



We are a welcoming, caring and stimulating school. We inspire a love of learning by nurturing potential, fun and happiness. We celebrate our success as we achieve high standards in all aspects of life; allowing children to grow spiritually, morally and socially within a strong Christian ethos.

*"I have come in order that you may have life – life in all its fullness"*  
**John 10:10**

**ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL**  
**Staffing, Finance & Premises Committee**  
**Minutes of the meeting held on Wednesday 11<sup>th</sup> January 2023 at 6pm**

Present	Andrew Buttery (Headteacher) Jodie Sharma	Rosanne Jackson-Stanton (Chair) Katy McCaffrey
In Attendance	Jean Lewis and Nicola Jolly-Waller (SBM) Charlotte Law – Governance Support Officer / Clerk	

		ACTION
1.	<b>Welcome and Opening Prayer</b> The meeting opened in prayer led by the Headteacher.	
2.	<b>Apologies for absence and declarations of interest</b> Apologies were received, with consent, from Bill Pigg and Stuart Lloyd was absent due to resignation.  There were no declarations of interest.	
3.	<b>Election of Committee Chair</b> <b>Resolution:</b> Rosanne Jackson-Stanton was unanimously elected as Chair of this committee for a term of one year. (Nominated by Katy / seconded by Jodie).	
4.	<b>Minutes of the meeting held on 4<sup>th</sup> May 2022 – previously distributed</b> The minutes were agreed to be a true and accurate record of the meeting and were approved.	
5.	<b>Action Plan and Matters Arising not covered by the agenda</b> There were no actions from the meeting.  <b>Matters Arising</b> The Chair discussed Charlotte Palmers pay progression which was shared previously. The Headteacher provided a background account of Charlotte's teaching and development - Charlotte was fast tracked into her position which allowed her to accumulate a huge amount of expertise for three years and now the Headteacher was looking to balance this work and dedication with the recommended pay progression.  Charlotte's maternity leave was investigated by HR and the SBM looked at the requirements for UPS1. Charlotte met the requirements for UPS3 and so it was unanimously decided that Charlotte would move from main scale level 6 to UPS1, and this would be back dated from September 2022.  <b>Resolved: All governors were in full support of the pay progression for Charlotte Palmer from MS6 to UPS1.</b>	

	<b>ACTION: SBM to progress with this pay progression and clerk to send copy of minutes to Nicola, SBM.</b>	<b>SMB/ CLERK</b>
6.	<p><b>Finance Update - Period 7</b> Previously distributed.</p> <p>Jean Lewis, who collated the data for period 7, presented the monitoring update and projected outturn for the 22/23 Finance Year. Governors were made aware of a verbal update for periods 8 and 9 to be expected.</p> <p>The period 7 report was shared on screen and the SBM discussed the proposed start budget and financial plan approved by governors which was for a projected cumulative surplus revenue position of £48,220 and a surplus capital balance of £26,488. The in-year revenue and capital start budget approved was a deficit of £28,738, which reduced the carry forward from £103,446 to £74,708.</p> <p>The projected outturn was a small revenue variance against budget of £500, the position the school was in, and the projections were uncertain for change. The primary reason for this uncertainty was a reliance on the increased breakfast club receipts, and no further increase in energy or catering costs.</p> <p>Further details were provided on the breakfast club receipts which had improved and the school had already met the budget for those receipts: £7334 in the bank for breakfast club. The SBM anticipated the receipts to continue in this manner and there was no reason to suggest any decline; the Headteacher added that he had continued to see an increase in numbers and requests for this provision.</p> <p><b>Question:</b> The Chair asked if the breakfast club had reverted back to pre-covid numbers.  <b>Response:</b> The Headteacher explained that the breakfast club provision was sustained throughout covid for those key worker families, the numbers had grown and a change to staffing had helped to form a fun and engaging experience for the children. The food offer was improved with a change of supplier, and the position of this provision was now profitable. Moving forward there were familiar faces who used the wrap around care and flexibility was available for those families who need to use the provision on an ad hoc basis.</p> <p>The SBM continued to discuss the report and noted that while there were income variants and expenditure variants, some of this was to do with matching these variants together; governors were invited to look at the rates which would come onto the schools' books and were shown how they managed both the incomes through school and costs through school. The rates, trips (residential trips which the school took on as a cost and used parent contributions to pay off the balance), and donations to combine to £27,666 of both the income and expenditure variances, with no impact on the bottom line.</p> <p>Jean discussed the variances that affected the bottom line; pupil premium was looked at for one child and figures were shared, in addition to this there was a mental health led training income of £1,200 and other SLT grants. The training courses were now only funded for up to 60% which had increased the costs of training courses for the school who had to find the extra 40%. The Headteacher spoke about the benefit of the grant but the importance of justifying the training courses so that a substantial impact was seen.</p> <p><b>Question:</b> A governor asked how the school managed the impacts seen from a training course.  <b>Response:</b> The Headteacher discussed how the children who were in the interventions still did not reach age related outcomes; an improvement was seen but it was not enough to change the data.</p>	

**Question:** A governor asked what contingencies were in place if these courses were not offered.

**Response:** The Headteacher discussed the use of their own time to dedicate extra learning and catch-up sessions with the children.

Unfunded pay award was a huge amount of money that affected the figures; background information was provided regarding the start budget for teachers and support staff. It was noted that the DfE had become wise to Teaching Assistant's leaving nationally from pay conditions; now the pay was favourable, and the bottom loaded effect of this change had given support staff a boost which the Headteacher hoped would lead to better retention over time.

Prior to this change the national living wage had caught up with the bottom of a level 4 support staff's pay; this had impacted the recruitment for MSAs and TAs nationally. Governors were informed that with the change in pay award things had improved however there was still a gap between these two roles and the temporary suspension proposal was still under review.

In addition to the flat rate there was a gross pay, the school must add on the full figures which include staff pension. In summary the cost of the teacher pay award increases for Elvington was projected to be £3640 and the cost of the support staff pay award was projected to be just over £9000.

#### **Harper Trust versus Brazel Supreme Court Decision**

An overview was provided on the ruling which confirmed that all employees who were on a permanent contract, regardless of the number of weeks worked, must receive the statutory holiday entitlement of at least 5.6 weeks including bank holidays. Further discussions took place on the history of this case and how it had impacted the schools forecast.

Jean invited questions on the case and confirmed that those staff members with more than 5 years' service would have their pay increase prorated. The MSA's pay was still to be investigated, but it was understood that this would be the same as support staff.

#### **Energy**

The latest gas bill was discussed, the usage increased from the previous month and the SBM had checked against the same period last year to make governors aware that the usage of kw was lower than that of the previous year, but the increased costs had rocketed. The school's new boiler was optimised for maximum efficiency. Governors discussed the price of gas and ways that the school could look at what they were doing. The government relief was discussed but at this stage it was unknown if the energy price cap would continue after 31<sup>st</sup> March 2023.

The Headteacher discussed the buildings energy efficiency, and the clear out of CO<sub>2</sub>; he assured governors that they were doing everything they could to keep the usage down, but the necessity was to have a warm building so children could learn in a safe place.

Jean Lewis informed governors that an additional capital grant for all schools from the government would be received this was set at £10,000 plus £20.06 per child; in total that equated to £12,300 in capital for Elvington Primary. The government stated that this capital should be spent by the 31<sup>st</sup> of March 2023, and they would like the school to spend it on energy efficiency. However, it was also understood that there was a period of three years to spend this money and a school had the autonomy to spend it on what they wanted.

An energy saving company, 'Core Energy' were invited into school to discuss solar panels and the de-carbonisation plan. The survey was completed, and the company required time to collate the information and come up with a recommendation.

Education funding from the council was planned to pay to repair the conservatory roof and conversations with the LA had led to all school kitchens to be fully electric and more environmentally friendly; investigations into this at Elvington were being discussed.

**Question:** Governors said how important it was to look at energy efficiencies, and one asked if Jean knew of any proposals across York which looked at the evidence school by school so governing boards could work together to find a solution.

**Response:** Jean informed governors that schools received a supplementary grant to cover inflationary impact, a flat rate for premises of £3700 plus a monetary amount for each child, but this amount was nowhere near the increase in energy costs. The impact on Elvington's budget, was circa £8800 and this was considered by governors.

**Question:** A governors asked for ideas on what could be done to work together across the city with the mix of schools York had and find a solution to the increased energy costs.

**Response:** Jean discussed a chart of data which was collated in previous years, and the potential for carrying out the work again.

It was noted that the school did not know if the price per kw was correct, and in pulling together the energy data from all schools across the city could aid a better understanding and correlation of price paid. Jean advised governors that Elvington was in a good position as it had the opening reserves; other schools had more complex buildings and less reserves.

#### **Catering**

The figures shared were correct and unlikely to change.

**Question:** The Chair asked about the impact of the free school meals subsidies and if the school was still subsidising some of these costs.

**Response:** The SBM confirmed that the school was subsidising some of these costs.

The Headteacher advised governors of an upcoming meeting with Mellors to discuss marketing, food quality and ways to increase the meal take up. From previous discussion on this topic the Headteacher discussed the impact of leaving Mellors which would incur significant financial penalties; he believed the school would be better to work with Mellors on the plans to encourage more uptake of school meals. The SBM agreed that the main directive was to get more meals out of better quality and positive word of mouth would likely spread.

#### **SBM**

A refund associated with the SBM's absence during the autumn term received thanks from the governors.

#### **PE Grant**

The SBM reviewed the details of the grant and noted that the grant was provided at the start of the academic year and Elvington's spend was heavier in a summer term on sports week, so there would be a carry forward.

#### **Staff Absence Claim**

Jean outlined the details of the staff absence claim and noted the money associated with the Headteachers absence for recovery. This was based on 19 days claimed at £1500 and governors were informed that staff members had stepped up to fulfil teaching and tasks in the Headteachers absence which more than recuperated the need for any cover teaching.

	<p><b>IT Resources</b></p> <p>The SBM discussed the very recent cost increase of 12.3% from the photocopier supplier. The Headteacher provided governors with a background on this five-year contract and the agreed variances which were factored in; it was agreed that as soon as the school could, they would look for a better contract.</p> <p>Jean summarised the variances with governors and the expected outturn of £75,208 plus the expected £12,300 of capital from the government; other factors were discussed which put governors in agreement that they could expect the outturn to be circa £65,000.</p> <p>The Headteacher spoke about the school's position and challenges it faced and all agreed that the school should be proud of what it had accomplished, it was highly efficient, its cost effectiveness was analysed regularly, and governors could expect further updates at the next meeting.</p> <p><b>Question:</b> A governor asked if new pupil numbers from September 2023 were aligned with the figures.</p> <p><b>Response:</b> The Headteacher advised that the school had received 11 first choice requests and if the school could remain with 118 pupils on roll, then they would require a further three new starters to offset the 14 Year 6 pupils leaving in July.</p> <p>Further discussions took place on the locality of Elvington to other primary schools and the Headteacher spoke about a targeted marketing approach to local villages which were part of the East Riding. The key thing was to get parents to come and look and make them aware that the school had spaces available and was not full as was potentially perceived.</p> <p>The governors thanked Jean and Nicola for their detailed report.</p>	
7.	<p><b>Certificate of Delegation (for approval)</b></p> <p><b>ACTION: The SBM tabled this document and agreed to amend the Chair details.</b></p> <p>The signatories to the schools' fund account was discussed, and the Chair discussed the problems around this, governors agreed to close this account.</p> <p><b>ACTION: Signatories to close the school fund account.</b></p>	<p><b>SBM</b></p> <p><b>ALL</b></p>
8.	<p><b>Schools Financial Value Standard (SFVS)</b></p> <p>Jean informed governors on the SFVS and explained that this was a return done on an annual basis by schools; it was a series of 30 questions to be completed which were phrased in the view of the governing body. Jean suggested Section A 'In Governance' should be reviewed by governors and the SBM advised that the responses should come directly from the governors.</p> <p><i>The Chair moved onto item 10 with the view to return to this discussion if there was time in the meeting.</i></p> <p><i>After items 9 and 10 governors returned to item 8.</i></p> <p>Governors decided to use the time in this meeting to go through the SFVS and discuss the questions. The SBM tabled the document.</p> <p><b>Question:</b> A governors asked what would happen if the governors had no future plans and what the purpose of the SFVS was.</p> <p><b>Response:</b> The SBM explained that the SFVS was a self-evaluation form for governors and was submitted to the LA who reviewed all the submissions across the schools. The results informed an</p>	

	<p>audit plan and provided the re-assurance that schools were spending their money in accordance with the terms of the children and that they were aware of fraud.</p> <p><b>ACTION: Health &amp; Safety walk about with the Chair of this committee and the SBM - to be arranged.</b></p> <p>The questions on this form were discussed and actions were taken by Nicola the SBM. The actions would be written up and presented to full governors at the FGB on 24<sup>th</sup> January 2023.</p> <p><i>Jean left the meeting at 7.59pm.</i></p>	RJS/SBM
9.	<p><b>Health and Safety Update</b></p> <p>To be updated and governors would be informed at the next meeting.</p>	
10.	<p><b>Policy Review (previously distributed)</b></p> <ul style="list-style-type: none"> <li>- <b>York Pay Policy – approved by governors</b></li> <li>- <b>Teacher Appraisal and Capability Policy - approved by governors</b></li> <li>- <b>Pecuniary and Business Interests Policy - approved by governors</b></li> </ul> <p><i>Governors returned to item 8.</i></p>	
11.	<p><b>Staffing Update - confidential minutes</b></p> <p>The Headteacher gave an update to governors, and this was recorded in confidential minutes.</p>	
12.	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>- <b>Catering update on Mellors</b> – This was covered in item 6.</li> <li>- <b>Governor Vacancies</b> – In the upcoming FGB meeting, governors would discuss the skills they had and safeguarding would be a focus.</li> </ul> <p><b>ACTION: Chair of this committee and SBM to arrange a date for start budget special with the FGB</b></p> <p><b>ACTION: Chair to confirm to FGB that Bill Pigg would be taking a 6-month sabbatical from his governing duties.</b></p>	RJS/SBM JS
13.	<p><b>Items to be recorded as a confidential minute</b></p> <p>There was one item recorded as confidential minutes.</p>	
14.	<p><b>Date and Time of Future Meetings</b></p> <p>2<sup>nd</sup> May 2023 at 6pm</p>	

The meeting ended at 8.21pm.

These minutes were approved by the Chair, at the meeting held on 2<sup>nd</sup> May 2023.

**Action Plan following the meeting held on 11<sup>th</sup> January 2023**

	<b><i>ACTION</i></b>	<b><i>AGENDA ITEM</i></b>	<b><i>WHO</i></b>	<b><i>WHEN</i></b>
1.	SBM to progress with this pay progression and clerk to send copy of minutes to Nicola, SBM.	5	SBM/ Clerk	January 2023
2.	The SBM tabled this document and agreed to amend the Chair details.	7	SBM	January 2023
3.	Signatories to close the school fund account.	7	ALL	January/ February 2023
4.	Health & safety walk about with the Chair of this committee and the SBM - to be arranged.	8	RJS/ SBM	January/ February 2023
5.	Chair of this committee and SBM to arrange a date for start budget special with the FGB	12	RJS/ SBM	January 2023
6.	Chair to confirm to FGB that Bill Pigg would be taking a 6-month sabbatical from his governing duties.	12	JS	January 2023

Add to FGB: Committee members to arrange for FGB  
Action point 6 – Bill Pigg sabbatical

Add to A&C: