



**MINUTES OF A MEETING OF  
THE FINANCE AND STAFFING COMMITTEE  
OF LOSTOCK HALL PRIMARY SCHOOL**

GOVERNORS IN ATTENDANCE:	Ben Sleeman (BSL)	Co-opted Governor
	Mike Duzinkewycz (MD)	Chair of Committee
	Clare Heyes (CH)	Co-opted Governor
	Graham Hamilton (HG)	Headteacher
OTHERS IN ATTENDANCE:	Tina Carruthers (TC)	TTLP Finance Business Partner (left the meeting at 6:20pm)
	Rachael Palmer (RP)	School Business Manager
	Elizabeth Dockry (ED)	Deputy Headteacher
	Sarah Lomas (SL)	Clerk

**MINUTES – PART ONE**

The meeting commenced at 5:05pm.

ITEM		ACTION
1.	<p><b>APOLOGIES AND ANY OTHER BUSINESS</b></p> <p>Apologies were received and accepted from the following governors:</p> <ul style="list-style-type: none"> <li>• DM</li> <li>• VM</li> </ul> <p>There were no other items of business tabled for discussion at this meeting.</p>	
2.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>The following declarations were made by governors:</p> <ul style="list-style-type: none"> <li>• GH's wife works for Connex Education who provide tutoring services to the school.</li> </ul> <p>There were no anticipated conflicts of interest with the business of the meeting raised by governors.</p>	
3.	<p><b>PART ONE MINUTES AND MATTERS ARISING</b></p> <p>a) The Part 1 minutes from the previous meeting on 05.03.24 were confirmed as a true and accurate record of proceedings. Governors <b>approved</b> the minutes.  <b>ACTION:</b> Upload an electronically signed copy of the minutes from 05.03.24 to Governor Hub.</p> <p>b) The action log from the previous meeting was discussed and the following items were noted:</p> <p>iPad business case - The school confirmed that a quote had been received which was cost prohibitive and therefore alternative options were now being considered. The school have been liaising with the Trust regarding alternative devices such as Chromebooks which provide similar functionality but are more cost effective. The school is awaiting feedback from the Trust on how to proceed. Governors noted that any devices purchased also need to have the ability for individual logins for pupils to enable effective online monitoring. The school also set out that the intention is for one iPad per pupil to be available during lessons but it may be that this quantity is built up</p>	<b>Clerk</b>



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	<p>over time. Other devices including Samsung and ASOS were suggested as other potential alternatives to iPads.</p> <p><b>Q: What is the situation relating to similar devices in other schools within the Trust?</b>  <b>A:</b> All schools use a range of different tablets.</p> <p><b>Q: Do all schools have one set of tablets per class?</b>  <b>A:</b> No this is not the case within all schools. Generally, suites of tablets are shared.</p> <p>The school confirmed that there was no preference with regard to manufacturer, but any purchase needs to ensure that there is one tablet per pupil or one between 2:00 as a minimum to eliminate the timetabling issues around the current iPods within school. The school acknowledged that Chromebooks may be more secure for pupil use.</p> <p>Soundfield equipment business plan - the school confirmed that this has not yet been implemented and whilst approval has been sought, the school put forward the question to governors as to whether they still required this equipment or whether the funds would be better repurposed to an alternative project.</p> <p><b>Governor comment:</b> This item will likely be discussed later in the meeting. The Soundfield equipment was referenced within the 3-5 year SDP targets and this was brought forward as a well-being option for staff. It was clarified by the Trust that this would be a capital expense and therefore should not affect the budget, so governors need to consider if this item is still deemed a high priority.</p> <p><b>Q: Is the source of funding the same as the funding being used at Disley for the network upgrade?</b>  <b>A:</b> No. The network upgrade at Disley is being funded through SCA funds.</p> <p>Governors agreed that it would be prudent to wait for the alternative quotes for tablets before a decision is made on the Soundfield equipment. If both items can be afforded through the funding available, then the school could implement both projects however a decision needs to be taken when all relevant information is available.</p> <p>The school confirmed that there are associated costs with the purchase of suites of tablets such as charging cabinets and these will need to be factored into any costings.</p> <p><b>Q: Does Poynton High School use Chromebooks?</b>  <b>A:</b> Yes.</p> <p><b>Governor Comment:</b> This could be an additional advantage as it may improve the transition for pupils as they will be familiar with the technology they will be using at high school.</p>	



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	<p>Governors noted that the Chromebooks are more secure from a safeguarding and digital monitoring perspective and will allow the school to be alerted to any inappropriate searches by individual pupils.</p> <p><b>Q: All there other monitoring services available to the school or is the Senso System a Trust wide subscription?</b></p> <p><b>A:</b> Senso is the platform that the Trust have subscribed to but there are other options available however the Senso system is used in all other schools within the Trust and so provides continuity.</p> <p><b>Q: Can the school set keywords that could trigger an alert?</b></p> <p><b>A:</b> Yes.</p> <p><b>ACTION:</b> Obtain quotes for Chrome books and consider the options for rental.</p>	<p><b>RP</b></p>
<p>4.</p>	<p><b>FINANCIAL MATTERS</b></p> <p>Financial papers had been circulated to governors for review prior to the meeting and a summary of the current and predicted position was provided to governors Part a) and b) of the discussions were undertaken under Part 2 of this meeting.</p> <p>c) The price increases for BASC had been discussed under Item 4a) above.</p> <p><b>Q: Is BASC oversubscribed in terms of parent demand?</b></p> <p><b>A:</b> Yes. The school outlined that the cost of staff is the deciding factor in terms of any expansion as demand has to outweigh the cost of increased staffing ratios.</p> <p><b>Governor Comment:</b> If staff are available and the business case shows that income being generated is sufficient to cover the additional staff costs, then expansion should be undertaken.</p> <p>In terms of the additional government funding for wraparound care provision, it was confirmed that the school would not be eligible for significant funding but they have been made aware that there may be small elements of funding that the school may be able to apply for. However, governors noted that the local authority will look to provide this funding to settings that are less established but if the school can demonstrate the demand and need within the local area this may improve the school's chances of a successful funding bid.</p> <p>d) Contracts register – The school confirmed that all contracts are under renewal and the school is currently working to remove contracts that are no longer required and renegotiate others to provide savings.</p> <p>e) Asset register – The main item of focus is reviewing the IT equipment which is currently underway.</p> <p>f) School Risk register – Governors commented on the positive addition of a school risk register and thanked RP for her work on this document. The RAG rating system was praised as providing immediate clarity in reviewing the document.</p> <p>g) Critical incident plan – Governors noted that there have been no changes since the last LGB meeting.</p> <p>h) Use of the Sports Grant and the impact on pupils – The school confirmed that Sports Grant funding had been fully utilised.</p> <p>i) Pupil Premium funding has been fully utilised and Ofsted agreed that the difference between PP and non-PP could not be identified which serves to confirm the positive impact of the use of funding on pupils progress.</p> <p>j) The update on the business case preparation for iPads and the progress of submission of the business case for audio enhancement equipment was discussed earlier in the meeting under Item 3b).</p>	



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5.	<p><b>GDPR</b></p> <p>The were no Data Breaches and/or Subject Access Requests (SARs) to report on at this meeting.</p>	
6.	<p><b>PREMISES</b></p> <p>a) An update on health and safety items was provided to governors. It was confirmed that there are no current items of concern, and the programme of servicing is on track. Governors noted that the Trust has requested an external health and safety audit in addition to the Cheshire East annual health and safety audit. The Cheshire East health and safety audit took place in May but the school have not yet received the report despite numerous efforts to contact the local authority. It is understood that there may have been staffing issues within the health and safety department at the local authority as the school have received numerous return emails from inactive e-mail accounts. The school will continue to follow this up with the local authority and report the findings of the audit to governors once received.</p> <p>b) It was confirmed that the Soundfield equipment will not form part of the SCA bids for 2023-24 as this funding would be taken from an alternative source.</p> <p>c) In terms of future SCA bids, a building contractor has visited school to assess the pupil toilets and are scheduled to return for a follow up visit. This work has been triggered by the Trust and whilst no confirmation an approval of the works has yet been received the due diligence for quotations appears to be promising. Governors noted that Richard Wood, the Director of Operations at the Trust, is working productively to prioritise items for all the schools across the Trust.</p>	
7.	<p><b>STAFF TRAINING AND DEVELOPMENT</b></p> <p>Staff CPD has been continuing throughout the summer term most recently including SEND training and a head teacher conference which was attended by GH and ED. Maths Hub training is ongoing and most recently provided practical training in the form of a demonstration lesson. The Maths Hub training has been very valuable working in tandem with the changes to the curriculum implemented by the school.</p> <p><b>Q: Is the school moving away from White Rose maths?</b></p> <p><b>A:</b> Yes. The school have taken the decision to subscribe to a new scheme called Maths No Problem. The school felt that other schemes have almost led to a disempowerment of teachers within the classroom and the school are keen for staff to take back control. JM is the subject lead for maths and more training is planned over the course of the next academic year.</p>	
8.	<p><b>SCHOOL DEVELOPMENT PLAN UPDATE: F&amp;S</b></p> <p>An update on the SDP was provided as follows:</p> <p>The target relating to communities was linked to training which was detailed in Item 7 of this meeting. The school confirmed that Ofsted were pleased with the reading progress and the implementation of the guided reading scheme throughout school.</p> <p>The subject leadership deep dives undertaken by Gary Bevan, acting CEO of the Trust, equipped staff very well for the Ofsted inspection and gave them a deeper understanding of their role.</p> <p>The National College is a new online training suite which these Trust have subscribed to and is benefiting all staff. There is also a training element for staff as part of the Maths No Problem subscription which provides comprehensive training.</p>	



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	<p>The school confirmed that they have also resubscribed to the Maths Hub network for a further academic year.</p> <p>In terms of the reduction of the environmental impact of the school, the LED lights have been fully installed throughout the school which should realise cost savings going forward.</p> <p>In terms of the target relating to enhancing provision through partnerships, the school continue to work alongside the Trust to facilitate any partnership work with Trust schools. The school is also working more closely with local schools within Poynton for moderation.</p> <p>In relation to leadership and management, the purchase of visualizers has been completed. The quality of the learning environment has been improved through the purchase of additional furniture, the consideration of the Soundfield equipment and newly painted classrooms. However, governors noted that there has been no upgrade of carpets at present and there may be additional painting work within Reception and Year 6 if this can be facilitated.</p> <p><b>Q: What is the cost of repainting a classroom?</b> <b>A:</b> Approximately £1,200 per room.</p> <p><b>Q: Would it be possible to ask for volunteers to paint the school classrooms?</b> <b>A:</b> Yes, this is a good idea and the school could put out an advert in the school newsletter to request volunteers. <b>ACTION:</b> Put a call out to volunteers for classroom painting.</p> <p>Part of the SDP was also to consider the feasibility for expansion of the school site and an architect has reviewed this. The Trust have shown interest in this potential project, but it is in the early exploratory phases at present.</p> <p>Improvements to the external learning environment have been considered in the form of a cycle store but no decision has yet been taken on implementation of this action. Consideration has also been given to re tarmacking the main entrance area and this will be a focus to be considered in the next academic year.</p> <p>The school confirmed that it is fully compliant with all audit requirements.</p>	GH
9.	<p><b>DIRECTOR'S REPORT</b> Governors were briefed on relevant items from the director's report including the section 175 safeguarding order deadline and the teacher's pay and conditions document relating to specific administrative tasks that teachers should not be undertaking.</p>	
10.	<p><b>POLICIES</b> The following policy had been circulated to governors for review prior to the meeting: a) Anti-bullying Policy <b>Q: Are all the acronyms within the document now correct?</b> <b>A:</b> Yes. Governors <b>recommended the approval</b> of the anti bullying policy to be brought to the LGB for ratification. <b>ACTION:</b> Add anti bullying policy to the LGB meeting agenda for approval on 25.06.24.</p>	Clerk
11.	<b>GOVERNOR MONITORING AND TRAINING</b>	



ITEM		ACTION
	There were no items on governor monitoring or training to be received at this meeting.	
12.	<b>ANY OTHER BUSINESS</b>	
	There were no items of other business tabled for discussion at this meeting.	
13.	<b>POINTS TO HIGHLIGHT/COMMUNICATE TO THE LGB AND TTLP</b>	
	It was confirmed that the financial items relating to cost savings would be fed back to the LGB for formal approval.	
	<p>In terms of items to communicate to the Trust it was highlighted that there is no synergy of costs across the Trust in terms of PPA cover, supply and teaching assistants which is not leading to economies of scale that should be able to be obtained as being part of a Trust. The governors felt that the Trust was not providing enough support or suggestions on how they could help resolve the predicted financial deficit in future years in terms of additional measures that could also assist other schools. Governors suggested that the Trust could consider ideas of pooling certain staff teams for use across the schools.</p>	
	<p>Governors commented on the resignation of Gary Bevan, current acting CEO, and were concerned about the impact this may have. Gary has provided a positive presence during a turbulent time at the Trust and has been very valuable in terms of providing support to the school prior to and during the recent Ofsted inspection.</p>	
14.	<b>IMPACT OF THE MEETING</b>	
	<p>Governors helped to move the school forward in the following ways during this meeting:</p> <ul style="list-style-type: none"> <li>• Governors considered potential cost saving areas following receipt of the three-year financial forecasts and requests from the Trust with an action taken to undertake financial modelling of various scenarios to ascertain additional income generation and the potential impact this may have on the budget.</li> <li>• Governors considered the implications of any fee increases on the wider school community.</li> <li>• Discussions also took place regarding future capital projects within school including the Key Stage 2 toilets and external improvements.</li> </ul>	
15.	<b>DATES OF NEXT MEETING</b>	
	Governors noted that the dates for meetings in 2024-25 would be circulated in advance of the LGB meeting on 25.06.24.	

The meeting moved to Part 2.

.....Chair

.....Date