

MINUTES

Recreation Road Infant School

Full Governing Body Meeting

3rd April 2019, 7.00pm

Recreation Road, Norwich, NR2 3AP

GOVERNING BODY MEMBERS					
Marion Flaxman (MF) Chair of Governors	LA	Present	Gary McGuiness (GMc)	Co-opted	Present
Michael Bunting (MB)	HT	Present	Pirita Paajanen (PMP)	Co-opted	Present
Jan Jinkerson (JJ)	Co-opted	Absent	Ulrike Theuerkauf (UT)	Co-opted	Absent
Florence Harrison (FH)	Parent	Absent	Sheree Brock	Staff	Present
Matthew Hartley (MH) Vice Chair	Co-opted	Present	Kathryn Savva (KS)	Co-opted	Present
Morgan Self (MS)	Parent	Absent	Vacancy	Co-opted	
Jen Carlin (JC)	Associate Governor	Present			

Clerk: **Sheila Lewis-Smith**

No.	Item	Action
1.	Welcome and Apologies	
	<ul style="list-style-type: none"><i>To receive Apologies for absence</i> Apologies were received from Jan Jinkerson, Flo Harrison, Morgan Self and Ulrike Theuerkauf<i>Consent / Non-consent to absence.</i> Governors consented to the absence of JJ, FH, MS and UT. The meeting was quorate.	
2.	Declaration of Interests	
	No pecuniary or other interests were declared for this meeting.	
3.	To approve the Budget for 2019-2020	
	MF thanked MB and JC for their extensive work on the budget, which had been uploaded to Governor Hub prior to the meeting. MB said that there was a £27,000 reduction in Budget Share funding from last year. There is £40,000 still to taper off over the next three	

years as the National Funding Formula becomes embedded.

There is a slight increase in predicted pupils on role for 2019-20.

MB has scrutinised the SEN budget line; EHCP funding is awarded on an annual basis but the sums change, so there is no certainty. These are contained within the budget. However, other SEN funding via bids have to be made termly and are not represented in the budget plan.

Pupil Premium assumes the historic funding of £43,480.

IO7 - Other grants has a slight increase due to Sports Premium carry forward.

IO8 – Income from lettings have been made more accurate with a 3% increase built in. Sunflower Club pays £10 per school day (10x190= £1,900) which covers the energy costs. The charge increases in the holidays. Governors agreed that this was a useful facility at the school.

I18 – Additional grants – this is significantly more than previously as it contains the Teachers' pay grant and the pensions grant but both are only factored in for Year 1.

MB advised that there were significant changes to the staffing lines with a difference of £76,000, much of it due to increments and staff returning from maternity leave.

E07 – Cost of other staff – this is diminishing as pupil specific TA and MSA contract ends during 2020-21.

EO9 – Staff Development and Training – This has the VNET subscription factored in for the three years. There will be an increase in training needs in 2021-22, when some training, such as Safeguarding, will need updating. Only compulsory training is included.

E10- Supply Teacher insurance- Of the approximately £27,000 spent, £9,000 of this sum represents the money that is returned to the LA to contribute towards maternity leave payments. Our revised teaching cover insurance policy now covers from the third day of sickness absence, not from day one.

Q: Does this cover other parental leave? A: No.

E12 – Buildings Maintenance and Improvements - This is due to a Buildings Condition Survey costing £2,500 but is not then due for 5 years.

Q: Could this be paid from Capital Formula budget? A: Possibly and something to look into.

Governors agreed it would be useful to have a Buildings and Maintenance Plan in order to manage the work.

E18 – Other Occupational Costs – this includes a range of items such as refuse collection, sanitary bins, guarding and other services.

E19 – Learning Resources – this has had a 20% reduction and the PTA have been approached for support. MB has urged staff to be prudent and reign in spending where possible. This budget line also contains funds for Maths and RSE resources.

Sport Premium – the income is cancelled out by another line and assumes 100% spend, including on a proportion of swimming staff salaries.

E20 – This includes items such as subscription fees, broadband, management information system (MIS) and Espresso Learning.

E24 – Special Facilities – This usually contains transfers between schools.

Questions were invited:

Q: Does the plan to cover absence internally impact on access to training, both internal and external? **A:** Yes, as a last resort. It will be covered by SLT if needed. The £2,000 agency budget will actually only cover 10 days supply teaching at £200 per day.

Q: E27, what is Bought in Professional Services? **A:** Youth Trust Membership. E28 – Bought in Professional Services Other – This is for clerking, payroll, ICT support, Educational Psychologist etc.

Q: Thinking about the supply teacher insurance, how many staff being off will mean you cannot cope? **A:** There are a number of staff who can cover – 3 HLTA, 3 Cover supervisors, 2 SLT and the SENCo. MF observed that this is something to be considered. MB said that in extreme circumstances, classes can be split or covered by competent TAs for short periods of time.

Q: How does the catering work? **A:** The costs of £18,000 are not reflected in the income. **Q: Has the guarantee of FSM been confirmed yet?** **A:** Not yet. MF observed that the financial and school year not matching does not make this line easy to track.

Q: When will the first revision of the budget take place? **A:** By the end of the summer term.

Looking over the 3 Year Budget Plan

Two budget plans had been created – Original and Trial. The Original contains the grants for Teacher Pay and Pensions only for Year 1, the Trial puts the pension grant in for 3 years. This had been requested by the LA.

MF said that Original Year 2 still showed a deficit. MB said that if the Trial budget went into deficit in Year 2, this would trigger concerns. The best approach was to achieve a balance in Year 1.

Q: Is there any indication that the Teachers' pay grant will continue?

A: No.

Q: Is there just the 7% pension grant factored in to continue in the Trial budget? **A:** Yes.

Q: Have any staff requested part-time work? **A:** MB has received some indication for future years. MF said that the school had tried to move away from having multiple part-time staff but this may be

	<p>necessary in the future in order to mitigate budgetary pressures.</p> <p>Q: Can we sign off a budget plan with a surplus in Year 2 and a deficit in Year 3? A: Yes, it would be accepted with a recovery plan in place.</p> <p>MF asked GMc if he had found his visit shadowing MB and the Finance Officer useful in understanding the difficulties and issues with the budget. GMc said it had been very useful. MB said that a mixture of short and long term actions were needed, especially looking at contracts with services and suppliers.</p> <p>MF raised the issue of using Sports Premium to pay for a swimming teacher. MB advised that this was ring-fenced funding. Governors discussed the value of considering a Sports Apprentice, especially because the school is paying £4,000 a year Apprenticeship levy. The cost of maintaining the swimming pool was discussed and JC advised that she had averaged it out to be approximately £45,000 per year.</p> <p>The cost of decommissioning the pool had been quoted at £58,000 a few years ago but the pool isn't ultimately the school's to decommission.</p> <p>Q: What is the income from the pool? A: It is in I07, £12,750 from Parkside, RRIS and AJS; Clubs bring in just over £30,000 and Water Babies £10,000 of this. The loss of these large lets is a concern.</p> <p>MF advised that the decision regarding the future of the pool will likely need to be made in the next 12 months.</p> <p>MB advised that all lines in the budget will need careful and constant checking throughout the year</p> <p>The Actual and Trial Budgets were proposed by MH and seconded by GMc. Governors voted unanimously to approve both budgets.</p> <p>MF thanked MB and JC for the time they had spent on the budget and for managing what had been a very emotive and shifting task.</p>	
4.	Staffing Update	
	This is contained within the Confidential Minutes.	
5.	Policy Approval - Absence Management Policy	
	<p>MB had posted information on Governor Hub to allow governors to consider the issues they had previously raised concerning this policy. This had addressed their queries. MB noted that the new model policy brought the treatment of school employees in line with others working for Norfolk County Council.</p> <p>The policy was agreed.</p>	
6.	Sports Hall Update	
	A meeting is due to be held on 4 th April to discuss the Sports Hall management situation. Active Norfolk will attend the meeting and it was	

	<p>noted that the three schools in the Joint User Agreement had been in dispute with the Authority for 30 days and a resolution should be agreed imminently.</p> <p>Q: What will happen if the LA do not pick it up? A: Not known but community use could be reviewed.</p> <p><i>7.57 JC and SB left the meeting. The meeting remained quorate.</i></p>	
7	Confidential Item	
	Confidential minutes were produced for this item.	
8	Any other business/issues for future meetings/correspondence	
	None presented.	
9	<p>Date of next meeting</p> <ul style="list-style-type: none"> • Wednesday 22nd May 2019 at 7 pm 	
	Meeting finished at 21.25	

Signed by the Chair as a true record of the meeting:		Date:	
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