



CALDECOTE PRIMARY SCHOOL

Minutes of the Virtual Meeting of the Personnel, Premises & Finance Committee

Thursday 17th June 2021 at 6:00pm

Due to the Covid-19 pandemic the meeting was held virtually using Zoom.

Present:	Pippa Smith (Chair) Karen Stanton (Co-Head) Rebecca Snelling (Co-Head) Cristina Turner Renu Martingale Jay Surti (new governor observing) Shweta Tripathi (new governor observing)
In Attendance:	Lesley Whitehead (School Business Manager, Associate Member)
Clerk:	Vicky Miles
Apologies:	None

Reference

Action

1. Welcome to all and apologies for absence

PS as Chair formally opened the virtual meeting, extending a welcome to all present.

2. Declaration of interests relating to items on the agenda

None declared.

3. Approval of the Minutes of the Virtual Meeting of the committee held on 25th February 2021 and 6th May 2021

Both sets of minutes were approved by Governors as a true and accurate record of the meeting, the Chair will sign and handover at the next available point.

4. Matters Arising from the Minutes of the Virtual Meeting of the committee held on the 25th February 2021 and 6th May 2021

February; Page 5 - Item 7: The website has been reviewed, all changes made, everything is now compliant. A thank you to both RM and CT. PS suggested this should be a yearly task by governors, all agreed. KS added that when things changed within school, this is then transferred and website is updated.

Page 7 - Item 12: The new YR/1 class structure in place for September has been shared with staff, parents and circulated to governors.

5. BMR and Finance Update

LW explained that we are currently in early stages in the financial year and following a meeting this morning with Gaynor Pope (Cambs School Financial Advisor), LW reported that Gaynor was happy with everything.

LW explained that during the half term break the CCTV system had been upgraded, costing just over £2,000. On order and signed for is an upgraded phone system. LW also informed the committee that the school has received three quotes for the proposed outdoor project of which money from the Sports Premium will be used; the autumn term is the earliest the work can start.

Question: Were there higher costs for Care Clubs staff?

LW replied that this was from the Easter holidays, staff do not claim all money in one chunk, and the budget is from term time only. KS added that income from holiday clubs had to balance out staff costs or the clubs would not run.

Question: If there is a power cut, what happens with the phone system in an emergency?

LW assured governors that mobile phones work and since moving to fibre, the Internet and phone system is much more stable, although at times there can be little blips.

Question: Do you get a mobile signal in school?

LW replied that there is signal available in many areas inside and outside the school.

Question: What would happen if an incident occurred in an area that is closed off?

LW replied the phone reception outside is good, and everyone knows where to go in a critical incident situation.

6. Budget Review 2021/2022

RS explained that a meeting had taken place today with Gaynor Pope, and then took Governors through changes. RS explained that pupil numbers were having an impact; the numbers are low for September with 14 registered for the new intake, although there has been a steady stream of new children starting and by the end of the summer term numbers will be up to 199. Come September numbers will be down again to 188 when the current year 6 leave.

7. Personnel

RS explained the staffing changes

- One fulltime HLTA leaving
- A four day part-time TA leaving
- A 40% teacher leaving.
- An 80% teacher has requested a temporary drop in hours to 40%.
- RS added that the plan is still to stick with natural wastage.
- An advert has been placed for a temporary teacher to offset against the request for reduction in hours.
- Recruitment is underway for a Deputy Care Clubs manager.
- Recruitment is underway for a 1:1 TA for a child with an EHCP, if the child leaves then the position ends.
- Maternity leave teacher is returning to 60%.
- The overall impact of these staffing changes on the forecast budget is positive and potentially increases the carry forward from £29,392 to £49,619. This claw back of £22 000 leaves the carry forward much closer to the normal range. Relying on 'natural' wastage means we won't currently need to make redundancies and we are in a much stronger position to face an uncertain few years.

Question: Did the timing of the census and decisions on Pupil Premium impact our PP funding?

KS replied that we have had an increase of 7 PP children since the census so it will impact us. The majority of the Pupil Premium money went on putting additional TAs in the classroom and TA catch up time, the school was managing to maintain this. KS added that from September the school is moving from class based TAs to placing TAs where the need is greatest to ensure highest impact.

Question: In the meantime, do you feel confident that you can manage the workload with the reduction in staff?

RS replied that the maternity leave teacher could have covered the reduction in hours request, but this would have stretched us too thin, knowing the needs of the year 6, we feel confident we have enough staff to run effectively.

8. Premises

KS reported that there is not anything major to report, and looking at quotes for new equipment to replace the maze; this will be funded by money allocated from Sports Premium. The raised beds outside the year 6 classroom are rotten and are difficult to upkeep, the idea is to remove the wood and grass the area. The beds outside Purple class can be used for planting. KS added that the PTA are raising money to replace the train, overall the premises are in a good condition. KS added that it is possible to carry forward the Sports Premium money as it is mostly going on improvements to the school grounds to enhance physical activity.

9. Health & Safety

KS reported that all staff are proactive and continue to use yellow forms to identify hazards. Thanks to Paul Whitehead who does many odd jobs for us, he turns up at weekends and completes all the jobs that need doing; he does such a great job and is a real asset to the school. Governors also thanked Paul and suggested sorting a gift.

10. Impact of Covid

KS reported that following a briefing with Jonathon Lewis the Local Authority guidance is to continue to be vigilant; we have low number in the area but cases in South Cambridgeshire are doubling every 8 days; reminding staff to not become complacent. KS added that trips are being organised for the children, there is a lot of work involved in organising them, and we are not using any parents and are being careful with the management of bubbles. KS explained that Sports days will take place in key stage bubbles. A skipping day has been organised to make this time as fun as possible for the children, all risk assessments are being carried out.

EYFS transition is going to be a Teddy Bear's picnic on the field, one parent can attend and they must complete a lateral flow test. KS added that playgroup has closed and a teacher has been identified to isolate from 'track and trace'. Everyone is keeping everything crossed for September.

Question: In terms of Covid recovery fund, are you still planning to go ahead with tutoring?

KS replied that tutoring has happened this half term, the amount of paperwork is onerous and due to this we are not sure that the teacher employed will be prepared to do this again. KS added that they would look at the gaps, they are aware of the significant issues with year 6 next year. Parents have asked how the catch-up funding for their child

has been spent, this equates to £40 per child per year at present, the government and media are spinning it very differently. KS added that most children are within one-step of their target, those that are not is due to engagement, they did not engage with remote learning. Kevan Collins (the Chief Executive of the Education Endowment Foundation (EEF) and the appointed (since resigned) Covid catch-up tsar) gave us the confidence that he understood.

Suggestion: Is it worth pre-empting parental questions and unrealistic expectations by writing a piece for the newsletter explaining how much the catch up funding equates per child. KS replied that this would be worthwhile.

Question: In terms of personnel, staff have had to be hugely resilient this year, how are they feeling?

KS replied that staff are currently very busy as they are preparing reports and planning trips. People had been optimistic for the lockdown ending on 21st June, but it has not happened and this was a disappointment. Staff are very open with each other, and there is a supportive culture. People are making time to catch-up outside while socially distancing. We are running shorter staff meetings, but it is a very busy time of year. Providing reports is very time consuming, although the SLT find them lovely to read. Prior to the reports, a whole range of assessments were carried out to ensure secure judgements of attainment are reported. This all adds to workload at this time of year. We found out that lateral flow testing has to take place during the holidays. LW, RS and I will have to continue to check the results of the testing every Wednesday and Sunday. The work carried out on wellbeing and resilience has though put us in good stead.

LW added that staff appreciate everything that KS and RS do for all of us; it is the little things too. LW and VM thanks KS and RS.

RS informed the committee that she would be circulating the updated Covid Risk Assessment.

RS

Question: It sounds like you are doing everything you can, regarding ventilation, is there anything we need to think about ahead of winter?

KS replied that the school is notorious for having some cold spots and some hot spots. As time went on guidance around ventilation was given, it is about being sensible, getting a free flow of air, reminding each other everyone has a different threshold to temperature. Doors are open at break times.

11. Policies to be ratified and reviewed

To be ratified:

Flexible Working – RM
Handling Redundancy – CT
Induction – Cristina
Sickness Absence – PS
Social Networking – PS
Charging & Remissions – circulated by KS

To be reviewed:

No new policies – up to date

12. Other Matters appropriate to the school and Governing Body

KS reported that a meeting with prospective Red Class parents and Blue Class parents took place, overall the meeting was positive, there were many questions, and we wanted to be transparent and open. Parents thanked us and said they felt very reassured.

RM reported that she has made the decision not to continue as governor beyond her term ending in October. RM added that she would however continue to support the school.
PS thanked RM for serving on this committee.

KS added that the parent governor election process is underway at present.

LW to look into the governor's only area of the website, check, and reset login details.

LW

13. Date of Future Virtual Meeting of this Committee

All dates to be set at the FGB 1st July 2021

There being no further business, the meeting closed at 7:00pm.

Signed as a true record..... Date.....
Chair