

Grimsargh St Michael's C of E Primary School



Resources Minutes

9th May 2022

Let your light shine before people so that they may see your good works
and glorify your Father in heaven (Matthew 5: v.16)

Inspiring, believing and achieving in our loving Christian community

Present: Mrs T Fryer, Mr S Booth, Mr W Bretherton, Mr N Maudsley, Miss H Smith & Mrs L Garner (clerk)

Apologies

None

Finance

Budget Monitoring

The governors looked at the Financial Monitoring Outturn Report and the Final Outturn statement and the amount being carried forward as at 31st March 2022 is £107,009. It was asked why the revenue income and the revenue expenditure on the monitoring report were different to the final outturn income and expenditure.

On clarification with the finance officer she confirmed that outturn statement picks up ledger codes and the monitoring report picks up on cost centres. The main reason for this discrepancy is the KOGS salaries and the fact that the salaries were paid out of 04KOGS and all the income was paid into 04KOGS. As the money was paid in and out of the same cost centre, the monitoring report would not pick this up, whereas the outturn has picked up the different ledger codes used. As there are no more KOGS salaries being paid in or out of the school budget, the difference in the figure will not be as high.

Supply Monitoring

Following on from the previous resources meeting, very little supply has been used. Miss Smith and Mrs Coulston have been covering supply which works really well. Mr Booth mentioned that we have had a teaching assistant off for a couple of months. She is currently undergoing treatment for an illness and has recently returned on a phased return. The class teacher opted not to have a supply-teaching assistant as she felt that she could manage.

Virements

The governors approved the following virement from the 2021/2022 budget:

From	To	Amount	Comments
07RES	04ITSUBS	£1,200	To cover the reading cloud subscription

Budget 2022/2023

A budget meeting took place with Lisa Kenny, the finance officer, Mr Booth, Mr Bretherton and Mrs Garner. The governors noted that the budget 2022/ 2023 has an income revenue total of £1,065,639 and an expenditure total £1,098,673. This will give us an in-year deficit of -£33,034. Based on our outturn of £107,009, the cumulative surplus will be £73,975. Mrs Garner explained that during the budget setting meeting the finance officer advised that the SEN funding for one of the children had reduced from an E4 to an E1. We were all unaware that the E4 funding was on a temporary basis and Miss Smith has contacted the SEN team on numerous occasions to sort this. We have been assured that the E4 funding will be reinstated and there is a meeting on Monday to confirm this. This could result in our in year deficit being reduced between £8,000 and £12,000, depending how far the money is back dated.

The governors approved the 2022/2023 budget.

Final Outturn 2021/2022

The governors approved the final outturn amount of £107,009

Equipment Register

Mrs Garner confirmed that Mrs Towers has started checking the equipment register but this is not yet completed. The governors agreed to carry forward this item to the next meeting.

Update on Barchester/ DFC

Mrs Garner confirmed advised that there is currently £62,795.83 in the Barchester account and there is £5295.79 in DFC in 100% terms.

Statement of Roles and Responsibilities

The governors approved the Statement of Roles and Responsibilities with no changes.

Statement of Internal Control

The governors signed the Statement of Internal Control.

Mrs Garner said that she couldn't find the Statement of Roles and Responsibilities and the Statement of Internal Control on the school's portal. LCC Finance have said that they think that they are a standing item at the governors meetings but to check with Governor Services. Mrs Garner has emailed Governor Services to confirm that they are still valid agenda items.

Staffing

Update on staffing

Mr Booth confirmed that Alison Loughran has requested a phased retirement and will start working 3 days per week from 1st September 2022. Originally, the deputy headteacher would have job shared with Alison but Jean Coulston has since decided to retire and she will be finishing as at 31.08.2022. Jean works across all classes covering PPA teaching art and DT. The idea is to appoint an Early Careers Teacher (ECT), full time in year 5 and Alison to cover the PPA leading science and DT as the STEM leader. The STEM leader would have responsibility of teaching science and DT across 6 years, 2 budgets, 2 development plans and contributing to all reports. The ECT would have the deputy as their mentor and a bespoke CPD plan in place. The deputy would then cover their day out of class.

One of the governors asked about the costs involved in appointing an ECT. Mr Booth confirmed that in the first year the cost to school would be £4,000 and this has already been factored into the budget. Although this will go up in subsequent years, we will have to

manage the budget accordingly. What we do know is that Alison Loughran is on a phased retirement and may want to reduce her days further and another part time teacher has indicated that she would like a teaching job closer to home, as she travels quite a distance. The governors agreed to this appointment.

In year 1, the class teacher is on a temporary contract. The governors have decided to appoint a year 1 class teacher on a permanent basis, once the deputy headteacher position is completed. The governors would also like to the advert to be external in the autumn term.

Jennie Lock has been appointed as a teaching assistant to replace Jane Lovatt who retired at Easter.

Mr Booth confirmed that staffing for September would be:

Reception	Hannah lemmings
Year 1	Emma Threlfall (autumn)
Year 2	Hannah Coupe
Year 3	Penny Todd
Year 4	Terry Brooks
Year 5	ECT
Year 6	Lucy Cross

We had wanted to appoint another teaching assistant in reception class but due to budget restraints, we have moved some teaching assistants around. Nurture is not needed as much across the school and so Morgan will hold nurture groups 3 afternoons per week and will go into reception class the other 2. Ben Fletcher will go into reception class 2 mornings per week.

The deputy headteacher vacancy deadline is the 25th May with the interviews scheduled for the 20th June 2022. The interviews will take place in church and school and Mr Booth has sent an email to governors asking for their availability. Shortlisting will take place after the training with MT on the 8th June 2022.

KOGS

Management Committee Report

Mrs Garner confirmed that we are nearly ready to close the accounts. The amount of money for Barchester will be £82,082.80 (£73,868.43 KOGS & £8,214.37 nursery) The nursery building was going to be renovated but this will not be taking place as it only made an extra 6 places. The hall will no longer be available but the other option available is using the ICT suite, ICT corridor and junior cloakroom area. The idea would be to remove the old computers and take out the island. We would look to use the KOGS money to do this refurbishment and to buy new laptops & trolley to replace the computers to use for computing lessons.

We would also like a path at the back of the nursery building with a canopy and a fence separating reception and nursery.

Buildings

Condition of building survey

Mr Wane and Miss Walwin-Holm are settling in well as our new site supervisors. They share the role and are doing an excellent job. The condition of building survey has been given them to have a look through to decide which jobs they think they will be able to do.

Compliance

Mrs Garner confirmed that the compliance had not yet been released for completion. The governors agreed to bring this item forward to the next meeting.

Health and Safety

Medical Needs Policy

The governors approved the Medical Needs Policy with minimal changes.

School Visitor Policy

The governors approved the School Visitor Policy with no changes.

AOB

Mr Booth had a visit from two of the parishioners who wanted to talk about the updated lettings policy. They asked if the charges could be reduced back down to £8.00 as the church works closely with school on many events. The governors agreed that the charge could be reduced to £8.00 for church users with all other charges remaining the same.

The next Resources meeting TBC

The next full governors meeting will be 4th July 2022.