



Minutes of a virtual meeting of the Governing Body of Mickle Trafford Village School held on 24th March 2021 at 5pm

This meeting was held via Microsoft Teams at the agreement of all Governors due to the Covid-19 pandemic and government regulations in force at the time

<u>Present:</u>	
Wendy Lyon	Head teacher
Natalie Harrison	Chair of Governors
Johnny Williamson	
Karen Burnett	
Clare Arnold	Chair of Governors
Linda Peate	
Neil Gordon	Present from 17:20
Lucy Ward	Present from 17:30
<u>Absent:</u>	
Ian Ford	
<u>In attendance:</u>	
Tracy Averill	Associate Member, School Business Manager
Cat Oakes	Clerk to Governors

1. Apologies

Lucy Ward had provided apologies for lateness.

Ian Ford and Neil Gordon had provided apologies for absence.

Resolved: That the apologies for lateness above be received.

2. Declarations of Interest

No declarations of interest were made specific to the business being discussed at the meeting.

3. Membership

The Chairs of Governors and Headteacher had discussed Governor vacancies and prepared the final advert. Governors were informed that the advert would be circulated.

Action: Governor advert to be sent to parents and placed in local press.

4. Minutes of the last meeting

Resolved: That the minutes of the Full Governing Body meetings held on 10th February 2021 be approved as a true record and signed electronically by the Chair with the additional questions asked by email before the meeting inserted:

Q: Re the ClubHouse - can see we are in deficit and understand why - however I guess we have balanced this off overall as we are showing positive budgets now?

SBM: CLUBHouse - yes we have been unlucky regarding the CLUBHouse deficit but fortunate that the main budget has carried the loss. The main budget is much



healthier than at the beginning of the financial year (due to not spending as much as predicted before Covid). Main savings are staffing (including some staff leaving), school meals (not as many KS1 meals purchased but we have received government funding for KS1 meals) and professional fees (not needed due to Covid restrictions).

Q: Sports budget - are we happy with that balance to get us through the rest of the year?

SBM: Sports budget - yes it's plenty because we are well stocked up on sports equipment. The Sports budget runs each academic year (rather than financial year like the main budget) and it is ring-fenced and can only be spent on sports resources. Mat will be looking at spending the balance before breaking up in the summer and we are due to receive another £17,731 in September.

Q: Schools direct £22k - we need to decide what to spend that on is that right?

SBM: Schools Direct - Karen will be confirming expenditure next term. We hold the money from the University of Chester and then pay it out to the schools training the students and any other training/resource costs incurred throughout the academic year so it is usually spent by the summer term.

Q: We OK with DFC budget figures?

SBM: DFC (this can only be spent on ICT and building costs) - £7,886 needs to be spent by 31.03.21 or county will retract the funds. Wendy is aware of this and had a premises walk scheduled which has hopefully indicated areas needing some funding. She was also going to talk to Mat about the possibility of purchasing new whiteboards.

Q: From your summary budget I take it we need to understand what we are spending the balances on?

SBM: I do a budget summary so you can see at a glance what all the balances are on the various budgets. I just thought it might help rather than having to keep referring to the detailed papers. It highlights if we are spending too much or have any monies left to spend.

Q: In Year Balance Tracy - is that showing that we are in deficit? But our budgets are all positive now.

SBM: The in-year balance means we spent 15.1k over what the government gave us. Fortunately we've had positive carry forwards which have offset the annual overspends each year but the three year budget plan (first page of the main budget papers) shows that we will not have a carry forward to offset the in-year overspend in 2022-23 which is why we are forecast a deficit at the end of 2023.

Hope this helps clarify more - in 2019-20 (which is the financial year the benchmarking data is based on) we had an £83,405 carry forward (it is from the school's historic healthy balance). The government gave us £1,031,008 and we spent £1,046,125 which meant we spent £15,117 more than the government gave us. Because of the £83,405 carry forward at the start of the year it meant we had an overall carry forward of £68,288 at the end of 2020. The carry forward is reducing each year due to supplementing the in-year overspends.

Q: Non classroom staff - do we have any idea on the average - or is it literally just about looking at where we are with other similar schools?



SBM: I'm not aware of an average for non-classroom staff. The benchmarking is a straight comparison to similar schools. It identifies if we are

Q: Premises total - what does this mean please?

SBM: The premises total is the total amount we have spent on premises costs (including gas, electric, water, waste, cleaning materials & premises maintenance etc). If you look at Column A on the Final budget tab in the main budget papers the premises section is the third section (under Direct employee exps & Indirect employee exps).

Q: Total income shows 1.04m - total expenditure 1.05m - so is that saying we make up the deficit ourselves with fundraising/grants etc.

SBM: Yes we have to make up the difference but we have used the carry forward balance we hold.

Actions arising:

- a. New Governor advert to be sent to parents and local press – considered above.
- b. Redecoration of classrooms to continue on a cyclical basis - ongoing
- c. LED lighting quotes to be reviewed by Ian Ford – the Headteacher reported that 2 local Headteachers had provided a recommendation.

Q: Is lighting grant funded?

HT: No.

Q: Is there a return on the capital spend?

HT: Yes longer term. The work is required further to a previous report.

- d. SFVS to be completed by the next meeting – now extended to 31st May 2021
- e. SCR audit in the summer term – Clare Arnold completed
- f. Governor group to meet to review residential visits – carried over due to restrictions preventing residential visits
- g. Catch Up Premium Plan to be sent to Governors for review – the Headteacher had attended a national tutoring webinar and informed Governors of the varying costs for tutoring via this programme. The Headteacher was considering using the catch up funding for a group programme (3 pupils). Currently some virtual tutoring was being offered to assist with catch up for pupils requiring it.

The Headteacher informed that afternoon tea was sent to TAs as a gesture of thanks and well received.

FINANCE

5. Present and discuss expected end of year budget position

The latest budget papers received on 17th March 2021 and budget summary had been circulated to Governors ahead of the meeting for consideration. The contained the following:

- a) Budget summary
- b) COVID catch up budget report
- c) DFC report
- d) School funds report
- e) School's Direct report

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- f) Sports Premium Funding report
- g) Club House report
- h) Budget papers
- i) Contract 2020-21

The SBM informed that Club House was expected to make a profit in the next academic year. This had not been possible in the last academic year due to school closure.

17:25 Neil Gordon joined the meeting

The Headteacher informed that theme nights were planned for sessions that were lower on numbers – Monday and Fridays. The school was hoping to see a rise in pupil numbers in September as COVID restrictions lift.

The SBM reported that the budget summary showed a more favourable carry forward than previously estimated. This was largely due to the public sector pay rise freeze which had previously been set at 2%

It was noted that there had been overspends in tenants maintenance and hygiene.

Resolved: That

- a) Graham Ridgeway to audit the School Funds account.
- b) The budget reports received on 17th March 2021 be received and approved.

17:30 Lucy Ward joined the meeting

Scheme of Financial Delegation

The Scheme of Delegation had been circulated to Governors before the meeting for consideration.

Resolved: That the Scheme of Delegation be approved.

Contracts

Governors informed that the school endeavoured to get alternative quotes for all contracts to ensure financial efficiency. The SBM informed that:

- a) the Hutchisons contract had been reviewed and was considered to be going well
- b) WMS considered value for money as discount was given as the school was part of a group of LA schools.
- c) The photocopier would be reviewed.
- d) The parent payments system would be reviewed as Spider may be more competitive for this system via the website.

Resolved: That the contracts review be approved.

6. Complete and approve the SFVS

Action: Johnny Williamson to consider the SFVS on behalf of Governors for approval at the next meeting.

REPORTS



7. Attendance report and report on attendance verses national data for the previous year.

The attendance report had been circulated to Governors ahead of the meeting for consideration. Governors were informed that attendance was above national average.

The Headteacher reported that a few pupils had been offered places during the lockdown period where possible when considered in their interest.

Governors had also received a report on engagement in home learning.

Resolved: That the attendance report be received.

8. Remote Learning Offer Questionnaire

The remote learning questionnaire report had been circulated before the meeting. Governors acknowledged that areas for improvement had been addressed quickly and effectively.

9. ASIA Report and catch up plan

The ASIA report had been circulated to Governors before the meeting.

The Headteacher informed that all applications for catch up funding were up to date.

Resolved: That the ASIA report be received.

10. Premises update –H&S Report

The Headteacher informed that there had been meeting for the KS1 playground area earlier in the day. The work would be started the first week of the summer holiday.

Overhanging branches had been cleared since Governors had discussed at the last meeting..

The Headteacher informed that an LA building survey had been undertaken to review the condition of the building.

Action: Health and Safety review required – Headteacher and Ian Ford. This will be in the summer term.

SAFEGUARDING

11. Safeguarding update

No safeguarding issues to report.

The Headteacher and Deputy Headteacher had completed Level 3 training on 24th February.

The Headteacher had received a behaviour complaint and was managing appropriately.

POLICIES

12. Policy review

Resolved: That the following policies be approved:

Teacher Appraisal
Data Protection



Action:

1. Natalie to complete the Asset Register audit.
2. PHSE Policy to be put on website. Documents to be emailed to Governors for review.

13. Receive any urgent action taken be the Chair

No urgent action had been taken,

14. Note Governors that have attended training

Clerk to provide training in the summer term.

15. Date of the next meeting

The next meeting will be held on 26th May 2021 at 5:30pm virtual.

SIGNED.....

DATED.....

Actions

1. Governor advert to be sent to parents and placed in local press.
2. Health and Safety review required – Headteacher and Ian Ford. This will be in the summer term.
3. Natalie to complete the Asset Register audit.
4. PHSE Policy to be put on website. Documents to be emailed to Governors for review.