

**PATCHAM INFANT SCHOOL
GOVERNING BODY MEETING
MINUTES**

Meeting of:	FINANCE RESOURCES and OPERATIONS COMMITTEE
Date/Time:	22 nd February 2017 4.30pm
Location:	Meeting Room
Distribution:	FGB and Amanda Breeds and Website
Quorum:	3
Present:	Governors (voting) Andy Ahmad-Walsh (AAW) Ron Guilford (RG) Retiring chair of committee Helen Hawkins (HH) Irene Leeves (IL) Margaret Maslin (MM) Thomas Rhodes (TR) Chris Taylor (CT) Headteacher Nina Taylor (NT) New chair of committee Claire Wickham (CW) Other (non-voting) Amanda Breeds (AB) School Business Manager Janet Johnson (JJ) Clerk Szilard Mata (SM) Caretaker
Apologies:	Andy Flowerday (AF) – accepted Helen Emerson (HE) - accepted

	DISCUSSION AND DECISION	ACTION
1	WELCOME, APOLOGIES, DECLARATIONS OF INTEREST RG opened the meeting. Apologies were considered. No new declarations were made when invited. All governors could take full part throughout.	
2	FINANCE 2.1 BUDGET 2016/17 UPDATE Governors had already received and considered the current projection of the outturn along with a note of anomalies and the general ledger summary by cost centre. The outturn was currently predicted to be a £16.5k surplus but this was, as previously agreed, needed for next year. Governors were very pleased control on the budget had resulted in the current position; however, were mindful that spending during the year was scheduled to be £15k more than received. They checked and received confirmation the reason for staffing costs being lower was due to teachers new to the school being cheaper than those leaving. Governors noted the staff surplus comprised nearly all the surplus, everywhere else was in deficit. Why is there a surplus of £6k on teaching staff? Some did not progress to the upper pay scale. If breakfast club is breaking even why is it showing as a deficit of £500?	

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allowed for £16k to come in but might not get it all in by end of March, some may be later.

You have noted that grounds maintenance of £3800 is allowed for but that leaves £3k – what for? This is due to the treatment, as requested by the local authority, of accounting for nursery exterior payments over the year end.

Will you lose the allocation? No. We have checked.

2.2 BUDGET 2017on UPDATE

The budget had not yet been drawn up. In discussion CT informed

- This school spent more than the usual percentage on support staff and savings here were likely to be dependent on natural wastage.
- As governors were aware, national insurance and pension contributions continued to increase.
- At a recent meeting called by the local authority it had been confirmed there was no money available to cover increases in overheads.
- The nursery is only short 3 spaces next year.
- The early years' budget was awaited and was expected to be roughly the same as last year.
- The formula budget had increased by £26k
- High Needs was decreasing by £1025
- Pupil Premium was estimated to be £580 less.
- Staffing costs based on existing provision would be almost £20k more.
- Clawback of £27k was possible for the nursery. At the moment only 28 spaces of the 50 had been taken, despite advertising for 3 months and offering 3 different timing options. Wraparound care was still not considered possible.
- Other increases were: maternity £5k; Apprentice levy £4k and rates £1600.
- Other expenditure. The reception canopy needed replacing £18k and governors agreed it should be replaced to keep with their vision of the school. A new server £4k and new Wi fi was needed.

What is the situation re insurance? It is going up for long term sickness too much.

Can the partnership help out? We are sending a letter to the local authority as it isn't very transparent. As a partnership 13 schools pay £100k and it is worth exploring elsewhere.

A governor had had good private HR and insurance experience.

TR arrived 16.47

Governors recalled pupil premium spending was mainly on staffing, resources and 'ride the wave'.

Can a private company help out on ICT? I wouldn't feel confident doing this on my own but maybe within in a partnership. We do need assistance with SIMS and data.

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	<p>CT added:</p> <ul style="list-style-type: none"> • Learning support service (for school improvement) would probably have to be dropped but there was still a lead in time before savings would be seen. • Capital expenditure from revenue account. The local authority had included this £10.5k in the budget despite the school informing they wanted responsibility to remain with the local authority so that would need to be returned. Governors were disappointed in the actions of the LA. <p>Two governors had recently attended training including on checking value for money and reinforced the importance of governor monitoring this area.</p> <p>2.3 BENCHMARKING Information on comparative data in the local authority had already been considered as had general benchmarking tools and guidance. In addition CT had attended a meeting with the partnership on benchmarking as had AB at the business manager forum. The school was spending less than average. In discussion governors were satisfied benchmarking was being used appropriately and usefully and no further action was required by governors at present. AB was thanked and left 17.28 CT left temporarily to find SM and discussion turned to item 8.</p>	<p>NT</p> <p>IL TR</p>
3	<p>MINUTES from Previous Meeting The minutes were agreed to be an accurate record and signed accordingly.</p>	
4	<p>MATTERS ARISING</p> <ul style="list-style-type: none"> • A governor had reviewed the business continuity plan which was progressing. A grab pack was now available in ABs desk • All governors confirmed their support for NT to chair finance related work. <p>All other items had either been completed or being followed up elsewhere.</p>	
5	<p>POLICY MONITORING AND UPDATES 5.1 Charging Policy No amendments to the policy were suggested by the school or evaluative data provided. Can children go on trips? Yes, using part of the pupil premium or 'riding the wave' money if necessary. They go on one trip with a coach per annum and other trips are local, covered by fundraising. JJ leaves 15.45 CW takes notes thereafter. 5.2 Insurances RG to report back at a further meeting.</p> <p>5.3 Staff Structure A staffing structure document as at Jan 17 was circulated to all governors and CT updated governors with recent staffing movements. What will be the impact on the SMT? CT explained that this had not yet been resolved and that a solution would require some creative thinking. Is there potential for an internal candidate to pick up the role? Placement of experienced staff needed to be made strategically to best manage all the issues within the school.</p>	<p>RG</p>

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	<p>Can you expand on the role of the Forest School PPA Teacher? MV (Melanie Vincent) rotated between year groups, working with each class 2 half terms per year. This is coordinated with the PPA time. MV's role encompasses outdoor learning and grounds development.</p> <p>5.4 Nursery Admissions Policy CT presented an unchanged policy for consideration. Why are EAL children prioritised before siblings? CT will check and clarify. What is the role of the Nursery Admissions Committee? CW explained that historically they assisted with the process at times of significant oversubscription so they could confirm that the admissions criteria had been applied.</p> <p>5.5 Safeguarding/linked policies. HH advised that half termly meetings were taking place with staff and governor representatives from both Patcham Junior School and Patcham High School.</p>	
6	<p>GOVERNOR VISITS These were discussed elsewhere.</p>	
7	<p>HEALTH AND SAFETY AUDIT TR had visited and a Health and Safety Audit had been completed.</p>	
8	<p>FIRE SAFETY CHECK CT returns and SM arrives 17.31 SM displayed the fire safety log book which he had built up SM practically from scratch. He went on to list a number of tests that had been completed and when. Are the checks done internally? Yes but they are now being recorded in a proper system. Who tests the alarms? The Sussex alarm company tests the main fire alarm systems. Tony Bull from the local authority had attended the Stage 1 fire risk assessment on 21.3.16. We received the report which contained 18 problems which was actually better than average. These had now been reduced to 8 and by the end of April only 4, that were funds dependant, would remain. Are the last 4 urgent? No. We have prioritised them. They are installing sockets for the breakfast club instead of using an extension lead and installing automatic fire door closers for the nursery. SM was thanked for his care and attention and left 17.37. Discussion reverted to item 3.</p>	
9	<p>SCHOOLS FINANCIAL VALUE SYSTEM RG explained this related to financial probity. He is due to attend training on the 3rd March and will meet with AB afterwards. He will subsequently complete a report for governors.</p>	
10	<p>SUCCESSION PLANNING NT confirmed she would be chairing subsequent Finance items. Governors collectively thanked her for accepting the role.</p>	
11	<p>ANY OTHER BUSINESS 11.1 Swimming Pool. CT updated governors about the situation with the swimming pool. He had written to parents explaining no further swimming could take place this year and that the fabric and structure of the pool was seriously</p>	

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	<p>compromised due to age and wear and tear. A governor confirmed that from a health and safety perspective the structure was not fit for purpose. An initial quote has been obtained to replace the structure which came in at around a minimum of £40K. In addition it was noted the Site Manager was spending around 3 hours a day to support the swimming, the lack of water to the building and that the voluntary contributions made did not cover the cost of the swimming teachers. There is no central funding to support the pool as swimming is not part of the KS1 curriculum. Historically the financial support has always come from the Fund Raising Group and parents. CT had explored grant options from Sports England but our requirements do not fall within their remit. A Fund Raising meeting was taking place on 22nd February. CT has invited members to come and view the pool and building. 11.2 Complaints Policy CT presented Governors with an unchanged policy, Governors agreed to renew for a further for a further year. The meeting ended at 6.30pm</p>	NT
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..... Signed dated [signature at meeting 5.4.17 recorded in the minutes of that meeting]

	Owner	ACTION	Due Date
2	NT	Take forward governor involvement in budget drafting	
2	IL TR	Submit training reports	
5.2	RG	Report on insurances	
11.2	NT	Follow up evaluative report.	