



**Governing Body Meeting  
Resources Committee & FGB  
Budget Discussion & Ratification  
(Remote MS Team Meeting)  
14 May 2020  
Minutes**

**Present:** Mrs D Bedford (part), Mrs C Brazil, Mrs D Corke, Mr A Corke (Chair - Resources), Mr P Cunningham (Chair FGB), Mrs L Gawen, Mr G Huntley, Mr J Mackley, Mr D Redington, Mr M Turner, Miss T Webster

**Apologies:**

**In Attendance:** Mrs S Tiramani (Clerk)

No.	Item	Action
1.	<p><b>Apologies for absence/Conflict of Interest</b> There were no apologies for absence.</p> <p>No conflicts arose during the course of the meeting.</p>	
2.	<p><b>Budget Discussion</b> <b>To discuss and recommend for approval by the FGB, the proposed Budget for 2020/21.</b></p> <p>The Budget Report 2019/20 and proposed 2020/21 budget had been circulated prior to the meeting together with the 3 Year Projection.</p> <p>TW advised that the committed c/f from last year had been submitted incorrectly. Should be committed of £130,000 for After School Club (ASC) build (submitted as £125,000 committed, £5,000 non-committed).</p> <p><b>2.1</b> <i>Q Is this good or bad?</i> A. It's not a problem as it doesn't change the budget set this year.</p> <p><b>2.2</b> <i>Q There is a rumour of clawback if in surplus?</i> Yes.</p> <p>TW informed Governors that the proposed budget did not include any additional income that may be received from the ASC, Nursery fees etc as it is impossible to quantify. TW added, however, that no additional income will be received for this term due to Covid-19 situation.</p> <p>TW stated that the financial position is fairly healthy. Where previously we would have been expected to have a balanced budget for 3 years, this was now much more difficult, and a balanced budget for 1 year is considered good.</p> <p>TW then ran through the salient points of the 20/21 budget for</p>	

2.3	Governors:	
	<p><i>Line E10 – Supply Teacher Insurance.</i> The FGB had agreed a couple of years ago not to take out insurance, but to add to a pot each year and roll this money over. Nothing was spent in first year and nothing last year and therefore a pot of £10,000 has been built up. A further £5k will be added to the pot this year.</p>	
2.4	<p><b><i>Q As the Site Manager’s hours are now reduced, is this having an impact under the current circumstances of Covid-19?</i></b></p>	
	<p>A. TW stated that all cleaning is done by the cleaning contractors and this is working quite well at the moment. Until the children start coming back in, we don’t know if there will be an impact. The Site Manager is very flexible.</p>	
2.5	<p><i>Line E14 – Cleaning &amp; Caretaking.</i> The cleaning budget has been increased due to the new ASC building. TW has spoken to the area manager and they will see if this can be covered within the hours already contracted and therefore costs may not be as high as budgeted.</p>	
2.6	<p><b><i>Q Are there enhanced cleaning contract requirements due to Covid-19?</i></b></p>	
	<p>A. TW replied that she doesn’t think there will be. The biggest risk is during the day and staff will deal with this. Whilst the number of children in school is reduced, deep cleaning is taking place in the areas not being used.</p>	
2.7	<p><i>Line E20 – ICT Learning Resources.</i> A Microsoft Windows upgrade took place in January 2020, but the WiFi needs to be updated as it is inadequate when being used by several classrooms at the same time. TW advised she has had someone in and is awaiting their quote. This should come in under the £5,000 budgeted.</p>	
2.8	<p><b><i>Q Is the budgeted expenditure under E28a for appeals adequate?</i></b></p>	
	<p>A. TW has contacted County regarding their letter that stated there would be a charge of £250 per appeal. They have advised that there will be a cap of £750, which makes more sense. TW has not received this information in writing but has been reassured it is accurate.</p>	
2.9	<p><b><i>Q Has any funding for Covid-19 been allocated?</i></b></p>	
2.10	<p>A. TW stated that she wasn’t aware of any funding allocated at the moment. The Office Manager is looking into what we can claim for.</p> <p><b><i>Q What is the position with the ASC ?</i></b></p> <p>A. TW reported that she had contacted the builders a couple of days ago. They emailed to say they were meeting yesterday to discuss and had subsequently advised they had been given the go ahead to start work, following completion of their current contract. TW hopes that this will mean the building will be completed by early on in September. Everything he said was very positive.</p>	

3.	<p><b>Coronavirus Update</b> DB joined the meeting during this item.</p> <p>TW gave Governors an update following the Government's announcement that schools would reopen on 1 June to Reception, Year 1 and Year 6 children.</p> <p>TW reported that when the guidance had been received from the DfE, it stated that the reopening also related to Nursery children. TW has sent a letter to parents advising what has been announced and that she was awaiting further guidance.</p> <p>TW advised that as the Ladbrooke classrooms are so small, it is going to be very difficult to socially distance. It will also be very difficult due to the age of the children concerned, to make them understand that they have to socially distance. TW wants to make sure that parents understand this. The classrooms for Years 1 and 6 can be set up to socially distance, but it is impossible to ensure the distancing at all times.</p> <p>TW's first step will now be to send out a survey to parents asking for them to indicate if they wish their children to come into school, in order to ascertain numbers.</p> <p>To ensure good staff morale, TW has given staff an indication of how it could work and is ensuring that they are involved in discussions. TW has calculated that 6 children could be in each classroom if they are 2m apart, and each group of 6 children would have a member of staff and a TA assigned to them (however this will not be their current teacher in most cases). Based on this, it will be impossible for all children to be in at the same time and therefore a rota system will need to be in place to spread the children and staff across the classrooms. The school's overriding priority is to not put the children or staff at risk. Each group of children/staff will be in a 'bubble' and will not interact with any other 'bubbles'.</p> <p>As it is not possible to keep the Nursery and Reception children socially distanced, the only way to reduce risk is to have less of them in at any one time. Key worker children will still have to come in every day and the number of key worker children is likely to increase as parents who have children will have to go back into work themselves.</p> <p>TW is currently writing the risk assessment, however there are more unanswered questions than answers. Most staff have been very positive in response but have a lot of questions. Some teachers are at home shielding and this needs to be taken into account. We also need to keep up home learning for the children in years that will remain at home.</p> <p>TW will continue gathering information and then a remote SLT</p>	

<p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>meeting will be held. We need to make sure the system will work to start with and then build up slowly.</p> <p>Governors confirmed they were supportive of everything TW had said but noted that the school also needs to be mindful of ensuring any key threads from Hfl are incorporated in the plan.</p> <p>TW agreed to put the summary of the 48 points from the DfE on GovernorHub. She advised that this document gave no details on how to implement the safe return of the children to school, just to ensure it was right for your school TW added that she feels very strongly that we should not go over the top and put anyone at risk. The children being in school needs to be enjoyable for them and better for their wellbeing than being at home. HfL has sent out a document stating have you thought about this, have you thought about that etc.</p> <p>Governors noted the guidance stated settings should focus on continuing to provide places for priority groups, and then early learning, and gives list of priorities. TW stated that the school has already discussed nursery being in for just mornings to start with. It was noted that the school is likely to come under pressure from parents for their children to be in school. TW expects that Nursery &amp; Reception will come in initially before bringing in Year 1 and Year 6.</p> <p>A Governor reported that they had been told at a meeting that if anyone becomes ill or dies, the Governors are liable, and was very uncomfortable with this. The Governor concerned has contacted HfL for guidance on this. TW stated that she had been told that the school is not liable.</p> <p><b><i>Q Are there any implication regarding PPE?</i></b>  A. TW has been told there is no reason for staff to have PPE unless Covid-19 is suspected. Staff will then wear full PPE. As part of the plan, a quarantine room has been earmarked and the school will be purchasing PPE for this.</p> <p><b><i>Q Would we consider carrying out temperature checks?</i></b>  A. If this is what each ‘bubble’ wants to do, then we will. We have put more temperature checkers on our list. As soon as a child indicates they don’t feel well they will be taken to quarantine and parents contacted. They will then be expected to stay away from school for 7 days or until they have had a negative test result.</p> <p>Governors agreed that they can only leave TW to gather as much information and work with staff to proceed as they feel appropriate.</p> <p>Governors asked for a massive thank you to be given to staff for the amount of work they are carrying out and for going into the unknown. Thanks were also expressed to TW.</p>	<p>Summary of 48 points from DfE to be put on GH.  <b>Action: TW</b></p>
<p>4.</p>	<p><b>Budget Ratification by FGB</b>  Governors were asked to formally approve the budget for 2020/21 as presented and this was agreed unanimously.</p>	<p><b>Budget 2020/21 approved</b></p>

5.	<b>Date of Next Meeting</b> FGB – Thursday 9 July 2020 The meeting closed at 7.39 pm.	
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