

## HAYDN PRIMARY SCHOOL GOVERNING BODY

### Minutes of the virtual Personnel, Finance and General Purpose Committee meeting held via Microsoft Teams on Tuesday 12<sup>th</sup> October 2021 at 2.00pm.

MEMBERSHIP (A denoted absence)	A	Ms J Dorrington	Chair
		Ms C Bruce	
	A	Ms S Chadwick	
	A	Ms F Chauhan	
		Mr E D'Agostino	
		Ms L Paulson	
		Mrs F Rowland	
	A	Mrs S White	
		Mrs M Yasin	
	A	Mrs H Yates	
	A	Mr M Yusuf	
		Mrs T Mason	Headteacher
IN ATTENDANCE		Mrs S Teal	Clerk to the Governing Body
		Mrs C Hill	Business Manager

Note: The meeting took place in accordance with the Virtual Meetings Policy.

**Mrs F Rowland would chair the meeting in the absence of Ms J Dorrington.**

#### PF&GP/21-22/01 APOLOGIES FOR ABSENCE

**ACTION**

Apologies for absence were received and approved from Ms J Dorrington, Ms S Chadwick, Ms F Chauhan and Mrs S White.

#### PF&GP/21-22/02 DECLARATION OF INTEREST

Governors were reminded of the requirement to consider declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.

#### PF&GP/21-22/03 MINUTES OF THE LAST MEETING

Minutes of the meeting held on 12<sup>th</sup> May 2021, copies of which had been previously circulated, were taken as read.

#### Action points

- Business Manager had requested an audit by Schools Finance, but had no reply. She agreed to contact them again **BM**
- Quote of £10K received for roof repairs from Nottingham City Homes. Further quotes will be sought **BM**
- All other actions were reported to have been completed

#### PF&GP/21-22/04 MATTERS ARISING FROM THE MINUTES

No further matters arising from the minutes.

#### **PF&GP/21-22/05 ITEMS DELEGATED FROM FULL GOVERNING BODY MEETING**

No items delegated.

#### **PF&GP/21-22/06 RECEIVE FINANCIAL REPORT AND MONITOR FINANCIAL POSITION AGAINST BUDGET**

Period 5 outturn posted on GovernorHub prior to the meeting. The Business Manager told governors that this showed a dip in the predicted carry forward figure of £13K due to:

- EYFS adjustment of £6K – indicative budget to be corrected later in the year
- Pupil Premium adjustment of £2K
- Additional £5K for maintenance as a precaution for pending plumbing works following major leaks

It was expected that the carry forward figure would increase.

#### **PF&GP/21-22/07 APPROVE LIMITS OF DELEGATED SPENDING AUTHORITY**

Governors **approved** the limits of delegated spending authority which had not changed.

#### **PF&GP/21-22/08 RECEIVE REPORT ON PROCESS OF APPRAISAL FOR STAFF**

The Headteacher told governors that the annual performance reviews would be completed by the end of the week. The previous years' targets would be judged to see if they had been met and new targets would be set.

#### **PF&GP/21-22/09 RECEIVE SIP PRIORITIES**

The SIP had been posted on GovernorHub prior to the meeting. The Headteacher said that priorities for 2021-22 were based on summer data and the SIA review, set against the Ofsted framework criteria.

Driving standards in writing is a focus and help is being given by the school's SIA.

All pupils who need interventions will be identified. The school will look at interventions which run from EYFS to Y6. SIA, Jess Steele, had performed an annual APR and a further review had also been undertaken to see if the school was on track with priorities.

The school will ensure that pupil wellbeing is high following the disruption of the last 2 years.

Governors noted that an Ofsted inspection was due. Ofsted will perform a Section 5 inspection.

The Headteacher told governors that staff absence was still being dealt with.

Although the first half of the autumn term has been tough, the Headteacher said that staff were working hard towards the expected Ofsted inspection, but also because they felt that children and their families deserve the best.

The school is taking part in the NST's Securing Outstanding programme. The Headteacher told governors that schools had to be exceptional to be judged as outstanding and that it was difficult for any school at this time to achieve this.

Governors were invited to contact the Headteacher if they had any questions regarding the SIP.

#### **PF&GP/21-22/10 STANDARD ITEMS - FINANCIAL**

- Virements – Governors **approved** a virement of £16K into agency supply due to the amount of agency cover that had been required because of staff absence
- Disposals and write-offs- None
- Approval of contracts/expenditure – None at present – waiting for quotes for plumbing works following major leaks. The Business Manager said that the school had been without water in September and explained why the plumbing work to replace corroded pipes would be problematic because of the position of the pipes under the hall. The school would consider various options to solve the situation including individual water heaters for sinks
- Assessment of financial risks – Governors were informed that the roof repair had been made a lower priority because it was not currently leaking. The Headteacher said that the help of the LA was being sought
- Audit reports/actions following audit – The Business Manager was still to arrange a date for an external audit

### **PF&GP/21-22/11 STANDARD ITEMS - GENERAL**

#### Health and Safety

Mrs Paulson informed governors of the following:

- Problems with water leaks as above
- Revised risk assessment reflected changes with regard to Covid. A cautious approach had been adopted towards pupils return. Pupils still in bubbles and mask wearing continues
- Many cases of Covid across school, but they have been well contained
- Dip in attendance, but still at 94% because contact kept to a minimum. Meetings (including parents evenings) held remotely
- Priority is to keep children in school

#### Premises

Mrs Paulson informed governors that there had been a small fire in the dining room roof this morning before staff were in school, which was caused by a wiring fault. A ceiling panel and part of the floor were affected. Since the incident has raised issues concerning the rest of the wiring, the Business Manager said that an electrician was to visit the school this afternoon to look at the circuit. Quotes will be obtained to replace the lighting.

**A governor asked if the electrician would check the entire school.** The Business Manager said that each part of the building was connected to a different circuit board.

**The chair asked if everything was turned off over night, or were there time when things were not switched off?** The Headteacher replied that the caretaker checked that everything was turned off before he went home. Staff would also be reminded to ensure that everything was switched off before they left.

**In reply to a further question,** governors were informed that the last fire drill was completed during the summer term. Intermittent fire drills also took place.

**A governor asked if the repairs as a result of the fire, should be added to the assessment of financial risks.** Mrs Paulson advised that the school should obtain quotes in the first instance. The Headteacher added that it was hoped that an insurance claim could be made for the damage to the floor.

### **PF&GP/21-22/12 APPROVAL OF POLICIES**

Governors **approved** the following:

- Financial and Administration Control Policy
- Register of Business Interests

- Data Protection Policy
- Appraisal policy
- Pay Policy
- Capability Policy
- Discipline Conduct and grievance Policies
- Procedures for dealing with allegations against members of staff

**PF&GP/21-22/13 AGENDA ITEMS FOR NEXT MEETING**

None identified.

**PF&GP/21-22/14 DATE OF NEXT MEETING**

The next joint committee meeting is to be held virtually on **Wednesday 26<sup>th</sup> January 2022 at 2.00pm.**

**PF&GP/21-22/15 CONFIDENTIALITY AND COMMUNICATION**

See confidential appendix.

**The meeting closed at 3.00pm.**

**Signed by the Chair:**

**Date:**

**ACTION POINTS FROM THE MEETING:-**

Reference	Action	Responsible
PF&GP/03	Repeat request for audit by Schools Finance. Get further quotes for roof repairs.	BM BM

## CONFIDENTIAL APPENDIX

### Minutes of the virtual Personnel, Finance and General Purpose Committee meeting held on Tuesday 12<sup>th</sup> October 2021 at 2.00pm.

CONFIDENTIAL ITEMS	ACTION
<p>1. The Headteacher informed governors that a parent had made an allegation against a member of staff to the police. The member of staff had been suspended, pending investigation by Lado and the police. The allegation was discovered to be unfounded and the member of staff had been reinstated. The incident had been very upsetting.</p> <p>The police and HR had advised the Headteacher how to communicate information to staff. Lessons had been learnt with regard to record keeping.</p> <p>The Headteacher told governors that the family had not been back to school and they wanted their children to be flexi schooled. This had been refused, but work packs were being provided. Social Care were now involved and there was to be an initial Child Protection Conference. Governors noted that there were mental health issues within the family.</p> <p><b>A governor asked how the member of staff was.</b> The Headteacher said that he had felt very supported and had trusted the process. He was “fine”.</p> <p><b>A governor asked how the children were and whether the incident had impacted on others.</b> The Headteacher said that everything had been contained and kept very confidential.</p> <p>The chair thanked the Headteacher for the “brilliant” way that this had been handled.</p> <p>2. The Headteacher told governors that Business Manager, Cheryl Hill, had tendered her resignation and would leave at Christmas. Her post had been advertised and there had been 1 internal applicant, TA, Sarah Chadwick, who had been very proactive in researching the role.</p> <p>The school would explore an apprenticeship with her, since she did not possess all of the skills needed as yet and certain things would be removed from the role. The finance team will provide help.</p> <p>The chair said that there was currently a national shortage of Business Managers. She thought that the apprenticeship levy was a good route to gain Business Manager qualifications.</p> <p><b>A governor asked if the school could afford to recruit a Site Manager in place of a Caretaker who could take on some of the Business Manager duties.</b> The Headteacher told him that the caretaker was supplied by the LA. The whole structure of the school was to be looked at, together with succession planning, and this would include a Site Manager.</p>	