

**Minutes of a Meeting of the
FGB
of Hermitage Primary School**

Date:	Thursday 18 th June 2020 at 4.00pm	
Venue:	Via Zoom Video Conferencing	
Present:	Brian Donlon BD Chair Harry Korkou HK Vice Chair Rebecca Mallon RM Mike Lockett ML Helen Ross HR Louisa Smith Margaret Wilson MW Basil Gaynor BG Sarah Collier SC	Elected Governor Parent Governor Parent Governor Elected Governor Headteacher Staff Governor Elected Governor Parent Governor Parent Governor
Absent:	None	
In attendance:	Liz Chadwick LC John Addison JA	Business Manager Clerk

The meeting met its quorum.

Decisions, actions and areas of challenge during discussions indicated in bold text.

Agenda item 1	WELCOME AND APOLOGIES FOR ABSENCE
Discussion:	An apology for absence was received from Alex Davidson.
Agenda item 2	DECLARATION OF PERSONAL AND PECUNIARY INTERESTS
Discussion:	No new declarations were made
Agenda item 3	DECLARATION OF ANY OTHER BUSINESS
Discussion:	Update on School Operation
Agenda item 4	MINUTES OF THE LAST MEETING of 6th May 2020
Decision:	That the minutes of the meeting of 6th May 2020 be approved as a correct record and signed by the Chair.
Agenda item 5	ACTION LOG
Discussion:	The Action Log was reviewed and updated
Agenda item 6	FINANCE
Discussion:	a) <u>2019/20 Budget Update – Headlines</u> LC circulated the Month 9 Management Accounts to May 2020.

	<p>LC advised that a surplus of around £8,000 was anticipated but that there was a degree of uncertainty around the final totals owing to the issues around the extension of free school meals over the Summer period and the possibility that some additional staffing costs might be incurred.</p> <p>BD requested clarification around the additional TA time for children with EHCPs. HR advised that at the moment there were 2 draft EHCPs 1 confirmed and 1 with additional hours.</p> <p>HK asked if there would be any additional central funding to cover the extension of free school meals? LC advised that no additional guidance had been received as yet and the School was using funds contained in the Universal Free School Meals Budget and assumed that this would continue during the Summer</p>
Decision:	That the report be noted
Discussion:	<p>b) <u>2020/21 Budget</u> LC circulated the draft budget for 2020/21.</p> <p>For 2020/21 income was anticipated at £1,186,583 against anticipated expenditure of £1,183,319 giving an in year surplus of £3,264.</p> <p>LC advised that additional papers had been circulated to Governors to provide detailed financial information. LC further advised that there were additional staffing costs owing to the splitting of the SENDCO and Deputy Headteacher roles BD asked if the School was content that the appropriate staffing levels would be in place for September. HR responded that she was happy that all necessary staffing would be in place.</p>
Decision:	That the 2020/21 Budget be approved
Discussion:	<p>c) <u>Budget Forecast to 2022/23</u> LC reminded Governors that the DFE required schools to submit a 3 Year Budget Forecast.</p> <p>LC submitted a budget projection to 2022/23 which showed that, on current projections, the School would be setting a balanced budget for the next 3 years.</p>
Decision:	That the Budget Forecast to 2024/23 be noted
	<p>d) <u>Happy Days Rent</u></p> <p>BD reminded Governors that, as the nursery had closed following the lockdown, it had been agreed to cancel the rent paid by Happy Days for 3 months from March 2020. Happy Days were now in the process of re-opening and no request had been made to date to extend this rent break and it was, therefore, presumed that rent payments would resume from July 2020</p>
Resolved:	That the report be noted.
Discussion:	<p>e) <u>Responsible Officer</u> LC recommended, that the School's Responsible Officer, Sara Rocca be re-appointed for the 2020/21 academic year.</p>
Resolved:	That Sara Rocca be re- appointed the School's Responsible Officer for the 2020/21 academic year
Discussion:	<p>f) <u>Risk Register</u> BD advised that the Risk Register was available via The Every System. Governors were happy with the current ratings and how the risks were being managed.</p>

Resolved:	That the report be noted
Discussion:	<p>g) <u>Compliance</u> LC reported that all financial compliance requirements had been met within the required timescales including:</p> <ul style="list-style-type: none"> - Submission of the unaudited Teachers' Pension End of Year Certificate. The Certificate would be audited by Jackson Stephens and submitted ahead of the September deadline. - Completion of re-enrolment into the pension scheme for all staff via the Pensions Regulator - LC advised that the Budget Forecast Return Outturn had been cancelled this year due to the pandemic <p>LC advised that the deadline for submission of the 3 year Budget Forecast Return had been extended to September 2020.</p>
Resolved:	That the report be noted

Agenda Item 7	PREMISES
Discussion:	<p>a) <u>CIF Bid Update</u> LC reminded Governors that 2 CIF Bids had been submitted, one for safeguarding and security improvements and the other for a new heating system. The School had offered a contribution of 15% of the costs of the heating system scheme.</p> <p>LC advised that the School's Health and Safety Consultant had advised that the fan heaters needed to be de-commissioned as they could spread the Corona virus if used. Accordingly, investigations were on-going to replace them by radiators and quotes were being obtained in case the CIF Bid was unsuccessful. LC advised Governors that the timescales for completing this project would be extremely tight.</p> <p>In response to Governor questions, LC advised that the radiator solution would complement any works undertaken around the boiler replacement with a timeline of works being carried out during the Summer break</p>
Resolved:	That the CIF Bid Update be noted.
Discussion:	<p>b) <u>Covid 19 Premises Related Update</u> HR advised that Reception children were back in School, and were in their "bubbles". Work was underway to devise a plan to accommodate another bubble of Reception children</p>
Resolved:	That the report be noted

Agenda item 8	HEALTH AND SAFETY
Discussion:	<p>a) <u>Fire Drill</u> HR advised that all "bubbles" had done a walk through of their evacuation drill during their first day back. A fire drill for the children back in School would take place on 19th June.</p>
Resolved:	That the report be noted
Discussion:	<p>b) <u>Updated Risk Assessment</u> HR advised that the current version of the Risk Assessment was on the Every System for Governors to read.</p>
Decision:	That the report be noted.

Agenda Item 8	POLICIES
Resolved:	That the following Policies be approved

	<ul style="list-style-type: none"> • Risk Register; • Privacy Notice – Pupils; • Privacy Notice – Staff; • Privacy Notice – Governors; • Anti-Fraud and Bribery Policy; • Support Staff Pay Policy; and • Leave and Time Off Policy.
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Agenda item 9	UPDATE ON SCHOOL OPERATION
Discussion:	<p>In response to a number of questions submitted by Governors, HR gave an update on the current school operation.</p> <p>The Return to School Plan was working well but had had to be re-visited as the numbers returning were increasing. The Key Worker bubble had had further requests to increase numbers which as a consequence would probably mean that the Yr6 bubble might not be able to return.</p> <p>HR advised that for Reception, 20 out of 30 children had returned, for Yr1 there were 15 out of 32 with a further 8 possibly returning. If these 8 returned then there would have to be an additional bubble. The Key Worker bubble numbers were at 11/12 but some additional requests were anticipated.</p> <p>In response to a question re Yr6, HR advised that a survey had shown that 25 pupils wanted to return but that would be dependant on space and staff.</p> <p>HR advised that as more people returned to work, the School had had to take some hard decisions on what constituted a key worker and the School had continued with the Government definition. HR paid compliment to both staff and children for making the bubbles work.</p> <p>BD reminded Governors to continue their virtual Link Governor visits.</p>
Decision:	That the report be noted
Agenda item 10	DATE OF NEXT MEETING
Decision:	15th July 2020 at 4.00pm

There being no further business the meeting closed at 5.00pm