

## HAYDN PRIMARY SCHOOL GOVERNING BODY

### Minutes of the virtual Personnel, Finance and General Purpose Committee meeting held via Microsoft Teams on Wednesday 26<sup>th</sup> January 2022 at 2.00pm.

MEMBERSHIP	A	Ms J Dorrington	Chair
(A denoted absence)	A	Ms C Bruce	
		Ms S Chadwick	School Business Manager
		Ms F Chauhan	
	A	Mr E D'Agostino	
		Ms L Paulson	
		Mrs F Rowland	
	A	Mrs S White	
	A	Mrs M Yasin	
		Mrs H Yates	
	A	Mr M Yusuf	
		Mrs T Mason	Headteacher
IN ATTENDANCE		Mrs S Teal	Clerk to the Governing Body

Note: The meeting took place in accordance with the Virtual Meetings Policy.

**Mrs F Rowland would chair the meeting in the absence of Ms J Dorrington.**

#### **PF&GP/21-22/01 APOLOGIES FOR ABSENCE**

#### **ACTION**

Apologies for absence were received and approved from Ms C Bruce, Mr E D'Agostino, Mrs J Dorrington, Mrs M Yasin and Mr M Yusuf.

#### **PF&GP/21-22/02 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/21-22/03 MINUTES OF THE LAST MEETING**

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

#### **Action points**

- School Finance audit – to be followed up
- Roof repairs organised

#### **PF&GP/21-22/04 MATTERS ARISING FROM THE MINUTES**

No further matters arising from the minutes.

#### **PF&GP/21-22/05 ITEMS DELEGATED FROM FULL GOVERNING BODY MEETING**

None

#### **PF&GP/21-22/06 UPDATE ON NEW APPOINTMENT OF SBM**

The Headteacher praised the work of new School Business Manager, Sarah Chadwick. The

feedback from previous SBM, Cheryl Hill, who was working at the school for 1 day a week to give her support, was that she had quickly embraced the role. Mrs Hill would continue to support her as long as it was necessary.

**The chair asked if Ms Chadwick had started her apprenticeship.** She said that because of the current Covid related situation in the school, she would not begin the apprenticeship until September. The chair expressed her concern over the delay.

#### **PF&GP/21-22/07 FINANCIAL REPORT AND POSITION – SPRING TERM OUTTURN**

Period 9 outturn posted on GovernorHub prior to the meeting. Governors were invited to email questions to the SBM.

LA claw back due to the reduction of Nursery numbers had been included in the outturn. The Headteacher explained that the LA would claw back £60K over the year. This was a City wide picture.

**The chair asked where £60K would be found.** The Headteacher said that the school would not be in a deficit budget, but would be unable to undertake a project this year.

The SBM told governors that an element of money for the IT budget had not been spent.

Governors noted that the SBM continued to be supported by SAAF.

#### **PF&GP/21-22/08 APPROVAL OF MANAGEMENT CHOICES AND EXTERNALLY PURCHASED SERVICES**

The Headteacher told governors that the school would continue with the usual services.

A complaint had been made to the cleaning service provider about the quality of the cleaning. Extra mid-day cleaning continued and this was to a good standard.

Governors approved the management choices and externally purchased services.

#### **PF&GP/21-22/09 REPORT ON OFSTED PREPARATIONS**

The Headteacher said that the school was due a Section 5 Ofsted inspection that would be performed over 2 days by 2 inspectors. She spoke about the preparations for the inspection which included being prepared for the questions asked during the 90 minute initial phone call from inspectors. Governors noted that they would scrutinise the SIP and SEF, before moving on to classrooms, looking at books and talking to pupils, to triangulate evidence.

Governors were invited to meet with SIA, Jess Steele, via Teams on 9<sup>th</sup> February, to practice Ofsted style questions. Due to governors' previous commitments, the Headteacher **agreed** to contact her to arrange a further mutually acceptable date.

HT

The chair shared on screen a "Governor Prompt Sheet" that governors had previously used. It may require updating.

Governors were informed that since returning to school following the Christmas break, staff absence due to Covid, had been an ongoing issue and it had been difficult to keep the school functioning. The wellbeing of staff and pupils is a priority.

Governors noted that some monitoring had taken place and 2 SIAs would undertake a whole school review on 9<sup>th</sup> March.

#### **PF&GP/21-22/10 STANDARD ITEMS - FINANCIAL**

- Virements - none
- Disposals and write-offs - none

- Approval of contracts – none to approve
- Approval of expenditure - none to approve. The SBM informed governors that during the half term break, outside lighting was to be replaced, a new dining room floor would be laid, remedial work to take place for F2 building (roof repairs), together with PAT testing
- Assessment of financial risks - none
- SFVS – SBM will complete before 31<sup>st</sup> March supported by SAAF, Cheryl Hill and governors, Mrs J Dorrington and Mr E D’Agostino
- Audit reports/Actions following audits – School Finance audit to be followed up with previous SBM when she is next working in school

**PF&GP/21-22/11 STANDARD ITEMS - GENERAL**

Health and Safety

Mrs Paulson informed governors

- All Covid risk assessments up-to-date
- Due to Omicron variant school had to contact Public Health England on 3 occasions for advice. Also contacted the LA’s David Thompson for extra advice, particularly with regard to lateral flow testing
- Covid cases in school are very high and the school remains vigilant
- Midday supervisor absences are being covered by other staff members
- Fire drill and reverse evacuation drill taken place. The chair said that she appreciated that the school was continuing to perform these drills

Premises

Work on the premises to be carried out during half term as detailed above.

**PF&GP/21-22/12 APPROVAL OF POLICIES**

Governors **approved** the Best Value Statement and the Health and Safety Policy.

**PF&GP/21-22/13 AGENDA ITEMS FOR NEXT MEETING**

None identified.

**PF&GP/21-22/14 DATE OF NEXT MEETING**

The next joint committee meeting is to be held on **Wednesday 11<sup>th</sup> May 2022 at 2.00pm.**

**PF&GP/21-22/15 CONFIDENTIALITY AND COMMUNICATION**

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

**The meeting closed at 2.45pm.**

**Signed by the Chair:**

**Date:**

**ACTION POINTS FROM THE MEETING:-**

Reference	Action	Responsible
<b>PF&amp;GP/09</b>	Contact Jess Steele to arrange further date for Ofsted preparation Teams meeting	HT