

# NORTH NEWTON COMMUNITY PRIMARY SCHOOL



## MINUTES OF THE FINANCE AND BUSINESS COMMITTEE MEETING

HELD ON

MONDAY 16<sup>th</sup> JUNE 2020 AT 5.30 P.M. VIA TEAMS

**PRESENT:** Mr. Nick Arnold (Headteacher), Mr. Mark Barham (Chair, Finance Committee), Mrs. Alison Crow and Mrs. Sally Haysham (Finance Officer/Clerk)

**“Inspiring every child to be life-long learners with belief in their ability to succeed”**

Actioned  
by

The Governing Body had agreed by vote to hold a remote meeting as per Governor Services/County Guidance due to the exceptional circumstances prevailing in relation to the Coronavirus Pandemic.

### 20/20 APOLOGIES FOR ABSENCE

No apologies. The Committee were saddened by the sudden death of Committee Member and Chair of Governors Mr Paul Warren the previous week.

### 21/20 BUSINESS INTERESTS AND CONFLICT OF INTERESTS DECLARATION

No Business Interests were declared.

### 22/20 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Monday 23<sup>rd</sup> March 2020 were agreed and will be digitally signed off by Mr Barham due to social distancing at this present time.

### 23/20 MATTERS ARISING

- It was confirmed that the SVFS report had been submitted on time.
- The school budget for 2020-2021 has been submitted to County and receipt acknowledged.

### 24/20 CURRENT EXPENDITURE

A Month 1 expenditure report had been circulated to the committee by email during May. This had included a final payment for the Y5/6 Residential which will now not be taking place. A refund has been requested for the full payment and should be received shortly.

Month 2 expenditure was discussed. A new COVID19 cost centre has been set up on the advice of County for the reporting of additional costs due to the Pandemic. The school playing field rent for the year has been paid in Month 2 £1000. A grant received for £500 has been redirected to go towards the costs of the new outdoor wash basins.

The 2019-20 Final Balance for Month 12 was expenditure of £468,684. This was 96% of budget. An amount of £19,443 was carried forward to 2020-21 which was slightly higher than predicted. There had been additional Teaching Supply and Send+ staff costs in the year due to requirements. Additional

Signed..... M. R. G. Barham Date.....21/09/2020.....

expenditure had been made for Universal Free School Meals due to increased numbers this should be countered in 2020-21 grants. The schools contingency fund remained untouched in the year.

## 25/20 **COVID 19 UPDATE INCLUDING COSTS**

The school continues to follow Government advice in view of the COVID-19 pandemic.

**From Monday 23<sup>rd</sup> March**, the school has been open for Key Worker children. This has remained the case over the Easter holidays and May half term.

**From 1<sup>st</sup> June**, the school opened for Reception, year 1 and year 6 and have not turned anyone away. All Key Worker children have had a place. Less than 50% of Reception and Year 1 returned, more than 50% of year 6 returned.

**From 8<sup>th</sup> June**, The school are successfully managing the growing numbers, with Year 5 key Worker children now working in Headteacher's office, Nest and Room 101 – when the weather prevents outdoor learning, and they are in the Year 6 Social Bubble. The Year 2 Key Worker children are successfully joining the small number of Year 1 children. Reception children (4) are in school until Thursday 1pm, and then the 2 KW Reception children join the other KW children on a Friday.

**From 15<sup>th</sup> June**, over 65% Year 6 returned, 25% Reception and 20% Year 1.

**From September**, planning is being devised despite no guidance yet. We are 'planning' for a full return with the view that this may change. The school wishes to be prepared.

### **Transition for Pre-School**

- Letter sent by Little Steps offering those children due to join school in Reception in September to remain at Little Steps for a couple of weeks and then have a couple of half transition days before starting our school properly. The school is hoping parents like this suggestion – although they might, of course, prefer to start from Day 1.
- Short film clips being made to be sent to those joining in September.
- Short film clips made and sent to those children with additional needs who may struggle to comprehend how the school has changed.

### **Online learning**


- Teaching staff are uploading online work on the school website – which ALL parents can access. At the start of the Summer term, the class teachers updated the set of tasks. There are now weekly set of tasks for each class and the Facebook class pages continue to show the home learning. For those not on Facebook, they never miss out as all work is emailed out.

### **School meals**

- Taylor Shaw continue to provide either hot meals or weekly food hampers. The hampers are now far more appropriate, and the hot meals have recently greatly improved too. Hot meals are not served on Fridays as we have too few Key Worker children currently attending.

### **School Development Planning - Overview**

- Minimal changes due to COVID-19 and awaiting further Government guidance.

Signed.....  Date.....21/09/2020.....

**COVID-19 FINANCIAL COST**

- 4 outdoor sinks have been installed, with 4 further to be installed shortly. £2200 for sinks with a further £600 - £700 total for the 2 installations (labour & materials). This is to be funded by:
  - PTFA = £1000 donation received
  - Hinkley Point Grant - £500 received
  - DFCG – to cover the remainder of the cost
- Some PPE was delivered from County – Free of Charge
- Essential materials – gloves, hand sanitisers, wall mounts for hand sanitisers. Cost: £483
- Double orders of Green paper hand towels etc. Cost: £162

**26/20 HEALTH AND SAFETY**

Mr. Barham reported that he had completed the annual H&S inspection on the 20th May with the Headteacher. There had been a number of Health and Safety improvements made in the school since the last review in 2019, with several ongoing. The full report will be distributed prior to the next full governing body meeting in July.

Focus this year was on the preparations for receiving additional year groups back to school following the restrictions due to the Covid-19 pandemic.

These included the planned installation of exterior hand washing stations, hand sanitiser stations and marking of outside areas as guides for social distancing. Additional PPE and first aid equipment had been ordered from the county.

**27/20 UNOFFICIAL BALANCE**

Unofficial balance is £9646.08 currently. Interest of £51.63 had been added since the last meeting.

**28/20 DATE, TIME, AND PLACE OF NEXT MEETING**

Monday, 21<sup>st</sup> September 2020 at 5.30 pm

The meeting closed at 6.10pm

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Signed..... *M.R.G. Barham* Date.....21/09/2020.....