



THE MARCH CHURCH OF ENGLAND PRIMARY SCHOOL

Meeting of:	Local Governing Body		
Date and time:	Monday 24 th May 2021 at 5:30pm (by Zoom conference call)		
Governors Present:	John Proctor (Chair), Mrs N. Metcalfe (Head), Justine Howard (Vice Chair), Rachel Bryan, Liz Coyne, Stephen Bennett, Josie Bannister,		
Others in attendance:	Annie Park (Clerk),		
Apologies	Rachel Hawes, Briony Pocock, Rod Hague		
<u>Quorum</u> :	5	Quorum met:	Yes

Meeting Commenced: - 17:31pm

<u>Item</u>		Action
1.	<p><u>Prayer</u> The meeting opened with a short prayer.</p> <p><u>Welcome, Introductions and Apologies for Absence</u> The Chair welcomed the Governors to the LGB. There were apologies received from Rachel Hawes, Rod Hague and Briony Pocock and these were accepted.</p>	
2.	<p><u>Declarations of interest</u> Governors were reminded to declare any interests that became pertinent during the meeting. There were no new declarations from the Governors.</p>	
3.	<p><u>Acceptance of Minutes and Action from March 2021</u> The Governors confirmed the minutes were a true and accurate record. The Minutes were proposed by SB and seconded by NM. Chair to sign the minutes and email to the Headteacher.</p>	JP
4.	<p><u>Matters Arising</u> All Actions were noted at the end of the minutes. There were three actions carried over the next meeting.</p>	
5.	<p><u>Leadership & Management – Headteacher’s Report</u> The Headteacher confirmed there will be two Inset Days, one on curriculum Intent Implementation and Impact and Ofsted links on the 28th May and the other on Assessment changes – Target Tracker training and time for staff to write pupil reports.</p> <p>The Headteacher cannot confirm staffing at present as there are potential changes coming through, so cannot confirm class changes. There will be an update at the next meeting depending on interview outcomes. There has been a new HLTA, and Early Year Teacher appointed.</p>	

	<p>The RSE information went out the parents on the app with this term's information, dates and terminology being used.</p> <p>Q – Has there been any negative feedback from the parent's letter? A – None at all. There have been comments about updating their language used at home, but no pupils have been removed from the classes.</p> <p>The Parent Governor noted that the parents have been very pleased with the amount of information sent out and are pleased know what is happening in advance.</p>	
6.	<p>Leadership & Management – Finance</p> <p>The Chair confirmed that the Finance Committee met this morning, reviewed the budget in great detail and made recommendations to put forward to the Governors this evening to consider and approve. All Governors were sent the budget prior to the meeting.</p> <p>The Headteacher shared their screen with the 2021/2022 Budget. There were highlights from the Bursar and questions were invited from the Governors.</p> <p>Income</p> <ul style="list-style-type: none"> • GAG is done on the pupil numbers from the Census. • There is the addition of a lettings income which has taken school from deficit to surplus Budget. • The Budget assumes Sports Premium income of £18,000 (eighteen thousand pounds). • If the Sports Premium is not received this will substantially change the Budget and will impact on the PE time which gives teachers leaderships time, and this will then have to be reviewed. <p>Q – Has the school lost money with the PTA not running over the COVID-19 period? A – The school gets money from the PTA for the added extras for the school such as play equipment, it is what makes the school a better place whereas the Budget covers the standard staffing and school expenditure.</p> <p>Q – Is the PTA starting up again now the COVID-19 guidance allows? A – The guidance is that the PTA cannot start this term. Hopefully this will change in September.</p> <p>The Chair confirmed that the PTA money is never included in the school Budget. This is for projects where the school ask the PTA to contribute but it is never fed into the Budget.</p> <p>Expenditure</p> <ul style="list-style-type: none"> • There is a HLTA role built in to cover first aid, small group work – this will cover first and second day teachers sick leave rather than getting in supply which will reduce the supply budget. • There are additional hours to premises included in the budget. The hope is that with more premise's hours lower-level work can be completed rather than having to get contractors in. • Have to keep education costs to a bare minimum due to the spending on staffing • Expecting work to be identified in the electrical tests in the summer. • There are a number of SLA with West Sussex that are reviewed annually along with the subscriptions to ensure there is good value for money. • Have to use SIMS as this is the management information system, but DCAT are looking at other options. • Would ideally look at the management system that would also look at a parent's app, but this needs to be looked at over DCAT. 	

- IT support comes from JSPC.
- Clerking is provided by DCAT and also Elis Whitton HR legal advice

The predicted surplus is £2675 (two thousand six hundred and seventy-five pounds).

The school has been optimistic with pupil numbers but have to also base this on the October census for the Budget purpose. The school are hoping to have all classes with 30 children. DCAT have challenged the school on this as sometimes the school have the odd space in the school but there is a lot of housing development in the surrounding areas.

The Headteacher noted that the budget can change very quickly, and the Finance Committee will be monitoring this regularly.

Q - Detailed below are your top spends (apart from labour and non-tender items), have you tendered for these services recently or contacted the appropriate procurement department to make sure you are getting the best deals? Are you able consolidating these commodities within DCAT to improve level of service and cost of spend?

E0 - Other Supplies and Services	48,404.04
D0 - Educational Supplies and Services	41,646.10
MAR5000 - Catering Food/Drink	24,758.10
MAR4010 - Equipment (Not IT)	22,195.47
C1 - Other Occupational Costs	20,049.30
MAR3105 - Cleaning Contract	12,583.36
MAR5135 - IT Support Services	10,714.47

A – In the main, most of these are centrally procured contracts that the school has no control over, for example Chartwell has the catering contract and there is no negotiation on this. MAR5000 comes under the E0 code at the top. A number of the items are part of a West Sussex SLA or a DCAT procurement. MAR5135 includes SIMS and JSPC which is the biggest provider in West Sussex

The Chair asked for the Bursar to speak to any Governors with further questions to go through the Budget for those not at the Finance Committee. The Bursar noted that any large spend items are always facilitated with three quotes, and often have Governor approval.

A Governor noted it was great to see the questions coming from the Governors not at the Finance Committee and thanked the Bursar for an excellent report, management accounts and Budget with considerable detail.

The chair noted that the school had some control over the current year Budget, there is some measure of control over the next year as some items are known, but years two onwards have very little control and so therefore are a best estimation and the Governors have to work with this.

The Budget for the next three years was predicted for:

- 2021/2022 shows an in-year surplus of £2,675 (two thousand six hundred and seventy-five pounds) and gives an end of year surplus of £2,675 (two thousand six hundred and seventy-five pounds).

- 2022/2023 bring a carry forward of £2,675 (two thousand six hundred and seventy-five pounds) with an in-year surplus of £30,463 (thirty thousand four hundred and sixty-three pounds) and a year-end surplus of £33,138 (thirty-three thousand one hundred and thirty-eight pounds).
- 2023/2024 brings a carry forward of £33,138 (thirty-three thousand one hundred and thirty-eight pounds) with an in-year surplus of £41,963 (forty-one thousand nine hundred and sixty-three pounds) and a year-end surplus of £75,101 (seventy-five thousand one hundred and one pounds).

The school and Governors have set a positive budget for the next five years.

JP proposed 2021/2022 budget for submission to DCAT with 5-year forecast.

All Governors agreed the 2021/2022 Budget.

Capital allocation

- The school provisionally have £62,000 (sixty-two thousand pounds) for a new boiler and new control panel. The Trust Estate Lead will be coming to school tomorrow to arrange quotes for this.
- The school has received £30,000 (Thirty thousand pounds) for the fencing. This is a considerable amount of money for fencing and the Headteacher needs to check what fencing this is for and are hoping this is for all site fencing. The quotes have been received for the back of the field fencing (across the bank) from two local companies of £6,000 (six thousand pounds) and £2,000 (two thousand pounds).
- £4800 (four thousand eight hundred pounds) for flooring in Years 3 and 4 to replace the carpet tiles.
- £25,000 (twenty-five thousand pounds) for Year 5 and 6 classrooms. This was for roofing as in summer the classrooms get very hot and very cold in winter.
- There is another priority which is the toilets and Darren Carpenter has said the school can move this funding for the toilets. This would extend the Year 3 and 4 toilets.

Q – Has the school had the latest communication from the Probation Service?

A – No, this has not been received.

The Chair noted that the Probation Service was back operating so the school could have probationers in to school to undertake maintenance work. **Chair to send Headteacher the email.**

The Chair thanked the Headteacher and Bursar for putting the bids in to get the Capital allocations from DCAT.

7. Any other business

- JH completed a safeguarding visit on Friday morning. DCAT sent a new proforma to be completed on top of the SCR, including exclusions, incidents, and policies. This was very thorough. JH went through this with Headteacher.
- All the old CRB checks are now DBS, but the school has not had all the paperwork in for this. The Bursar noted they had received nearly all staff documents and after half term will update the volunteer documentation. A lot of the parents through lockdown had not been in school for over three months so the Bursar need to go through the list to ensure all details are correct and have been rechecked. There is a cost for this, but this is being worked through.
- All teachers and Governors must do PREVENT training.

Monitoring Visits

All Governors were asked to contact their subject leader for the monitoring visit for the summer term.



8.	<p>Date of the next meeting: 7th June – 6pm. There is no data at preset and very little has changed since the last meeting, so the Chair proposed postponing the meeting to the 12th July. All Governors agreed. Clerk to email all Governors.</p> <p>12th July - time to be confirmed.</p>	Clerk
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The meeting closed at 18:45pm

Summary of Agreed Actions:

No	Action	By	Status
c/f	Clerk to set up a Teams meeting for the LGB meeting, and the Governors will try this system. It was suggested that Governors download the Teams app.	Clerk	
c/f	SB and JH to write Terms of Reference of the committee.	SB/JH	
c/f	Clerk to put together a list of dates with the Headteacher.	Clerk/NM	
3	Chair to sign the minutes and email to the Headteacher.	JP	
6	The Chair noted that the Probation Service was back operating so the school could have probationers in to school to undertake maintenance work. Chair to send Headteacher the email.	JP	
8	7 th June – 6pm. There is no data at preset and very little has changed since the last meeting, so the Chair proposed postponing the meeting to the 12 th July. All Governors agreed. Clerk to email all Governors.	Clerk	

Signed

Date 12th July 2021