

**Eynesbury C of E Primary School Governing Body
Meeting of FPP Committee 24 April 2018**

Meeting commenced at 7.10pm.

Present: Michael Freeman MF
Stewart Martin SM
Andrew Underwood (Chair) AU
Helen Rouse (Head teacher) HR

In attendance: Tracey Crawshaw (Clerk) TC

Apologies accepted: Karl Wainwright (KW), Christine Taylor (CT)

Received from and not accepted: None

No apologies given: None

The meeting opened at 7.00pm. Andrew Underwood welcomed everyone to the meeting. The meeting was quorate.

1. Apologies

Apologies were received as indicated above and the committee accepted these.

2. Declaration of Pecuniary Interest

None

3. Minutes of the last meetings (19 February 2018)

The minutes for the meeting held on the 19 February 2018 were agreed, signed and dated by the chair.

4. Matters Arising and Review of Actions (detailed at the end of the minutes)

Action	Details	Who	To be Completed	Status
10.1	Additional income generation to be discussed	ALL	ongoing	Ongoing
12.2	Nurse hourly charge to be reviewed April 2018.		April 2018	Ongoing
12.3	Breakfast club charge to be reviewed April 2018.		April 2018	Ongoing
12.4	Afterschool Club charges to be reviewed April 2018		April 2018	Ongoing
12.5	Head teacher to provide a breakdown of Squirrels costs to the school for review of the nominal fee.		April 2018	Ongoing
12.6	Space can be offered in the school newsletter to local businesses to raise funds.		Ongoing	Ongoing
12.7	Head teacher to feedback on updates on the fire system.		December 2017	Ongoing
12.8	Head teacher to provide governors with quotes from PCM and Strictly Education at the next meeting.		December 2017	Ongoing



12.9	Governors agreed to approve the whole school pay policy at the June 2018.		June 2018	
13.1	Governors to write a letter to the Local Authority raising concerns and the number of children with or awaiting EHCP plans at the school.		February 2018	Closed
14.1	FGB to approve capping Year 6 at 29 pupils		March 2018	Closed
14.2	KW will contact Jonathan Lewis Service Director – Education Cambridgeshire County Council/Peterborough City Council regarding the EHCP funding.		April 2018	Closed
14.3	Governor's skills matrix to be updated		ASAP	Ongoing
14.4	SM will find NGA information on GDPR		April 2018	Ongoing
14.5	KW will speak to the St Neots Learning Partnership regarding a data officer.		April 2018	Closed
14.6	HR to speak to the ICT service regarding their GDPR offer		April 2018	Closed

The following matters were arising in addition those within the actions below:

Action 10:1 This action is ongoing. The school is very fortunate as the PTA is very proactive. The school has been able to access grants from the Woodland Trust including free trees for the orchard and resources from the potato council. **Ongoing.**

Action 12.2 Unable to be presented due to the new Orovia finance system and time taken to facilitate the changeover. To be carried over to the next meeting. **Ongoing.**

Action 12.3 Unable to be presented due to the new Orovia finance system and time taken to facilitate the changeover. To be carried over to the next meeting. **Ongoing.**

Action 12.4 Unable to be presented due to the new Orovia finance system and time taken to facilitate the changeover. To be carried over to the next meeting. **Ongoing.**

Action 12.5 Unable to be presented due to the new Orovia finance system and time taken to facilitate the changeover. To be carried over to the next meeting. **Ongoing.**

Action 12.6 There is no updated on this as it is ongoing. **Ongoing.**

Action 12.7 The Fire officer has still not rescheduled the appointment with the school. ADT have checked the fire equipment. The Head teacher will contact the fire officer regarding rearranging the appointment. **Ongoing**

Action 12.8 The contract with Keir has not been renewed. [Governors enquired if all of the statutory checks are in place. Yes, the caretaker has very good relationships with the current engineers and has ensured all statutory requirements are being met.](#) **Ongoing.**

Action 13.1 The Head teacher and chair sent a letter and have not yet had a reply from the Local Authority (LA). Governors have been updated regarding admissions for September 2018 by email and this included the number of places offered and those on the waiting list, the number of EHCP's and Longsands catchment area changes. The main priority of the school is to ensure the quality of education of all pupils is not impacted by some pupils. [Governors enquired if the school has ever housed portacabins, as it could be a way of being creative with the space in the school.](#) **Closed.**

Action 14.1 Completed. **Closed.**

Action 14.2 KW contacted Jonathan Lewis and he has spoken with the Head teacher and he would like to come and visit the school. **Closed.**

Action 14.3 CT to resend skills matrix to governors. **Ongoing.**

Action 14.4 Ongoing.

Action 14.5 & 14.6 The school has signed up to the ICT service offer for GDPR. The cost is £1,500 over 3 years. The school will need to ensure laptops are encrypted and it will be £77 to add encryption software. **Closed.**

5. Finance and Head teacher report.

The Head teacher presented a verbal report:

- The Head teacher is meeting with some parents on Friday who are looking at alternative local schools. The reason is thought to be the change in Longsands admissions criteria.
- The PTA would like to find a noticeboard to display the school newsletters.
- The Thank a Teacher initiative was well received by parents and a number of teachers have received cards.
- A Midday Supervisor/Learning Support Assistant has resigned due to pregnancy.
- Maternity leave was explained to governors including returning to work part-time, KIT visits and implications on budget planning.
- The Head teacher noted that staff are very committed, dedicated and hard working.
- The neighbours wall (White House) was discussed, Chris Jeff will be helping the school to negotiate a solution with the neighbour regarding the wall. The neighbour has advised the school that they are aware of issue with the wall, but when they bought to property a structural engineer advised them it was safe. The cost will be £1,000 to the neighbour to have it repaired. The Head teacher has been asked to find previous documents/evidence of who advised the school that the wall wasn't safe and communications with the previous owners. Children are aware that they should not go near the wall and the Head teacher would like to put blue fencing around the area to prevent children from going behind the current fenced of area. The area could then be used as a quiet/spiritual area and could be funded by the Diocese funding (£2,500 annually).
- Quotes have been received for outdoor gym equipment and a survey is taking place tomorrow. This will be funded by the Olympic Legacy funding.
- The extractor fan in the kitchen was replaced in the kitchen over Easter (school had to fund the cost).
- Emergency lighting was updated in the school hall over Easter.
- The caretaker has been painting rooms in preparation for new carpets in Years 6, 5 and 4. Quotes for new carpets have ranged between £6,000 and £2,500. Child have raised the replacement of carpets in the classrooms as a priority. New curtains are being made by Mrs Lambert at House of Flags and new curtain tracks have been installed across the school.
- The cleaners will be joining the school from CCS on the 1 May 2018, this will save the school £2,000. The cleaners are very reliable and will be line managed by the caretaker.
- The school is currently running on one boiler, both have been serviced and one is awaiting a part. The oil tank needs to be replaced and a better solution may be available to the school and will be investigated. Governors enquired if solar panels could be an option. The school is in a conservation area and are not allowed as part of that.

Budget 2017-18

The BCR for period 13 created on 05 April 2018 was circulated to governors and the following discussed:

- The carry forward was £31,868 which is twice the anticipated carry forward (£5,000 of which is PE funding). The devolved capital carry forward was £46.

- Governors thanked the Head teacher and staff for their hard work with the budget.

Budget 2018-19

The information from the new financial system does not easily transfer to the previous reporting system. A written report was circulated to governors and the following items discussed:

- This is the first year of the national funding formula. Cambridgeshire funding is 4.7 million short of the national formula funding. The impact for Eynesbury is negative -£1,510 in this first year for the Minimum Funding Guarantee.
- The school has received an increase of £68 per pupil. Governors enquired if parents could be informed of the changes in funding and the impact on the school. **Action 15:1 Head teacher to write a piece for the school newsletter on the funding changes and implications.**
- CREDS is no longer a delegation as the service has now ceased.
- The funding to the school is £761,019, there has been a £20,000 reduction in the lump sum funding, a significant increase in Prior Attainment funding of £27,521 and an increase in Deprivation funding (£21,388) The Minimum funding Guarantee has been reduced by £1,510 which is a cost to the school. Any increases have been eaten up by the increase in staff costs including the minimum wage. Governors enquired how many staff were on the minimum wage. The Head teacher is not aware of the exact figures and could find it out if governors requested it.
- Other funding includes an increase of £29,088 in SEN (high needs funding) and Pupil Premium Funding (£13,460). Nursery numbers are low for September 2018 (31 children). Governors enquired if there will be an increase in staffing costs for the nursery. The increased costs have not yet been placed in the budget as it is dependent on numbers. Governors asked how the nursery is promoted and if advertising will help. MF circulated an advert from a local nursery/preschool. **Action: 15:2 Nursery staff to be asked to advertise the nursery.**
- The budget will have an estimated planned overspend of £13,299 which will come from the £31,868 carry forward. Governors enquired how the savings in the budget were made last year. There was additional funding and cost savings, such as:
 - Katie Crozier brought in funding from the Maths Hub
 - Lower costs of staff (appointed at lower rates than predecessors)
 - The use of unqualified teachersGovernors enquired if the Head teacher had used the 1 day a half term unpaid leave which was agreed previously. No the Head teacher has not used this, but may do in the future.
- **Capital Funding will be used to upgrade the WIFI and buy laptops.** Governors enquired if staff have a problem with the WIFI and does the ICT service support it? There are dead spaces within the school and some of the boxes have a whistle which impacts staff. **Action 15:3 Head teacher to send the information on replacing the WIFI to SM.** Governors asked about the number of laptops in the school. Do all staff have one? All teaching staff have a laptop and as the number of part time staff increases laptops will need to be purchased. Toasties and Squirrels have laptops as do Teaching Assistants with specific roles. The proposal is to buy 5 new laptops a year. Fulltime staff have the newer laptops and the old ones are passed to other members of staff. **Action 15:4: Governors asked the Head teacher to ask the ICT service when they will be moving to office 365.**
- Staffing is 85% of the budget which is reduced on previous years. Governors enquired if any of the carry forward could be used to free up time within the Senior Leadership Team. What would be the cost of 2 or 4 days support a week, could the SENCo hours be increased? A TA is currently being trained up to support the SENCo. The Head teacher is looking to build flexibility within the team, to react in a positive way to staff changes rather than being reactive. Governors agreed to ring fence £10,000 of the carry forward, to release £14,000 to support the Head teacher and SLT by potentially increasing the hours on SEN. Governors also discussed the use



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of Apprenticeships within the school as the school has to pay the apprenticeship levee. Action 15:5 SM to investigate education apprenticeships.

- Action 15:6 Governors requested CT to present an update on the school energy bills at the next meeting.
- The way Pupil Premium funding is being spent is being reviewed with a steam lining of what pupils can access to ensure the funding is distributed evenly (such as swimming lessons, music lessons and school trips).
- Barriers to the budget were discussed including staff maternity leave, nursery spaces (currently have 31 out of 52 spaces filled for September 2018), EHCP costs, living wage and salary increases.

Governors agreed that the 2018-19 budget is ready to be presented for ratified at the Full Governing Body meeting to be held on the 1 May 2018.

6. Policies

None


7. AOB

CCS catering services.

- There are 3 main options for seeking a new catering provider 1) Pay a consultant to seek bids for the contract at a cost of £5,000, 2) ESPO have created a framework for schools and 3) The LA will provide a service for £1,800 and each option was discussed.
- There have been challenges with school meals recently when numbers were passed to the kitchen incorrectly and one class was missed off the numbers. Each child was provided with a meal. Parents have been discussing the matter on Facebook.
- The school provides 115-120 meals a day.
- A parent spoke to the Head teacher regarding running the school kitchen voluntarily by parents. Governors discussed the plans and opted not to take this option for the following reasons: Insurance, Health and Safety, delivery risk with volunteers, costs and the skill set is not currently available in the school to run a kitchen. Some suggestions came from the meeting such as birthday tables, parent's lunches and more choice of meals and these will be considered.
- Governors agreed to use the ESPO framework for the tendering of a new school meals provider.
- MF will be meeting with the caretaker to join his weekly meeting with the Head teacher at 9.00-9.15 on Friday mornings.

7. Date of next meeting – 26 June 2018.

Meeting of FPP Committee ended 21:15

Signed by the chair  Date 26/6/18

Actions

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12.9	Governors agreed to approve the whole school pay policy at the June 2018.	ALL	June 2018	
14.3	Governor's skills matrix to be updated	ALL	ASAP	Ongoing
14.4	SM will find NGA information on GDPR	SM	April 2018	Ongoing
15.1	Head teacher to write a piece for the school newsletter on the funding changes and implications	HR	June 2018	
15.2	Nursery staff to be asked to advertise the nursery		June 2018	
15.3	Head teacher to send the information on replacing the WIFI to SM	HR	June 2018	
15.4	Governors asked the Head teacher to ask the ICT service when they will be moving to office 36 4 5	HR	June 2018	
15.5	SM to investigate education apprenticeships	SM	June 2018	

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Agenda for FPP Meeting 26 June 2018 meeting time 7.30pm

Apologies

Declaration of interests

Minutes of the Last Meeting 24 April 2018

Review of Actions/Matters Arising

Finance

Personnel

Premises

Policies – Whole School Pay Policy, Governor Induction Policy

AoB

Date of next meeting 15th October 2018 7pm

Signed A. Hodkinson Date 26/6/18

ASL

