



Governing Body of *Coldean Primary School*

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Resources and Finance Committee meeting – minutes

Tuesday 19 March 2019 at 17.00 hours

Present: Stuart McConnachie (SM – Headteacher), Rebecca Ouassa (RO - Chair), Tom Humphries (TH) and Sharon Terrill (ST).

In attendance: Jo Smart (JS – Bursar) and David Harvey (DH – clerk)

RO welcomed all those present to the meeting and DH declared it quorate.

1. **Apologies for absence** – None, all members of the Committee were present.

2. **Declarations of interest** - There were no declarations of interest.

3. **Minutes of the last meeting**

The minutes of the meeting held on 13 November 2018 were accepted as being a true account of those proceedings and were signed by RO.

4. **Actions from the last meeting**

Reminder to governors asking for approval of school policies – done.

5. **Finance report**

JS circulated a number of finance related reports to the Committee and discussed them in turn, as follows:-

Three Year Budget 2019-2020; 2020-2021; 2021-2022

JS drew governors' attention to the Three Year Budget summary report, in particular examination of the staffing structure; the outturn forecast; and the anticipated carry forward figure into next year. On this last point, JS commented that the surplus originally estimated had been £50K to £60K; the actual figure achieved would now look like £104K.

SM stated that the Three Year budget plan was balanced, in a year on year basis. SM drew attention to the pension increase which was due to be government funded in 2019-2020; 75% in 2020-2021; and 50% (not yet confirmed) in 2021-2022.

With this in mind, JS highlighted 2020-2021, pointing to the £40K figure representing the 75% grant and the overall surplus of £106K; also the balanced year of 2021-2022 showing £28K (50%) – the school would end up by being in the black.

JS commented that the school would still benefit from income streams derived from SM and Emma Gale (EGs) additional outside teaching and consultancy work.



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Turning to the rest of the budget, JS highlighted the reduction in curriculum costs; at the same time adding in funding for computing and French (for the first time in the school); the percentages of staffing costs against the whole Three Year budget (91%, 93% and 96%). The Chair asked about increases in salaries for support staff. JS confirmed that increment payments were already built into the budget.

The Chair suggested that, under non-staffing expenditure, services to schools seemed to be an area to reduce. JS confirmed that every opportunity to cut the budget had been taken – illustrating the point by stating the school's intention to go over to solar panels (electricity had originally been budgeted at £13K, now cut to £10K). JS added that budgets for gas and water had been kept the same.

Governors asked about the sharp increase in rates; £23K to £34K, commenting that there ought to be some form of discount for education. SM explained that this had come about partly because of a government survey of owned buildings. JS agreed to contact the local authority (LA) finance department to find out more information about this increase.

JS acknowledged that it had not been possible to achieve more savings on curriculum or subscriptions; also that the school should do more to reduce agency expenditure.

Governors asked about enrichment expenditure. JS explained that this was a way to better fund school trips, especially to help some parents with money difficulties. SM added that funding had also been allocated to swimming activities (a rebate had been received from the LA).

Governors asked about the building maintenance budget for the premises. JS stated that the £3.5K amounted to a reduction over the original amount; which had been offset by the Devolved Formula Capital (DFC) money – two amounts of £9K and £15K. JS explained that this money would be used to replace the nursery perimeter fencing; emergency lighting installation; windows and doors; and the Key Stage 2 toilets. SM added that, with regard to the fencing; parents would be asked to contribute to putting in a hedge, creating a natural border.

The Chair asked about use of the sports funding. SM explained that there had been problems with staffing, which was why there was so much (i.e. unused) in this budget. JS added that some of this money could be used for playground marking and resurfacing.

Governors asked if this fund could be carried forward. JS stated that the residual amount would be spent.

Governors asked about the impact of pupil numbers on the budget, noting that there were 53 children in Year 1. SM commented that numbers were in decline, not just at Coldean, but also across Brighton and Hove; adding that the school had only received 34 first choice preferences for September 2019.

The Chair asked about the situation with the LA and Carden Primary School. SM explained the issue remained the same; the LA's view that there was no direct (safe) walk between Carden and Coldean; which was why parents had been directed elsewhere (other than Coldean).

School Financial Value Standard (SFVS) exercise



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JS reported that this exercise had now been completed and updated with information about staff numbers and income streams. JS added that the government had recently revised the scope of this exercise (e.g. increasing the number of questions and dashboard inclusion) and would introduce a new version for completion in the next financial year.

JS invited ST (Chair of Governors) to sign the present document on behalf of the Full Board; an action which was duly carried out.

6. Reporting to the Committee (headteacher report)

Staffing

SM informed the Committee of his action in putting out advertisements for replacement teachers; cover management of likely absences; and details of Planning, Preparation and Assessment (PPA), involving arrangements to be made for whole year group maths lessons and specific specialist lessons for music, French and computing.

SM drew attention to the INSET day planned for 23 April, which would cover staff well-being. SH highlighted the recently implemented provision of one to one tuition; providing detail of particular children (and their behaviour) who were being managed as part of this being put in place.

The Chair asked about the school's management of challenging behaviour issues and the impact on staff. SM stated that counselling was provided for staff; also that the one to one providers received regular and close supervision. SM added that, with this in mind, mentors worked with support staff.

Premises

SM went over the information already given by JS with regard to building maintenance; highlighting the nursery extension, fencing and emergency lighting. SM also provided details of seeking a cover for the swimming pool; also developing the idea of parents' fund raising on behalf of the school. The Chair suggested, with this in mind, that the school compile a list of key items needed – SM agreed to take action on this idea. JS added that there was a provision in ParentPay to allow for the payment (i.e. donation) of extra money; this facility would be advertised in the school newsletter.

Pupil Premium (PP)

Governors asked what measures the school took, to ensure it received its full income entitlement. SM explained that this was based on those children who claimed Free School Meals (FSMs); parents were asked to complete forms which were then sent to the LA. SM was confident that the school was in receipt of the maximum it could obtain of PP; parents were good at reporting changes in circumstances.

7. Any Other Business - None



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8. **Date of next meeting** – 21 May 2019 (rescheduled from 11 June)

9. **Agreements / recommendations made at the meeting**

ACTION	BY WHOM
Rates increase research with local authority	JS
School items wish list compilation	SM
Pupil application form	RO & NW

I confirm this to be a true representation of the Resources and Finance meeting on this day

Chair Date