

5.07 Health and Safety, and Premises – item 8.02 refers: - the Health and Safety audit had been repeatedly deferred due to the Coronavirus school closure and Covid restricted re-opening and was due to be held in January 2021, if not postponed again.

5.08 Date and Time of next meeting – item 11.02 refers: - the budget ratification meeting had taken place

6 **FINANCE AND VIREMENTS UPDATE**

6.01 The Headteacher shared on screen the report from yesterday's budget review meeting with the school's finance officer, Anna Schofield. The report contained exceptions for significant variances or virements made.

6.02 Pupil numbers

Of note was falling pupil numbers and the effect on the budget. Nursery numbers had fallen from 45 to 36 between October 2019 and October 220. Likewise, Reception numbers were down from 60 to 39 in the same period. Nine children had been lost to mobility across school from Year 1 to Year 6 throughout the year. This represented three families, each with three children, leaving the area.

6.02.1 Whilst this falling number represented an Age Weighted Pupil Unit reduction, the impact was much worse since many of the losses attracted extra funding for SEND, PP and Deprivation funding, and represented £98,670 for the year 2021-2022.

Since 60 children left for high school annually, this amount would increase over each successive year if numbers stayed the same or continued to fall

6.02.2 This would have implications for staffing in 2021-2022. The current three teachers, covering one Nursery (30 children) and two Reception classes (2 x 30 children) would need to be reduced to two teachers with the current 10 TAs reduced to up to 8.

6.02.3 Governors discussed the reasons and determined that the fall in numbers represented demographic change rather than parental choice. Early Years training, attended by the Deputy Headteacher, had shown that this was a city wide problem and LCC initiatives were in place to support lower numbers.

6.02.4 A set of actions to address this were already in place as follows:

- Local advertising of the Nursery and its increased offer of up to 30 hours. It was noted that the loss of jobs and the furlough scheme had affected the uptake of the 8 available places in nursery for September, with only 2 arriving.
- An email had been sent to the Sufficiency Unit of the local authority enquiring of the long term demographics for pupil entry, especially important since there was now a new

Free School in the area and a local primary having arranged to take a half entry bulge class.

- Children would be offered a place in nursery a term earlier than usual to positively affect census funding. Governors sought reassurance that this was possible, safely, under Covid restrictions.
- It was hoped a video of the nursery on the school website would entice parents.
- Efforts were being made, in the playground, to invite younger siblings onto the waiting list and make all parents aware of the new 30 hour offer.

6.02.5

Governors' impression that the declining number was simply demographic and not parental choice was reinforced by the Deputy Headteacher's information that children passed other nurseries to get to Hunslet Carr.

6.02.6

It was understood that the low numbers into Early Years would fuel further falling numbers as the children went through school. The size of SLT would, therefore, be affected by falling numbers.

6.03

Other Income

Other income streams had failed to generate the usual income, approximately £19k due to the Coronavirus school closure. These were milk (which had continued to be paid), catering costs, loss of revenue from trips and fundraising by the PTA (Parent Teachers Association).

6.04

Staffing - teaching

The Covid deferral of the medical capability case for a teacher had cost the school 8 months' wages. This had been finally resolved today by Zoom. The cover member of staff had, since school had a shortfall of 40 children, been employed doing 3.5 days' Catch-up and 1 day's mentoring of NQTs.

Moving forward school could manage with one less teacher and this had been taken out of the budget. It was noted this might prove a false economy if Catch-up was to continue or NQTs, needing mentoring, were to be employed in future.

6.04.1

Two internal promotions had produced gaps in front of children, filled by two NQTs.

6.04.2

The anticipated 2% pay rise had been replaced by 5% for those at the beginning of their career and 2.5% for those established, leading to a shortfall of almost £60k.

6.05

Staffing – non-teaching (officers)

The planned MSR, Covid deferred for 8 months, which had anticipated internal promotions for some TAs had created an unforeseen £40k carry forward.

6.05.1

6.05.2 A governor enquired if the cost of the deferral to the MSR could be claimed for as a Covid impact cost. SG was informed that only PPE and additional premises costs were eligible.

6.05.3 The Teaching Assistant staffing of Early Years moving forward was a challenge since, of the 39 children remaining, 10 were SEND and some had 1:1 support in place.

6.05.4 The forecast need for 10 HLTAs was now in doubt with falling numbers.

6.06 The committee chair thought it important to share with governors the true Covid costs of deferring the MSR and capability case. He was also keen for this information to be fed back to the DfE since a recovery of such losses would impact on a loss of provision. [This will be tracked at subsequent meetings.](#)

Staff Related costs

6.06.1 It was thought that insurance would not be required during the Coronavirus school closure. In June, on re-opening, premiums of £4k were demanded. A governor was disappointed that this too was not considered a Covid cost.

6.06.2 Savings of £37k, despite the extra costs associated with the 8 months deferral, had been made.

6.06.3 Staff increases from the annual pay rise and performance management increments, would exponentially increase the projected deficit if numbers continued to fall. It was essential, therefore, to get the staffing right if to be sustainable.

6.06.4 Governors were aware that an emergency meeting of the Resources committee might be necessary, to demonstrate good governance through scrutiny of the predicted local postcode falling birth rates, to inform decision making.

6.06.5 Money spent on the Leadership coach for SLT could be recouped as would counselling costs, previously offered to staff who had made errors, requiring support.

6.07 Of the £5k assigned, only £3.5k of the allocated severance pay had been used. The deferred eight months' pay was yet to be added.

6.07.1 Training and Recruitment

A saving of £5k had been made on training for the two NQTs, SENCO, New Assistant Headteacher and new curriculum subject leaders.

6.08 A governor was keen that school, after its RI (Requires Improvement) judgement ensure training was not reduced. SG was reassured that the current generous online offer, outside of school hours, was being accessed.

Supply

[Headteacher](#)

6.09 Only £22k of the expected £50k had been used, to cover those members of staff shielding. No more was expected to be used before the end of the financial year since SLT and HLTA cover, following Covid guidelines, was in place. Again, this was not covered by Covid funding from government.

Premises

6.10 An overspend of £12k was the result of a flooded basement, emergency lighting and repairs to a collapsed sewer under Early Years area. No further major work was planned.

6.11 Olamide Ayemowa entered the meeting.

Insurance and communications costs remained the same, irrespective of numbers, as did catering, offset by parents paying or the claims made for FSM (Free School Meals).

6.12 Local Authority services remained largely the same except Reach. School had assigned £24k, before the implementation of Restorative Learning, but used none which would affect the projected deficit over the next three years.

6.13

A governor enquired of the £28k in year surplus. This would be, unfortunately, absorbed by the £99k deficit brought forward from last year.

6.13.1

The Chair thanked the Headteacher for the considerable thought given to managing the different planned-for scenarios.

Headteacher

6.13.2 The discussed reasons and proposed actions would be put before the budget panel on 7th December. In the meantime, governors thought it important to take a statement to the FGB meeting next week regarding the next steps - a commitment to balance the books and a possible MSR (Managed Staff Redundancy).

6.14

6.15 Details of income and expenditure for Curriculum, Supplies and Services, Leasing and Capital would follow once finalised. It was noted, however, that curriculum expenditure would fall as numbers did and fewer supplies were needed.

There were no reported virements.

It was reported that unofficial school fund's audit arrangements were in place, via a swap with New Bewerley Primary School. Since there had been no events or trips, due to the Coronavirus school closure and Covid re-opening restrictions, there was little to audit.

7 MONITOR THE IMPACT OF GOVERNMENT GRANT FUNDING

7.01 Covid-19 catch-up funding – the £18k due would be spent on staffing.

7.02

	<u>Pupil premium</u> – this had increased despite falling numbers, due to loss of jobs for parents during the pandemic. Money would be used to make a difference in the classroom.	
7.02.1	The publication of the PP report onto the school website would be deferred till after the next resources meeting.	Spring agenda item
7.03	<u>PE and sports premium</u> – the plan and report were on the school website. Those who had been inactive during the Coronavirus school closure would be targeted with lunchtime activities.	
7.04	<u>Special Educational Needs and Disabilities (SEND) top up funding</u> This was spent on TAs to support those most in need.	
8	SCHOOLS FINANCIAL VALUE STANDARD (SFVS)	
8.01	This was due in the New Year and would be reviewed at the next committee meeting.	Spring agenda item
9	POLICIES FOR APPROVAL	
9.01	The updated Teacher Pay policy had been received in school. The school's logo and details were being inserted. This would be adopted at the FGB meeting next week.	December FGB meeting.
9.02	All staff had signed to say they had read and understood the Dealing with allegations of abuse against staff, incorporated into the Child Protection policy.	
10	STAFFING AND RECRUITMENT, INCLUDING WELLBEING	
10.01	The NQT had been inducted as required.	
10.02	<u>Wellbeing</u> All those previously shielding had been back in school after undergoing a WASP, prior to the second lockdown.	
10.02.1	Hunslet Boys' Club staff, unable to open their premises, had been employed to run PE lessons, leaving teachers free to do PPA and, therefore, leave the premises by 4 pm or come into school late.	
10.02.2		
	All staff were entitled to 1:1 support once per half term, with opportunities offered to be mindful and/or reflective, strategies put in place and helpline numbers given.	
10.02.3		
	The Educational Support Partnership details were shared with them.	
11	PAY REVIEW REPORT INCLUDING THE HEADTEACHER'S APPRAISAL	
11.01	The Head teacher's performance management had been reported at the last FGB meeting in September.	
11.02		

The Teacher Pay Review process had taken place with the Headteacher instructed by the local authority to undertake a benevolent process under the current Covid restricted conditions, following the Coronavirus school closure. ML reported that all staff had passed bar the person under medical capability scrutiny.

- 11.02.1 Two were due to go over the threshold to the upper pay spine next year pending demonstrating whole school impact.
- 11.02.2 Governors indicate they would like to be part of that process. A working group would be decided nearer the time, to stay on and discuss, after the committee meeting.
- 11.03 Review and approval of the Teacher's Appraisal policy was due next year.

Spring
agenda item

12 HEALTH AND SAFETY AND PREMISES

- 12.01 Premises – an update was detailed under item 6.09
- 12.02 There had been no Health and Safety near misses.

12.03 There were now four trained paediatric first aiders on the premises.

12.04 The new fire doors had been installed.

13 RISK MANAGEMENT AND GENERAL DATA PROTECTION REGULATION (GDPR)

13.01 A summer term GDPR breach had been contained and the school's officer informed. All staff had subsequently been trained in shredding.

Whole school virtual GDPR training was due in January 2021.

13.02 There had been no major changes to the Risk Assessment and the updated version was always on the school website. Mask wearing when with Year 6 and capacity number signs on doors were the minor changes. Hand washing and one way systems remained the same.

13.02.1 The Chair enquired if school were comfortable with the systems in place to keep school Covid secure, since an Ofsted visit was on the horizon.

The Headteacher explained that everything was done in a Covid secure environment and reported the numbers of children sent home, following government guidelines.

13.02.2 The Chair commented that the successful contact with vulnerable children throughout the Coronavirus school closure and for those self-isolating since the Covid restricted re-opening,

demonstrated school's commitment to safeguarding through visual contact whilst delivering lunches.

14 EDUCATIONAL VISITS

14.01 Since no visits had taken place this would be considered again at the next committee meeting.

Spring
agenda item

14.02 Class walks were taking place, staying away from the general public, and included collecting twigs from around the trees in the local cemetery for a school project.

14.03 The postponed Year 6 residential (from October to February) might now take place in June or July, booking permitting. A governor enquired if the money would be refunded from Kingswood if this did not go ahead. Under a Covid cancellation it would.

15 GOVERNOR MONITORING OF SCHOOL IMPROVEMENT PRIORITIES

15.01 The SIP (School Improvement Plan) would be brought to the FGB meeting next week. Any financial implications would then be considered at a future Resources committee meeting.

Spring
agenda item

16 ANY OTHER URGENT BUSINESS

16.01 There was no other urgent business.

17 DATE AND TIME OF NEXT MEETING

17.01 **Tuesday 27th April 2021 at 5.00 pm** unless the budget review brought forward the need for an extraordinary meeting.