

Wellsprings Primary School

A Meeting of the Business Committee held on Monday 21st November 2022 at
5.30pm at the school and remotely via Zoom.

Present: Mark Lunn (ML) – Headteacher, John Sharp (JS), Luke Middleton (LM) Chair, Kate Mahoney (KMY), Les Saunders (LS) H&S

Attending remotely: Chris Hall, Michelle Hall (unable to re-join at approx. 18.10)

Clerk: Kim Lester

1.	Apologies	Action
	None	

2.	Business Interests	Action
	LM had given a brief overview of the criteria for declaring a Business Interest. None were declared in relation to the meeting.	

3.	Minutes of the last meeting 24.2.21	Action
	Agreed as a true record and signed accordingly.	Agreed

4.	Matters Arising	Action
	None	

5.	Audit Results	Action
	<p>KL had collated the results from the 8 responses. Governors were happy that, with 2 new governors on the team who were expecting to have Financial training on the next round of training in June, the Business committee had a fairly strong knowledge base and were aware where the gaps were.</p> <p style="color: red;">Governors asked when the school could expect the next Ofsted inspection?</p> <p style="color: green;">ML responded that we are currently on a 4 year cycle and the next inspection would be July 23 at the earliest, most likely several months after this as their schedule is way behind. The only reason we receive an early inspection is if something of severe note occurred.</p> <p>It was also agreed that the board would carry out an annual audit of skills to compare results.</p>	

6.	Finance	
	<p>• Month 6 Report – The Month 6 report had been shared before the meeting, governors discussed the overall estimated balance having dropped since Month 3, some reason behind this are the Support staff pay increase, for which a much lower percentage had been budgeted, several</p>	

Signed

Date

	<p>unplanned expenses with Buildings had also been noted. General resources for the curriculum are more expensive than last year. It was also noted that the staffing area of the report made up the vast majority of the budget.</p> <p>Governors asked whether the school was happy to continue with the current setup for classes, bearing in mind the low intake numbers for reception and the dropping pupil numbers expected that will affect future funding of classes.</p> <p>ML responded that he wouldn't be looking to reduce staffing this academic year, but may need to look at temporary contracts etc in April for next year. We would need to invoke the redundancy process again in order to reduce teaching staff. Should natural reduction occur it is unlikely that we would replace at present. We currently have a reception child who has been awarded extra funding for 1:1 support, an existing staff TA will be increasing her hours to accommodate his needs.</p> <p>Are we looking to increase nursery numbers?</p> <p>Numbers are presently lower than normal at this time of year, although further intake can be expected throughout the remaining term. We do not wish to embark on the 30 hour funding as this limits the amount of children coming into nursery, which in turn will limit reception intake. Governors are aware that careful monitoring of the situation is required.</p> <ul style="list-style-type: none"> • SFVS – A blank SFVS return had been distributed to the governors, discussion was taken on how best to complete the return. Historically the Finance Officer/Clerk has completed most of this, with Governors adding and checking along the way. <p>LM offered to take last year's return and use to populate this year's. We will then look at the gaps as a committee.</p> <ul style="list-style-type: none"> • Unofficial funds return – The account had been audited and a balance of £3562.53. KL explained what the account is used for and how any income is gained. The return will be sent off to County. 	KL/LM
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7.	Policies to update	
	None	

8.	Personnel update	
	TA to take on extra hours to support 1:1 funded child in reception.	

9.	Health and Safety update	
	<ul style="list-style-type: none"> • H&S audit results – Most actions on the report published in October have now been completed. Outstanding items include items on The Fire Risk Audit (although there had been a very short period between the 	

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Date

	<p>published report and the last audit) First aid – advisable to have emergency first aiders. A Governor site tour is still to be undertaken – H&S governor to take the lead on this.</p> <ul style="list-style-type: none"> • Health and Safety Report – No further Risk assessments outstanding. Since the start of Lockdown we have had 22 equipment related bumps logged (7 in FSU, 5 in KS1, 10 in KS2) These are all lower than Pre covid. Since the start of term we have had 102 non equipment incidents. (48 in FSU, 23 in KS1, 31 in KS2) The vast majority of these have occurred during transition and are mostly accidental. There have been no EV1 reports (hospital visit required) <p>Indoor bumps – 35 logged (16 in FSU, 8 in KS1, 11 in KS2) There are currently 2 items of playground equipment out of action, one awaiting repair the other on KS2 awaiting removal. Contractors are due in this week to install and enhance the play equipment. No staff injuries have been reported.</p> <p>Governors asked whether the head had noticed any trends within the report. None noticed, transition times with pinch points of access accrue more bumps with children trying to exit doors etc.</p> <p>Were inspections of the playground equipment carried out externally? We buy into an SSE package for Playground checks which are carried out termly. We also carry out visual checks.</p> <p>Do we benchmark against other schools for these types of incidents? No. Problems have been mainly associated with the Monkey bars which are being decommissioned. The new equipment will be lower and more inclusive.</p> <p>We have a new caretaker in place and he will be offered training in related topics such as asbestos etc</p> <p>It was noted that ML was the only staff member to have completed the External Visits co-ord training, was there any contingency? As it is ML who signs off on these trips, unlikely to need another staff member unless ML leaves.</p> <ul style="list-style-type: none"> • Building Maintenance/works planned – SSE Property had recently sent through a schedule for upgrades to areas of the school, part of this schedule was deemed urgent and is fully funded, the other areas not so urgent and only 60%/40% funded. It is unlikely that any of the works will start before next summer. The school had submitted a request for refurbishment of the toilets next to Hares class nearly 2 years ago, so far the LA have not come back with any quotes. 	ML ML LS/ML
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10.	GDPR Report 2021-22	
	The annual data protection report had been received from Amy Brittan. ML reported that he had updated requirements and had put in place actions to fulfil the remaining actions, e.g. Inset training for all staff in January.	

11.	Training	
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	<p>KMH had attended online policy training, she asked what the schools safeguarding procedures were? We follow the Somerset Safeguarding guidance and report to the Local Safeguarding Board, which involves agencies such as police, NHS etc</p> <p>KMH had also attended a face to face session for the induction training, which she had felt more beneficial than the online training as it allowed for discussion with other people attending.</p>	
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The meeting closed at 19.00

FGB Wednesdays 5.30 – 25.1.23, 26.4.23, 12.7.23

Business Committee –13.3.23, 12.6.23

Education Committee – 23.11.22, 15.3.23, 14.6.23

Learning Walks – 9.11.22 9.30am, 13.3.23 11am,13.6.23 1.30pm

Action Points		By whom and by when
6.	Finance – SFVS info to be sent to LM	KL/LM
9.	Health and safety – audit responses. Governor Site visit to be arranged.	ML LS/ML

Signed

Date