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**Name of organisation:** Standhill Infant School  
**Meeting title:** Finance and General Purpose Committee  
**Date and time:** Wednesday, 3<sup>rd</sup> November 2021 at 6.00pm  
**Location:** Standhill Infant School

## Membership

'A' denotes absence

Mr T Morley (Chair)  
Mrs J Clarke  
Miss S Flint  
Mrs A Wheldon  
Mrs S Ghattaora (Headteacher)

## In attendance

Mrs F Parr (School Business Manager/Minute taker)  
Mrs S Britten – new Governor yet to be allocated to a committee.

## FGP 22/2021 Apologies for absence

**Action**

No apologies for absence had been received (although an email was later found to have been sent by Mrs E Croghan who had hoped to be in attendance).

## FGP 23/2021 Declaration of interest

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

## FGP 24/2021 Minutes of the last meeting and matters arising

The Minutes of the last meeting held on Wednesday 26<sup>th</sup> May 2021, which had previously been circulated, were confirmed as a true record. The Chair duly signed a copy of the Minutes.

There were no matters arising.

## FGP 25/2021 Policy approval – Pay, Appraisal and Whistleblowing

The Headteacher informed Governors that these policies were drawn up by Nottinghamshire County Council in conjunction with the Trade Unions and should not be changed unless it was really considered necessary and even then, it would have to be in consultation with the Trade Unions.

**A Governor asked** whether the Whistleblowing Policy was circulated to all staff and how we evidenced that staff understood what it entailed? The Headteacher informed Governors that this policy, like others eg the Keeping Children Safe in Education Policy, had been circulated to staff for them to read and that they then had to sign a form to say they had read and understood the contents. This policy is also given to new employees as part of their induction.

The Governors

**agreed**

to adopt these policies as they had been drawn up.

Following on from the Pay Policy, a new member of the Pay Committee was needed following the resignation of Adam Wilson from the Governing Body and that a Governor was required to oversee the Headteacher's appraisal. It was **Action**

**decided**

that Amanda Wheldon would join the Pay Committee and Sarah Flint will do the Headteacher's appraisal.

**FGP 26/2021 SFVS**

Sarah Flint and Joy Clarke agreed to meet with the Headteacher to complete the SFVS sometime in the new year. They were reminded that this had to be ratified by the Finance and General Purposes Committee and the Full Governing Body before it was submitted at the end of March 2022.

**FGP 27/2021 Admission numbers – consultation for 2023-2024**

The Headteacher informed Governors that the essential question arising from this consultation is whether we want more children in school. We currently have 5 teachers teaching 4.5 teachers' worth of children! The advantage of increasing numbers on roll to 150 is that it would provide more funding, but the downside is that we only have a limited amount of space to accommodate more children.

**Governors discussed** the impact this would have on the children's toilets, the hall, play areas and it was

**agreed**

that the PAN should remain at 45 per year group.

**FGP 28/2021 Budget update and reforecast**

The School Business Manager presented her report on P6 and the Medium Term Budget and Reforecast following Adrian Marshall's visit last month, which had previously been circulated to Governors. The SBM also produced for inspection by Governors a print out of Cost Centres directly from the school's financial management system and Governors were invited to verify that the balances used in the P7 Budget Report which is in Excel format, matched the print out from the FMS. Governors confirmed the figures in the Excel Budget Report matched the FMS report.

Funding at the beginning of the financial year was £762,946 and following the Medium Term Budget setting and Reforecast was now £756,479. It was explained that variances arose from:

- An additional two FSM children who were eligible on the January 2021 Census which amounts to extra funding of £2,690
- A £13.5 decrease in funding due to the DfE changing the formula for calculating the numbers of meals which would have been taken. Where we submitted 101 children, the DfE adjusted it to 81 (70.69%). A query has been submitted to the DfE and a response has not yet been received.
- Funding has been received for the supermarket vouchers for the FSM children for the school holidays.
- Two new funds have been introduced; the Recovery Premium which is a covid catch-up fund for PP children and the National Tutor Programme to support those children most affected by the school lockdowns.

However, it is anticipated that we will end up with more funding than we are presently aware of, as this is usually the case.

**A Governor asked** how the Headteacher was going to spend the Recovery Premium and National Tutor Programme funding.

The Headteacher explained that one of our Teaching Assistants who is on a one day a week contract, will in fact be working every day to deliver the NELI programme and that we are actually supplementing the funding for this.

Expenditure on the MTB and Reforecast had been revised in the following areas:

- E01 Teaching Staff: This has been reduced by £1,923 due to:
  - The salary increment for the Headteacher has been removed as she is now top of scale as set by Governing Body Services directly with payroll when she commenced her Headship.

See confidential item.

- There is no pay award this year for teachers unless they earn less than £24K (eg unqualified teachers).
- E02 Supply Teachers: This has been reduced by £1,188 as we are using Connex again due to it being way more cost effective, we have moved the remaining balance to E26 Agency Supply Staff and increased that cost centre from £2,500 to £5,500 to cover 12 days curriculum time and sick leave.
- E03 Education Support Staff: We have increased the TA overtime ledger code by £1,511 as TH will be delivering the Recovery/National Tutor Programme referred to above. We will be supplementing this funding with school moneys. Despite current negotiations for a support staff pay award this has not been reflected in the 21/22 budget planner and will not be built in until it has been fully confirmed.
- E08 Indirect Employee Expenses: This has been increased by £914 due to needing Caretaker supply cover when the Site Manager had to go into self-isolation when family member contracted Covid, as well as purchasing a Wellbeing Package from SAS for support staff with any health issues and counselling they may have/need.
- E25 Catering Supplies: The increases in this cost centre of £4,024 are down to an increase in Free School Meal numbers and take-up from about 12 to 15 children per day as well as the vouchers for the school holidays (for which we have received reimbursement).
- E26 Agency Supply Staff: see note for E02 Supply Teachers above.
- CE02 New Construction, Conversion & Renovation: As realistically there is no way the rear children's toilet project is going to take place in this financial year, we have moved this back to the 22-23 financial year. The £4725 is for the replacement boundary fencing project. The Headteacher explained how the new neighbour adjoining the school field had trespassed during the Summer holiday and had cut a tree down near her boundary (as well as chopping back to the stumps mature ivy bushes that acted as a barrier to her fence), that we had consulted Legal Services and a letter had been sent. The School Business Manager has successfully managed to obtain match-funding by Notts CC as this has caused a security issue.

**FGP 29/2021 Any other business**

Confidential.

**FGP 30/2021 Determination of confidentiality of business**

**Action**

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

**agreed**

that all discussions relating to the item Any other business and discussions regarding the Headteacher's salary increment be deemed as confidential.

**FGP 31/2021 Date of next meeting**

The next meeting will be held at Standhill Infants' School on Wednesday 9<sup>th</sup> March 2021 at 6.00pm.

The meeting closed at 7.20pm.

Signed ..... (chair) Date .....