

Redlands Primary School

Finance Personnel and Resources Committee meeting on 12th March 2014 at 18:30

Minutes

Present

Sarah Bergson
Sue Black
Maurice Dixon (Vice Chair)
Kris Jones
Peter Kayes
Graham Kneebone
Edith Rigby (guest)
Val Rudman (Business Manager)
Stuart Singleton-White (Chair)
Miriam Barlow – Clerk

Welcome

1. Apologies

1.1. Apologies were received from Ruth Gilson, and were accepted by the Committee.

2. Declaration of interests

2.1. There were none declared.

3. Minutes of the meeting 26th November 2013 (attached and distributed to committee members)

3.1. These were proposed by Stuart, seconded by Sarah, agreed by the Committee and signed by the Chair.

4. Matters arising from the minutes

4.1. 15. **QUESTION:** SEN funding update – has this become any clearer? **ANSWER:** Not really. Val has attended a Bursar's meeting, and it is thought that SEN funding will be the same next year. This will be based on what we had last year.

4.2. 16.2. The school is not a heritage building.

4.3. 16.8. Insulation of pipes has started.

4.4. 21.1. **QUESTION:** what is the progress with ParentPay? **ANSWER:** Michelle will be attending training and will provide log in information for parents and help if needed. We will be launching this system in April, with a 2-week "run-in" period.

5. Policies reviewed by Headteacher

5.1. There were no policies for review.

6. Policies for review by Committee

6.1. There were no policies for review.

7. Budget sub committee approving budget

7.1. It was suggested that the Budget sub committee make a recommendation to the Full Governing Body for approval of the budget.

7.2. The Governing Body must retain the right to have the final say on approving the budget.

7.3. **QUESTION:** Does it need to go to FPR as well, before FGB? **ANSWER:** Probably not.

7.4. Governors' role is to review what has been written and ask questions

7.5. The Committee agreed to make this explicit in the Terms of Reference. **ACTION:** New ToR to be brought to next meeting (SB).

8. SFVS Governor Approval - attached and distributed to committee members.

8.1. Qu 19 had been left blank, as it needed the Committee's approval, which was given.

- 8.2. Qu 15 – It was noted that we do this to the standard possible, given the constraints.
- 8.3. Qu 18. **QUESTION:** Can you remind us what the concerns are? **ANSWER:** 1. Cash flow, 2. Bank statements, 3. Every purchase order needs to have a P.O. number.
- 8.4. The SFVS was proposed by Stuart, seconded by Sarah and approved by the Committee.
- 8.5. The Committee noted their thanks to Val and Maurice.
- 8.6. Statement of internal controls. These were proposed by Stuart, seconded by Kris and approved by the Committee.

9. Sash windows update

- 9.1. 3 different companies have been in to look at windows. 2 of these said they needed refurbishment rather than replacement, apart from one of the Year 1 classrooms. The company we have decided to use have been highly recommended by Leighton Park school. The plan is to replace the Year 1 classroom window during the summer holidays, and then have a rolling programme for the refurbishment of the others.
- 9.2. **QUESTION:** What is meant by refurbishment? **ANSWER:** Taking windows out, replacing pulleys etc.
- 9.3. **QUESTION:** How did the quotes compare with each other? **ANSWER:** One was expensive, one was cheap, the one we are going with was in the middle, as we felt comfortable with this company. The cost will be approximately £300 per window, and the work can be done from the inside, so won't need scaffolding.
- 9.4. **QUESTION:** Do any of the sashes need replacing? **ANSWER:** No.
- 9.5. **QUESTION:** Can they do the rolling programme of work at a fixed price? **ANSWER:** Val will make a plan with them.

10. 5 year electrical testing

- 10.1. The Committee was informed that this work has been carried out.
- 10.2. **QUESTION:** Were there any concerns? **ANSWER:** There were some 2s and 3s. (1 would be urgent). We will be working through the list.

11. Benchmarking exercise

- 11.1. This is done every year to compare our financial status with other schools in Reading, and in particular, the six schools in our cluster.

Expenditure

- 11.2. E03 – The schools spending most probably have more SEN children.
- 11.3. E10 – We haven't claimed on this, we are getting a good rate. The company we have used are reliable.
- 11.4. E12 – This is low because we didn't have a caretaker for a while. **QUESTION:** Has there been an increase in expenditure now, to catch up? **ANSWER:** Yes.
- 11.5. E15 – We now have a meter. Water bills have been estimated. The Water company will be using readings to rectify previous bills. **QUESTION:** How much is the water bill? **ANSWER:** 2012-13 = £4051. **QUESTION:** Have we still got a leak? **ANSWER:** We won't know until the meter readings go through. **QUESTION:** If the leak is on our side of the meter, it is our responsibility? **ANSWER:** Yes.
- 11.6. E16 – This is low, as the Gas company didn't register the new meter.
- 11.7. E17 – **QUESTION:** is this based on size of premises? **ANSWER:** We don't know.
- 11.8. E20 – **QUESTION:** Will this cost be affected by our new ICT contract? **ANSWER:** This will not be affected, as it refers to a different budget. We have had new projectors, new whiteboards, new laptops. **COMMENT:** We would be unhappy if we were at the bottom end of the spending range on this particular one.
- 11.9. CE02 – Val queried this figure. The reply she received was that Capital data worked out on 3 year average, which is why this is high. **QUESTION:** Do we know the reason for working it out this way? **ANSWER:** No.

Income

- 11.10. I01 – **QUESTION:** Do these figures include the nursery? **ANSWER:** Yes.
- 11.11. **QUESTION:** Is it worth having someone in to have a look at water efficiency? **ANSWER:** We have had SE water come in to do work with children. Things like water hippos, push taps (these stick – have replaced them 3 times), reducing water pressure, urinal timers/ adaptors. **ACTION:** Val to look into this.

12. AOB

- 12.1. Sarah mentioned the Staff training list for November to February, which has been distributed.
- 12.2. Confidential item. See Part 2.
- 12.3. Peter, Sarah and Val have recently attended a briefing on the new system for Free School Meals. FS2 and KS1 children will get free school meals from September. Reading estimates an 80% uptake. Funding will be based on the number of free school meals taken on 3rd Thursday of January. Efforts are in place to maximise

uptake on this day. Extra capacity is needed in kitchen, and the plans are to extend the kitchen into the meeting room. RBC will bear cost of this, as well as any extra equipment. Chartwells may need to come in earlier in the mornings. The new system may have a knock-on effect for pupil premium, as people may not bother to register in FS2 and KS1. We need to find ways to encourage these families to register.

- 12.4. Val asked that if Governors' approval is given by e-mail, that this be collated and brought to minutes.
- 12.5. The Committee approved the Permissions for the Reading Education SLA web site.
- 12.6. The Committee approved the Payroll authorisation signatories.

The meeting closed at 19:38

Hand-outs: Benchmarking codes for schools in Reading