

Present: Catherine Monument
Hannah Lewis
Harriet Phillips (Chair)
Richard Wilson
Sarah Jarman (Headteacher)
Stanley Wilson
Zoe Vassiliou (Clerk)

Item	Notes	Actions
1	Apologies received and accepted from Toby Allebon and Fenella Chesterfield.	
2	Elect Chair Sarah Jarman proposed Harriet Phillips as Chair, this was seconded by Hannah Lewis and agreed unanimously by the Committee.	
3	Declaration of Interest None	
4	Agree Minutes of the last meeting Minutes for 27.06.2022 were agreed.	
5	Matters Arising RW noticed that Marc Davies has left and asked who has replaced him as Music Lead. Marc has been replaced by Cath Stubbs who is the caretaker Music Lead for now.	
6	Review Terms of Reference Gov Q: How do we know about expenditure being used for improvement planning? Subject development and improvement is costed on the School Development Plan which is shared and reviewed with the FGB.	
7	Personnel Update I. New teaching staff have all made a successful start.	

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	<p>II. We have received a resignation from our KS1 Phase Leader at Queen Edith and have advertised the post and interview next week. The successful candidate will start in January 2023.</p> <p>III. Maternity cover Later Years Phase Leader at Queen Emma is going on maternity leave during this term. We have advertised the post and interview next week. The successful candidate will start in January 2023. The member of staff currently in post has applied for the post on a permanent basis, so if she is appointed we will need to cover her maternity leave.</p> <p>IV. Julia Neal is planning to return as DH at Queen Edith 2 days per week in a job share with Nicki Simmons, currently Acting DH, who will become DH 3 days per week on permanent basis.</p> <p>V. We have appointed our School Improvement Champions at each school. Nicki Simmons will cover this role at Queen Edith 2 days per week. At Queen Emma we have appointed Rachel Holman for 1 day per week to cover EY and KS1 and Charlotte Koster for 1 day per week to cover KS2. As Charlotte works 2 days per week her second day will cover Rachel's day out of class.</p> <p>VI. Gov Q: Are you required to offer DH the opportunity to return to work 2 days per week, or could you say that they could come back to their contracted full-time role? You could say that, but we do try to implement our flexible working policy where it is possible to support staff well-being.</p> <p>VII. Gov Q: What is the rationale behind the appointment of the school improvement champion? When we introduce a new teaching programme it is very hard for the existing leadership team to support and monitor staff in delivering it. To ensure we embed programmes properly and really drive forward to improve standards we wanted to ensure we had a member of staff focusing on this at each school.</p> <p>VIII. We are still finding it very hard to recruit experienced TAs and have some agency staff at each school to cover gaps.</p> <p>IX. A member of the Queen Edith school office team has been promoted to the position of Finance Manager, after Xiaoping's resignation during the Summer term. We are currently advertising for someone to replace her in the office; Anna Biard who joined the Queen Edith office team this September and looks after Lettings has offered to step into the role 2 mornings per week, so we are looking for someone to work 3 mornings per week.</p>	

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	<p>X. A member of the Queen Emma school office team has just resigned and we are advertising her post.</p> <p>XI. The Head Cook at Queen Edith resigned in August and we are now advertising for the third time but have no interest in the post. Fortunately we have managed to find a Head Cook through an agency who will start in the role tomorrow until we are able to recruit.</p> <p>XII. We are also advertising for a cleaner at Queen Emma and have had an application. However, absence among cleaning staff is currently quite high and having an impact on the schools.</p> <p>XIII. Gov Q: Do you employ cleaning staff directly and not use an agency? We do employ directly but are thinking of starting to use an agency. RW offered to provide the contact details for the agency who provide cleaning services at Netherhall to CM.</p> <p>XIV. Gov Q: Are you going to move forward with outsourcing school meals to a company? Yes, we have had Dolce in but would need to get in touch with two other companies and present all the information to the Committee to decide on. It would be a relief for the schools not to have to deal with finding staff to cover absence, worry about menus, costing and sourcing food items and dealing with all the lunch money in the office. It is a question of finding some time to focus on this.</p> <p>XV. Gov Q: Last term you had mentioned some discord in Nursery. Has this been resolved? Yes issues have been resolved and there are regular staff meetings to ensure team work. Leaders have been offered leadership support.</p>	
8	<p>I. Budget Overview</p> <p>II. Capital budget available to spend at each school is QED £51727 and QEM £35950. Over the Summer at Queen Edith we have continued the programme of redecoration. However, classrooms and offices are yet to be decorated. Moving forward we will have a rolling programme for redecoration at each school so that it doesn't all need to be done at one time.</p> <p>III. The extension to the Site Manager's house has started and we have paid the £5k agency fee that was agreed by the committee last school year. The windows also need to be replaced.</p> <p>IV. At Queen Emma we need to replace the ground source heating pump, but there are very few companies who deal with this type of heating. We are waiting on a final quote before moving forward.</p>	

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	<p>V. The water tank at Queen Emma will also need to be replaced during this financial year at a cost of £11k.</p> <p>VI. At Queen Edith the cost of removing the old mobile is very high; the lowest quote is £7347.35. Also at Queen Edith we are planning to put a partition wall into the ICT Suite. We have received one quote so far and are waiting for 2 others.</p> <p>VII. The income we have received is higher than we budgeted for and we have spent less than expected so there is a little extra at this point in the financial year.</p> <p>VIII. Gov Q: Do you know why this is the case? Not yet but we review the budget half way through the financial year, so shortly. Employee scenario in the budget is always being up-dated so when we have the half year review we should have a clearer picture.</p> <p>IX. When we set the budget in March 2022 we did allow for higher energy costs at a rate advised by County, however it is likely energy costs will rise by more than we allowed and we have not yet received details of the government energy support plans for schools and businesses which will be for a period of six months.</p> <p>X. Gov Q: How much is in the budget for energy? We budgeted £79k for both schools.</p> <p>XI. Gov Q: Have lettings picked up since the pandemic? Yes, our lettings at both schools are back to where they were prior to the pandemic. Anna Biard is now running our lettings and is excellent; previously invoicing has been done retrospectively which hasn't been helpful for us, or for those letting the premises. She is now working towards invoicing in advance.</p>	
9	<p>HR Audit</p> <p>I. Gov Q: On page 1 it states that the governing body has delegated the power of dismissal to the EHT and that this is contained in the FRC Terms of Reference, however this is not included in the ToR? No, it is contained in the Misconduct Procedures, so will need amendment.</p> <p>II. We are waiting for the up-dated model Pay Policy from EPM and this will be presented at the next FGB on 5.12.2022.</p> <p>III. Gov Q: EHT is down as the data protection officer; are you happy with this? Yes, we are happy that the policy is very clear and that we have great support from the Local Authority when needed.</p>	<p><u>ZV to amend</u></p>

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10	<p>Policies for review</p> <p><i>Code of Conduct for all adults.</i></p> <ul style="list-style-type: none"> • Gov Q: Previously staff did home visits ahead of children joining nursery or reception. Why has this stopped? It stopped during the pandemic however through a questionnaire shared with Reception parents this year it was clear that they prefer the stay and play sessions in the school setting more than a home visit so we have decided to continue with stay and play sessions. • Home Visits Policy and Nappy Changing Policy to be presented to the Committee at the next meeting, to support the Code of Conduct. • Amendments accepted by the Committee. <p><i>Lettings Policy</i></p> <ul style="list-style-type: none"> • Very clear and logical amendments and suggestions made by Catherine Monument and Anna Biard, which the committee agreed with. • Governors discussed the idea of introducing a Winter rate charge of £5 per hour to each tariff during Saturday and Sunday to support our increased energy costs. It was agreed that this charge might impact some of our most reliable lets the most and that it would be better to look at increasing charges across the board from April 2023. • The committee would be keen to see the lettings income once the invoicing has been sorted out. • All other amendments were accepted by the Committee. <p><i>Health and Safety Policy</i></p> <ul style="list-style-type: none"> • This has been amended to reflect current emergency procedures. • First aiders have been up-dated within the policy • Schedule for H&S Inspections has been shared. • Governor noted that the pagination is incorrect with 2 page 9s and 2 page 10s. • All amendments were accepted by the Committee and it was agreed that the policy will be circulated to all staff. 	<p><u>CM/AB</u></p> <p><u>ZV to circulate</u></p>

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11	<p>Salary Scales</p> <p><i>Confidential Item</i></p>	
12	<p>Teachers Pay Award</p> <ul style="list-style-type: none"> As mentioned above the pay increase looks likely to be confirmed at 5%, not the 2% allowed for in our budget and as advised by the Local Authority. The Local Authority have confirmed that there will be no additional funding provided by government to cover the pay increase. All pay awards will be back-dated to 1st September 2022 when final confirmation is reached. 	
13	<p>Premises</p> <p>Premises has been covered under capital budget.</p>	
14	<p>Health and Safety – 27.06.2022</p> <p>Gov Q: Has the problem with the fire alarm been resolved? Yes this is now resolved.</p> <p>Gov Q: Has a new fire evacuation plan been put in place for the pupil in a wheelchair? The pupil has now left our school, but should we have another pupil join our school in a wheelchair we would of course put a fire evacuation plan in place.</p>	
15	<p>Charities Aid Foundation (CAF) and Benevity</p> <ul style="list-style-type: none"> During the funding crisis in 2019 parents had been able to contribute money to the schools through CAF and Benevity. The PSFA now feel uncomfortable that this money is a separate concern to their fund-raising activities. Sarah also feels uncomfortable as the original contributions were to be used to cover the cost of things that are now funded directly by the Sports Premium or catch-up funding. Over two years we have received very generous donations and some parents / businesses do continue to donate monthly by direct debit. The Committee agreed that Sarah should talk to the PSFA to find out if they would be happy to continue to receive contributions via EasyFundraising or Amazon or Paypal. If funding were to continue it is important that we clarify what we are fund-raising for and that it should benefit of all children in school. 	<p><u>SJ to talk to PSFA</u></p>

Item	Notes	Actions
16	Correspondence circulated Meeting dates, Governor Hub logins, Training dates and biographies for up-dating have all been shared with Governors.	
17	Items to be reported to parents None	
18	Any other Business None	
19	Date of next meeting: 28th November 2022	



Signed: _____
 (Harriet Phillips, Chair, Finance & Resources Committee)

Dated: _____