

Beaford Community Primary and Nursery School

Minutes of Governors Meeting for Finance, Personnel & Premises

Friday 18th October 2013 – 9.00am

Summary of Outcomes & Decisions

- The terms of reference for the committee were agreed
- The monitor statement was reviewed and revised budgets for extended services, school budget and capital were agreed
- It was agreed to continue the before and after school club until the end of the financial year, with regular reviews of income and expenditure
- Benchmarking for expenditure against similar schools was completed and an action plan will be written
- The finance policy and pay policy were reviewed and agreed

Present: Annette Yates (AY), Graham James (GJ), Mark Bowen (MB),

Minutes taken by: Helen Wright (HW)

1 Apologies Accepted

1.1 Kate Scrivener (KS) - Funeral

2 Declaration of Interest

2.1 None

3 Minutes of Last Meeting

3.1 These were agreed and signed by GJ.

4 Review of Actions

Action 30 – Removed – new plan to be written following discussion of CFR report at meeting under section 7.

Action 35 – Complete - GJ & MB to write to BW regarding her work in the kitchen and to write an article for the next governor newsletter about the kitchen

Action 38 – Ongoing - Complete the accessibility plan. This will be done in September as part of the health and safety inspection by GJ.

Action 39 – Ongoing - HW to provide a comparison of last year's income and expenditure against the previous year when Norse were running the kitchen.

Action 40 – Ongoing - AY and HW to complete data handling policy and risk assessment. HW will investigate if DCC can help with this.

5 Terms of Reference

- 5.1 The term of reference for 2013/2014 for the Finance, Personnel and Premises Committee were reviewed and agreed. These will be agreed at the next FGB meeting. A copy is attached.



Terms of Reference
for finance 13.pdf

Finance

6 Monitor Statement

6.1 School Budget Share

- 6.1.1 The monitor for AP5 was reviewed in detail and several changes to budgets were agreed. Points noted were:

- Early years funding is paid in arrears. There are fewer children in nursery than originally budgeted. £2965 income will be received for the Autumn term and an estimated £4105 for Spring. Governors agreed to reduce the income budget to £23197.
- £1800 will be received from Exeter University for students who start in November.
- Staff have received a 1% pay rise from April 2013. This has been paid to date but the system has not yet been updated to include this. An additional commitment has been included on the monitor statement.
- Supply (general) is for all supply to cover teachers on non SIP training eg first aid, safeguarding and also absence due to illness. It was agreed to set the budget at £1000.
- The cost centre for school improvement has new sub cost centres added to reflect the school improvement plan. These are SIP, professional development (non SIP), pupil premium expenditure and PE sports expenditure. Budgets for these are identical to the costings in the improvement plans. Governors agreed these as £3000 for SIP, with income budget at £2315 (for the TISP funding received), £1200 for professional development, £12300 for pupil premium and £5076 for PE (£8400 for the academic year). £7500 for TA hours will be transferred from the TA cost centre to PP for intervention work.
- The property maintenance budget will be increased to £4000 as more maintenance has been carried out than budgeted. This is due to lightning protection work, repair of leaks in the roof, repair of a ceiling and some redecoration work.
- Income and expenditure for the school kitchen are currently on budget.

- 6.2 Governors discussed ways to advertise the nursery to increase pupil numbers. Posters, open days and ensuring that all information that goes out from the school has Beaford Community Primary & Nursery School included on it were suggested. Governors also suggested ways of raising the schools profile in the village by doing some form of community work. AY will look into this in more detail and contact the church, village hall and Parish Council with these ideas.

6.3 Extended Services

- 6.3.1 The before and after school club are allocated a different fund code (G121) which ensures that all income and expenditure can be clearly identified. It is not possible for the school to subsidise these extended services from the school budget.

- 6.3.2 Based on income for the last 5 weeks it was agreed to set an income budget at £2970 (estimated at £110 per week). The staff costs budget will be set at £2970 (based on 11 TA hours a week at £10 per hour). It was agreed to set the expenses budget at £270 (estimated at £10 per week). This is for snacks for the after school club.
- 6.3.3 This leaves an estimated shortfall of £270. Governors agreed to carry on the extended services to the end of the financial year with monitoring by the school and at all future committee meetings to ensure that it continues to break even.
- 6.3.4 An article about the finance of these clubs will be included in the next governor newsletter.

6.4 Capital

- 6.4.1 It was agreed to set an ICT budget of £11000, infrastructure budget at £22221 and capital income budget at £5029. £11000 has been spent on iPads and a charging trolley, a UPS for the server and a laptop. £1940 is committed for refurbishment of the hall. A further £12996 needs to be spent before March 2014 as there is no guarantee this will not be clawed back if it is not spent.
- 6.4.2 Work proposed for this financial year includes the school grounds, repair of a leaking roof, refurbishment of classrooms and repair of a ceiling.
- 6.4.3 Governors were advised that capital income for this year was only £5029 and would be similar next year. All capital money needs to be spent within 3 years of allocation.

7 CFR Report & Benchmarking 2012/2013

- 7.1 Benchmarking is the process for comparing income and expenditure with that of similar schools to consider whether and how the school can use resources better and identify where changes can be made. Benchmarking is used to :
- Focus on planning and manage the budget
 - Identify areas for improvement
 - Set targets for improvement
 - Achieve best value
 - Improve effectiveness of expenditure to improve performance
- 7.2 Data showing benchmarking for the financial year 2012/2013 was reviewed along with data for the last 5 years which can be used to identify fluctuations in expenditure or income.
- 7.3 Overall staff costs have decreased from last year largely due to changes in teaching staff. **Governors asked why the costs for supply staff changed significantly each year.** The headteacher responded that it depended on how much cover she provided and also if there are any long periods of absence due to illness that need to be covered. Absence due to illness is covered by staff absence insurance.
- 7.4 Most areas have average spend per pupil when compared with similar schools. In some areas there are discrepancies where the schools spend appears to be higher than similar schools. It was agreed that a benchmarking action plan would be written to comply with SFVS so that governors can identify if there are particular circumstances that create valid reasons for the discrepancies. If no reasons are known then it will be necessary to identify what factors have led to the overspend and how the use of these resources can be improved in the future.

- 7.5 Areas that governors agreed to be included on the plan are cleaning and caretaking, catering (income and expenditure), educational supplies and energy.

Action 41 – HW & Governors to write benchmarking action plan by the next committee meeting.

- 7.6 A copy of the benchmarking data is attached.



cfr final 2013.pdf

8 Provision for 2 Year Olds

- 8.1 The government has just completed a consultation on the provision for 2 year olds. The requirement for a separate Ofsted registration will be removed in January 2015. The school has sent the registration forms to Ofsted although it can take up to 26 weeks before registration is complete. The school will keep parents updated and informed about this.

9 Policies

- 9.1 **Finance** – The finance policy was reviewed and agreed. The signatures on the back have been updated. This will need to be agreed at the next FGB meeting. A copy of the updated policy is attached.



financepolicy oct
2013.pdf

Personnel

10 Staff Contracts, Structure and Pay

- 10.1 Governors agreed to go to part 2 minutes to discuss staff contracts and to look in detail at the staffing structure and pay of all members of staff. Job roles and responsibilities were looked at alongside staff's pay.

11 Personnel Policies

- 11.1 **Pay Policy** – The pay policy for 2013 was reviewed. There were several areas where governors had to identify a preferred option and these were agreed. A copy of the completed policy is attached. The finalised pay policy will be shared and explained to staff.



pay policy sept
2013.pdf

Health & Safety / Premises

12 School Grounds

12.1 The parent forum has met the Children's Council to discuss ideas for improving the school grounds. Further work to draw up plans will be completed shortly.

13 H&S Audit

14 All legionella work has now been completed. A hatch is being built into the hall ceiling during half term to ensure safe access to the tank for checking and cleaning. HW will be attending legionella training in November.

15 Date of Next Meetings

15.1 Tuesday 4th February 2013 – 9.00am

16 Summary of Actions

Action 38 – Ongoing - Complete the accessibility plan. This will be done in September as part of the health and safety inspection by GJ.

Action 39 – Ongoing - HW to provide a comparison of last year's income and expenditure against the previous year when Norse were running the kitchen.

Action 40 – Ongoing - AY and HW to complete data handling policy and risk assessment. HW will investigate if DCC can help with this.

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Minutes Authorised By:

Date: