

# Beaford Community Primary and Nursery School

## Minutes of Governors Meeting for Finance, Personnel & Premises

Thursday 14th April 2016

### Summary of Outcomes & Decisions

- Services to schools (Babcock, DCC, HROne and Scomis) were agreed.
- The 2016/2017 was reviewed and agreed. This will be agreed at the next FGB meeting.

**Present:** Annette Yates (AY), Mark Bowen (MB), Sam Doidge (SD), Alex Heal (AH)

**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 January 2016 meeting were agreed and signed by MB.

### **4 Review of Actions**

Action 45 – ongoing - SD to write a benchmarking action plan to include monitoring energy and cleaning and caretaking costs before the next meeting.

Action 46 - governors to complete the financial matrix and return to HW by 5<sup>th</sup> February 2016.

### **5 Agree Services to Schools**

5.1 Services for Scomis, Babcock, HR One and DCC insurance were agreed. These are same as last year with the exception of purchasing 12 hours for the Educational Psychologist and changes to the Scomis services as the main admin machine will transfer to terminal server this month. The cost of this is £495 for this year and an £848 annual fee from 2017. By transferring to terminal server the cost of backups will be reduced as backup of SIMS and FMS on the main admin machine is included in the fee. The school is also talking to Scomis to reduce the amount of data backed up from the school server as this is charged at £355 for the first 30Gb and £65 for every additional 30GB. Current charges are £1100 and it is anticipated this will be reduced to £620.

5.2 A copy of the charges is attached.



services buyback  
2016 2017.pdf

### **6 School Budget**

6.1 The 2016/2017 school budget and following 2 years estimates was reviewed. Points for governors to note are:

**Income:**

- The school has agreed to go over the PAN (planned admission number) for Reception next year. The schools PAN is set at 15 and currently it is estimated 18 children will start Reception in September 2016. This could have an impact in KS1 the following year if the class size goes above 30 pupils.
- The school is predicting an increase in pupil numbers over the next few years, based on an increase in nursery numbers. This increases income through the basic entitlement per pupil amount.
- It is anticipated that income received for support to other schools will continue.
- Early Years Funding is estimated on the amount of pupils and hours per week they attend. This is difficult to estimate as it is not known how many pupils will attend Nursery and not all attend the full 15 hours they are entitled to. From September 2017 parents who work over 9 hours a week will be entitled to 30 hours Early Years funding per week. There are currently 27 pupils in the Nursery and the school has had to look carefully at requests from parents for changes to hours and days to ensure that the correct staff ratios are maintained. The school is continuing to take children from 2 ½ years old but only on certain days. Many parents pay for additional nursery hours over their 15 hour entitlement and income from this is estimated at £11500 based on previous years.
- Pupil premium income is £1320 for FSM, £1900 for looked after children and £300 for service children.
- Other income includes the PE grant (£8000 lump sum plus £5 per pupil), and the UIFSM (Universal Infant Free School Meals). This is £2.30 per meal and allocation is based on average number of meals recorded on the October and January school census. The small school grant of £2300 for the UIFSM has been discontinued. Additional income is received from Exeter University for students and donations from the PTA, village church and village show.

**Expenditure:**

- From April 2016 the minimum hourly rate for staff is £7.50 in order to meet the requirements of the new living wage regulations. This has an effect on the salary of staff currently employed on scale 8 and below. This increase has been included in the budget. The budget also includes increased employers NI contributions, increased pension contributions and an estimated 1% pay settlement for all staff. Staff costs were explained in more detail under item 7 of the agenda in part 2 minutes.
  - De-delegated budgets are for schools in financial difficulty, support for underperforming ethnic minority groups and bi-lingual learners, behaviour support and licences and subscriptions. These are paid directly into the school budget and the school then pays back to DCC for these services. Also de-delegated this year is the last centrally retained Local Learning Community budget. This will be used by the school to pay for the PSA (Parent Support Advisor).
  - A new school Improvement Plan will be written in September, costs for this have been estimated and will be confirmed or updated when the plan has been written and costed.
  - Inflation of between 1.5% and 3% has been allowed for expenditure.
- 6.2 There is a predicted carry forward from the current financial year of £24200. This will provide a carry forward of £6342 in 2016/2017, with an in year deficit of £17858.
- 6.3 The before and after school club has a predicted carry forward of £400. Income and expenditure for this has not been included in the main school budget as it is on a separate fund code. Governors are provided with a forecast at each finance committee meeting, and income and expenditure is monitored to ensure that the club breaks even over the year.

- 6.4 The carry forward for capital is £4876. Capital income for 2016/2017 will be £4875. Expenditure for capital has not yet been set by governors as this will form part of the SIP in September.
- 6.5 Governors asked the following questions:
- Under office costs why have the licensing costs increased by £840 after next year? This is to pay for the terminal server licence. There is a reduced cost for the installation and licence during 2016/2017 to encourage schools to transfer to the service.
  - Has the cost of electricity been reduced since the governors identified this as a priority from the benchmarking? Electricity last year was £3928 down from £5389 the previous year. There is currently £5000 budgeted for 2016/2017, which will be monitored throughout the year.
  - What is the impact on the large number of children currently in Nursery on staffing? AY responded that the school has had to allocate hours by giving priority to 3 year olds who are due to start school in September. Attendance for 2 ½ year olds is now on specific days and will not be over lunch time as cover cannot currently be provided for this. Staffing in the Foundation Stage will be monitored and reviewed as numbers change.
- 6.6 Governors approved the budget and will recommend for FGB approval at the next meeting on 27<sup>th</sup> April.

## **Personnel**

7 **Staff 2016/2017** – Governors agreed to go to part 2 minutes.

## **8 Date of Next Meetings**

- To be decided at the AGM in September

## **9 Summary of Actions**

Action 45 – ongoing - SD to write a benchmarking action plan to include monitoring energy and cleaning and caretaking costs before the next meeting.

Action 46 – governors to complete the financial matrix and return to HW by 5<sup>th</sup> February 2016.

**Minutes Authorised By:**

**Date:**