

**Pensby Primary School**  
**Agenda for Emergency Full Governors Meeting 29<sup>h</sup> June 2020**

	<b>Name</b>	<b>Expiry of term</b>	<b>DBS Check completed</b>
<b>Co-opted Governors:</b>	<ul style="list-style-type: none"> <li>• Mr Dave Spencer – Chair of Governors</li> <li>• Mrs Yvonne Clarke – Vice Chair</li> <li>• Mrs Sue Evans</li> <li>• Mrs Kate Roberts</li> <li>• Mrs Julie Evans</li> </ul>	<ul style="list-style-type: none"> <li>• 31/08/2021</li> <li>• 01/09/2021</li> <li>• 27/04/2024</li> <li>• 31/12/2020</li> <li>• 20/01/2021</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>
<b>Local Authority Governor:</b>	Vacancy	-	-
<b>Parent Governors</b>	<ul style="list-style-type: none"> <li>• Mr Micheal Weston</li> <li>• Ms Jennie Lawrence</li> <li>• Ms Helen McCauley</li> </ul>	<ul style="list-style-type: none"> <li>• 28/03/2022</li> <li>• 29/01/2021</li> <li>• 29/01/2021</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>
<b>Staff Governors:</b>	<ul style="list-style-type: none"> <li>• Mrs Kate Brown – Head Teacher</li> <li>• Mr James Klausen</li> </ul>	<ul style="list-style-type: none"> <li>• EX-Officio 16/02/2021</li> <li>• 14/11/2023</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> </ul>
<b>Associate members:</b>	<ul style="list-style-type: none"> <li>• Mr Chris Boynton</li> <li>• Ms Linda Grant</li> </ul>	<ul style="list-style-type: none"> <li>• 27/04/2020</li> <li>• 23/11/2021</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> </ul>

**Pensby Primary School**  
**Agenda for Emergency Full Governors Meeting 29<sup>h</sup> June 2020**

		<b>Nature of Discussion</b>	<b>Agreed/Action Point</b>	<b>Responsible</b>
<b>1</b>	<b>Welcome; Apologies</b>	KB, YC, DS, SE, JE, JL, JK, LG, KR, MW Apologies-HMc, CB		
<b>2</b>	<b>Declarations of pecuniary interests</b>	None		
<b>3</b>	<b>Any other business</b>	None		
<b>4</b>	<b>New members/Expiry of Membership</b>	None		
<b>5</b>	<b>Minutes of Last Meeting</b>	Agreed at next FGM		
<b>6</b>	<b>Matters arising from last minutes</b>	Agreed at next FGM		
<b>7</b>	<b>Budget Meeting discussion and Matters Arising</b>			
<b>7.1</b>		KB discussed current financial situation with the Governors due to the COVID situation. KB had been invited to take part in a meeting with SA from the Local Authority; discussion surrounded other schools, special, secondary and primary heads facing similar issues with deficit		

**Pensby Primary School**  
**Agenda for Emergency Full Governors Meeting 29<sup>h</sup> June 2020**

		budgets.		
<b>7.2</b>		<p>KB discussed losses of income due to school closure; this included Breakfast and Afterschool club, loss of hire of rooms from the Children’s centre.</p> <p>With Breakfast and Afterschool club incomes used to pay staff salaries, some staff had to be put on furlough. This had been met with challenges as some staff who also received public funded hours within their contact would not be eligible for furlough. KB explained this to Governors.</p>		
<b>7.3</b>		<p>KB addressed the current spends for school due to COVID such as PPE, additional cleaning supplies and additional cleaning staff to support the current team with the additional cleaning regimes due to COVID.</p>		
<b>7.4</b>		<p>KB discussed the impact of additional spending on the budget and the loss of incomes. This has left the current budget in deficit. KB informed the group of possible financial support from the Government for schools in deficit budget due to COVID, however it is unclear at this time how much money is available for schools to claim. KB</p>		

**Pensby Primary School**  
**Agenda for Emergency Full Governors Meeting 29<sup>h</sup> June 2020**

		mentioned SA had given a figure of £74 per child, it is still unclear how this is paid to schools and how schools apply for this.		
<b>7.5</b>		KB informed the groups that school is unable to proceed in a deficit budget and the importance of formulating a plan to set the budget. KB shared the “Budget Recover Plan” with Governors. The plan details 3 possible stages for Budget Recovery. KB also informed the group of the importance of agreeing on a plan as this will need to be submitted to the Local Authority for approval before a deficit budget can be set. It was discussed how difficult and challenging decisions will need to be made in order to recover from the deficit and some decisions will need to be made quickly in order for the optimal outcome.		
<b>7.6</b>		Stage 1 of the plan is discussed. Staffs with less than 2 year contracts do not require redundancy pay out. KB had identified 3 staff members with under 2 year contacts which would be an initial saving of £40,000+ P/A.	Governors agreed to this action. Unanimous vote	
<b>7.7</b>		Stage 2 of the plan is discussed-KB discussed the restructure of the Premise staff. The roles of caretakers	Governors agreed to this action. Unanimous	

**Pensby Primary School**  
**Agenda for Emergency Full Governors Meeting 29<sup>h</sup> June 2020**

		was discussed and agreed that this could be condensed. It was discussed amongst the group on a possible employ of 1 caretaker and 4 cleaners. Saving possible £10,000+ P/A.	vote – KB agreed to explore this option and feedback to Governors.	
<b>7.8</b>		<p>Stage 3-KB discusses the support staff an over staffing of TAs in school. School currently had pupils who brought additional funding to school, some of these children have since left and the funding is no longer paid to school. Staff had been appointed over time to support these children. There are TA3 and TA 2 hours in school which would need to be reduced by 50 hours per week, saving around £31,000 P/A.</p> <p>Part of this 50 hours could be recovered from staff retirement/</p>	KB to discuss this with particular support staff and feedback.	
<b>7.9</b>		Governors discussed other options which are not included in the plan. Costs to school for new curriculum resources and		


**Pensby Primary School**  
**Agenda for Emergency Full Governors Meeting 29<sup>h</sup> June 2020**

		<p>programs to deliver this effectively.</p> <p>KB discussed these costs with JB Bursar.</p> <p>It was also mentioned that Commando Joe sessions will cease in December 2020.</p> <p>Saving money in the current budget.</p> <p>KW is MFL subject lead, which allows the saving of using French Tutor Leslie Brocklebank.</p> <p>PD is also discussed as hours for this staff member currently funded by the PE Grant. Unclear at this time how long this grant will be paid to school. Governors discussed the possibility of reducing PD hours and saving on current contract.</p>	<p>DS suggests discussion with PD RE move down from hours, under 4 years contract and after this point will become permanent member of staff.</p> <p>KB to discuss this and feedback to Governors</p>	
<b>7.10</b>		<p>KB discussed Water back pay of £8,000 to be paid to school. Unclear when this will be planned into the budget.</p>		
<b>7.11</b>		<p>KB discussed letting of the site to increase income to school. Pool hire is discussed and the potential for more income form this. May need to employ more caretakers to manage this.</p> <p>KB also mentioned the hire of rooms around the site to further increase income to this school.</p>		
<b>7.12</b>		<p>KB discussed the impact and challenges these decisions</p>		

**Pensby Primary School**  
**Agenda for Emergency Full Governors Meeting 29<sup>h</sup> June 2020**

		<p>will pose to staff more and the risks involved in doing so. PPA plans currently will be affected for Teaching staff and will need to be discussed. DS asks about TA3 Nursery hours-these have not been built into recovery plan as dual roles.</p>		
<p><b>7.13</b></p>		<p>Admin team is also discussed. DS asked for a review of office staff hours and questions the Kitchen staff and any possibility of restructure there. KB responds that RPJ3 consulted and implemented Kitchen staff so may need to meet with RPJ to discuss further.</p> <p>DS suggests looking at all staff across the school for potential restructure and savings.</p> <p>Kb will report on all possibilities and will also get in touch with HR and unions to discuss options.</p> <p>KB states it is unclear how much notice staff will need to terminate contracts. KB to look into.</p> <p>SE asks-Have any staff members raised retirement? KB responds – JS will retire July 2021, JK also added that a support staff member had also mentioned retirement. KB to explore this and</p>	<p>KB will explore all and feedback to Governors.</p> <p>KB will proceed to act on the staff with less than 2 year contracts-All Agreed.</p>	

**Pensby Primary School**  
**Agenda for Emergency Full Governors Meeting 29<sup>h</sup> June 2020**

		feedback.		
<b>8</b>	<b>Committee Reports (inc COVID report)</b>  COVID 19 School response report (1).doc			
<b>8.1</b>		KB presented report on schools response to school closure and the support offered to families. Discussion surrounded the document embedded here.		
<b>8.2</b>		Discussion surrounded the impact of COVID on the current pupils attending. JK and LG added the children are positive and the difficulties of keeping families at home engaged in learning activities.		
<b>8.3</b>		DS and SE ask how staff morale has been during this time. JK and LG add that while this has been stressful for all staff, staff have taken on a lot more responsibility and roles during this time. KB also added that although staff appear to be 'ok' on the surface KB realised that there may be a lot of tension and challenges, communication is key to understanding people's feelings and concerns.	SE would like to minute a thanks to staff for the efforts and hard work put in during this time, MW echoed this noting the difference in pupils and the cleanliness of the school.	
<b>8.4</b>		SLT meetings to recommence on Wednesday 1 <sup>st</sup> July and take part weekly as before. Meetings held initially to set		



**Pensby Primary School**  
**Agenda for Emergency Full Governors Meeting 29<sup>h</sup> June 2020**

		out new curriculum expectations. This has since finished and SLT will recommence.		
<b>9</b>	<b>Finance/Staffing</b>	Discussed in Agenda number 7.		
<b>10</b>	<b>Policy Reviews in accordance with policy review cycle</b>	Next FGM		
<b>11</b>	<b>Governors training reports</b>	None		
<b>12</b>	<b>Governors terms of Office clarification</b>	None		
<b>13</b>	<b>Any Other Business</b>	None		