

Beaford Community Primary and Nursery School

Minutes of Governors Meeting for Finance, Personnel & Premises

Thursday 10th November 2016

Summary of Outcomes & Decisions

- SD was elected as Chair
- Changes to the school budget were agreed. Income and expenditure budgets for extended services and capital were agreed. Capital spend for an interactive touch screen was approved.
- A revised 3 year budget forecast was reviewed and agreed.
- Health & safety and maintenance tasks were reviewed and agreed.
- The following policies were reviewed and agreed:
 - Finance – to be agreed by FGB
 - Teachers pay policy
 - Teacher appraisal
 - Recruitment and selection
 - Flexible working
 - Whistleblowing
 - Acceptable behaviour
 - Maternity
 - Managing information disclosed during employment

Present: Annette Yates (AY), 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 None

3 Minutes of Last Meeting

3.1 The minutes from the 26th May 2016 meeting were agreed and signed by SD.

4 Election of Chair

4.1 SD was nominated as the new chair by AH and seconded by AY.

5 Review of Actions

5.1 No actions to review

6 FRS Statements

6.1 School Budget Share.

6.2 Pupil premium income is higher than budgeted as there is an additional pupil premium child and £279 was received for the Early Years pupil premium. Nursery lunch club budget needs to be decreased as fewer children are paying for additional hours. There are currently 6 children attending the 2 ½ year old paid sessions. The teaching assistants pay has changed as a member of staff has gone on maternity

leave and the post has been covered internally. There is a maternity pay commitment of £3000 which had not been budgeted.

- 6.3 A payment of £1964 was made for the Parent Support advisor under other staff costs which was not included in the original budget. Professional development not included in the SIP has been significantly lower than budgeted as the majority of staff training has been identified in the SIP.
- 6.4 Support by the headteacher and senior teachers to other schools has increased to £13910 due to an increase in the visits. Expenses associated with this (supply cover) have also increased. It is predicted there will be a net income of £12030 for this work. **Governors asked how this will be affected if the school becomes a MAT.** The headteacher advised that this income has a significant impact on the budget of the school which could not be lost if the school becomes part of a MAT. Additional payments for support work will need to be discussed at MAT level.
- 6.5 Curriculum costs have increased since the budget was set. Some purchases from this have been covered by the PTA and other donations which have been paid into grants and external.
- 6.6 The FSM income for KS1 is £419 lower than budgeted due to changes in pupil numbers last year. The catering pay is now £492 higher than budgeted as a kitchen assistant has been employed on a temporary basis for 3 hours a week to help with the increased numbers of meals. Daily numbers have grown to over 60 meals a day with roast on Wednesday and fish and chips on Friday regularly over 70 meals.
- 6.7 Governors agreed to make the following budget changes:
- Pupil Premium income to £17019
 - Nursery lunch club income reduced to £8560
 - Teaching staff budget to £243260
 - Teaching Assistants budget to £60285
 - Other staff costs to £3652
 - Professional Development non SIP to £550
 - Income for support £13910
 - Expenses for support £1880
 - Curriculum costs £6360
 - Educational visits – income budget £1118, expenditure £1000
 - FSM income for KS1 £11671
 - Catering pay £15342.

6.8 Capital

- 6.9 Maintenance tasks identified in the Asset Management Plan are included in the schools budget. Staff are currently writing a long term ICT plan which will allow a rolling programme of replacement for laptops and Ipads. An inventory of current equipment is being completed so the school can identify where there is a need for new equipment. The plan will also look at the possibility of leasing equipment instead of purchasing. Leased equipment has to be paid for out of the SBS not capital. The benefit is that there is no capital costs of replacing equipment every few years.
- 6.10 The projector in Owls classroom has broken and currently we have borrowed one from GTS. The school would like to replace the projector and smart board with an interactive touch screen. The smart board would then be used to replace the outdated one in a different classroom. The ICT co-ordinator is currently looking at touch screens and working with the class teacher to decide which will be the best one for use in the school. The cost is around £2000 - £2500. Governors agreed to the purchase of a touchscreen up the value of £2500 subject to the quotes required in the finance policy.
- 6.11 An income budget of £4902 and expenditure of £2500 was agreed.

6.12 Extended Services

- 6.13 The before and after school club is well attended with several children using this on a regular basis. It continues to break even. Staff costs have increased from last year as due to increased numbers it has been necessary to have 2 members of staff if there are over 8 children attending. An income budget of £5300 and an expenditure budget for staff of £5300 were agreed.
- 6.14 **Governors asked if it was necessary to tighten the rules for this service.** Currently parents only pay if their child attends and there is no charge if they are ill or do not attend their regular session. There is a charge if the school is not notified 24 hours prior to an absence. Governors suggested that where children have regular weekly sessions if they do not attend then a charge should still be made. The headteacher advised that the school wishes to keep the before and after school club affordable for all families and that this could penalise families who commit regularly to the club. It was agreed that the rules would be tightened for absences, particularly a charge made if no notice is provided of an absence. Parents have recently been reminded of this and another reminder will be sent. This will be reviewed at the end of the year.

7 Review 3 Year Budget Forecast

- 7.1 An estimated budget for 2017/2018 has been calculated based on actual pupil numbers from the October 16 census (89 pupils). This is 10 more than last year. There continues to be a high level of mobility at the school which makes it difficult to predict future pupil numbers. **Governors asked if there was capacity for these additional pupils and how the mobility of pupils affects the school data.** The headteacher advised that there was space in the current classes for additional pupils and that only two year groups are full. Data will be split into two groups – those children that have always attended the school and those that come into school in KS2. This will help to identify progress of both sets of pupils.
- 7.2 The fairer funding which was originally going to come into place in April 17 has been delayed. Schools have been advised that when this is introduced it will be on a needs led basis so some schools may not see much of a change. Schools have been advised not to include this in their school budget.
- 7.3 The Apprenticeship Levy comes into effect in April 2017 where organisations of 250+ employees will have a 0.5% levy taken from their payroll bill. Maintained Schools will form part of the local authority category and the school will need to fund their proportion of the total payroll bill calculated using numbers on role. The school do not yet know how much this will be and it has not been included in the budget plan.

8 Policies

- 8.1 **Finance** – No changes have been made to this policy. This was reviewed and agreed by governors and will go to the next FGB meeting for approval.

9 Update on this terms H&S / maintenance actions

- 9.1 **Outcomes from Risk Assessments.** Outcomes from Health & Safety risk assessments were shared with governors. This included a list of tasks for completion. A recent monthly legionella check has identified various non-conformances including some dead legs which need removing, a problem with the secondary pump on the boiler and the requirement to replace taps and the blending valve in the toilets. This check was carried out by a new representative. These actions will be carried out asap and reported at the next meeting.
- 9.2 The DCC health and safety audit was due on the 28th November. The school has been informed that the person completing the review has left DCC and we are waiting to confirm a new date.
- 9.3 **Maintenance Checks.** Two areas which need to be addressed are replacement of the flat roof and the external refurbishment of the old school house. Quotes are being sought for this work.

10 Policies

10.1 The following personnel policies were reviewed and agreed. These are DCC policies so no changes have been made.

- Teacher appraisal
- Recruitment and selection
- Flexible working
- Whistleblowing
- Acceptable behaviour
- Maternity
- Managing information disclosed during employment

10.2 Teachers Pay Policy: This is a DCC policy that the school updates with its own details. Governors reviewed and agreed the policy.

11 Date of Next Meetings

11.1 To be confirmed

12 Summary of Actions

No actions

Minutes Authorised By:

Date: