

MINUTES OF MEETING



School: Carlton Standhill Infants' School
Meeting title: Meeting of the Finance and General Purposes Committee
Date and time: Wednesday, 9 November 2022 at 6.05pm
Location: At the school

Membership
'A' denotes absence

Mr T Morley (chair)
Mrs J Clarke
Miss S Flint
A Mrs A Wheldon
A Mrs E Croghan
Mrs S Ghattaora (headteacher)

In attendance Mrs F Parr (school business manager)

FGP 23/22 Apologies for absence Action

Apologies were received and accepted by the governors for Mrs A Wheldon and Mrs E Croghan.

FGP 24/22 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

FGP 25/22 Minutes of the last meeting and matters arising

The minutes of the last meeting held on Thursday, 26 May 2022, having been previously circulated, were confirmed as a true record.

FGP 16/22 School Fund

A revised quote which has been received and an order placed.

It was agreed Minutes of the last meeting were a true record.

FGP 26/22 Policy Approval

The Pay and Appraisal Policies remain the same but Nottinghamshire County Council have requested that Governors are made aware of the recommendation for pay progression at the end of the appraisal cycle 2022-23.

For teachers who meet their appraisal objectives and success criteria the Governing Body have been asked to choose one of the following options for their school:

- a) Performance related pay progression for all teachers will consist of incremental pay progression only (where applicable) – Recommended
- b) Performance related pay progression for all teachers will consist of both incremental pay progression and a basic % pay uplift.

The LA have clearly stated that they do not recommend option b) as this would mean teachers will not automatically receive the % pay uplift as this will be linked to their performance. This is a cost of living award and should not be linked to performance.

The Governors accepted the recommendation of the Local Authority and it was

agreed

that the school will choose option a).

The Headteacher informed Governors that the new pay rates for Teachers had been approved by Parliament on 4th November and that cost of living support staff pay awards had been agreed by the Unions. The cost of living pay award will go through automatically and should be received this month, whereas any incremental pay awards will be processed for December's payroll.

With effect from 1 April 2022, a £1,925 uplift will be applied to all pay points for Support Staff and the agreement also includes the removal of pay point 1 and an increase in Annual Leave entitlements by one day both effective 1 April 2023.

The 2022 teachers' pay award will be effective from (and backdated to) 1st September 2022. In summary the changes are:

- a) 8.9% uplift for those early career teachers appointed to M1, increasing the starting pay for teachers to £28,000. The government believe this a significant step towards the proposed teacher £30,000 starting pay next September 2023.
- b) A variable increase of between 5% and 8.9% for all other teachers paid on the Main Pay Range.
- c) A 5% increase to all Teaching and Learning (TLR1, 2 and 3) and Special Educational Needs (SEN) allowance ranges.

The Headteacher informed Governors that the Staff Code of Conduct has been adapted since the beginning of term. This is a Local Authority policy

and it was

agreed

to adopt the new policy.

FGP 27/22 Inventory

The staff Governor explained to Governors that the Admin Assistant checks the inventory and then this is checked by the Staff Governor who picks random items and checks their location. This has been a useful exercise as it reminds staff that they are accountable for the equipment they use. Three laptops and a tablet had been missing from the laptop safe and it transpired support staff had been using them to prepare and present lessons.

The inventory was

approved

By Governors.

FGP 28/22 Admission numbers – consultation for 24-25

The Headteacher informed Governors that this consultation was in two parts, firstly our admission numbers at Standhill and secondly the Local Authority consultation which they have asked us to share with staff, parents and governors.

The PAN for Standhill was discussed by Governors and it was

agreed

that the PAN numbers would remain as they are.

FGP 29/22 Extension of the school day 2023 and financial impact

Children should be accessing 6 hours 30 minutes of education every day. The DfE have changed expectations and we are now short by 15 minutes. The Headteacher has spoken to the Junior School who will do whatever we do but 10 minutes later. We will therefore finish at 3.10pm and the Juniors will finish at 3.20pm. The Headteacher welcomes the extra time in the school day to fit more in and envisages it making a large impact on the children's education.

Financially this only effects the TAs who are paid by the hour. The Headteacher informed Governors that she did not want to manipulate the TA hours around this but would rather change their hours. As our TAs are part time with various differing hours of work, only three of the TAs would be affected and the Classroom Support Assistant if she is still with us next September.

A Governor asked if the TAs were agreeable to working more hours and the Headteacher told Governors that they had been told that it is required of them.

The School Business Manager informed Governors that the cost of the additional hours to TA contracted pay would be in the region of just over £1K per year.

A Governor mentioned that a parent was anxious about whether there would be a clash of hours with Porchester Junior School. The Headteacher said it was not her place to inform parents of the arrangement reached with Porchester but that this has been discussed between the schools.

Another Governor raised how it would affect the staff meetings and SLT meetings and the Headteacher confirmed that these would start later.

The Headteacher informed Governors that After School Clubs would still start at 3.00pm and would finish at 4.00pm as usual.

FGP 30/22 Budget Update and reforecast

The School Business Manager referred Governors to the Budget report previously uploaded to Gov Hub for P6 and distributed a report on P7 and invited Governors to raise any queries they may have arising from these reports.

A Governor mentioned the increase to the supply teacher cost centre E02. The SBM confirmed that this had mostly been moved from the Agency supply teacher cost centre E26 and that this was because we are using our job-share teachers to cover training and curriculum time as a result of Ofsted.

A Governor raised the Devolved Formula Capital money which has accrued over the past 3 years. The SBM referred to the fact that the refurbishment of the rear children's toilets did not go ahead and that consequently this money is still in our budget.

There is £86,136 in reserves and the following possible uses for it were raised:

- a) The IT Lead has requested more laptops. The SBM informed Governors that we could use the DFC money as this can be used for capital projects over £2K (£10K if using school balances).
- b) Additional staff to support reading. HT said consideration would be given to additional hours for TA support.

A Governor asked if this would be temporary and if so could we not go to an agency? The Headteacher said that she was going to study what is required as a result of this training and will get back to the Governors in due course with what she feels would be the best course to take.

The Headteacher informed Governors that our pupil premium free school meal children numbers had dropped from 28 to 20 and that this would affect our budget for 23-24. The SBM confirmed that the uptake in F2 was very low and that despite efforts there had been no further interest by parents to apply. **A Governor informed the Committee about a Family Grant worth £50 which is available from Nottinghamshire County Council and that maybe this would encourage parents to apply. She will email the details to the SBM.** SF

F&GP 31/22 Determination of confidentiality of business

Governors considered whether anything discussed during the meeting should be deemed confidential. It was

resolved

that nothing discussed was of a confidential nature.

F&GP 32/22 Date of next meeting

The next meeting will be held on Wednesday 22nd March 2023 at 6.00pm.

The meeting closed at 6.45pm.

Signed(chair) Date