



TAVISTOCK PRIMARY & NURSERY SCHOOL

Minutes of the Full Governing Board Meeting

Tuesday 23rd March 2021 @ 6pm, via Zoom

Please note: This meeting is open to the public. Meeting dates are published in the school newsletter and on the website. If you would like to attend please notify the Clerk to the Governors.

CHAired BY: Liam Cottrell	LC	CLERKED BY: Kirsten Wake	KW
PRESENT by Zoom: Liz Beckett (LB), Tim Bonney (TB), Ben Chilcott (BC), Liam Cottrell (LC), Pat Dickinson (PD), Sue Gawman (SG), Laura Handel (LH), Nick Nottley (NN), Matt Morgan (MM), Matt Page (MP), Lynnette Selbie (LS), Mike Smith (MS), Kirsten Wake (KW)			
APOLOGIES: Darren Newland (DN)			
NIL HEARD FROM: None			

Item Ref.	Minutes	Action
FG20/21_40	Apologies Apologies accepted from DN (work commitments). MM gave notice that he would need to leave the meeting at 1900 due to work commitments.	DECISION
FG20/21_41	Governors Business/Pecuniary Interest Register Staff and parents declared an interest in the agenda.	
FG20/21_42	Vision – Where are we now? Minutes of FGB meeting on 23 rd February 2021 approved. Minutes will be signed by the Chair digitally and emailed to KW for filing. <u>Actions of FGB Meeting 23rd February 2021:</u> <ul style="list-style-type: none"> - Governors agreed to hold an initial meeting with Karen Powell. LC to circulate potential meeting dates to governors. - LC confirmed that he would contact DN and BC, who are absent at this meeting, to update them on the HT recruitment process. - Governors agreed that SG would investigate whether the PE funds could be reallocated to an alternative budget. – SG confirmed that we may use PE funds for equipment, resources, or specialist coaching, but NOT for staffing. Funds have to be spent by August. <p>Q1. Did the contractor answer our question about additional drainage requirements? (NN) A1. No additional drainage required. (SG)</p> <p>Q2. Can spend be carried forward? (BC) A2. A decision would not be made about carrying forward the funds until the end of August, so we do risk losing the funds if we don't spend them. (SG)</p> <p>Governors discussed alternative ways of spending the funds. Governors agreed to spend the funds on a new track for the field. - LS will check for additional safeguarding training courses for governors and send details to TB. – LS to pass details to TB. </p>	DECISION ACTION LC Completed Completed Completed CHALLENGE CHALLENGE DECISION ACTION LS

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	<ul style="list-style-type: none"> - School Financial Value Standards – LC to sign. – It has been minuted that SFVS was approved by governors, which is adequate, no signature required. <p><u>Actions of FGB meeting 8th December 2020:</u></p> <ul style="list-style-type: none"> - Minutes of FGB meeting on 10th November 2020 to be signed by the Chair digitally and emailed to KW for filing. - MS and BC to send profiles/photos to KW. <p><u>Actions of FGB meeting 10th November 2020:</u></p> <ul style="list-style-type: none"> - Admission register – TB to review this week. <p><u>Actions of Lead Governors meeting 20th October 2020:</u></p> <ul style="list-style-type: none"> - Monitoring tracker sheet examples – c/f. Monitoring sheets and schedule to be circulated, prior to next monitoring meeting. – LS to email governors with proposal. <p><u>Actions of September Business Meeting 30th September 2020:</u></p> <ul style="list-style-type: none"> - Strategic plan to be developed - c/f March 2021 – LC to circulate plan to governors for comment. - Governor induction pack review – c/f – will be dealt with in next couple of months - Keeping Children Safe In Education – confirmation received from all governors. 	<p>Completed</p> <p>Completed</p> <p>ACTION MS/BC</p> <p>Completed</p> <p>ACTION LS</p> <p>ACTION LC</p> <p>c/f</p> <p>Completed</p>
FG20/21_43	<p><u>Finance/Budget</u></p> <p><u>Recruitment</u> Governors discussed the options regarding employing a DHT for next academic year. Governors agreed that a DHT should be employed. Governors noted that they would closely monitor the effects on the budget.</p> <p><u>Budget</u></p> <p>Governors discussed the effects on the school of potential budget decisions. Q3. Why are there 4 SEN teaching assistants in the budget? (NN) A3. New EHCPs are coming through – school has to fund the first £6,000, hence the revised SEN budget. (SG)</p> <p>Governors discussed the budget implications of EHCPs/SEN staff. SG confirmed that all SEN staff contracts are temporary.</p> <p>Governors discussed the finances of the extended services provision. Q4. Do we expect the finance for the extended services provision to turn around in future? (MS) A4. Discussions are being held with local authority to try and access grants to support the service. (SG)</p> <p>Q5. What was the financial position of extended service pre COVID? (MS) A5. Profit of £3,000 per year (approx). (SG)</p> <p>Governors approved the staffing proposals in the budget, on condition that, prior to any appointments being made governors will be consulted.</p> <p>Governors reviewed the list of buy back services which required approval. Governors approved using Devon County Council Staff Absence Insurance service.</p>	<p>DECISION</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>DECISION</p> <p>DECISION</p>

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	<p>Governors unanimously approved the buyback services.</p> <p>Governors unanimously approved to commission NPS to prepare the paperwork for replacing the KS2 entrance. The options will then be presented to governors.</p> <p>Governors unanimously approved keeping the leadership structure and class structure for next year. Governors will consider further staffing proposals in due course.</p> <p>Governors unanimously approved the 2021/22 budget.</p>	<p>DECISION</p> <p>DECISION</p> <p>DECISION</p> <p>DECISION</p>
FG20/21_44	<p><u>Monitoring</u></p> <p><u>Safeguarding</u></p> <p>CPOMS is working well and MTAs have now been given paper forms to improve the lunchtime reporting of safeguarding matters.</p> <p><u>Remote Learning</u></p> <p>LS confirmed that she will report on remote learning progress from January to March as part of the next Headteacher Report.</p> <p><u>LA Planned Visit</u></p> <p>Will be reported at the next meeting.</p>	
FG20/21_45	<p><u>Policies</u></p> <p>Questions from NN were submitted and responses discussed. A copy of the questions and answers are included in the appendix to the minutes.</p> <ul style="list-style-type: none"> - Register of Pupil Admissions – TB confirmed all in order. - Business Continuity Plan – Governors discussed the gap in the business continuity plan for the School Business Manager post. Amendment of priority room has been made, in response to questions from NN and MS. - Staff redundancy - No comments <p>Above policies were approved.</p> <ul style="list-style-type: none"> - Children with health needs – SENDCO is currently preparing this new policy. At the moment it is covered by our remote learning strategy. c/f to next meeting. - RSE – LS presented a verbal update to governors. The policy has been sent to parents. Policy will be presented to governors for ratification in April. 	<p>CHALLENGES</p> <p>Completed</p> <p>CHALLENGE DECISION</p> <p>DECISION</p> <p>c/f</p> <p>c/f</p>

DATE OF NEXT MEETING: Tuesday 20th April 2021, Full Governing Board Meeting, 6pm, ZOOM

These minutes are agreed

*Without amendment / with the following amendments (*please delete as appropriate):

Signed:

Dated:

Appendix to Minutes

FG20/21_43 Finance/Budget

Questions and answers to challenges by governors:

- a. Last year you indicated that the breakeven number of pupils was around 338; what would it need to be this and subsequent years?
This year 353 pupils, and providing funding stays at the same level 2022/23 - 374, 2023/24 - 387, 2024/25 - 402, 2025/26 - 415
- b. I'm aware that Prior Attainment levels are a fixed part of the budget income, but why were last year's budget figures £10 - 20K greater than this and subsequent year's figures?
Prior attainment funding is cohort based and the income is calculated on the 'on entry' reception class teacher evaluation of a child's starting point
- c. Why is the combined Additional funding to meet min per pupil levels + top to £4180 / pupil for this FY about £30k less than the forecast figures (combined Add funding to meet £4000 / pupil + Min Funding Guarantee) for this FY from last year's budget?
Hopefully, I have understood your question correctly.
Each year DCC provide additional funding to ensure that a school's overall funding meets the DfEs minimum threshold. Last year's minimum was £3,750 and for 2021/22 this has been increased to £4,180 because teacher's pay and pension grants have been included, future year budgets have been adjusted to meet the £4,180 minimum as this was not built into DCC calculations.
- d. Is the reduced pupil premium income levels for 2022-23 onwards realistic?
The figure has been calculated on known factors, for 2022-23 I have calculated income based on known PP children leaving year 6 but have not added any new children entering the school as these are an unknown factor, this is my cautious approach and income probably will be higher.
- e. I was under the impression that the Teacher's Pension Grant was going to continue until Sept '23?
Yes it does but the funding has now been included with the per pupil minimum funding level, an extra £180 per pupil was added.
- f. As Teaching staffing levels appears to be the major contributor to the forecasted increasing deficit, where is this issue manifesting itself? Is it wrt High Needs Block funding provision (£255k from your notes) but with a forecast increase in expenditure ie the 4 new 0.6 SEN TAs in Sept, or is it somewhere else? And how can we avoid / mitigate against incurring these additional costs?
In my opinion the major factor/pull on our resources is in the numbers of classes, we have 10 classes with fewer than 26 pupils (breakeven point) but mixing classes/year groups could potentially inhibit future growth and would be unpopular with parents, current and future.
I added the SEN figures to demonstrate to governors that we have capacity within that budget income to expand our TA support, supporting individual children helps the whole class and supports teacher well-being.
- g. Premises Staff pay etc appears to have increased well above inflation compared to last year. Is this a result of taking on additional duties / responsibilities, or having to pay the going rate for the role?
Two factors, an additional cleaner was employed to clean the outside block, we hadn't planned to use it this year but have been. Also, a none pension contributor left the school and the replacement joined the pension scheme. (joining is now automatic for all new starters)
- h. Mealtime TA pay etc appears to have increased well above inflation compared to last year. Is this a direct result of an increase in the National Min Wage?
An additional MTA was employed to support the large numbers of children joining reception, 58 in September compared to 33 in 2019. Impact of minimum wage increases and again pension changes.
- i. What was the predicted annual savings minus the cost of the loan due to the introduction of LED lighting, and has this been included in the budget figures?
Tender estimates for electricity was £14,856, I have taken a weekly meter reading to estimate current annual usage with the LED lighting and I would estimate a 3rd drop in units used, a total of £4,952 reduction in costs but I have taken a more cautious approach and reduced costs by just £2,856 as I am not sure that the Spring Term truly reflects our full usage.

j. Is there anything we can do to recover the £4.5k drop in nursery income due to parents not paying? Or didn't their children have the additional sessions?

I do normally charge parents for sessions not attended through illness or holiday when they have been booked but I did not feel it was morally correct to charge parents for sessions booked when they chose to keep their child at home to protect them from a global pandemic.

Benchmarking

k. What was the criteria that you have benchmarked us against? eg quick comparison nationwide vs schools with similar pre-selected similarities, or, a more detailed comparison.

All Devon schools as funding levels are the same. Pupil numbers 300-400, adding other criteria would limit the comparison size.

Q. (NN)/ A. (SG)

Nursery income – why so much uncollected, what is risk of not materialising?

Children did not attend due to Coronavirus closures so parental fees not collected.

SRMA – what is this, we planned for income but none rec'd

I am a DfE School Resource Management Advisor, I get appointed to work with Academy Trusts and the school get paid for each deployment undertaken. None completed in 2020 due to Coronavirus.

Underspend on pay – do we have enough staff

Underspend on teachers due to not appointing a SENDCo for the Autumn Term and savings on other appointments made at a lower grade than budgeted for.

Nursery Plus c/f – no budget presume using c/fwd from previous year?

Nursery Plus fund now moved to own fund G129 so budget line not needed in G12 from next year.

Covid – no government contribution?

Only for free meals and some cleaning. I have claimed for everything that I could but like many school staff absences have not been covered.

£103k overspend

Yes - in year

£205k c/fwd surplus?

Planned carry forward as mentioned

£103k c/fwd surplus to 20/21

Yes, last year's budget predicted £24k at year end but extra income and savings has resulted in much higher c/f than predicted

What are plans for c/fwd u/spend? I see offset 21/22 budgeted deficit!

C/F will help offset in year deficit for 2021/22

Benchmarking

Slide 18 auxiliary staff – top – because employed vs bought in? – does this rep VFM?

Yes, this is because we employ our own staff, it is far easier to manage staff we employ and it does tend to work out better value for money. It also means we keep profit made through catering! Given the year we have just had I am very relieved that we are in house.

Slide 19 – headcount – why so high?

Our actual number places us 7th rather than 3rd but high due to nursery staff ratios and SEN. If I compared our staffing to schools with a nursery and a similar level of SEN we would not be so high.

G121 Governors

Breakfast club & after sch club – cost £12k – need to put up prices? Or are numbers low due to covid period?

This service has been hit really badly. I am awaiting outcomes for grant applications but if required will review prices for September.

Catering Final Costings

Drafted: 23/03/21

E-schools: 23/03/21

How does this fit in with the income and expenditure in Governors Budget above?

Sorry sent you the wrong year...good spot.

Last year you indicated that the breakeven number of pupils was around 338; what would it need to be this and subsequent years?

This year 353 pupils, and providing funding stays at the same level 2022/23 - 374, 2023/24 - 387, 2024/25 - 402, 2025/26 - 415

What would this mean for class size? What is max based on max class size?

Our maximum will always be 30 per class, this is a legal requirement in Years R-2 but we our room sizes in KS2 would not allow for more children. We are a two form entry school so our capacity would be 420 children in the main school plus nursery.

2021/22 Budget

8% income increase

Increase to minimum funding guarantee from £3750 to £4180 per pupil

Mostly basic entitlement – what is basis?

This is DCC local formula funding. Their basis starts at £3147.59 per pupil

Free school meal and prior attainment gone down – why?

The eligibility criteria was changed in 2018 so fewer families qualify, prior attainment is cohort lead by teachers assessment on entry in September each year.

Support staff – v big increase £336k to 403k – why?

Requested recruitment of extra SEN Teaching Assistants

Overall £100k over (c/fwd offsets in year) then what is recovery plan?

Governors need to decide on future leadership structure and whether they wish to put any of the recovery budget plans into action.

Q. (BC)/ A. (SG)