

Beaford Community Primary and Nursery School

Minutes of Governors Meeting for Finance, Personnel & Premises

Thursday 12th February 2015

Summary of Outcomes & Decisions

- The FRS statements for the school budget share, extended schools and capital were reviewed – changes to budgets were agreed. FRS training by Yvette Parkin the school's finance support officer will be provided on the 19th March at 9.00am. All governors will be invited.
- The buyback of services from Babcock, HR One, Scomis and DCC insurances were agreed.
- The draft budget for 2015/2016 was agreed – final agreement to be approved by the FGB will be on 19th March.
- The CFR report for 2013/2014 was agreed and the benchmarking was reviewed. Areas to be included in the benchmarking plan were identified.
- The SFVS was approved and will be forwarded to the Chair of Governors for signature.
- The best value statement was agreed and will be approved by the FGB at the next meeting.
- The governor allowances and expenses. Health and safety and first aid policies were reviewed and agreed.

Present: Annette Yates (AY), Mark Bowen (MB), Sam Doidge (SD)

Minutes taken by: Helen Wright (HW)

1 Apologies Accepted

1.1 No apologies

2 Declaration of Interest

2.1 MB sells eggs to the school kitchen.

3 Minutes of Last Meeting

3.1 The minutes from the 10th November meeting were agreed and signed by MB.

4 Review of Actions

Action 38 – Complete - Complete the accessibility plan.

Action 40 – Complete - AY and HW to complete data handling policy and risk assessment. This is included in the security policy and staff ICT agreement.

Action 42 - Complete - HW to arrange for actions identified on the asset management plan and electrical safety report to be completed.

Action 43 – Complete MB to feedback to governors details about a syndicate for installation of solar panels. Two quotes have been received; the most competitive is £10,000. It was agreed it was not viable to get a syndicate organised as the village is too small and administration would be problematic. It was suggested that the PTA should write to local businesses requesting charitable donations towards the cost as many companies have money put aside for this purpose. MB agreed to draft a letter on behalf of the PTA requesting donations. An article would also go into the newsletter and Beaford Bugle.

Finance

5 Monitor/FRS Statement

5.1 A copy of the monitor and FRS schedules were provided as governors have not yet received training on FRS.

5.2 **School Budget Share** – There is a predicted underspend of £36309 which may need to be justified to DCC. This has arisen as the school has received £10500 from supporting other schools and there has been an increase in nursery funding due to additional children joining the nursery over the year. The school needs the carry forward to cover costs for the next financial year as a temporary drop in pupils will result in substantially less income. Points for Governors to note are:

- Early years funding is much higher than originally budgeted as there has been a larger than anticipated increase in Nursery pupils and hours taken. £11285 funded nursery income is predicted for Spring term. Governors agreed to increase the budget to £38110. It was also agreed to increase the nursery lunch club budget to £8000.
- Teaching assistants have been working at High Bickington which has increased income by £4500
- The school improvement plan budget now includes PP expenditure and supply for staff development to align with the SIP. Governors agreed to change the budget to £4500
- A new income budget of £6000 was agreed for support to other schools. A £500 expenditure budget was agreed
- Broadband costs are higher than budgeted as an upgraded broadband system was installed (this will reduce the annual cost from next year). It was agreed to increase the expenditure budget to £6420 and income to £1393.
- DCC insurances have yet to be paid
- £2400 is planned for maintenance work as part of the electrical work and asset management plan
- Food costs are £3122 lower than budgeted as costs were originally based on 80p per meal but it costs less for Nursery and KS1 as they have smaller portions. It was agreed to change the budget to £7600.
- Total income from paid meals is predicted to be £13551. It was agreed to increase the budget to this and the FSM income for KS1 to £12599.

5.3 **Governors asked why income for high needs was higher than the original budget.** This is because there have been 2 additional allocations from DCC to distribute surplus SEN money as a result a result of the changes in SEN funding.

5.4 Capital

5.4.1 This year capital money has been used to upgrade the playground, purchase a new server and upgrade software. There is a predicted carry forward of £5000.

5.5 Extended Schools

5.5.1 It is predicted that there will be an underspend of approximately £700. This is due to an increase in the amount of children using the breakfast club and only one staff member needed each afternoon. This money can only be used for the extended services and governors agreed to carry the balance forward to cover any future losses.

6 School Kitchen

6.1 The kitchen will make a predicted profit of £4400 this financial year. This is due to the one off payment from the DfE of £5280 for the introduction of FSM's for Reception and KS1. Governors recognised the hard work of the Kitchen Manager in reducing food cost and waste and increasing income over the past year. A further payment of £4480 will be paid in the summer term for the FSM's as actual take up has been higher than the 85% estimated for the initial calculation.

7 Buyback of Services and agree Suppliers

7.1 Governors agreed the following would be purchased:

7.2 **Babcock** –total of £2704:

- Governor Services - £356
- Ed Pych – (purchased in multiples of 6 hours) - £475
- Finance Consultancy subs & Support(for administrator) - £1133
- Maths & Literacy subject leader (for local meetings and development) - £273
- Head teachers Performance Management - £467

7.3 It was agreed not to purchase the topic box library service as the cost of £1634 could be used to buy books that will be kept by the school. The headteacher will ask other schools if they would like to start a local library of topic books instead of using the school library service. The school will trial this for a year as it is possible to buy back onto the library service next year.

7.4 **Scomis ICT Services** – total of £3573.65

- Admin and curriculum server remote backup - £1238
- Encryption licences for laptops - £147
- Whole school support – level A (includes admin and curriculum support) - £1608
- Health checks (1 day per term) – £580

7.5 **HR One** – Total of £3036

- Grounds contract management - £115
- Audit services - £380
- Health & Safety support - £305
- HR Standard service (personnel support and advice) - £824
- Legal advice - £175
- Payment & revenue services - £173
- Media support - £275
- Payroll - £789

7.6 **DCC Insurances** – Total £3111

- Public/employee - £2245
- Journey - £46
- Contents - £820

8 **Budget 2015/2016**

8.1 The draft budget for 2015/2016 and the 5 year plan were reviewed. The school budget summary shows predicted income for the next 3 years based on predicted pupil numbers, predicted Early Years funded hours and High Needs.

8.2 Income has been estimated on the following:

- Actual pupil numbers for 2015 of 69 with estimated for the following 2 years of 80 in Autumn 2015 and 83 in Autumn 2016.
- Pupil Premium is £1320 and £300 for service children. There is now also £400 pupil premium for Nursery children who are eligible for FSM's. **Governors asked how the school would know if a child was eligible for this.** The headteacher advised that a letter will be sent to all parents of children in Nursery asking them to apply if they are eligible.
- Sports funding will continue until 2020. The school receives an £8000 lump sum plus £5 per child.

- Universal Infant Free School Meals (UIFSM) are paid at £2.30 per meal based on each terms Census day take up. An estimated 7/12ths have been paid for this academic year with the remaining 5/12ths being paid in June dependant on actual take up.
- There is no longer an £8000 lump sum payable for the Nursery – this has been reduced to £1800. The hourly rate has been increased to £3.70 (by 6p per hour). Future nursery income is very difficult to estimate as parents tend not to register early for a nursery place and the hours taken can vary termly.
- Local Learning Community funding is now being delegated to schools and this has not been included in the budget as schools have agreed it will be used to ensure that that the Learning Community continues.
- Other income is received from Exeter University for PGCE students, support to other schools, nursery lunch club and PTA donations.

8.3 Expenditure has been based on the following:

- Expenditure is based on this year's budget with a 1% increase in most areas.
- 1% pay award for all staff.
- Services to schools as agreed in this meeting.
- No changes in staff hours for the next year.

8.4 **Governors asked why cleaning and caretaking costs appeared to be high.** The headteacher explained that we are quite a large school compared to the amount of pupils so a similar. The cleaning cost is based on floor area not number of pupils. The cost of cleaning and caretaking is discussed further with the CFR report.

8.5 **The headteacher was asked if the school installed solar panels would the FIT payment be paid into the SBS.** It was confirmed this would be the case.

8.6 The governors agreed the draft budget and will meet on Thursday 19th March to review the final budget when the actual budget notification has been received from DCC.

9 **CFR Report & Benchmarking**

9.1 The CFR report for 2013/2014 was agreed.

9.2 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

9.3 Data showing benchmarking for the financial year 2013/2014 was reviewed along with data for the last 5 years which can be used to identify fluctuations in expenditure or income.

9.4 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 or lower 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.

9.5 **An area governors identified as having particularly high costs is cleaning and caretaking which is in the highest spending bracket when compared to similar schools.** The cost of cleaning and caretaking has

also increased significantly over the past 5 years. SD volunteered to look at this in more detail, including what was included in the overall cost and to look at any alternative provisions which may be available.

- 9.6 The low cost of supply was identified by governors and the headteacher explained that all cover was done by herself or HLTA's to keep costs low.

Action 44 – HW & Governors to write benchmarking action plan by the next committee meeting and SD to look at caretaking and cleaning costs in more detail.

- 9.7 A copy of the benchmarking data is attached.



cfr final 2014.pdf

10 School Financial Value Standard

- 10.1 A copy of the updated SFVS was reviewed and agreed by governors. The latest audit in May 2014 identified areas which needed addressing and as these have been completed as part of the audit action plan there are no further actions arising from the SFVS. This will be sent to the chair of governors for approval and signature and then to Devon Audit Services.
- 10.2 It was agreed that MB and SD will audit the SFVS in further detail as part of the meeting on the 25th June – each governor will identify 4 areas on the standard to audit.

11 Best Value Statement

- 11.1 The best value statement for 2015/2016 was reviewed and agreed. This will go to the FGB meeting for final approval. The best value statement ensures that governors are committed to achieving best value and securing continuous improvement. The focus for the year is the priorities identified in the SIP. A copy of the statement is attached.



best value statement
feb 2015.doc

Personnel

12 Review Staffing Needs and Structure for Next Financial Year

- 12.1 Governors agreed to go to part 2 minutes.

13 Policies

- 13.1 The Governor allowances and expenses policy was agreed. There are no changes from the previous policy.

Health & Safety / Premises

14 Review of H&S Actions

- 14.1 Brambles have been removed from the oil tank and the upstairs store area has been tidied. A copy of the H&S actions is attached. Progress on actions will be reviewed at the next meeting.



Health & safety
actions from Sept 201

15 Review Asset Management Plan (AMP)

- 15.1 The AMP register has been updated by DCC (this is done every 5 years). HW has identified areas on the plan which need priority repair or maintenance which includes buildings, grounds, electrical and mechanical work. The electrical work is a priority and governors agreed the school should get quotes for this. There is £2000 allocated in this year's budget and £4000 for each of the next 3 years to help cover the cost of this work. The work on the plan was approved by governors and a copy is attached.



asset management
plan feb 2015.pdf

16 Policies

- 16.1 The health and Safety and First Aid policies were reviewed and agreed.

17 Date of Next Meetings

- Thursday 19th March – 9.00am – Yvette Parkin to train governors on FRS at 9.00am followed by budget meeting.
- Thursday 25th June 9.00am

18 Summary of Actions

Action 44 – HW & Governors to write benchmarking action plan by the next committee meeting and SD to look at caretaking and cleaning costs in more detail.

Minutes Authorised By:

Date: