



MINUTES

WINWICK CE PRIMARY SCHOOL
Meeting of the Leadership and Management Committee– spring 2023
Tuesday 7 March 2023, 5.00pm
Venue: Hybrid

PRESENT:

Mr C Browning (Committee Chair)
Mrs S Dymond (Headteacher)
Mrs J Neal
Mr D Rees
Mrs L Smith

IN ATTENDANCE:

Mrs L Duckett (Observer)
Miss L Hill (LA Clerk)
Mrs A Lacey (Observer of this committee)
Ms S Watson (Budget Officer)

Part One: Non-Confidential Business

The meeting began at 5.09pm

1) Welcome and opening prayer

The committee chair welcomed everyone to the meeting and led the opening prayer.

Absence and apologies

Apologies were received from Mr C Mumford, Mr A Baker and Mrs B Leek.

AGREED: The committee consented to the absence of those listed above

2) Declaration of personal interests for any item on this agenda

No interests were declared for any item on the agenda.

3) Previous committee minutes, matters arising and action log

To confirm the minutes from the meeting held on 19 October 2022.

AGREED: The minutes from the previous meeting held on 19 October 2022 were confirmed as a correct record

Action Log

- 4.1 Mr A Baker spoke to Richard Jones regarding a survey. **Action Complete.**
- 4.2 The survey results are to be discussed by governors.
- 4.3 The headteacher advised that the diocese would not give a rate for energy and that a decision could not be made. **A governor asked** whether the school are fixed in to a contract. The headteacher confirmed that the school are in a contact with the local authority for 3 years. **A governor asked** how the rates have changed. Ms S Watson advised that these are projected to go up again from April 2023 (34% on rate paying now). **A governor asked** whether this has been built into the budget. Yes.

A governor asked whether the school are able to zone different classrooms off with heating. Mrs L Duckett confirmed that they can and that this is done manually via the radiators.

The headteacher advised that the Yoga group has the heating on in the evening, which is part of their contract. **A governor asked** whether the heating system could be controlled by an app. The headteacher advised that it cannot due to the boiler in place. **A governor asked** whether the yoga group are charged extra for having the heating on. The headteacher advised that they do not, but the contract is due to be renewed and this will be built in at this point.

- 4.4 As above.
- 4.5 Mrs J Neal to contact Graham to inform them that they want to resubmit the bid **ACTION: Headteacher to speak to diocese regarding this.**
7. Hope Academy have not had a headteacher's briefing yet. A briefing is due to take place on 23 March 2023, so questions will be raised around the strategy. **Action Ongoing.**
11. The school business manager investigated that IT services and has been advised that the costs of this will not be increasing. The headteacher advised that the school do not have an issue with IT currently, so are able to scale back visits. **Action Complete.**

4) Finance and Budget

The following budget papers were circulated prior to the meeting:

- Outturn 2022-2023
- Draft Budget 2023-2024
- Draft Staffing 2023-2024
- Self-Assessment Dashboard
- Mid Term Financial Plan

- Benchmarking Analysis
- Software 2023

Ms S Watson was present at the meeting and gave governors an overview of the school's financial position:

2022/23 Summary

- Coming to the end of the financial year.
- Staffing- there is a projected saving of £11,000 in teachers as there have been some contractual changes and paternity leave that have been covered in house.
- Supply- there is an overspend in this area and there has been a long period of sickness.
- Support Staff- pay award has been included; where 2% was built in originally, which has been increased to 9%. This has impacted the budget and no funding was received from the government to offset this increase.
- Educational Support Staff- had to build in additional hours for EHCP support and this was absorbed by the school budget to cover this.
- Advertising- overspend on this due to the headteacher recruitment.
- Capital- SCA bid was confirmed to have been unsuccessful. This funding has been ring fenced and will be brought into next year's budget. Approved the 10% from the carpark, which was picked up by the governors' fund. There is a saving of £15,000 and this will go back into capital budget for next year.
- Utilities- there has been an increase in usage for November-January in electricity. Ms S Watson explained that they were advised to build in 118%, then this was increased to 460%, which actually fell somewhere in the middle. There is a projected overspend of £7500. Gas usage was noted to have decreased. **A governor asked** how the electricity usage has increased. Unknown. The headteacher reflected that the heating had to be on longer previously due to covid and that heating was turned off between March to October. **A governor asked** whether the meter had been installed by the local authority. No. A governor stated that this was agreed previously by the FGB. A discussion took place on this and the school's eco club could monitor the usage of energy. **ACTION: Headteacher to arrange for a meter to be installed via the local authority.**
- Water- there may be some savings, this will be dependent on readings.
- Stationary curriculum has a projected overspend e.g. paper increase.
- Medical and hygiene has a saving.
- Consultancy (line 34) has a saving of £3000. Money was brought forward from last year and reduced visits from the early year's team.
- ICT Hardware has a projected overspend of £2000 due to the TV that broke.
- Software- unforeseen spend for a 3 year licence for The Key for governors.
- Support Service SLA- the school didn't do as much swimming last year as expected.

- Pupil Premium has commitment for trips and snacks.
- Sports Premium- Playground markings £9000 and ongoing resources bought.
- Headteacher Generated Income (line 59)- the income target has been revised and not as much as much work done with Hope Academy.
- Extended Services Income (line 68) has a projected profit of £19,000.

A governor asked about the shortfall in rental income and why this is. The headteacher advised that the Taekwondo sessions have been reduced and that all dance classes relocated to Culcheth. However, yoga classes have started. **A governor asked** what sessions are being run at the school. The headteacher confirmed the following sessions:

- Monday- Yoga
- Tuesday- Taekwondo
- Saturday- Yoga

A discussion took place on advertising the school as a venue for local groups with the aim to increase the income into the school budget.

ACTION: Committee Chair to arrange to advertise the school as a venue for local groups. A governor asked what the rate is to hire the school for community sessions. The headteacher stated that these are not advertised and that these are given on enquiry.

- SEN funding in year adjustments- there has been a change in policy from the local authority, so £1500 has been brought back into the budget for each child with an EHCP.
- The number of children joining the school in year has triggered a 2.5% increase in pupil numbers, so an additional £6000 of funding has been received.
- There is a projected deficit of £48, 079.

A governor asked how this compares to that of other schools. Ms S Watson stated that this is recoverable and reasons for this are within the financial year e.g. energy, pay award.

A governor asked what the temperatures are running at in school. The headteacher stated that it was a requirement to have the windows open during covid, so the children were asked to layer up. **A governor asked** whether the parents have responded to this previously. No.

Indicative Budget 2023/24

- Staffing- staffing plan has been built in, with the main change being on teachers. Teaching Assistants have been kept the same. Ms S Watson stated that the pay award for teachers is unknown, so for the purposes of being able to set a budget she has mirrored the September pay award from this year. If the government offer teachers more, then the government should give support with this.
- Support staff have had an increase of 4% built in, but this is likely to be 9%, which has been built in. This could cause the governing

body/school to look at staffing. **A governor asked** whether teachers have a percentage built in. Yes. **A governor asked** what this is. Ms S Watson advised that staff on M5 and above received 5%, NQT's 8.9% and built in the same for teachers. **A governor asked** whether this is due to come in September 2023. Ms S Watson reflected that it should, but it came in in January 2023 this year.

- Supply- gone over on supply staffing this year, which was deemed as extraordinary, so this budget has been kept the same for the next financial year.
- Training- there may be additional training needed with a new headteacher coming into post and there is a need to be mindful of this.
- Premises- the budget has been rolled forward.
- Capital- money has been brought forward which has been ring-fenced for the following year (£15,000).
- Utilities- Ms S Watson stated that she has been told to build in 50% increase for both gas and electric, however since then, it is now more likely to be:
 - 34% for Electric
 - Similar for Gas
 - 10% for Water

Ms S Watson reflected that there is a need to be mindful of there being changes, so the school may wish to keep this at 50%. **A governor asked** whether the school could target a reduction in usage and monitor this. Yes. A governor spoke about the use of alternative ways to save on energy at the school e.g. solar panels. **ACTION: Church schools to meet to discuss the introduction of solar energy.** Ms S Watson advised that there are a number of local schools that have solar panels on the roof.

- Supplies and Services- Learning resources and curriculum budgets have been increased.
- Furniture- built in the funding for reception class furniture.
- Reduced medical and hygiene budget.
- Reduced photocopying budget due to savings made this year.
- Consultancy- Early Years support has been built back in going forward.
- Trade refuge and communications- inflation has been built in.
- Software- reviewing what the school have bought into to ensure that the licences are being used.
- SLA's are to be confirmed next week.
- Income- student income has been built in.
- The school will not have as a high of a generated income as previous so this has been reduced.
- PE Sports funding confirmed for the next 2 years
- Covid- built in the summer term allocation
- Parental contributions have been built in
- Link club- costs have been built in
- Reduced rental income has been included.
- Delegated Funding in year adjustment (line 71) - £30,000 grant has been built in.

- Pupil Premium- expenditure has been matched and more can be allocated as and when.
- There is a projected balanced budget with a small surplus (£1700).

A governor asked whether incorporating the link club profit will still cause the school to be at a loss of £26,000 for the year. No, the income target built in is for the expenditure and does not include any profit. A discussion took place on the link club. **A governor asked** what the projected turnover is. This is approximately £20,000 per term.

A governor asked how many link club staff there are. The headteacher confirmed this as one permanent member of staff and two temporary staff (one casual and one doing 1.5 hours).

The governors present **agreed** both the Outturn 2022-2023 and Indicative Budget for 2023-24.

Ms S Watson advised that the number on roll is based on 200 children for this financial year and how a lower number of children joining the school would only affect the school's budget in 2024-25. The headteacher reported that the school expect 23 children to join the reception class in September 2023. **A governor asked** why this is. It was confirmed that there is a low birth rate in Warrington, which is affecting all schools.

A governor advised that Belway have a consultation meeting tomorrow and during the public consultation, no one came forward with any objections.

The Mid Term Plan and Benchmarking documents were circulated prior to the meeting.

Ms S Watson advised that there is nothing alarming from the benchmarking and recommended actions around compliance on the SFVS.

Ms S Watson left the meeting at 6.03pm

5) Link Club

Link club projections were circulated prior to the meeting.

The following points were highlighted to governors:

- Autumn actuals are complete
- Spring still needs March's actuals before this can be confirmed.
- Numbers were reported to be stable across the year.

A governor asked whether any complaints had been received from parents. None.

A governor asked when the link club session costs were last reviewed. The headteacher confirmed that this was last reviewed pre covid. The average session price is £7.50 up to 5pm and £9.50 up to 6pm.

A governor asked about the increase in January for staff costs. The headteacher advised that the school had to pay redundancy costs last year, a member of staff went off sick and there was a spike in children attending's sickness.

The morning session (8am-8.45am) price was confirmed at £3.

A discussion took place on putting some scenario's together should the price per session be increased. A governor stated that the school could get parent feedback on this.

The headteacher advised that there is only 1 child from year 6 that currently attends the link club and that it may be that when children join the school in reception in September, there may be more parent accessing this provision.

A governor asked how many children the school can accommodate for link club. The headteacher advised that there is not a limit on the number of children that can be in link club, but the governor's need to be mindful of having a member of school staff in until 6pm to be able to lock up.

A governor asked what the school's thoughts are on increasing session prices. The headteacher stated that the school would need to check what the average cost is in local area for their provision and that this is a task that the school business manager can complete. **ACTION: School Business Manager to look at the link club provision in the local area and provide this information to the headteacher to bring to governors for consideration.**

A governor asked whether the school offer a discount for siblings. No.

A governor suggested putting the price up for after school clubs, which is currently priced at £2 per session and fill up very quickly. **A governor asked** whether the sessions are one hour. It was confirmed that they are. The headteacher raised her concerns on some of the non-pupil premium children not being able to benefit from the experience as times are difficult for everyone. **A governor asked** whether the school know who those children are. The headteacher advised that they do and that the money has to come in from somewhere. **A governor asked** whether the school could subsidise some spaces. Yes and the school would look to develop this for the next meeting. **ACTION: School Business Manager/SLT to look into this for the next meeting.**

ACTION: Clerk to add Link Club and After School club to the agenda for the next meeting.

A governor noted that Mad Science was full. The headteacher advised that the school will be facilitating this to take place each year. **A governor asked** whether the school make any profit from this. No. **A governor asked** whether the provider is using the school's facilities for nothing. Yes.

A discussion took place on after school clubs and it was advised that the school pay for ingredients for cookery club.

6) Website Review

The website review document was circulated prior to the meeting (paper 6).

Mr C Browning gave an overview of his findings:

- Few updates needing doing as there are some out of data information on admissions.
- Letters and meeting minutes were not updated and a schedule was noted to have been put in place.
- Sports premium and remote provision is being reviewed and put back on to the school website. **A governor asked** whether this is something that the headteacher/deputy headteacher end up doing. Yes. Mrs L Duckett advised that this needs to be child friendly and will take time to ensure everything needs to be built correctly.
- The school website was found to be compliant.

The governors thanked Mr C Browning for completing a review of the school website.

7) Building Survey

The Heat Decarbonisation Plan was circulated prior to the meeting (paper 7).

The headteacher advised that Mr A Baker was due to come into school and have a walk around. Mrs J Neal advised that Mr A Baker had been in touch to offer his apologies regarding his involvement in the governing body recently and explained of the reasons for this.

ACTION: Mr C Browning, Mr A Baker, Mrs J Neal and Mrs L Duckett to look at the heat decarbonisation plan in the summer term.

8) Eco Club

A governor stated that the parish council have agreed that the eco club to plant a tree to commemorate the Queen's Jubilee and the schools 150 year anniversary. It has been recommended to plant the tree in the spring term. The eco club have researched a tree and it has been decided to plan a Japanese maple tree in the church yard. The planting will take place on Monday 27 March 2023, 1.00pm and the headteacher has been asked to plant this. The children were going to look at some fundraising opportunities, but time is tight.

A governor proposed that the governors pay for the cost of tree and plaque (which can be installed at a later date), which is expected to cost between £70 and £90. A governor suggested asking the manager at High Legh garden centre to see if they would be willing to donate a tree. **ACTION: Mr D Rees to contact the centre manager at High Legh garden centre.**

A governor advised that there should be approximately £200 in the governors' account after paying the 10%, but WET are expected to pay back 50% of this.

The governors present **agreed** to pay for the tree should this not get donated by a garden centre.

9) Any Other Business

Governors Account

A discussion took place on the signatories for the governor's bank mandate and the need to formally agree to add Mrs L Smith and Mrs L Duckett. The governors present **agreed** to add Mrs L Smith and Mrs L Duckett to the governors' bank mandate. Mrs J Neal stated that there is a need to remove Canon J Steventon and Mrs C Kilgallon from the governors' bank mandate, but is reluctant to remove Mrs S Dymond at the moment.

A governor asked whether there is a need to go into the bank to make the change. A governor advised that the minutes need to go into the bank to be able to add Mrs L Smith and Mrs L Duckett to the governors' bank account.

A discussion took place on the issues with accessing the governors bank account and it was confirmed that NatWest have given the governors account £150 compensation for the inconvenience of trying to change the mandate.

Equality Information and Objectives Statement

The Equality Information and Objectives Statement was circulated prior to the meeting and was noted by the governors present.

Mrs A Lacey joined the meeting at 6.29pm

Licence Agreement for the Link Road

A governor stated that the Warrington Educational Trust (WET) solicitor has suggested a draft licence agreement for the link road and that this was forwarded to Mr C Browning and Mr D Rees. **ACTION: Mr C Browning and Mr D Rees to look at the Link Road Licence Agreement and feedback by end of next week to Mrs J Neal.**

A governor stated that there is a need to agree where the money would come into and suggested that this is ring fenced for maintenance in the governor's account. This was **agreed** by the governors present.

A governor advised that she has agreed to meet with Cathy Mitchell before the parish council meeting to discuss the link road licence agreement.

A governor asked whether this will be backdated. This should be backdated to when the barrier was installed (January 2021). **A governor asked** whether the school would invoice for this. Yes.

Debit Card Signatories

A governor advised that governors need to approve for Mrs L Duckett and Mrs H Heaton (who will be covering for when the current school business manager goes on maternity leave) to be approved access to the school debit card. The governors present **approved** for Mrs L Duckett and Mrs H Heaton to have access to the school's debit card and the necessary paperwork was signed within the meeting.

A governor asked whether Mrs H Heaton will have the same limits during her probationary period as agreed for the School Business Manager. The headteacher confirmed that she will and that this is within the policy.

Golbourne Road Development

A proposed statement from governors was circulated prior to the meeting regarding the Golbourne Road development. A discussion took place on the content and the governors present **agreed** for this statement to go out to parents, social media and should be shared to the meeting. **ACTION: Mrs J Neal to ask Stewart to share the statement at the appropriate meeting. ACTION: Headteacher to share the statement with parents.**

A governor noted that this has been based on 200 children on roll and **asked** whether this should be 206 children. The headteacher reflected that this can change, so it is best to keep this at 200. **A governor asked** whether it was only year 5 that is not full. Yes.

SFVS

A governor advised that the SFVS is in progress and that she is arranging for an audit of the voluntary funds. **ACTION: Mrs L Smith to contact the school business manager to take this forward.**

10) Future Meeting Dates

Summer 2023 Tuesday 20 June 2023, 5.00pm check calendar

Part one of the meeting closed at 6.43pm

Signature: _____
Chair

Date: _____

Part One Challenges from Governors:

Agenda Item No.	Agenda Item	Challenge
3	Previous Action Log	A governor asked whether the school are fixed in to a contact. The headteacher confirmed that the school are in a contact with the local authority for 3 years.
3	Previous Action Log	A governor asked how the rates have changed. Ms S Watson advised that these are projected to go up again from April 2023 (34% on rate paying now).
3	Previous Action Log	A governor asked whether this has been built into the budget. Yes.
3	Previous Action Log	A governor asked whether the school are able to zone different classrooms off with heating. Mrs L Duckett confirmed that they can and that this is done manually via the radiators.
3	Previous Action Log	A governor asked whether the heating system could be controlled by an app. The headteacher advised that it cannot due to the boiler in place.
3	Previous Action Log	A governor asked whether the yoga group are charged extra for having the heating on. The headteacher advised that they do not, but the contract is due to be renewed and this will be built in at this point.
4	Finance and Budget	A governor asked how the electricity usage has increased. Unknown.
4	Finance and Budget	A governor asked whether the meter had been installed by the local authority. No.
4	Finance and Budget	A governor asked about the shortfall in rental income and why this is. The headteacher advised that the Taekwondo sessions have been reduced and that all dance classes relocated to Culcheth. However, yoga classes have started.
4	Finance and Budget	A governor asked what sessions are being run at the school. The headteacher confirmed the following sessions: <ul style="list-style-type: none"> Monday- Yoga Tuesday- Taekwondo Saturday- Yoga
4	Finance and Budget	A governor asked what the rate is to hire the school for community sessions. The headteacher stated that these are not advertised and that these are given on enquiry.
4	Finance and Budget	A governor asked how this compares to that of other schools. Ms S Watson stated that this is recoverable and reasons for this are within the financial year e.g. energy, pay award.
4	Finance and Budget	A governor asked what the temperatures are running at in school. The headteacher stated that it was a requirement to have the windows open during covid, so the children were asked to layer up.
4	Finance and Budget	A governor asked whether the parents have responded to this previously. No.
4	Finance and Budget	A governor asked whether teachers have a percentage built in. Yes.

4	Finance and Budget	A governor asked what this is. Ms S Watson advised that staff on M5 and above received 5%, NQT's 8.9% and built in the same for teachers.
4	Finance and Budget	A governor asked whether this is due to come in September 2023. Ms S Watson reflected that it should, but it came in in January 2023 this year.
4	Finance and Budget	A governor asked whether the school could target a reduction in usage and monitor this. Yes.
4	Finance and Budget	A governor asked whether incorporating the link club profit will still cause the school to be at a loss of £26,000 for the year. No, the income target built in is for the expenditure and does not include any profit. A discussion took place on the link club.
4	Finance and Budget	A governor asked what the projected turnover is. This is approximately £20,000 per term.
4	Finance and Budget	A governor asked how many link club staff there are. The headteacher confirmed this as one permanent member of staff and two temporary staff (one casual and one doing 1.5 hours).
4	Finance and Budget	A governor asked why this is. It was confirmed that there is a low birth rate in Warrington, which is affecting all schools.
5	Link Club	A governor asked whether any complaints had been received from parents. None.
5	Link Club	A governor asked when the link club session costs were last reviewed. The headteacher confirmed that this was last reviewed pre covid. The average session price is £7.50 up to 5pm and £9.50 up to 6pm.
5	Link Club	A governor asked about the increase in January for staff costs. The headteacher advised that the school had to pay redundancy costs last year, a member of staff went off sick and there was a spike in children attending's sickness.
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5	Link Club	A governor asked whether the school offer a discount for siblings. No.
5	Link Club	A governor asked whether the sessions are one hour. It was confirmed that they are. The headteacher raised her concerns on some of the non-pupil premium children not being able to benefit from the experience as times are difficult for everyone.
5	Link Club	A governor asked whether the school know who those children are. The headteacher advised that they do and that the money has to come in from somewhere.

5	Link Club	A governor asked whether the school could subsidise some spaces. Yes and the school would look to develop this for the next meeting.
5	Link Club	A governor asked whether the school make any profit from this. No.
5	Link Club	A governor asked whether the provider is using the school's facilities for nothing. Yes.
6	Website Review	A governor asked whether this is something that the headteacher/deputy headteacher end up doing. Yes.
9	AOB: Governors Account	A governor asked whether there is a need to go into the bank to make the change. A governor advised that the minutes need to go into the bank to be able to add Mrs L Smith and Mrs L Duckett to the governors' bank account.
9	AOB: Licence Agreement for Link Road	A governor asked whether this will be backdated. This should be backdated to when the barrier was installed (January 2021).
9	AOB: Licence Agreement for Link Road	A governor asked whether the school would invoice for this. Yes.
9	AOB: Debit Card Signatories	A governor asked whether Mrs H Heaton will have the same limits during her probationary period as agreed for the School Business Manager. The headteacher confirmed that she will and that this is within the policy.
9	AOB: Golbourne Road Development	A governor noted that this has been based on 200 children on roll and asked whether this should be 206 children. The headteacher reflected that this can change, so it is best to keep this at 200.
9	AOB: Golbourne Road Development	A governor asked whether it was only year 5 that is not full. Yes.