

HAYDN PRIMARY SCHOOL GOVERNING BODY

Minutes of the Personnel, Finance and General Purpose Committee meeting held at Haydn on 25th January 2023 at 2.00pm.

MEMBERSHIP	Mrs Helen Yates - Chair Ms Francesca Chauhan Mrs Andrea Snelling Mrs Teresa Mason Headteacher Mrs Lisa Paulson Headteacher/Assistant Head
IN ATTENDANCE	David Dethick, Clerk to the Governing Board Ms Sarah Chadwick, School Business Manager.

PF&GP/22-23/01 APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Mrs J Dorrington and Mr D'Agostino.

PF&GP/22-23/02 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

PF&GP/22-23/03 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 12th October 2022, copies of which had been previously circulated, were taken as read.

Action points

Action points have been implemented. Confidential matter regarding intention of Headteacher to retire is an item on the Strategic Development and Pupil Committee 25 January 2023.

PF&GP/22-23/04 MATTERS ARISING FROM THE MINUTES

No further matters arising.

PF&GP/22-23/05 ITEMS DELEGATED FROM FULL GOVERNING BODY MEETING

None reported.

PF&GP/22-23/06 Update on appointment of SBM.

The Headteacher informed the governors that Ms Chadwick had embraced the role during the previous year and had demonstrated the commitment and passion the school needed. The Headteacher stated that, on the basis of the excellent performance of Ms Chadwick, she was recommending that her grading level be aligned with other SBMs across the Local Authority on Grade G from 1st April 2023.

Governors approved the recommendation and thanked Ms Chadwick for her contribution to the School.

Action: Headteacher to arrange for payroll notification and contract update.

PF&GP/22-23/07 FINANCIAL REPORT AND FINANCIAL POSITION AGAINST BUDGET

The School Business Manager (SBM) circulated the P9 outturn report which will also be uploaded to the GovernorHub.

It was noted that the revenue surplus was looking healthy. The SBM confirmed that she was also working on P10 with the Local Authority in order to validate the surplus. From the P9 outturn report the SBM highlighted:

- that there has been a possible over budget provision on Building Maintenance (E12)
- that Agency spend (E26) was overspent primarily due to internal staff promotions and the need to provide backfill.

The Chair asked how the surplus could possibly be utilised? The SBM stated that the 'school field' was a priority and that this needed consideration in the context of the sustainability agenda. The SBM noted that the new Caretaker was highly skilled and pro-active and that in general terms this would support the School in progressing matters, such as the field, in a cost effective manner.

In the context of the general matter of sustainability a governor asked what type of boilers were going to replace the existing ones? The SBM stated that the boilers were around 12 years old and they would be replaced on a 'like for like basis'.

The Chair asked if there were any plans to replace laptops? The Headteacher agreed that a budget allocation towards some replacements was needed. The Chair agreed that a budget allocation for laptops and outdoor space were priorities for the School.

PF&GP/22-23/08 Approval of management choices and external purchased services.

The SBM reported no changes. Not purchasing Caretaking Services. Nothing new to approve.

PF&GP/22-23/09 Capital Spend.

It was noted from the P9 outturn report (page 4) that there was a deficit of £19,326.

PF&GP/22-23/10 Safer Recruitment online checks.

The Headteacher reported that the Social Media Background check process was now in place at the School. The checks are undertaken by an external provider for a nominal charge. All agreed that transparency was necessary when applying the process. The Assistant Head stated that the guidance on applying the process was not that helpful and a degree of judgement was required. In response from a question from the Chair the Headteacher confirmed that process was reflected in the Staff IT user agreement.

PF&GP/22-23/11 STANDARD ITEMS -FINANCIAL

- Virements – none
- Disposals and write- offs. Some IT hardware has been disposed of by the school.
- Approval of contracts – none. SBM working with NST on being vigilant with contracts. Chair offered support to SBM on procurement matters.
- Approval of expenditure – none. Budget approval needed at full governors meeting on 15 March 2023.
- Assessment of financial risks – none.
- SFVS (School Financial Value Standard) – nothing reported.
- Audit reports – School has been benchmarked against Carrington School. General discussion about the relevance of this comparator.

PF&GP/22-23/12 STANDARD ITEMS – GENERAL

Health and Safety.

David Thompson has completed his annual Health and Safety/Fire Inspection report a copy of which be uploaded to the GovernorHub.

It was noted at the outset of the discussion that David had observed that:

'there was a good standard of housekeeping throughout the school. It appears that Darren is already making improvements to the school'.

The Headteacher re-affirmed that the 'skill level' of Darren would enable the school to support the implementation of the recommendations in an effective manner.

It was noted that none of the recommendations in the report were major and that the Assistant Head would discuss their implementation with the SBM.

Action: Assistant Head to have ongoing discussions with the SBM regarding implementing the recommendations.

Some of the observations from the report were discussed in a little more detail as below:

Play inspections. It was noted that the school use an external company to undertake the inspection.

Throughout School (hooks). It was noted that the hooks would be expensive to replace and that there had been no reported incidents with them. It was agreed that this matter would not be a priority.

Staff toilet. It was noted that the toilet was not in use currently. General discussion about whether or not the school could accommodate an accessible toilet. Feeling that the room was not conducive for this. It may be better utilised as storage space. SBM to review the matter as part of the overall recommendations in the report (refer previous action point above).

Playground. Observations were noted and 'easy melt' will be used as an alternative to salt.

Surfaces next to bench. Agreed this was a recurring issue that needed to be addressed for longer term and in a more resilient manner.

Outdoor Garden Area. Agree needs attention with possibility of using the skills of the Caretaker. Consideration to installing paths in certain areas. **The Chair questioned if this project could be funded differently?** A general discussion regarding such strategies as developing a Community project and/or a Crowd funding process. Consideration to be given to Community investment and seeking ideas from the children in terms of their engagement with the project. A governor agreed to have a discussion with wild.NG about options and advice that may be available to support the School in addressing this matter. The possibility of an after-school Garden Club was discussed. Possibility of engaging a gardener for 1 day a week also discussed.

Action: Governor to have discussions with Wild NG.

Nursery – New defib. The Headteacher confirmed that the School had a defibrillator which had been funded by Leon's legacy.

Premises Nothing to discuss.

PF&GP/22-23/13 APPROVAL OF POLICIES

- I. **Model Pay Policy.** The Policy was approved by the Governors who noted that it was a fairly standard Policy from year to year. The Headteacher confirmed that the Policy was on the staff hub.
- II. **Behaviour Policy.** The Headteacher confirmed that the Policy is being re-written and will be deferred to the full Governors meeting in March.

PF&GP/22-23/14 AGENDA ITEMS FOR NEXT MEETING

- ✓ Outdoor space.
- ✓ Staff structure.
- ✓ Budget. (**Noted:** this would, hopefully, also be discussed at the Full Governors meeting on 15 March 2023.

PF&GP/22-23/15 DATE OF NEXT MEETING

10th May 2023 to be confirmed.

Note. The Chair expressed the view that it would be helpful to review the timing and dates of all future Governor meetings. The Chair stated that whilst there were some positives by having the meetings in the afternoon the downside was attendance was low because most Governors work full time.

Action: Chair to discuss and review meeting times with Governors and Headteacher.

PF&GP/22-23/16 CONFIDENTIALITY AND COMMUNICATION

It was agreed that no items be deemed confidential for the purpose of the minutes.

The meeting closed at 3.15pm

Signed by the Chair:

Date:

ACTION POINTS FROM THE MEETING: -

Reference	Action	Responsible	Outcome
PF&GP/22-23/06	Arrange for payroll notification and contract update re SBM.	HT	
PF&GP/22-23/12	Assistant Head to have ongoing discussions with the SBM regarding implementing the recommendations from annual H & S report.	Assistant Head/SBM	
PF&GP/22-23/11	Governor to have discussions with Wild NG re possible options and advice for the school	Governor	
PF&GP/22-23/15	Chair to discuss and review meeting times and dates with Governors and Headteacher.	Chair	