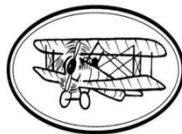


**Grange Infant School**, Franklin Road, Gosport. PO13 9TS,



**Minutes of the Grange Infant School meeting of the Full Governing Body held at the school on Tuesday 16th November 2021 5.30pm**

**Present:**

S Myers (SM)	Headteacher
J Shearsmith (JS)	Co-opted Governor (Chair)
J.Hanlan (JH)	Parent Governor
F.Feilder (FF)	Staff Governor
J Heath (JH)	Co-opted Governor
R Feilder (RF)	Co-Opted Governor
P Ashby (PA)	Co-Opted Governor (joined 17:51)

**In Attendance:**

C Harman(clerk)	Local Authority Clerk
E Poate (EP)	Assistant HT
S.Fairs (SF)	School Business Manager

**Apologies :** S Abbott (SA) Parent Governor

**Absent:** None

**Quorum:** present(4 required)

**GOVERNORS KEY ROLES:** Support and Challenge

Agenda Number		Action
1	<b>Welcome and Apologies for Absence:</b> The chair opened the FGB meeting at 17:30pm. Apologies were received and accepted from SA. PA would be joining the meeting late. The clerk declared the meeting was quorate.	
2	<b>Declarations of Pecuniary Interests:</b> None	
3	<b>Urgent Business</b> None	
4	<b>Finance</b> <ul style="list-style-type: none"><li>Review/monitor spending against current budget plan</li><li>Consider Budgetary implications for Numbers on Roll</li><li>Approve revised budget (by 30/11/21)</li></ul> <u>Review/monitor spending against current budget plan</u> SF explained that she had met with Hampshire EFS and the HT to review the	

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budget and said they had made some adjustments, both to the expenditure and income. The school was given more money than expected. This now increases the end of year figure and has been built into the budgeting tool to reflect the additional income received. This new injection of money has come from Covid catch up recovery. The chair said that she has asked for a thorough breakdown of how this will be used and how the GB will be able to understand the impact.

The school is unsure if the PAN reduction will go ahead in 22/23 so SF has planned for the schools current PAN. The school is expected to know more information in January.

SF confirmed that the budget revisions and three year strategic financial plan had been circulated prior to the meeting for all governors to read through the documents and present any questions before the meeting.

**Governor asked how has the budget been affected by coronavirus?**

Additional funding received to date FY 2020/2021 and 2021/2022:

GL6561

£1,500 - Google classroom provisioning for online learning during lock down.

GL6565

£17,680 - Catch up funding, employed Teacher 0.6 (2020/2021)

£11,436 - Connect4Communities Local Support Food Vouchers (programme is to support vulnerable families and individuals who are facing hardship because of the coronavirus pandemic and help ensure children and young people do not go without basic necessities) All income received is spent against GL4665 (2019/20 £5,191, 2020/21 £6,435 = £11,626)

£13,400 - Contain Outbreak Management Fund Grant to provide financial support for activities relating to proactive intervention measures arising from Covid – extending Teacher 0.6 into 2021/2022

There has been a general increase in costs for cleaning equipment/products site expenditure to increase cleaning and management regimes, e.g., fogging machine, wipes, gels, sanitiser machines/products. Extra expenses have been met with the contingency funds.

There has been an increase in hours for LSA team only due to additional tasks as a result of the COVID lunchtime/bubble restrictions in place. Lunch was eaten in the classrooms, extra cleaning tasks put in place. 01/09/2020 – 31/10/2021.

**Governor asked if the school claimed for extra costs related to coronavirus?**

GL7703 - £1,503 - Exceptional costs 2020/2021

Cleaning materials and equipment, extra wipes/gels etc, fogging machine, postage for home learning.

**Governor asked what contingency is there built into the budget?**

SF said the unplanned expenditure is the contingency, bottom line figure at budget revision £155,553.

There is unlikely to be an inflationary award for teaching staff other than to the unqualified scale, therefore the budgeting tool has been updated to remove the current 1% inflation which had previously been forecasted. A standard rate of 2% is built in for future years. For non-teaching staff an anticipated pay award of 1.75% has been built in. In addition, staff annual pay increments have been factored into the budgeting tool.

Non-Pay expenditure would often have a 2% increase, but this may not always be applicable, so it would be dependent on the how much the school elects to spend on a budget line. Similarly, Income would sometimes have 1% increase, but this would also be on a case-by-case basis. Statutory income such as SEN, Pupil Premium, UIFSM and Budget share would be calculated using pupil numbers and other known factors, so can vary from year to year.

Inflation rates - The following inflation rates have been applied to the software  
- Non pay expenditure – 2%, Non budget share income – 1%

**Governor said GL2180 shows a disproportionate drop in Midday Supervisor level funding compared to the drop in pupil numbers, what is driving this, and does it allow for adequate cover?**

SF said we have removed the additional LSA team hours from 01/11/2021 as the lunches have now been reverted back to the hall which has removed the extra responsibilities from setting up/cleaning down the classrooms. There are three leavers which will not be replaced due to the reduction in numbers. 2 TA positions now incorporate lunchtime duties within their contracted hours.

**Governor said GL3950 (Electricity), GL3951 (Gas) show large increases for 2022 and 23?**

Budget plan has not changed but the GL coding has:

2020/2021 Electricity GL3950 + GL3900	£8,000
2021/2022/2023 Electricity GL3950	£8,000
2020/2021 Gas GL3905 + GL3951	£5,800
2021/2022/2023 Gas GL3951	£5,800

**Governor said NOR is decreasing by 10% in 2022 but FTE Teachers & costs are increasing, what is the rationale?**

SF explained until we are notified that the request to reduce PAN has been accepted, January 2022, we have to budget/plan for 75 for YR for Sept 22; therefore, the budgeting tool has this built in. If PAN is reduced, then we will see a reduction in FTE from 2022.

Budgeting tool is across two academic years:

April – Aug 2021 includes 1 x additional teacher for Y2, as a result of HT recruitment

Sept – Mar 2022 includes 1 x maternity teacher cover from 13/09/2021 and 1 x catch up funding teacher

Mar – Aug 2022 includes 1 x maternity teacher and 1 x catch up funding  
Sept 2022 – current PAN 240 = 8 classes

### **Consider Budgetary implications for Numbers on Roll**

SF confirmed that this had been discussed within the budget revision item.

	<p><b>Approve revised budget (by 30/11/21)</b>  The GB were satisfied with the answers and the mid-year budget revision and three year strategic financial plan was approved by the GB, this was signed by the HT and chair of governors.</p> <p><b>Predicted income: £1,388,665</b> – one million, three hundred and eighty-eight thousand, six hundred and sixty five pounds  <b>Predicted expenditure: £1,417,716</b> – one million four hundred and seventeen thousand, seven hundred and sixteen pounds  <b>Predicted in-year deficit: £29,051</b> – twenty nine thousand and fifty one pounds  <b>Balance brought forward from 2020-21: £184,604</b> – one hundred and eighty-four thousand, six hundred and four pounds.  <b>Predicted cumulative surplus: £155,553</b> – one hundred and fifty five thousand, five hundred and fifty three pounds</p> <p><b>SFVS</b>  RF will carry out the SFVS with SF. SF confirmed that when the last SFVS was completed she was asked to provide evidence for one of the questions. Question 24 of the SFVS Return was focussed on:  <b><i>“Are there adequate arrangements in place to manage conflicts of interest or any related party transactions?”</i></b></p> <p>The school was able to provide evidence of the record of the pecuniary interests of staff and governors.</p> <p>PA joined the meeting at 17:51pm.</p> <p><b>Agree benchmarking topics</b>  SF explained that the Hampshire tool that the GB once used is not available yet. The DFE tool is available, but it is 19/20 data. The GB agreed to wait for the Hampshire tool. SF will inform the GB when it is available and then there will be a working party set up to review it.</p>	<p>Inform GB when benchmarking is available - SF</p>
5	<p><b>Premises</b>  <b>Premises &amp; maintenance plan</b>  SF said that the plan outlines what work is planned in and at what stage this is at.</p> <p>Governor said Schools Maintenance Plan, states H&amp;S measures for C-19 budget is £5K (GL4070) but budget allocation for GL4070 shows £3545? SF said the original budget for deep clean was £5k but came in at £3,300 – plan has been updated to show actual spend. GL4070 balance is for the window cleaning.</p> <p>SF said that the KS1 old play equipment was removed in the summer holidays and was more expensive than anticipated. This will be taken out of the PTA funds. The PTA bank account is now closed, and this fundraising will go through the school budget. Expenditure for the works against GL3830, income received from PTA funds posted to GL6798.</p> <p>RF said that the school is better to put works such as IT on the Capital Budget as this is less likely to be taken back by the county.</p>	

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Governor asked what was happening with the anomaly boards. SF confirmed that the school was no longer tied into a contract. The company wanted a large amount of funds to remove them. It has therefore been decided that the school can buy the equipment for £1500, and the school can then use it as they wish.

Governor asked if there were any other contracts the school, had. SF said there is one for photocopiers, but this goes through Hampshire.

All classrooms now have multi touch screens, there are plans for the temporary IT suite to be transformed into a permanent one. Governor commented that this will be exciting for the children.

### **H&S Termly Audits**

SF confirmed that the H&S Autumn term web monitoring return had been circulated prior to the meeting for all governors to read through and present any questions before the meeting. The topics covered on the monitoring form were, Contractors, Defect Reporting and Grounds. The return was completed and submitted 19/10/21.

There has been some improvement identified from this.

Governor asked if the school induction given to contractor staff has the policies updated regularly. SF confirmed yes.

SF said for IT disposal the school uses a Southampton charity who recycles the equipment.

Defects are reported but are put onto a white board and a register is not kept. The school is looking to tighten this process.

SM said that the temporary path is working ok but will need to keep an eye on this when the weather turns icy. There was one incident where a child fell on the path and hazard tape has been added to alert people walking on it. Juniors are not staffing the path, but infants are. There was one issue where both gates were locked at 9am and a parent got stuck on the grounds. However, parents have been told that the gates will be locked at 9am for security purposes. Governor said that she felt it was working well and she uses it every morning.

### **Security**

Governor said that it was good to see that the streetlights had been fixed. SF said the only security issue was that the intruder alarm was faulty and went off in October, but this has been dealt with and the faulty points have since been replaced.

Governor said in the October FGB minutes (6) states intruder alarm requires upgrading from capital budget, has this been accounted for in 2021 budget?

SF said she is awaiting property services visit to discuss costs – this expenditure will not be taken from revenue budget therefore no budget line has been planned in the budgeting tool. Once costs have been received, we will present to governors for approval from capital funds.

	<b>Capital Monitoring</b> <table><tr><td></td><td></td><td></td><td>Annual Budget</td><td>Actual</td><td>Commitments</td><td>Total Spend incl Commitments</td><td>Variance to Budget</td></tr><tr><td>Project Definition</td><td>Cost Element</td><td></td><td></td><td>£</td><td></td><td>£</td><td>£</td></tr><tr><td>C.E001033</td><td>8741</td><td>Devolved Cap Allocation</td><td></td><td>(6,678)</td><td></td><td>(6,678)</td><td>(6,678)</td></tr><tr><td>C.E001033</td><td>8742</td><td>Devolved Cap Allocation brought forward</td><td></td><td>(55,996)</td><td></td><td>(55,996)</td><td>(55,996)</td></tr><tr><td>C.E001033</td><td>Result</td><td></td><td></td><td>(62,674)</td><td></td><td>(62,674)</td><td>(62,674)</td></tr><tr><td colspan="3">Overall Result</td><td></td><td>(62,674)</td><td></td><td>(62,674)</td><td>(62,674)</td></tr></table> <p>Funds will be used to replace ceilings and lighting in main building as discussed and minuted in previous FGBs. The SALIX project has now ended however we are awaiting response from HCC Energy officer, Planned Maintenance Property Services with alternative support with this project.</p> <p>Post meeting addendum – HCC may contribute some money to help fund the lighting element, if we can meet the original loan value outlined of £17,437.24 with our capital funding, HCC would fund the rest of the works estimated between £25-30k, great news for Grange.</p> <p><b>Emergency Disaster Recovery Plans</b> Governor noted the chair details needed updating. Governor noted that some of the jobs did not match the roles. SF will make these amendments.</p> <p>The chair thanked SF for details and logical reports. The chair said her presentation gave clarity to the GB and informed the discussions.</p>										Annual Budget	Actual	Commitments	Total Spend incl Commitments	Variance to Budget	Project Definition	Cost Element			£		£	£	C.E001033	8741	Devolved Cap Allocation		(6,678)		(6,678)	(6,678)	C.E001033	8742	Devolved Cap Allocation brought forward		(55,996)		(55,996)	(55,996)	C.E001033	Result			(62,674)		(62,674)	(62,674)	Overall Result				(62,674)		(62,674)	(62,674)	
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6	<b>Governor monitoring and feedback (formal &amp; informal)</b> <p>PA will be coming in this week to do a visit on SEN and Pupil Premium. JH will be doing Literacy this half term and RF will be doing health and safety.</p> <p>Admin assistant Claire Rutherford is leaving Grange and the GB wanted to express thanks to her for the work she has done.</p> <p>The chair wants governor to keep a table of each of their findings and how it links to the SIP. Grange is in the Ofsted window and the GB need to be preparing for this, The GB will need to know the SIP and how their subject relates to it. The GB need to show challenge and support. PA and HT will review this table and feed back to governors. The chair will be adding a column onto the SIP called Governors to add additional evidence.</p> <p>JH said that she attended the trauma and attachment course and found it extremely useful and moving. FF who also attended said that it has given her a different perspective, understanding and appreciation.</p>							Review Gov table to be used as a prompt– PA and HT																																																
7	<b>FGB Meeting minutes and confidential minutes 19<sup>th</sup> October 2021 agreed and accepted as a true and accurate reflection of the meeting.</b> <table><tr><td>Action Number</td><td>Agenda item</td><td>Action Details</td><td>Responsibility</td></tr></table>							Action Number	Agenda item	Action Details	Responsibility																																													
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	7	7	Look into LA vacancy	Clerk – <b>Completed</b>		
	8	8	Look into printed cards for help prompt questions	Clerk – <b>Completed</b>		
	9	9	Amend PAs report and email her to anon child's details	Clerk – <b>Completed</b>		
	10	11	Make amendments to Policies from Oct's mtg	HT – <b>Completed</b>		
	<p>Action 7 – The clerk has chased the LA vacancy, but they have said there is no one available.</p> <p>Action 10 – HT said that she has a standard paragraph about cyber bullying that she wishes to add to a number of policies that it affects. The GB agreed.</p>					
8	<p><b>Policies for approval</b>  <b>Health and Safety</b>  Governor has a number of questions on this policy. Therefore, RF will arrange to meet with HT and SF to go through this. It will be carried forward until next FGB.</p> <p><b>Pay</b> – This policy was approved by the GB.</p> <p><b>Confidentiality</b> – This policy was approved by the GB.</p> <p><b>Accessibility Plan</b> – This policy was approved by the GB.</p> <p><b>Fire Evacuation</b>  Governor noted there were two of these on the website. HT will look into this. This policy was approved by the GB.</p> <p>HT said that she is looking at what websites Agile support to possible change it. RF said that he is conducting a website check but has found inconsistencies with policies. Some are signed, some are not. The clerk confirmed that it is the GBs decision whether the policies are signed. The GB said that they would like all policies to be consistent. This will be looked in more detail next FGB.</p> <p><b>FOR AUDIT</b>  <b>First aid</b>  <b>Medicines</b></p>					<p>Arrange to meet with HT/SF r.e H&amp;S policy – RF</p> <p>Amend chairs details on Fire Evac policy - HT</p>
9	<p><b>AOB</b></p> <p>None</p>					

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10	<p><b>Items for the Next FGB Agenda 7<sup>th</sup> December 2021 at 5.30pm held at Grange.</b></p> <p><b>Focus: Data, FSM/Pupil Premium, Data Dashboards</b></p> <p>Learning Activity – Presentation on the use of Covid Catch up funding</p> <p><b>Head Teacher (Written)</b></p> <ul style="list-style-type: none"> <li>• Phase 1 Data</li> <li>• Attendance (staff &amp; pupils)</li> <li>• Exclusions</li> <li>• Report on implementation of Performance Management Policy</li> <li>• SEF</li> <li>• Safeguarding</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Report on FSM/PP from link Governor</li> <li>• Review &amp; RAG SIP</li> <li>• Policy Audit</li> <li>• Discuss Governor Monitoring Plan and agree monitoring for this term</li> <li>• Summative report from Pay Committee</li> <li>• Ensure WGBT is booked</li> <li>• Training &amp; Development</li> <li>• Website check</li> </ul> <p><b>Policies for approval</b></p> <p>Data Protection Freedom of Information GDPR Privacy Notices (PNs) Staff/Parents Health and Safety</p> <p><b>The meeting closed at 19:19.</b></p>	
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## ACTIONS AGREED

Action Number	Agenda item	Action Details	Responsibility
11	4	Inform GB when benchmarking is available	SF
12	6	Review Gov table to be used as a prompt	HT and PA
13	8	Arrange to meet with HT/SF r.e H&S policy	RF
14	8	Amend chairs details on Fire Evac policy	HT

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