. We're feeling quite positive about filling these roles.</p> <p>Wellbeing survey, greater number of teachers reply to it, TAs have not been very well represented. Naturally TAs don't like to fill these out, as they are not sure how anonymous their comments will be. Some feedback was that there was no knowledge of who the wellbeing governor was. I think there is some need to clarify what the options are if anyone needs help. Some ideas of what governors can do to make staff feel valued, maybe greetings cards. A couple of the governors are getting together to get some ideas of things to do. Wellbeing Governor feels that the staff should be able to contact her if necessary. Staff wellbeing rep needs to be careful with compromising her role on SLT with her role as Wellbeing rep. There is a fine line between being an ear rather than trying to solve the problems. Governors reviewed Wellbeing survey, low scores were thought to be entered incorrectly as the comments were very positive. General feeling is that what Head is reporting is reflected in the survey so Governors are happy with that. Head Teachers wellbeing would be helped by the LA relaxing teaching expectations and letting staff concentrate on Covid, making sure the children are happy in school and take the pressure off testing etc. Some recognition would be good as that is not forthcoming. Governor has said that as a governing body whatever happens (data drops etc) they have our back. Governor is happy to write letters and flag things up so that there is a paper trail on reporting issues to the LA</p> <p>Governors are responsible for the Heads wellbeing and then she in turn is responsible for staff wellbeing.</p>	
<p><u>6/20 SBM REPORT to FS&P T2 2020/21</u></p> <p>Some extra reports have been sent out this morning from the Finance Officer after the budget meeting yesterday. Budget is affected by us not being able to do fundraisers we usually have a huge amount of donations but Covid is affecting these.</p> <p>Due to Covid the budget is now reflected as deficit. Just shows how all the little things add up to be quite a huge amount. Hoping that Andrew Best will back us and fight our cause. Not sure how this will affect future years?</p> <p>We now need a new boiler and we have problems with the drains, also the Elliott building will need rebuilding, all of these are unforeseen costs on top of the Covid spend.</p> <p>Of our hub 4 out of the 6 are being massively affected with being pushed towards a deficit budget. CCJ are highlighting this to the LA and hopefully shouting about it will make people listen. What is our plan for getting out of the deficit budget?</p> <p>We've been through the budget review, all the right decisions are being made at this moment. We will keep pushing for extra funding for Covid. We're in the good financial position due to our SBMs great budgeting. Great work!</p> <p>Office budget is going to be spent on signage, classroom branding. Schools are looking more corporate, we need to keep up with the rest. All our current signage looks very negative, we need to be more welcoming.</p>	



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Staffing

Teachers

The school Governors approved the advised salary pay points, information was provided to all with reference to the financial impacts to the school.

The pay award proposed involves a staggered uplift to the statutory minima and maxima of all pay ranges and allowances from between 5.5% uplift to the minima of the main pay range, to 2.75% uplift to the maxima of the main pay range. All other minima and maxima values to UPR, allowances and the leadership groups have been uplifted by 2.75%.

Once STP&CD has been ratified, to ensure compliance with the statutory document (and subject to any final changes), payroll will uplift these statutory minima and maxima pay values only (backdated to 1 September 2020). Changes to **these pay values only** will be uplifted automatically by payroll.

For ease of reference the advisory pay points are as follows with minima and maxima values highlighted in bold:

<u>Pay scale</u>	<u>This is the % increase required to meet proposed salary</u>	<u>Current basic salary figures as at April 20</u>	<u>Increase £'s</u>	<u>Advisory pay points values</u>	
M1	5.50%	£24,373	£1,341	M1	£25,714
M2	5.99%	£26,041	£1,559	M2	£27,600
M3	5.44%	£28,133	£1,531	M3	£29,664
M4	4.88%	£30,299	£1,479	M4	£31,778
M5	4.33%	£32,686	£1,414	M5	£34,100
M6	4.80%	£35,269	£1,692		£36,961
Max 6	2.75%	£35,971	£990	M6	£36,961
U1	2.75%	£37,654	£1,036		£38,690
U2	2.75%	£39,050	£1,074		£40,124
U3	2.75%	£40,490	£1,114		£41,604

Impact to the school:

Budget type	2020/21	2021/22	2022/23
Budget £	532543	548593	560292
Advisory £	534378	551332	568822
Bud v advisory	1835	2739	8530

Catch Up Funding



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The school will receive £18,000 for catch up, as a school we have decided to use it by recruiting teachers into these posts. The jobs were advertised as a maximum of M3. The two recruited will be M1 (NQT) and M2. An additional reading assistant has also been recruited, we will spend over the £18,000. But this will be nominal and the remainder will be supported by the PP funding. The contracts last until the 2.7.2021.

Support staff

The salary uplift has now happened, with staff receiving back pay in their September pay packets. This back dated to April. (This affected 41 members of staff) this was budgeted for 2.5%.

Insurance Claims

Two claims have been refused since the last meeting, one was a member of staff who had surgery, as mentioned on the last meeting, but this was claim was started not 5 days from the policy starting. There is no pay out for this, there was not any additional costs, as this happened during lockdown and the member of staff was still shielding.

The other refused claim was for a claim started in January 2020. Based on the old policy. This has cost us £7760 for staff costs then £8742 for supply costs, due to the nature of the classroom. Overall cost of this absence: £16502. As the member of staff had had a 5 day period of stress during the year before the policy was taken out.

It is worth noting that to protect the teacher's wellbeing, there were additional TA's put in place, sometimes there were 4 in the classroom. A child making inappropriate comments, make a member of staff uncomfortable so could not be in the class by themselves with them. This is in part funded by EHCP money as it supported a child in question and PP+ money. But still has an impact on the budget, due to the time scales it is part of last years budget and this year, as the company we used, for supply, furloughed staff when we went into lockdown. Meaning invoices arrived after the start of the new financial year. This is not budgeted for this financial year.

Severance schemes and maternity schemes, which is a South Glos buy in, has increased: Severance £4556 and Special: £1327.

Insurance and the ability to claim has changed dramatically with Covid. If a member of staff has an op, then the isolation period is not covered. However, if a member of staff does need to be covered, ie a teacher/TA, then the school is massively out of pocket.

This is the same for all schools, there is effective challenge in to the LA which we hope will go further, as this one particular case I mention has cost the school over £4000.

When the whole school was not in, this could be covered, it now cannot.

Pupil Premium, PP+, Free School Meals and Universal Free School Meals

All Infant aged children receive Universal free school meals. (UFSM) This was put in years ago to try to ensure all children had a hot meal. We have a large uptake normally, over 170 children on an average day. On the school census (October and January) we have to record how many children have a meal, this will work out the funding we receive to pay for the school meals, if we have low numbers on these days, then the school will end up paying for the meals from the main school budget, hence why it is so critical that more children take a meal on these days.



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Free School meals (FSM) is then different, this is for families who are on lower income and/or receive certain benefits. As an infant school with children UFSM, this is often hard to get people to sign up, as there isn't seen to be a need.

When we have children who are FSM, they become eligible for Pupil Premium. (PP) This is £1345 additional funding to the school, per child. The school receives this for six years after the FSM element ends. So a child in YR who has it for 4 weeks, will be eligible for PP all through their infant years.

We had our largest ever FSM at 26 this summer, in part due to the shopping vouchers going home during the lockdown period of £15 per child. This has been a massive help to families, continuing into the summer, which is unheard of, for £90 for the 6 weeks. Our numbers are coming back up, thanks to a push from the office team and SENCo, we have 22 FSM children.

Pupil Premium + is money we receive for children who are adopted or have a special guardianship. This funding has to be spent directly on those children, often being spent on counselling, play support etc. This funding reduces significantly for us this year as we have only 1 child who qualifies, previously 5.

Lots of concerns that this will exceed the budget by the end of the year, due to the fair payments agreements during lockdown, we have paid for the meals on an average from Jan-March for the lockdown period, which is fine, but this is continuing now that we are back, as the numbers are slightly down, we are paying a top up fee to bring us up to last year.

Premises

Spend over the next two terms:

Asbestos survey: Spend: **£850** Plus sample swabs, for a management report. Taking place in February 2020, this is due to the flooring being completed, which will have reduced the asbestos that we have in school, plus with the building work, we will nearly be completely low risk.

Boilers: the service guarantees have come to an end, on the back of the new items installed in school in the summer of 2018. The new service contract starts in November, this will test all the water heaters, air heaters and the boilers. This annual contract will cost **£773**. Other schools use the contractor in the area, the cost is very similar and the service has been highly recommended.

Flooring: This has come from 2 year devolved funding and fundraising from Nativities and other activities, the governors approved the spend after receiving three quotes, we opted for the middle quote of **£25,000**. On the accounts this needs to be transferred from the school fund to the school budget. (this involves a bank visit, rather than a simple transfer). The company did the whole school apart from the Y2 classes, as these were completed from free tiles and fundraising the previous year.

Devolved funding is awarded once a financial year and we have three years to spend it. This can only be used on the building or ICT. We have used it for flooring and ICT over the last three years.



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To enable easier free flow and to open the school area and make it easier to flow, we have had to take a tree down, cost of **£400**.

Planter removed by the caretaker, making this free, however the ground below these removals are not great, but in removing the planter we can see that the Elliot buildings are in further need of repair. To be raised with the council.

After the running track was laid we felt that the field area needed some TLC. This comes to a cost of **£450**. Which can be covered with the grant that Tesco gave to us, for the Bag for Life, this was awarded in the summer term, after being on hold for 12 months.

Electricity and Gas

The contract has come to an end with WME, South Glos have tended again for the schools. This has been in the 'pipeline' for the over a year. As a school we could opt for Green energy. Unfortunately, the green gas prices were excessively higher than other gas prices, that we could not justify this move yet. The electricity billing will be Green energy though. The difference in cost was nominal. The diocese were also keen for this information as part of moving the Diocese to green energy.

Water Testing and Water

The company South Glos employed are not as regular as the last contract and this has been fed back. Positive changes are being put in place. Water tests, legionella etc. are all now monthly checks and have been completed during the whole of lockdown.

South Glos are also in the process of tendering, for the short term, for water prices.

As with the above, it is felt that this is best to be dealt with by South Glos, as the best price is sought when the contract is bigger.

Boards

Since the last meeting, one new board has been fitted, it is smaller than previous boards, so something to get used to, this is the start of the new program of new boards. We will potentially install another one this next financial year. This will come from devolved funding.

Finance

School Budget

The budget meeting for the revised meeting will be set soon, normally November time, after the school census, will need availability. This has to be approved before the 30th November, so FS&P meetings and FGB meetings are set in line with this deadline.

We did carry forward, knowing our spend would potentially wipe this carry forward out this year.



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<p>Staff costs should be around 67% spent, we are showing over on some of these, there will be a slight saving with more expensive SEN TA having left, but once the 2.75% is applied, these will be overspent. The school budget is attached, this is the latest report to the end of Period 8.</p>	
<p>7/20 Chair Approve revised budget – happy to approve. Teaching costs, staffing costs, drop in PP funding, extra Covid costs. Insurance payments have not been paid. We were supposed to qualify for £10k but due to some outside administrative errors we now will not get it. We put in 2.5% increase in staff costs and it doesn't quite cover it. Catch-up funding has come in and gone out, so nothing to gain from that. All the Covid costs, cutting down tree, extra hand towels anti bac etc. etc. came to about £8k, also losing out on £4k of lettings income. Training: Need to work with Governor on her training matrix, which will be gone through at FGB. FS&B need School governor training (JW and CD have) GDPR needs covering – JW will pick that up. Professional use of Technology (no one) Head teachers Appraisals (BS & SS) SFES (JF & JW) School Governors & Equality (JO) Staff Performance and Pay (Gone through what governors have got but are keeping an eye on what is needed. Will keep an eye on the Thursday email. Funding Formula Decision: That's been decided and sent.</p>	
<p>8/20 Policy Asset loan and Disposal – Approved Charging and Remission – Change the chair, change to 'electronic' slip then Approved Governor Allowances – Approved Draft Pay Policy – South Glos doc... not complete. Need to set up a working group to complete this CD, JF and JO or AM, to do this in early December.</p>	
<p>9/20 AOB Clerk vacancy: Interviews will be taking place really soon. One applicant is very strong, a parent who does this in her day job. So looks brilliant.</p>	
<p>10/20 Date of Next meeting: 22.01.21 Closed 10.13am</p>	