



# WEST CROFT SCHOOL



'Discover your Legacy'

## MINUTES FOR FULL GOVERNING BOARD MEETING

Summer Term 2022

26<sup>th</sup> April 2022 – 5pm

Present: J Ebsworthy (Vice Chair), C Ley, C Pengilly, D Ford, M Taylor, K Keller, M Mills (Chair), T Page (Headteacher) and E Paine (Clerk)

Visitors: Dawn Wright (Finance Manager)

### NOTES TO MEMBERS:

Chair- James Ebsworthy

**Please note: This is a 2 hour meeting.** Governors cannot leave early as it may affect quorum  
Please send apologies at least the day before as if the group is not quorate the meeting cannot go ahead.

Key :

Green = decision

Red = challenge

Blue = action

ITEM NUMBER	NOTES:	ACTION:
A. Apologies for absence	M.Mills arrived at 5.30pm due to childcare C.Marston – apology sanctioned	
B. Declaration of Conflict of Interests	None	
C. Minutes of the last meeting	Minutes of the last meeting on the 15 <sup>th</sup> March 2022  Agreed as a true and accurate record.	
D. Matters arising	None	
E. Any actions completed/not completed/next steps	Outstanding actions from 15 <sup>th</sup> March 2022 to be rolled forward on to next agenda: Data assessment to be on next agenda. Clerk to organise parent election and advertise other vacancies.	
	<b>1. Budget</b>	
	<b>1.1 Budget update given by Finance Manager</b> Started with year end position. Final changes have been implemented – carry forward different by £612 School budget share main income. Discussion around carry forward of £448,122, reasons include: staffing changes, not replaced or replacement costs have been lower. Covid recovery funding, covid outbreak management fund,	

Nursery income higher, always conservative with estimate so always potential for this to happen. Certain projects not spent.

**JE asked which projects/budget lines had not been spent.**

DW replied repairs for example, all unfinished are scooped in to one carry forward and then allocated back in to this year's budget lines.

Capital line - £24,000 carry forward.

Noted the surplus of £3,202 in extended provision budget, very healthy start. Report progress to County in June.

**CL asked if there had been an increase in numbers for EP.**

TP explained that numbers had been steady, breaking even over each week.

**CL clarified that the surplus definitely goes forward specifically for extended provision.**

DW confirmed yes, extended provision is its own budget.

**Discussion around staff ratios for provision – add extra member of staff if number goes above 20.**

**Confirmed term time only provision to continue.**

Working parents use childcare during the Summer – costly for parents otherwise, but parents are definitely using the early and late provision available.

Suggested in the future it might be worth discussing renting out the facility to an external company.

## **1.2 Agree budget for 22/23 academic year**

Draft budget based on 60 Reception pupils circulated to Governors prior to meeting.

Budget based on 54 pupils circulated at meeting.

DW continued: draft budget on 60 reception pupils based on initial allocation list of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices.

Confirmed list only has the 52 first choices, so budget is now based on 54 ongoing and not 60.

Workings and notes are the same, except school budget share and reduced school improvement share.

£18,000 removed from SIP.

County will be happy to accept balanced year 3. Difficult to know what position the school will be in, in 3 years time.

**KK agreed, noting there are too many variables.**

**CL asked which year group was due to be refurbished this year? Year 4?**

TP replied that SLT had started to discuss this, because it is worth doing the mobile classrooms if still moving towards 2 form entry.

**JE questioned if Year 4 classrooms were at the point where they need to be done.**

TP explained that they were the worse quality classrooms in the school, but were still functional and still conducive to learning. Not high specification like we've started in Years 5 and 6.

**KK confirmed we were keeping the school PAN at 90.**

TP/DW replied yes, birth rate drops for next 4 years but there is a prediction that the covid baby boom will then be school age.

**JE confirmed the carry forward was sustaining us up for the next few years.**

DW responded yes, unless they change the funding formula. We can't spend the carry forward if we are to remain sustainable.

County can provide assistance but only at dire situation.

**JE noted this was a false economy.**

DW noted we are always spending more than we have coming in, hopefully we'll recruit more children.

TP noted that two form entry, will mean a teaching responsibility for TP, CM and LJ.

DW added that the situation was the same across the County. Not specific to us in that sense.

JE commented that at least we were facing this situation with good OFSTED rating. Positive for school and community.

CL asked if West Croft was likely to have refugee children.

EP/DW – yes, have before. Have space and works well here.

DW continued; the calculator generates school budget share.

Don't have say over income, based on October census of pupils on roll. We are always conservative on Nursery income because we can only go on what we have at the time.

Following items/notes from budget noted:

EHCP funding based on children here. Moves with the child so fluctuates.

PP – also based on numbers on census day.

Appledore catering and paid meals.

Covid and tutoring catch up funding – when it's gone is gone.

Nothing after.

Universal free school meals – can't have if means tested though, can't be eligible for both.

PE grant – mainly spent on outdoor equipment.

CL requested a progress report on outdoor equipment.

DF replied; starting in June and will be completed by end of term.

Both areas are ready.

Supplementary grant – have been informed about but not sure on amount yet.

CL – to spend as you wish?

DW – yes.

Expenditure – mainly on staff – as with all schools. Benchmarking showed in line with similar size schools.

General running costs and LEA services.

Admin apprentice removed from structure, difficult to have apprentice – cost, time needed, training etc Discussion around the apprentice levy and how to utilise.

JE questioned if County provide help with building costs.

DF responded no, unless it's an emergency. DF and TP meeting to look at where the issues are and where to invest the money.

Investment is driven by Headteacher. We have not historically been proactive in this area. There is now no money in the central pot but previously there was, which other local schools benefitted from.

JE clarified County don't interfere at all.

DF replied no, have an asset management plan to guide but the money isn't there. Budget line includes Fire alarm service, legionella check etc so a proportion is automatically taken up by that every year.

MT suggested talking to the local MP to see if they could help.

JE noted that the school does a great job of 'ticking over'. Managing well.

DF also added that the school was lucky to now have proactive leadership. Sensory room and funding secured given as example.

TP in addition we are being really strategic with where we spend the money. Need to look to the future and aim for end goal. What does school look like in 2 form entry future for example. Spend the money there now. Future proofing.

	<p>DW noted that although we have to show best value, that doesn't always mean the cheapest option. Some items are better value for long term use.</p> <p>New van purchased now – spent in last financial year. Add £1,000 each year for contingency.</p> <p>Noted that budget had been increased in IT this year, new IT, Comms and Marketing Lead will upgrade our infrastructure and deliver the curriculum.</p> <p><b>JE asked what the money is currently spent on.</b>  DW explained it was budgeted at £15,000 a year at the moment and is mainly spent on teacher laptops, some resources, licences etc. Need substantial investment in to infrastructure.</p> <p><b>JE asked if the main technology used was laptops.</b>  TP replied yes, but also have iPads and Chromebooks. Want to roll out google classrooms across the school. Investigating options for KS1 because they like the touch screen element. New IT person to help with new strategy and vision.</p> <p><b>JE requested clarification around the new role and what it entails.</b>  TP clarified the role will be heavier on marketing and social media compared to what we have now.</p> <p><b>CL noted that the high printing costs haven't changed.</b>  DW replied no not for now, have changed printer settings to help etc. might reduce cost in a few years as we reuse resources.</p> <p>DW continued:</p> <p>Initial feedback from internal audit suggests budget must be linked to school improvement plan. Difficult because of financial and academic year but will investigate.</p> <p>Need to correct carry forward and approve budget.</p> <p>FIPS application still needed. Needs to be submitted by the end of this week but can't do without assistance from KMB. Will also need to be approved by Governors.</p> <p><b>22/23 Budget and carry forward approved by all present.</b></p>	
<b>2. Headteacher update</b>		
	<p><b>2.1 Verbal update from Headteacher</b></p> <p>As there had only been two school weeks since the last meeting because of the Easter break, a verbal update was given with no report attached.</p> <p>TP started with a recruitment update.</p> <p>Received approximately 20 applications for teacher positions. Difficult to sift through ECT's on paper alone, so I am going to meet virtually with candidates and do an initial screening. Will then shortlist and interview following week.</p> <p>Approximately 12 applications received for TA roles. Other roles advertised are considerably less.</p> <p>TP requested Governors assistance with interviews.</p> <p>Governor availability listed:  CP – Tues AM  MM – Thurs and Fri  CL – Tues, Weds PM and Thurs  KK – Tues</p>	

	<p>TP to provide structure for interviews. Good to have comparison of internal candidates with external ones for teaching. Often can half interviewees after observing them teach. Using time wisely given the size of recruitment needed.</p> <p>Keep standards and expectations high and look for that quality we want and our children deserve.</p> <p>Good to have mixture of experienced staff and new early career teachers.</p> <p><a href="#">Timetable to follow for Governors.</a></p>	
<b>3. Policies</b>		
	<p><b>3.1 Mobile Phone Policy</b></p> <p>Safeguarding review prompted review of policy. Advice was that taking in phones was dated.</p> <p>Main change is around visitors. Students and staff similar to previous version.</p> <p>Discussion around internet safety and social media etc for students and how those messages are delivered.</p> <p><a href="#">Policy unanimously agreed.</a></p> <p><b>AOB</b></p> <p>Learning walk report circulated by CL.</p> <p>CL – really enjoyed learning celebrations. RAF day was incredible.</p> <p>TP gave an overview of the RAF day. 300 schools applied, only 15 chosen and only 3 from the South West. Application submitted and we were fortunate enough to be chosen.</p> <p>CL – lots of pride from the children.</p> <p>TP – also showcases strength of curriculum and delivery.</p> <p>Governors discussed social media presence which has been really positive lately. Reputation has been positively changing and we need to continue to build on that.</p> <p>Discussions around more school/local events.</p> <p><b>CCTV Upgrade</b></p> <p>DF proposed the following to be agreed:</p> <p>To allow for Summer install, approval of notional sum of £11,500 to upgrade the CCTV system across the whole site. Using capital funding.</p> <p><a href="#">CL asked if DF felt that was a fair quote.</a></p> <p>DF replied yes, I think so.</p> <p><a href="#">MM asked where the CCTV will cover.</a></p> <p>DF responded the whole site, including areas we don't currently have covered.</p> <p><a href="#">CCTV upgrade approved unanimously.</a></p> <p><b>Meeting closed 18.25pm</b></p>	
<b>Meeting ends</b>		

Key :

**Green = decision**

**Red = challenge**

**Blue = action**