

Present: Catherine Monument
Gabriele Corliano
Harriet Phillips (Chair)
Richard Wilson
Sarah Jarman (Headteacher)
Stanley Wilson
Toby Allebon
Zoe Vassiliou (Clerk)

Item	Notes	Actions
1	Apologies received and accepted from Fenella Chesterfield and Hannah Lewis.	
2	Declaration of Interest None	
3	Agree Minutes of the last meeting Minutes for 03.10.2022 were accepted.	
4	Matters Arising <ul style="list-style-type: none"> Letter regarding parent donations via the PSFA will be shared with Governors at the FGB on 05.12.2022. 	
5	Personnel Update <i>Queen Emma</i> <ol style="list-style-type: none"> We have appointed a school secretary covering afternoons only. Sophie Elwood is returning from maternity leave in January and will be job sharing the nursery teacher post with Aureol Layton. Rachel Hyde, Year 6 class teacher, has been appointed as the upper KS2 Phase Leader, but will go on maternity leave in January. We have arranged cover for this period; this will be provided by Emma Mertens who is already working in school and will cover 4 days per week as Y6 class teacher and 5 days per week as phase leader, working from home on the fifth day. 	

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	<p>4. Y4 class teacher has resigned. We have advertised twice and have one interview on Wednesday.</p> <p>5. We are preparing an advert and job description for a part-time ICT Technician to work alongside Irvine Knight and be their point of contact and provide day-to-day support.</p> <p><i>Queen Edith</i></p> <p>1. Julia Neal will be returning from her maternity leave at the end of this term. She will form a job-share with Nicki Simmons. Job descriptions have been prepared for both Julia and Nicki to define their responsibilities.</p> <p>2. Amy Robinson, Y2 teacher and KS1 phase leader has resigned to work outside of education. She is being replaced by Judith Garley who will join us in January 2023; a handover will take place during December.</p> <p>3. We are re-advertising for a school secretary 3 mornings per week at Queen Edith.</p> <p>4. Both school cooks have resigned. At Queen Emma a job share has been created and at Queen Edith we have an agency employee in place. We are hoping that she might take on the post permanently.</p>	
6	<p>Budget Overview</p> <p>I. The illustrative budget was shared with the committee. A small rise in the school budget for 23/24 was noted, but this will not be enough to cover increasing costs.</p> <p>II. Gov Q: What are the pupil numbers based on? They are based on the school census that was taken in Summer term 2022.</p> <p>III. Gov Q: What does 'premises factor' apply to? It is the supplementary business grant to cover rates.</p> <p>IV. There has been no increase in the budget to cover salary increases, or an increase in the minimum wage.</p> <p>V. The per pupil funding referred to in the budget briefing is £5,210 and Cambridgeshire has risen to 136th in the national rankings for funding.</p> <p>VI. Business manager understood from the budget briefing that if a school has higher than expected number of EHCPs then the school can apply for additional support. Schools currently have to provide £6k towards each EHCP from their budgets.</p>	

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	<p>VII. Gov Q: Are our numbers for EHCPs and SEN pupils above average? We have a higher than average number of EHCPs at each school, but lower than average number of SEND pupils.</p> <p>VIII. Figures provided at the next meeting will show a reduction to the capital budget as we have now paid for the decorating at Queen Edith and the boiler at Queen Emma.</p> <p>IX. c/f currently stands at £385,823 but from this money we have to pay back some catch up funding.</p> <p>X. Gov Q: When will pay increases be applied to salaries? Pay increases for both teaching and support staff have been submitted to EPM and we are hoping that this will be included in the December salary.</p>	
7	<p>Eastnet Internet Services</p> <p>I. Broadband provision used to be subsidised but we now need to cover the whole cost of £5,175 per school per year (this to be charged after April 2023).</p> <p>II. Eastnet are partnered with ICT Services who have procured their services on behalf of schools; they provide security in line with amendments to KCSIE 2022 and have been designed for education, with robust safeguarding and cyber security protection.</p> <p>III. Protection is provided for lap-tops when used off site.</p> <p>IV. Governor with IT back-ground confirmed that Eastnet provides all standard services with tailoring for public services and that the risk of moving away from an ICT procured service is not worth taking.</p> <p>V. Committee agreed that the Federation should go ahead with Eastnet.</p>	
8	<p>Premises</p> <p>I. Heating at Queen Emma is now working, following a replacement heat pump.</p> <p>II. The hall floor at Queen Emma is damaged and needs renovation; this cost will be added to the capital budget for 2023/24.</p> <p>III. The extension to the site managers house at Queen Edith has been completed and the windows replaced.</p> <p>IV. Uneven slabs in the Queen Edith Nursery playground have been sectioned off and we are waiting for 2nd and 3rd quotes.</p>	<p><u>CM seeking further quotes</u></p>

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	<p>V. The old mobile at Queen Edith has been decommissioned and the chill-out room has re-located to the Chameleon Room. We have had a quote for £24k to remove the mobile from the school site and are seeking further quotes.</p> <p>VI. To increase capacity in the small hall at Queen Edith we will have to add a further fire door, or widen the existing door; we are waiting for H&S to provide us with further details. In the meantime the KS1 Christmas production will take place in the large hall.</p> <p>VII. We plan to move ahead with the changes to the ICT Suite at Queen Edith after the Easter holidays.</p> <p>VIII. A pupil at Queen Edith has managed to scale the KS1 playground gate and was running through the carpark. From now on the carpark gates will be padlocked shut with the code known to staff and those companies who deliver to us regularly. This is at the advice of the Health and Safety officer at the Local Authority.</p>	<p><u>CM seeking further quotes</u></p>
9	<p>Policies</p> <p><i>First Aid Policy</i></p> <ul style="list-style-type: none"> • Amendments were highlighted. • Section 11 (Administration of drugs and medicines) was not clear and EHT advised the committee that we would be reviewing our policy for managing medical procedures and would then amend section 11 of First Aid Policy to reflect changes. • Committee accepted the First Aid Policy <p><i>Home Visits Policy</i></p> <ul style="list-style-type: none"> • This is a new policy put in place to safeguard staff. We are making an increasing number of welfare checks due to poor attendance following the pandemic. • Staff members are always accompanied by a colleague when they conduct a welfare check. • Committee accepted the Home Visit Policy. <p><i>Policy for discretionary leave of absence</i></p> <ul style="list-style-type: none"> • This has been amended in line with EPM's model policy (amendments in blue text). • Committee accepted the discretionary leave of absence policy and agreed that bereaved parent leave should be paid at full salary. 	

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	<p><i>Nappy Changing Policy</i></p> <p>Committee accepted the nappy changing policy.</p>	
10	<p>Safer Recruitment</p> <ol style="list-style-type: none"> I. In line with KCSIE 2022 schools are now recommended to undertake online searches of short-listed candidates, using their name/s, locations and key words. This search should be undertaken by a member of staff no on the selection panel. II. EPM have up-dated the recruitment and selection policy and procedure in line with this recommendation. III. Gov Q: Would you reject a candidate on the basis of any information discovered? Not necessarily; the information would be used as part of a picture and considered in line with references. It means that candidates can be asked about any information found during the interview. IV. Committee accepted the recruitment and selection policy. 	
11	<p>Lettings Update</p> <ol style="list-style-type: none"> I. Report had been provided by Anna Biard who has recently taken over the community lettings role for the Federation. II. Committee were pleased to see such a wide range of organisations were using the schools and that the income will provide much needed financial support to the schools. III. Invoices are being issued retrospectively as AB found none had been sent during the Spring and Summer terms 2022. Once AB has tackled the back-log of invoices she will send them in advance. IV. Gov Q: How are lettings promoted? Is it word of mouth? Yes it is currently although AB is keen to look at new ways of promoting. V. Gov Q: Is there much unused capacity? We are lucky that we are near full capacity at both schools. 	
12	<p>Health and Safety</p> <p>Health and Safety visits will take place during December at both schools and be reported at our meeting in January 2023.</p>	
13	<p>Correspondence circulated</p> <p>None</p>	

Item	Notes	Actions
14	Items to be reported to parents Letter regarding funding once approved at the FGB.	
15	Any other business	
16	Date of next meeting – Monday 23 rd January 2023, 5.30 pm	



Signed: _____ Dated: 23.01.2023
 (Harriet Phillips, Chair, Finance & Resources Committee)