

**THE GOVERNING BODY OF HIGHBURTON CE (VC) FIRST SCHOOL**

Minutes of the meeting of Finance and Premises Committee held at 4:00pm at the School on Tuesday 26 March 2019

Present:

Mrs Janet Clapham, Mrs Susan Dunn (Chair), Mr Matthew Evans, Mrs Gaynor Leadbeater, Mrs Clare Slater.

In Attendance

Mr Chris Berridge (Minute Clerk)

The meeting was quorate.

Agenda Item	Discussion and Decisions	Action – who/by
1.	<p><b>Apologies for absence, consent and declaration of interest</b></p> <p>Apologies for absence were received from Mr Graham Booth. There were no declarations of interest.</p>	
2.	<p><b>Notification of items to be brought up under Any Other Business</b></p> <p>The following items were notified for discussion under Any Other Business:</p> <ul style="list-style-type: none"> <li>a) SAM System – Pupil Applications</li> <li>b) Outside area</li> </ul>	
3.	<p><b>Minutes of the Previous Meeting held on 29 January 2019</b></p> <p><b>Resolved:</b> That the minutes of the meeting held on 29 January 2019 be approved and signed by the Chair as a true record subject to the following amendments:</p> <p><b>Typing error (Agenda Item 2b refers)</b> Amend Charing Policy to read Charging Policy.</p> <p><b>T5 – Budget Monitoring (Agenda Item 5 refers)</b> Supplies and Services add 'And other reimbursements were noted'.</p> <p><b>T5 – Budget Monitoring (Agenda Item 5 refers)</b> Typing error – amend 2019/202 to read 2019/2020.</p>	
4.	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>a) <u>Friends of Highburton (Agenda item 4 refers)</u></li> </ul> <p>Mrs Dunn advised the meeting that she had attended a Friends of Highburton (FOHB) meeting and had discussed the school</p>	

	<p>finances. As there were not many people attending this meeting, FOHB asked for further discussions either at the next FOHB meeting or at a parents meeting.</p> <p>Governors discussed putting out a statement in a newsletter when the next budget is announced and specifically to highlight the support received by FOHB.</p> <p><b>Action:</b> It was agreed that Mrs Dunn would draft the statement for the newsletter.</p> <p>Some attendees at the FOHB meeting also mentioned that they did not always know what the money raised was being spent on and would like the school to identify what they want FOHB to specifically raise funds for.</p> <p>Mrs Clapham advised the meeting that FOHB are advised of the fund raising requests at their annual meeting each September.</p> <p>Governors discussed having a section in the school newsletter to clarify what FOHB had contributed and how it had been spent by the school.</p> <p><b>Question:</b> Does the school provide FOHB with a statement at the end of the year?  <b>Answer:</b> We do provide an invoice / invoices so FOHB know what has been spent.</p> <p>Mrs Clapham suggested that the FOHB treasurer could be invited to produce a summary of FOHB fundraising income and what it's been spent on for the newsletter.</p> <p>b) <u>Monitoring Schedule (Agenda Item 6 refers)</u></p> <p>The Monitoring Schedule had been circulated to governors prior to this meeting.</p> <p>c) <u>Schools Financial Value Standard (SFVS) (Agenda Item 9 refers)</u></p> <p>Mrs Clapham requested that the financial competencies be carried forward for consideration at the next meeting of the Finance &amp; Premises Committee.</p> <p><b>Agreed:</b> That the financial competences be considered at the next meeting of the Finance &amp; Premises Committee.</p> <p>d) <u>Scheme for the payment of expenses and allowances (Agenda Item 10A refers).</u></p> <p>Mrs Clapham confirmed that the rates had been checked against current approved rates and that there were no amendments to be made.</p>	<p><b>SD</b></p> <p><b>JC</b></p> <p><b>GCS (Agenda)</b></p>
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	<p>The Head Teacher confirmed that the document had been put on compliance tracker along with other policies.</p> <p>e) <u>Charging Policy (Agenda item 10B refers)</u></p> <p>Mrs Clapham confirmed that this had been put on the school website.</p> <p>f) <u>School re-wire (Agenda item 10D refers)</u></p> <p>The Head Teacher advised the meeting that she was still waiting to hear if the door entry system would be considered as part of the re-wiring of the school.</p> <p>Mrs Slater advised that the re-wiring would be considered as 'intrusive work' and, as such, an asbestos refurbishment survey would be required.</p>	
5.	<p><b>T5 – Budget Monitoring</b></p> <p>Mrs Clapham distributed the latest T5 Budget Monitoring for period 11, 2018/2019 which showed an underspend of £46,694.</p> <p>Mrs Clapham advised that the current year end carry forward figure was currently being estimated as being £39,880.</p> <p>Mrs Clapham explained some reasons for the carry forward figures which included SEN funding being received, employee benefit – saving on teachers' salaries and ET support.</p> <p><b>Question:</b> Will there be a pension increase contribution next year?  <b>Answer:</b> This is covered in the budget for 2019/2020 but not sure after subsequent years.</p> <p>Governors discussed the budget surplus and noted that the maximum carry forward is 10% of the annual budget.</p> <p>Governors discussed the carry forward from last year which was approximately £42,000 so the carry forward this year would be less.</p> <p>The Chair advised the meeting that, although the budget was tight, the school was in a relatively good position for next year due to careful management of the budget.</p>	
6.	<p><b>Review of Monitoring Schedule</b></p> <p>Mrs Clapham distributed a Programme of school visits by Finance &amp; Premises committee members 2018-19 and Guidelines for visits for Finance &amp; Premises committee members.</p> <p>The Chair advised the meeting that governors should review the programme of visits to create further understanding of outstanding actions for 2019.</p>	

	<p><b>Question:</b> When is the School fund reviewed?  <b>Answer:</b> Following the school fund audit.</p> <p>Governors reviewed the programme of school visits. The Head Teacher advised that should any substantial investment in learning materials be made, impact statement(s) would be produced to show the effectiveness in pupil progress and attainment.</p> <p>The Head Teacher further advised that, should any substantial purchases be considered, they would be subject to approval of the Curriculum &amp; Standards committee and the Full Governing Body.</p> <p>The Head Teacher advised that Maths Mastery was being taught in school but that this did not involve a substantial purchase of resources.</p> <p><b>Question:</b> What is the definition of 'substantial'? Would it be £500 and over?  <b>Answer:</b> In response, the Head Teacher advised that there were no purchases in the period that could be considered substantial. There is planned investment in outdoor provision from Sports funding and an impact statement is provided annually and published on the school website.</p> <p><u>Procurement</u>  Governors discussed the Nurture area, outdoor climbing wall, the outdoor container and the outdoor awning. Quotes for all the above would be obtained. Governors noted that Y.P.O. provided a free quoting service. The Head Teacher questioned if Y.P.O. were particularly competitive.</p> <p>The Head Teacher advised that the Nurture area, outdoor container and outdoor awning would be provided in 2019 and the outdoor climbing wall was planned for the following year.</p> <p>Governors noted the need to review SAP / MM / bank reconciliation processes and further understand the processes involved in producing the T5.</p> <p><b>Action:</b> That Mrs Clare Slater would arrange with Mrs Clapham, to visit school and complete visit questionnaire.</p> <p><b>Action:</b> That Mr Matthew Evans would arrange, with Mrs Clapham, to visit to further understand the processes involved in financial reconciliation (T5).</p>	<p><b>CS / JC</b></p> <p><b>ME / JC</b></p>
7.	<p><b>Monitoring / Governor Visits</b></p> <p>Monitoring and governor visits were agreed previously (agenda item 6 refers).</p>	

8.	<p><b>SFVS – Review of Financial competencies of staff and Finance and Premises Committee governors</b></p> <p><b>Resolved:</b> That governors agree to defer this agenda item to the next meeting of the Finance &amp; Premises Committee.</p>	
9.	<p><b>Audit</b></p> <p>Mrs Clapham distributed the Audit report which gave an overall opinion of Outstanding and Outstanding in all audit areas.</p> <p>Mrs Clapham advised the meeting that the school had been well prepared for the Audit and that the auditor had reviewed the school website and the minutes of the Finance &amp; Premises Committee meetings.</p> <p>Mrs Clapham was thanked by the Chair and Governors for her efforts in preparation for the Audit and in the overall management of the school budget. In turn, Mrs Clapham acknowledged that it was a team effort including governors, the Head Teacher, Minute clerk and other people involved in the process, notably Mrs Liz Robinson in producing the committee meeting minutes.</p> <p>The Auditor had produced an Internal Audit Action Plan with five areas which ‘merit attention’ and one which was ‘significant’.</p> <p>Mrs Clapham had provided an ‘auditee response’ to all the areas identified.</p>	
10.	<p><b>Benchmarking</b></p> <p>The Head Teacher distributed the DfE Benchmarking Report Card 2017-18 which provided a comparison with five other schools which were ‘statistically similar’. The report covered several areas including teaching staff (% of total expenditure) and pupil-teacher ratio.</p> <p>Governors reviewed the benchmarking report, noting similarities and differences. The Head Teacher advised that she had queried the 7.1% spend on catering as a percentage of total expenditure as it was known to be more in the region of 2%.</p> <p>Governors identified that the report did not include pupil attainment.</p>	
11.	<p><b>2019/2020 budget</b></p> <p>Mrs Clapham distributed the School Budget Share allocation funding Year 2019/2020 together with explanatory notes for governors.</p> <p>The School’s block funding was £655,966 for 2019/2020 which was £3,048 more than 2018/2019. The total budget share allocation for 2019/2020 was £703,386. The figure for £2018/2019 was 683,869 representing an increase of £19,517.</p>	

	<p>Mrs Clapham advised that the April teaching staff pay increases were covered in the budget allocation but there was some uncertainty if the support staff pay increase was covered in the budget allocation.</p> <p>Mrs Clapham advised that she was currently working on preparation of the specific budget line items referred to as B1.</p> <p>Mrs Clapham advised that buy back were not yet available but there would be a percentage increase above the rate of inflation and provided the following example of buy back increases.</p> <ul style="list-style-type: none"> <li>• Swimming 8.6%</li> <li>• GLAD 10%</li> <li>• Legal Services 4.9%</li> </ul>	
12.	<p><b>Any Other Business</b></p> <p>a) <u>SAM System – Pupil Applications</u></p> <p>The Head Teacher advised governors of the current number of pupil applications. There had been 78 applications in total, 31 had identified Highburton as the 1<sup>st</sup> preference, 25 as the 2<sup>nd</sup> preference and 22 as the 3<sup>rd</sup> preference.</p> <p>b) <u>Outside area</u></p> <p>The Head teacher provided an update and advised the meeting that the police had apprehended a youth who was to be charged with arson. The Head Teacher had provided CCTV images to the police who had identified the offender with the assistance of Shelley College staff.</p> <p>The shelter had now been removed and no further incidents had occurred to date. The school was considering purchasing a green painted container for storage and a retractable awning for cover.</p> <p><b>Question:</b> Has an insurance claim been made for the damage to the shelter?</p> <p><b>Answer:</b> No, however the shelter had to be removed and will be replaced with the awning.</p> <p><b>Action:</b> That Mrs Clapham would seek advice regarding making an insurance claim.</p>	JC
13.	<p><b>Dates of future meeting and possible agenda items</b></p> <p><b>Resolved:</b> That the next meeting of the Finance and Premises Committee will take place at the School at 4:00pm on</p> <ul style="list-style-type: none"> <li>• Tuesday 21 May 2019</li> </ul>	

14.	<p><b>Agenda, Minutes and Related Papers – School Copy</b></p> <p><b>Agenda Item:</b> Review of Staff and Finance &amp; Premises Committee governors Financial Competencies</p> <p><b>Resolved:</b> That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	
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