

ARGYLE PRIMARY SCHOOL
POLICY, PLANNING, FINANCE, PREMISES & PERSONNEL
COMMITTEE MEETING
MINUTES THURSDAY 5th MARCH 2020 AT 17.00

ATTENDANCE

Jemima Wade (Headteacher)

Mark Chesher (Chair of Governors)

Alice Eggeling

Henry Fraser (Chair)

Elena Lonardonì

OTHERS PRESENT

Corinne Irving (Bursar)

Flossie Del Santo (Camden Support Clerk)

ITEM	MINUTES	ACTION
1	Welcome and Apologies for absence	
	<p>The Chair welcomed everyone to the meeting and noted it was quorate. Apologies were received and accepted from Alice Eggeling who was running late.</p> <p>Noted Mahad Sahal, the Committee Chair, had resigned from the governing body due to his family commitments.</p>	
2	Declarations of Interest	
	None were declared.	
3	Election of Chair	
	<p>The Committee noted the vacancy of the role of Chair. HF was nominated to the role and was unanimously elected. EL was nominated and unanimously elected as Vice Chair.</p> <p>Resolutions: Henry Fraser was elected to the role of Chair until the first meeting of the Autumn Term 2021.</p> <p>Elena Lonardonì was elected unanimously as the Vice Chair until the first autumn term meeting 2021.</p>	

4	Minutes 21st November and Matters arising from previous meeting	
	<p>The Governors reviewed the minutes from the PFFPP meeting on 21st November. The minutes were signed by the Chair as an accurate record of the meeting.</p> <p>The actions of the meeting were reviewed</p> <p>The Literacy Lead had purchase books for specific units with the Bookline Donation. Further books were being sourced with the funding.</p> <p>IT quotes for interactive white boards had been obtained. New white boards had been purchased for Years 5-6 at a cost of £3,000 each. A programme of purchase over 3 years was in place.</p> <p>SIP questions had been presented to the Board.</p> <p>The Pay Committee met to review the Teachers pay review and had recommended the actions of the HT.</p> <p>A KS1 playground walk had been held and an H&S Review. The Nursery playground could be better utilised.</p> <p>The Credit Card procedures had been amended by the Pay Committee.</p> <p>The terms of reference had been revised.</p>	
5	Financial Reporting	
	<p>The Bursar reported on the Financial Reports and drew the Governors attention the following:</p> <p>1. 2019/20 Budget</p> <p>Extra income was reported received during the year which would support the increase in salaries</p> <p>SEND requirements had increased at the school and those without EHC Plans were supported by the school budget, as recommended by SLT</p> <p>In answer to a governor's question LA funding to continue to support the increases in teacher and support staff salaries and pension contributions was not guaranteed from year to year. The school may have to fund this in future.</p> <p>A governor asked about the cost of agency staff. The costs were confirmed as TAs hired to work in class. It was better to keep agency staff in place as this allowed flexibility</p> <p>The Committee noted the 2019-20 budget had closed.</p> <p>2 Draft Budget 2020/21</p> <p>CI reported on the draft budget for 2020/21</p>	

The budget was similar to 2019-20 and it was expected the LA bursary grant for teachers' pensions and pay rises would be continued.

An end of year deficit of - £189,000 was noted with a carry forward of £79,976 from 2019/20. The budget was expected to be in deficit by Feb 2021. SLT met fortnightly to review staffing and support costs especially for SEND children. Contracts would be held to review value for money

There was expected to be £40,000 less in the 2020-21 budget due to the falling roll. It was expected the school would continue to receive the LA top up funding in the coming year as there had been a 3-year falling roll.

The Committee noted future budgets would be impacted when the current Year 4 left the school, this the last large year group at the school.

The Committee noted there were 351 children on roll, previous years it had been 459. There were 42, 1st choice applications received for Reception 2020, which put the school in a strong position. There was 60% mobility at the school. New housing developments in the area were not expected to house families and many in the community were continuing to move out of London

It was expected LA SEND funding would be increased but the amount had not been confirmed.

The Committee discussed and agreed the school would apply for a Licensed Deficit from the LA as it would be submitting a deficit budget. Before approval of this, the school would have to complete a 3-year budget plan.

The HT noted the LA consultation had been held across the LA to review the falling rolls. The schools had been placed in zones and it was confirmed there were dropping roll numbers in the local area.

Following the consultation, the LA had now asked the school to reduce to 1.5 form entry. (45 children) After reviewing the figures the Bursar pointed out that it would be challenging to support this model financially in the long term. Modelling had illustrated that the school would be in a more secure position financially as a 1 form entry school after a 7-year transition period. The option to increase forms to the original two forms of entry could be put in place if numbers of children increased in the area, as was expected in 2024.

Action: The LA to be asked to provide support so that the school could sustain a 1.5 form model.

The school would remain a 2-form entry in Sept 2020, the proposals would be from Sept 2021. The Cabinet would be meeting on 4th April to decide who will drop a form and if any there would be any school closures

Action: The 2020-21 Budget would be presented for approval at the governing body at the 26th March meeting.

3. Risk Register The Committee noted the deficit 2020-21 Budget was an ongoing risk and this was being addressed

4. Procurement Card Report The Committee noted most transactions were under £100 and the procedures were in line with the Finance Policy.

	Approved: The Committee discussed and agreed the school could authorise up to £400 in a single transaction. Items above this would be reported.	
6	Premises Development Plan	
	<p>There were no planned major works.</p> <p>There were ongoing issues with the heating in the FLC, it was now used as a conference centre with Camden Learning. There were some roof leaks in the main building.</p> <p>A review of the KS1 Playground had been held, there was little funding for improvements and the LA would not increase capital funding.</p> <p>Precis Management had completed local building works and would be moving out the area. They would still build a greenhouse for the school.</p>	
7	Updated School Improvement Plan 2019-20	
	<p>The Plan was ambitious and focussed.</p> <p>The Committee noted that although the review of the completions of the actions on the plan were the responsibility of other committees, Ofsted expected all governors to review the plan to ensure it showed solid progress and was updated each term.</p> <p>The Health and Wellbeing priority was supported with the school receiving the Healthy Schools Gold Award. This would now be placed on the school letterhead and website. Well done to the school.</p> <p>Parental engagement was improving and would include the RSE 2020 parent consultations</p>	
8	Review of Service Level contracts	
	<p>Many of the 3-year SLAs were in their second year and would be retendered in 2020-21.</p> <p>The Education Welfare SLA had not been renewed as it was felt it offered nothing beyond the LA's statutory responsibility to children.</p> <p>The school had not taken out an SLA for primary training, it had been on a pay as you go system with Camden Learning. There would be a review of the costs to see if savings had been made.</p> <p>Utilities were bought through the Kent County Council SLA. Savings were made due to their group procurement systems.</p> <p>SLAs would remain the same except for Education Psychology and GDPR.</p>	
9	REVIEW OF POLICIES	
	RSE Policy 2020	
	HT reported Parent consultations had been held for years 1&2 and 3&4.	

The meetings had been difficult but more respectful than those previously held. There was still misinformation circulating with the parents WhatsApp group and these were addressed. Some parents had reviewed the books that would be used to teach the curriculum.

Following the consultations with the parents it was agreed that resources used in Years 1 and 2 would not show pictures of same sex relationships. The topic covering Families would just stress there were many different kinds of families. If children in Years 1 and 2 asked staff questions about this, they will answer them.

Books that had pictures of same sex couples will be used in Years 3 and 4. The school would follow LA guidance and use their resources but not 'talk' about it.

Consultations were still to be held for parents of children in Years 5 & 6.

The Committee discussed and agreed that the parent consultations held to date did not reflect the full Parent Voice. Parents with different opinions to those already being expressed may be reluctant about speaking up with their views as the meetings. The written consultation sheet sent to all parents is an attempt to obtain the views of all parents.

Action: The school to ensure RSE Policy Parent Consultations enabled all parents to contribute their views.

HT

1. Finance Policy

CI noted changes had been highlighted. She confirmed old equipment would be recycled or disposed of. There was an electronic Asset register in place.

The Committee reviewed the Alcohol Policy section of the Policy. They agreed the single aggregate purchase for a single event would be £200. Any amounts over this would be approved by the Head Teacher. Items 14.2 and 14.3 to be deleted.

The Committee approved the Finance Policy subject to the changes noted.

2. Business Continuity Plan

In answer to a governor's question school preparations were underway for educating the children at home if the school was closed before the end of term. My Maths the online system was already in place and learning resources and packs would be sent home including ones for DA students. Communication would be maintained using Parent Mail. Guidance would be given by the LA.

A meeting would be held the following week to ensure necessary staff would be set up to access the Integris System.

In response to a governor's question the LA did not have a Policy for schools to follow as it was changing too rapidly. There were daily updates from the LA, DfE and government departments.

3. Charges and Remission

	<p>Nursery 2020-21 There was expected to be 39 children in the nursery September 2020. When accepting places parents were asked to state if they would be applying for the DfE Funding of 16 Free Hours or if they were entitled to the LA Nursery subsidy. They were also asked to state the reason if they were not going to apply. The policy would be updated with current figures.</p> <p>The Committee approved the Charges and Remission Policy</p> <p>The Committee noted there were 10 children attending Nursery full time who were not entitled to either subsidy for additional free hours. The Committee agreed there would not be any extra fees for these children as they should be supported with full time Nursery Education. This would also bring more applications to the Reception Class from these families.</p> <p>4. Bankline Policy</p> <p>The HT and the DHTs were currently set up to authorise payments and this supported the needs of the school.</p> <p>The Committee approved the Bankline Policy</p> <p>5. Retention of Documents Policy</p> <p>Further clarification was needed on the roles of admin team. The policy would be updated.</p> <p>The Committee reviewed the proposed 2020-21 term dates</p> <p>The SATs tests coincided with Eid in 2021. The government guidance suggested schools could vary timetables. The end of the Summer Term would be on 23rd July 2021 as the school year would not start until 7th September 2020. Inset days would be in January (2 days), June and July and would be linked to Eid.</p>	
10	Impact	
	<p>The impact of the Committee included;</p> <ul style="list-style-type: none"> • Holding a review of the Finance Report noting the deficit and the Committee ensured there was a strategy going forward • A review and approval of statutory policies • The SLAs were reviewed for value for money • Review of improvements in the SIP 	
11	AOB	
	There were none	
12	Confidential Items	
	There were no confidential items	

The Chair thanked those present for attending and closed the meeting at 18.20



1.12.20

Signed _____

Date _____

Chair of Argyle Primary School PPFPP Committee