



PRIMARY SCHOOL

CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL

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Head Teacher: Steve Dew

Minutes of a virtual meeting of the full governing body

Held on Tuesday 21st April 2020 at 6pm

That all in the School community will have life in all its fullness. That they will be successful learners, confident individuals, responsible citizens and effective contributor to society'.

Item	<p>Present: Samantha Adams (SA) Co-opted Rev Geoff Bayliss (GB) Foundation (Vice Chair) Steve Dew (SD) Head Teacher Laura Hutton (LH) Co-opted Katy Jurczynszyn (KJ) Co-opted James Rogers (JR) Local Authority (Chair) Nicola Shorter (NS) Parent</p> <p>In attendance: Kathy Smith, Local Authority Clerk</p> <p>The meeting commenced at 6pm</p>	
1.	<p>Welcome, Opening Prayer, Apologies and Quorum.</p> <ul style="list-style-type: none"> • GB led Governors in opening prayer. • JR welcomed Governors, explaining that the meeting was being held virtually due to the current Covid 19 virus pandemic. • The meeting was Quorate 	
2.	<p>Urgent items not already on the Agenda. JR informed governors that there is a 40 minute time limit on this meeting, the budget will take priority. If there is time at the end of the budget item governors agreed to discuss the staff survey.</p>	
3.	<p>Declaration of Interest for items on the Agenda There were no declarations of Business/Interest declared in any item on the agenda.</p>	
4.	<p>Approval of Minutes FGB3 25/02/2020 Given time constraints the governors agreed to defer approval of the minutes to the next full governors' meeting in June.</p>	
5.	<p>Matters arising from the minutes FGB3 25/02/2020 Governors agreed to defer matters arising to the next full governors' meeting in June and to deal with any urgent matters outside of this meeting.</p>	

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6.	<p>Budget approval</p> <p>The following documents had been previously circulated via Governor Hub:</p> <ul style="list-style-type: none"> • 2020 Budget Plan for Submission to Governors 17.04.20 (2020/21 to 2022/23) • 20-21 Income and Expenditure – March 2020 • Revenue Financial Forecast 2020/21 to 2022/23 • Funding Allocation summary for 5 years <p>JR asked SD to present the 3 year Budget Plan for Submission to Governors</p> <p>SD explained that revenue is less than expenditure, the projected carry forward had been prioritised to purchase play equipment and may now have to be utilised to balance the budget. The Local Authority (LA) are advising schools to approve the budget as presented and to review in September/October when the financial impact of Covid 19 is more clear.</p> <p>SD updated governors on current difficulties in setting a budget against unknown complications arising from the Covid 19 virus, confirming that funding has been made available but schools are unsure of what has to be repaid.</p> <p>SD drew attention to a staffing scenario, highlighting the following points:</p> <ul style="list-style-type: none"> • 6 teachers took maternity leave last year • 2 SCITT students will commence in February 2021 • 2 Teachers had offered their resignation, given school closure the resignation process requires clarification • A further 2 teachers will be taking maternity leave towards the end of this year <p><i>Governors acknowledged that staff resignations are usually known by 31st May of each year and questioned whether that date might be extended under the current circumstances.</i></p> <p>SD confirmed that he had spoken individually with the 2 teachers who are keen to move on to further their careers, advising that usually their resignation date would be accepted as 31st August. However, under the current situation they are likely to remain with the school for the start of the new academic year.</p> <p>SD explained that the issue is that if those 2 teachers do leave before September and the other 2 teachers take their maternity leave then the school will be understaffed, advising that staffing would then be buoyed with the 2 SCITT students. If however, those 2 teachers stay then the school may be overstaffed for a few months from September to December 2020.</p> <p>Governors acknowledged that historically staff do move on regularly, thus the likelihood of being overstaffed for a long period is unlikely.</p>	

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Governors questioned whether the budget includes those 2 teachers salaries and asked when the other 2 teachers will be taking their maternity leave.

SD confirmed that the salaries had been taken into account within the budget, adding that one member of staff will start their maternity leave in September and the other one in December.

SD advised Governors that historically the school had sufficient reserves to allow some financial flexibility with staff mobility, confirming this is an unlikely situation for this coming year.

SD explained that he would apply for supplementary funding relief for Free School Meals (FSM) but could not confirm a break-even figure at this stage. Governors noted the carry forward of £160K for this year, acknowledging that additional capital spending plans may not now occur.

Governors questioned whether the £60K cost for play equipment for Foundation Stage would be affected given that it was last years commitment in the budget. SD stated that much depended on when those 2 teachers actually leave. Governors discussed the In Year position at £112K, the 207K balance brought forward and balance carried forward of £95K, reducing to a zero balanced budget for 2021/22 and a likely deficit in 2022/23. SD reported that the LA were more concerned about the possible deficit in 3 year's time but accepted the difficulty in clarity given current circumstances. SD advised that he was comfortable with the budget rather than concerned as this is not a usual year. Governors acknowledged the contributory factors behind the lack of clarity at this time.

Governors discussed E12 Building Maintenance: improvements, £150K is available in next year's budget and reduces down to £70K for the following 2 years. *Governors asked if the toilet refurb is included in those budget figures.* SD confirmed that £45K had been set aside given that the refurb had gone to tender and come back with that price. Governors noted that tenders had not yet been accepted and there may be room for savings to be made once the Covid 19 situation eases.

Governors discussed the additional carry forward projections, increasing from £160K in January 2020 to £207K in March 2020. SD advised that CERA funding which had not been expected had come through and nursery fees had started to come in which accounted for the additional funding.

Governors asked for clarity with regard to Pupil Premium funding (PP), questioning why it remains constant over the 3 year period when it had been decreasing on an annual basis.

SD explained that in previous years there had been variation of PP numbers within year groups and if the number of PP leaving is less than those coming in then there is a decrease in funding. Governors noted that when children were in school the Universal Free School Meals ensured that Key Stage 1 pupils received a meal regardless of their

	<p>FSM status; Covid 19 has led more parents to claim benefits. SD confirmed that an additional 9 FSM had been picked up in the last 4 weeks.</p> <p>SD explained that he has purchased tesco vouchers but is moving to online food boxes for FSM, allowing £15 per child per week as opposed to the £10 per child per week that he can claim back given that staff had recognised a real need in the community. <i>Governors asked how many children were receiving the £15 allowance per week, SD confirmed it as around 120.</i></p> <p>SD reported that there are also savings being made on school trips not taking place, and utilities being used less.</p> <p><i>Governors questioned whether school trip outlay could be reclaimed.</i></p> <p>SD confirmed that he is reclaiming where possible whilst continuing to pay subcontractors to ensure the school can draw on those services when it re-opens.</p> <p><i>Governors asked if the school is signposting help and advice and suggested Cowley Community Larder and Agnes Smith Charity be added to the list the LA had compiled for schools.</i></p> <p>SD confirmed that the LA had been good at producing documents listing helpful websites and links which staff could signpost parents and carers too, advising that staff are dealing with around 60 families and welfare calls.</p> <p>Governors agreed to approve the budget for submission to the LA and to review and resubmit in September when the situation has been further clarified, resignations are known and the financial impact of Covid 19 is more apparent.</p>	
7	<p>AOB</p> <p>'Staff survey – draft question' had been previously circulated via Governor Hub. Governors accepted that the draft survey is undergoing amendment. <i>Governors questioned the status of staff morale.</i> SD stated that it is good, staff want to be helpful and want to work but at the same time are anxious about social distancing and how that could be implemented within a school environment. Staff have also raised concerns if they are living with someone with underlying conditions, or who are vulnerable, and how they can keep them protected.</p> <p>SD confirmed that 6 Teaching Assistants (TA) have underlying medical conditions. The position with regard to whether they would be made to come back to work is uncertain, as is staff numbers self-isolating and the impact of staff absence on the school re-opening; the situation is so unclear at the moment.</p> <p>SD advised that he had visited FSM parents and children yesterday to hand over their vouchers, confirming an air of general uncertainty within the local community and</p>	

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	concern with regard to how a recovery plan would work. Governors noted that there may also be children suffering with bereavement who would require emotional support upon returning to school.	
8	Date of future meeting: <ul style="list-style-type: none"> • Performance and Assessment Committee 6-7 pm • Full Governing Body meeting 7-8 pm • Resources Committee 6 pm 	

The meeting ended at 6.40pm

KS 26th April 2020