



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 Tuesday 2<sup>nd</sup> May 2023 at 6pm**

Present                      Andrew Buttery (Headteacher)                      Rosanne Jackson-Stanton (Chair)  
   Jodie Sharma    Katy McCaffrey

In Attendance              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 Sam Ware. There were no declarations of interest.																												
3.	<b>Minutes of the meeting held on 11<sup>th</sup> January 2023 – previously distributed</b> The minutes were agreed to be a true and accurate record of the meeting and were approved.																												
4.	<b>Action Plan and Matters Arising not covered by the agenda</b> <table><tr><td></td><td><b>ACTION</b></td><td><b>WHO</b></td><td><b>UPDATE</b></td></tr><tr><td>1.</td><td>SBM to progress with this pay progression and clerk to send copy of minutes to Nicola, SBM.</td><td>SBM/ Clerk</td><td><i>Completed.</i></td></tr><tr><td>2.</td><td>The SBM agreed to amend the Chair details on the certificate of delegation.</td><td>SBM</td><td><i>Completed.</i></td></tr><tr><td>3.</td><td>Signatories to close the school fund account.</td><td>ALL</td><td><i>The SBM spoke about the signatories on this account and the plan to gather the paperwork and meet with the bank to close the account.</i> <b>ACTION: The SBM to complete this term.</b></td></tr><tr><td>4.</td><td>Health &amp; Safety walk about with the Chair of this committee and the SBM - tba</td><td>RJS/ SBM</td><td><i>On the agenda. The Chair spoke about the main concerns which had arisen.</i></td></tr><tr><td>5.</td><td>Chair of this committee and SBM to arrange a date for start budget special with the FGB</td><td>RJS/ SBM</td><td><i>The committee discussed the virtual start budget special which would be held on Tuesday 9<sup>th</sup> May 2023. The FGB would be invited to attend.</i></td></tr></table>					<b>ACTION</b>	<b>WHO</b>	<b>UPDATE</b>	1.	SBM to progress with this pay progression and clerk to send copy of minutes to Nicola, SBM.	SBM/ Clerk	<i>Completed.</i>	2.	The SBM agreed to amend the Chair details on the certificate of delegation.	SBM	<i>Completed.</i>	3.	Signatories to close the school fund account.	ALL	<i>The SBM spoke about the signatories on this account and the plan to gather the paperwork and meet with the bank to close the account.</i> <b>ACTION: The SBM to complete this term.</b>	4.	Health & Safety walk about with the Chair of this committee and the SBM - tba	RJS/ SBM	<i>On the agenda. The Chair spoke about the main concerns which had arisen.</i>	5.	Chair of this committee and SBM to arrange a date for start budget special with the FGB	RJS/ SBM	<i>The committee discussed the virtual start budget special which would be held on Tuesday 9<sup>th</sup> May 2023. The FGB would be invited to attend.</i>	SBM
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6.	Chair to tell FGB that Bill Pigg would take a 6-month sabbatical from his governing duties.	JS	Completed.
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## Matters Arising

### 4.1 School Meal Charges

The SBM discussed the school meal charges, and the financial presentation from Mellors which left the school with a subsidy of £6,042. The SBM informed the governors about Mellors request to invoice the school every four weeks for the subsidy charge, but they felt there were issues with this formula. As such the SBM checked the contract and highlighted the holes in Mellors argument; the committee agreed to leave the subsidy until the end of the year and assess the final amount then.

The Headteacher added their thoughts on the contract with Mellors and how Elvington's school meal numbers were not sufficiently profitable; the chances of a favourable contract at the end of 2023/24 were slim to none. The Headteacher spoke about similar conversations with other Headteachers regarding their catering contracts, and the Chair asked how the meal charge compared to other suppliers.

**Response:** The SBM stated that a benchmarking exercise with *North Yorkshire County Catering* showed a charge of between £3.50-3.75 per meal. In comparison to Elvington's cost per meal of £3.72 this was similar, but the exercise would need to be redone for up-to-date figures. Currently the school were funded at £2.41 per meal and asked the parents/carers to pay £3.09 with the school subsidising the remaining amount. The SBM had worked out that each meal would need to be charged at £5 to cover all costs to the school which governors agreed was unrealistic.

The SBM notified governors that Mellors had sent an invoice to the school for £74.83 after the enforced school closure. The SBM and Headteacher had agreed to pay this if Mellors could send them a complete breakdown of how this figure was worked out.

**Question:** A governor asked what would happen this time next year when the school would need to procure a catering supplier.

**Response:** The SBM was unsure how many schools would leave Mellors, and the Headteacher spoke about the options the school would be faced with and the potential of moving to inhouse catering. The SBM spoke about a bank of staff that could be shared between the smaller schools in York if they moved to an inhouse solution, but this was a preliminary thought and no research had been conducted.

**Question:** A governor asked what the absence rate was in the schools current catering team.

**Response:** The Headteacher spoke about the reliability and commitment they had experienced with the staff from Mellors and the cover provisions that were in place.

The Chair discussed the number of children taking school meals which was around 70 each day and the menu was currently strong which had encouraged a stronger uptake. The Headteacher spoke about the portion sizes and the SBM commended the cook and felt that the meals would increase in popularity over the next year which would help with the next catering contract.

**Question:** The Chair asked what meal price the SBM had assumed within the budget.

**Response:** The SBM had assumed an increase to £3.15 for the 2023-24 autumn and spring terms. The subsidy forecast would be almost £10,000 at year end and the SBM asked the committee what they thought to this.

**Response:** The Chair discussed sharing the information with Governor Chris Bojke who had agreed to work out the numbers in detail and share a forecast and financial affect with the FGB.

**ACTION:** The SBM agreed to share the Mellors catering figures with Chris Bojke.

SBM

The Headteacher spoke about the prospect of some parent taster days to increase the school meal uptake and abolish the pre-conceived notion that the food quality was not good.

**Resolution:** The Chair proposed an agreement from the committee to the school meal increase of 6p per day ahead of discussing the start budget. The committee collectively agreed not to pay any subsidy at this time but expected further discussions from Mellors around the contract. Governors agreed to notify parents about the increase from Summer Term 2.

#### **4.2 Proposed Breakfast Club Price Increase (from September 2023)**

The Headteacher discussed the steady stream of pupils for breakfast club, charged at £3 per session, and asked the SBM to complete a cost comparison with other schools. Elvington were charging considerably less than others and from September the Headteacher and SBM proposed an increase to £3.50 per session; compared to the nearest school this was still considerably less.

The impact to the breakfast club sessions were discussed with the earlier school start time which was planned for September 2023. The Headteacher spoke about how the details surrounding the breakfast club and how the money was retained within the school benefited all the children.

The Chair spoke about the level of pupils using the breakfast club each day and asked the SBM and Headteacher to make sure that the charge per session covered the school's costs. The SBM stated that the increase to £3.50 per session was in the start budget.

**Resolution:** The committee agreed to the breakfast club increase from September 2023.

#### **4.3 What possible grant funding could we access?**

The Chair spoke about the grants available in theory to schools, and the SBM discussed the larger grants which were based on SEN and provisions around this, including outdoor provisions/ play equipment. For general resources and the running of school there were limited grants available, and any such grant would require a strong application.

The Headteacher spoke about Elvington's recent English Hub grant, and the prerequisites which were circumnavigated; they added that the school was fortunate to have been awarded the grant.

The Chair spoke about a funding website, and expressed that further investigation was needed and asked what avenue the Headteacher thought would be useful to explore. The Headteacher stated that a formal outdoor classroom would be hugely beneficial and commented that the school council should be involved.

#### **4.4 What minor funding opportunities does school staff and site bring?**

The SBM had searched for the formal lease on the school and council's server for the under-fives building but had found nothing. As a maintained school Elvington had to review its settings, and the current charge was low. A governor discussed the rates, and the SBM identified the need for a lease agreement which covered rent, premises costs, waste and insurance to name but a few.

The Chair of the committee discussed another governor on the FGB who might know some further details and asked the Headteacher and SBM to speak to them.

**Question:** A governor asked if the start budget included the current agreement or whether it had increased.

**Response:** The SBM discussed that the current price was in the start budget, but this would be subject to change from what was still to be investigated.

	<p><b>Question:</b> The Chair asked if the committee had any other funding ideas to explore.</p> <p><b>Response:</b> Governors discussed advertising boards, letting out the playing fields, and use of the car park for monthly sales. The Headteacher spoke about issues with insurance and use of premises, and the SBM agreed that risk assessments and policies would be required.</p> <p>The Chair of governors considered the reality of joining a trust as they weighed in the school's financial deficit situation and noted the actions from a recent governor workshop. The committee discussed their MAT options and the link with the diocese. The Chair of governors was open to a conversation with a MAT they had worked with previously and would raise this at the next FGB.</p> <p><b>ACTION: The committee agreed to discuss and explore academisation at the FGB in July 2023.</b></p> <p>The committee Chair discussed a potential collection point for aluminium cans and the Headteacher shared information on the money made from the clothes bank on site.; they also noted the blue token scheme at Tesco, and the community board system at the Co-op.</p> <p><b>ACTION: The Headteacher would explore the option of an aluminium bank in the car park.</b></p> <p><b>ACTION: The SBM would investigate the blue token scheme at Tesco.</b></p> <p>The Headteacher noted the charitable walk which raised money for Elvington school; over the last two years it had raised nearly £1,500 which went straight to the <i>Little Wandle</i> training which was met with a warm appreciation from the committee.</p>	<p>Chair JS</p> <p>HT</p> <p>SBM</p>
5.	<p><b>Finance Update – previously distributed</b></p> <p><b>a) 2022/23 budget outturn</b></p> <p>The Headteacher discussed the work spent on the start budget and the difficulties that had surrounded the outcomes. The SBM's summary was very effective and the sacrifices that were made had been highlighted. Positive pupil numbers were reported but whilst the school was perceived highly this had not solved the financial issues the school was faced with. The SBM added that Elvington school was not in isolation, the financial impact was the same in many schools within the LA.</p> <p><b>b) 2023/24 start budget</b></p> <p>Governors were informed that CYC would not accept a deficit start budget so a meeting was arranged and would take place on the 16<sup>th</sup> of May with the financial team at CYC. The SBM discussed the guidance from the LA team to breakdown the budget and analyse staffing, class structure and expenditure, but this had proved no solution to the deficit situation.</p> <p><i>The Headteacher discussed the start budget scenarios in further detail, and this was recorded in confidential minutes.</i></p> <p>The SBM detailed the major impacts to the budget which included the staff wage increase assumed at 3% for leadership pay scale and 3% for main scale pay; but the current campaign could result in further increases. This was a similar story for the support staff wage increase, who were offered around £2,000 which was budgeted for, but similarly could rise again.</p> <p><b>Question:</b> The Chair asked the SBM if all the potential negatives were known.</p> <p><b>Response:</b> The SBM explained that most of the figures had come to fruition. The school ended up with a £22,000 carry forward and at the revised budget they had expected to carry forward circa £80,000. The reserves were heavily reduced, but they had the £22,000 and would air on the side of caution in a lot of areas and account for everything.</p>	

	<p>The Headteacher informed governors that Elvington School were in an unusual position in which they had more children joining the school than leaving; they had reversed the trend and had 22 new pupils starting in September 2023.</p> <p>The Chair of governors discussed the irony of the deficit budget and the necessity to balance the budget; the SBM added that the conclusion must be that the school had done everything it could.</p> <p>The SBM asked if the committee had any further questions, but the committee felt they had covered everything and thanked the SBM and Headteacher for their hard work on the start budget.</p> <p><b>Resolution: The committee propose to submit the start budget for 2023-24 as it was presented.</b></p>	
6.	<p><b>Health and Safety Update</b></p> <p><b>6.1 Fire Risk Assessment</b></p> <p>The SBM discussed the fire risk assessment and paperwork evaluation which had resulted in a few actions; these were completed immediately. The SBM ran through some of these actions and took recommendations from the committee.</p> <p>The recommended door guards were discussed, and the Chair challenged the need for them. The SBM explained the details of the report and that capital money could be used for this.</p> <p><b>Question:</b> A governor asked what the danger was with the gap in the Year 2 corridor doors.  <b>Response:</b> The SBM clarified that the issue was a smoke danger and the SBM had requested a visit from the LA maintenance team to address the issue.</p> <p>The medium issues raised were shared with governors; the officer had assessed the paperwork evaluation and wanted further proof that policies and risk assessments were shared with all staff. The SBM discussed the sign off sheets available for all staff to complete and the robust procedures in place.</p> <p><b>6.2 Governor H&amp;S Visit Feedback</b></p> <p>Nothing further to report.</p>	
7.	<p><b>Policy Review (previously distributed)</b></p> <p><b>7.1 Allegations of Abuse against Staff Policy</b></p> <p>The Headteacher ran through the update to KCSIE and the nuances connected to that.</p> <p><b>Resolution: The committee agreed and adopted the policy.</b></p>	
8.	<p><b>Staffing Update - <i>confidential minutes</i></b></p> <p><i>The Headteacher gave an update to governors, and this was recorded in confidential minutes.</i></p>	
9.	<p><b>Any Other Business</b></p> <p><u>School Uniform</u></p> <p>The Chair of governors discussed a letter about tendering for school uniform and felt the school was in an exceptional position; they shared the current guidance surrounding compliance and asked if the school could revisit the uniform policy. The Headteacher shared the policy on screen and checked the details against the new guidance from the DfE. It was agreed that the policy covered the guidance and did not need an earlier review.</p> <p><u>FGB and Committee Minutes</u></p> <p>A governor asked where the minutes went when they had been approved and the clerk advised that these should be displayed on the school's website as they were public minutes.</p>	

	<p><b>ACTION: It was decided that approved minutes should be sent to Kat Chandler by the Clerk.</b></p> <p><u>Diocese Service Level Agreement</u> The SBM discussed the service level agreement of £670 for the diocese which must be agreed and returned shortly. This was in the start budget and the SBM asked for agreement from the committee.</p> <p><b>Resolution: The committee agreed to pay the amount stated for the diocese service level agreement.</b></p> <p><u>Staff/ Governor Gifts</u> A governor discussed the co-ordination of gifts for staff members and for those governors which had recently left. It was discussed and agreed that an email would be sent asking for donations.</p>	Clerk
10.	<p><b>Items to be recorded as a confidential minute</b> There were two items recorded as confidential minutes.</p>	
11.	<p><b>Date and Time of Future Meetings</b> TBA</p>	

The meeting ended at 8.25pm.

Minutes to be approved by the Chair, at the next meeting in Autumn 2023.

**Action Plan following the meeting held on 2<sup>nd</sup> May 2023**

	<b>ACTION</b>	<b>AGENDA ITEM</b>	<b>WHO</b>	<b>WHEN</b>
1.	The SBM to close the school fund account.	Action Plan	SBM	Summer term
2.	The SBM agreed to share the Mellors catering figures with Chris Bojke.	4.1	SBM/ CB	Summer term
3.	The committee agreed to discuss and explore academisation at the FGB in July 2023.	4.4	Chair - JS	Summer term
4.	The Headteacher would explore the option of an aluminium bank in the car park.	4.4	HT	Summer term
5.	The SBM would investigate the blue token scheme at Tesco.	4.4	SBM	Summer term
6.	It was decided that approved minutes should be sent to Kat Chandler by the Clerk.	9	Clerk	Completed

Add to FGB: Academisation

Add to A&C: