
School: Lawrence View Primary and Nursery School
Meeting title: Spring term meeting of the Business Committee
Date and time: Tuesday, 3 May 2022 at 4:00pm
Location: Hybrid meeting – in school and virtual via MS Teams

Membership

'A' denotes absence

	Mrs E McGrenaghan (headteacher)
A	Mrs L Lord
	Mr D Hill (chair)
	Mr S Ufton
	Mrs C Needham
	Mr L Johnson
A	Mr C Blackburn (associate member)
A	Mrs T Christian
	Mrs Z Battison (attended online)
	Mrs J Smith

In attendance Mrs Sarah Hunt (office manager – observer)
Mr L Russell (clerk to the governors) (attended online)

BC/01/22 Apologies for absence Action

There were no apologies for absence.

Mrs Christian was not at the meeting.

BC/02/22 Declaration of interest

Mr Ufton declared an interest in the later item on midday supervisors as a family member is employed in that role at the school.

There were no further declarations of interest, either direct or indirect, for items of business on the agenda.

BC/03/22 After school club (childcare)

The headteacher informed governors that after school childcare provision is to be set up to improve the attractiveness of the school to parents. This will be based in the Hut. It is proposed to use an existing member of staff to lead the club, to provide continuity, and it is proposed that the hours for that person are increased accordingly. A second person has been appointed who also works as a midday supervisor to support the club.

Governors **approved** the increase to hours for the new after school club.

The club will need four children a day to cover staffing costs and £500 has been spent on resources. The club will run from 3:15 to 5:15pm.

The cost to parents is £10/ day or £40 for a full week. Additional staff will remain on site whilst the club is running.

There has been quite a lot of interest so far. The maximum number of children is being set at ten for now, whilst the club becomes established. In response to a **governor challenge**, the headteacher outlined the range of activities being provided and how it will be organised.

Governor challenge: How does it compare price wise to other after school clubs?

Price wise, very favourably.

BC/04/22 Staffing issues

Appointment of three additional mid-day supervisors

Three additional MDSA's have been appointed to fulfil vacant roles. Two have started and a further one is due to start soon.

Appointment of After School Club staff

This was covered in the previous item.

Three maternity leaves

It was reported that three staff are on maternity leave, although not all are being covered in full. Existing staff have taken on some additional hours to help cover in part.

Long term absence

There is a long-term staff absence, which is being dealt with through attendance management procedures.

BC/05/22 Budget

The underspend has increased, partly due to staffing changes, and additional funding that has come into school. However, this money is going to be needed to support the budget in future years, and some will be spent on projects.

The trim trail is to be installed and paid for out of the underspend.

More money has been committed to school trips, with all children able to go on one free school trip a year, and school trips are subsidised for everyone.

The school wants to increase the range of experiences available to children, including visits to sculpture parks being put on. Visitors into school are not charged to families, and neither are visits to places of worship, to ensure the cultural capital available to children is improved.

Governor challenge: How much money is spent on resources in school?

The school is well resourced, and spending is done on a needs basis. The budget includes 15 additional iPads this year.

Governor challenge: Under Ref.101 what is the "lump sum of £3680? None of the staff at Ref EO1 to EO6 show any "overtime" but EO7 shows £3800. What is that for?

Staffing is costing less this year due to maternity leave that is not going to be covered, although some staff are working extra hours to cover that.

There is a top-up for the uplift in staff pay, NI, and energy costs. This is the last term of Covid catch-up funding. There is a reduction on HLN funding as some children are moving to different settings.

Teachers pay is being adjusted by a small amount due to changes in the way the grading system is applied. Supply costs are included in the budget but historically this has been underspent.

There is £15000 in staff development and training. Costs have gone down as more CPD is delivered online post-Covid.

Governor challenge: Are the Energy increases sufficient due to ongoing rising costs?

Energy costs have been increased in line with guidance, but it is felt that this may not be all spent, despite costs definitely having risen.

Services for schools from the LA were **approved** in line with the proposals made, including swimming, music tuition, legionella testing, finance, ICT, speech, and language therapy, CPOMS – all of which are continuing. Most have increased slightly in price this year.

Governor challenge: In Catering it shows £300 for butter. Why is that singled out from other supplies. Is there any problem with the supply cooking oil given the current shortage? No problems reported so far, and it's unknown why it is separated out from other supplies.

Governors **approved** the school budget for 2022/23 as presented.

BC/06/22 Purchases

Three quotes for outdoor musical instruments have been received, including installation. Governors were interested to hear about what was being provided.

The first two quotes were £8500 but did not include installation. A third with installation was £9400, including installation. Governors discussed and felt it was important to have the peace of mind from professional installation.

Governors **approved** the quote at £9400 for the instruments including installation. Two interactive screens are being purchased at £4500, which is within the headteacher's remit.

A traverse wall is to be purchased, again within the headteacher's remit.

BC/07/22 Governor health and safety inspections

Mr Ufton gave a verbal update from his recent health and safety visit which had been distributed in advance.

BC/08/22 Policy updates

Finance policy

The draft finance policy had been distributed in advance.

It was confirmed that the headteacher's authority level for purchases is £5000 and that governor approval is required for anything above that.

The credit card limit has increased to £5000. The credit card has been useful in saving time in processing staff expenses.

Funding for the garden has come from fundraising internally and funding from the PTA.

The finance policy was **approved**.

BC/09/22 Governor OFSTED briefing

The Chair explained he felt it was likely that the school was due an Ofsted visit soon. He suggested that Governors should consider useful DFE advice in respect of any potential visit from Ofsted Inspectors and referred them to appropriate published documents.

BC/10/22 Any Other Business

The chair enquired about predicted SATs results for this year.

The current Y6 – expecting 69% to attain the required level, with good progress being made for Greater Depth.

Writing – predicting around 60% to meet the standard. 10.8% to get Greater Depth.

Maths – expecting 69% to meet the required standard.

Governor challenge: Has the Y6 cohort changed? Yes, but as many coming in and out with similar result levels. The difference between pupil premium children and the non-PP cohort has not changed very much.

KS1 is looking a lot more positive, and parental engagement has been better for this cohort, which it is felt has had an impact. In the phonics test, we expect to hit the 85% pass mark.

The SATs tests are next week, and the Y6 is quite a fragile class. Interventions are in place for many of them, including small groups. It may take all day to complete the SATs due to the children we have and the staff available.

Governors were invited to have a specific walk around to understand key areas of the school and were invited to make an appointment for next week.

The chair reported that he has been approached by the BBC for a news item on his 50 years as a governor.

A governor asked if the school has considered Amazon Smile – so that money is raised for school without parents having to spend any additional money. The headteacher and office manager will investigate this.

HT

A governor asked about name labels as a source of funding – which also has practical application. This will be investigated by the office manager.

HT

BC/11/22 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

The meeting closed at 4:53pm.

Signed (chair) Date

