

THE GOVERNING BODY OF HIGHBURTON CE (VC) FIRST SCHOOL

Minutes of the meeting of Finance and Premises Committee held at 4:00pm at the School on Tuesday 22 May 2018

Present:

Mrs Janet Clapham, Mrs Susan Dunn (Chair), Mr Matthew Evans, Mrs Gaynor Leadbeater, Mr Martin Ward,

In Attendance

Mr Chris Berridge (Minute Clerk)

The meeting was quorate.

| Agenda Item | Discussion and Decisions | Action – who / by |
|-------------|---|-------------------|
| 331. | <p>Apologies for absence, consent and declaration of interest</p> <p>Apologies had been received from Mrs Clare Slater and Mr Graham Booth. The Governing Body does not grant Consent for absence.</p> <p>There were no declarations of interest.</p> | |
| 332. | <p>Notification of items to be brought up under Any Other Business</p> <p>The following items were notified for discussion under Any Other Business</p> <ul style="list-style-type: none"> • School Governors Hidden Page • Estate Management guidance | |
| 333. | <p>Minutes of the Previous Meeting held on 16 March 2018</p> <p>Resolved: That the minutes of the meeting held on 16 March 2018 be approved and signed by the Chair as a true record subject to the following amendments:</p> <p>Amend minute 324 to read:</p> <p><u>Business Continuity Plan (Minute 315 refers)</u></p> <p>Mrs Clapham advised the meeting that she had discussed this matter at the Pyramid School Business Managers meeting and had been given an assurance that all Pyramid SBMs would support each other during a period of illness. In particular, Flockton First School had approached Mrs Clapham with a view to setting up a 'buddying' system between the two schools.</p> | |

| | | |
|------|--|-----------------------------------|
| | <p>The Head Teacher responded that the additional hours which Mrs Robinson had been working were to train on Money Manager and the additional hours were no longer necessary.</p> <p>The Head Teacher advised that if the SBM was absent through illness for any length of time then the school would approach the Heads of the other schools to arrange cover.</p> <p>The Head Teacher agreed to discuss the possibility of establishing a 'buddying' system with the Head Teacher at Flockton First School.</p> <p>Question: Did Flockton approach Highburton regarding a 'Buddying' system? Answer: In response, Mrs Clapham replied 'Yes, It appears that we work in similar ways i.e. using Money Manager and Intergis'.</p> <p>Question: Does the insurance cover work the same as teaching staff? Answer: The SBM has to be off for 20 days before Insurance for cover is payable.</p> <p><u>Budget 2018-19 Minute 326 refers</u></p> <p>Amend 'lost' to read 'cost' and 'SMB' to read 'SBM'.</p> | |
| 334. | <p>Matters Arising</p> <p><u>Emergency Plan (Minute 324 refers)</u></p> <p>The Head Teacher advised the meeting that Mr Booth had updated all emergency contact number for Kirklees Council and the Emergency Plan had been published on the school website. The plan has been approved by the Staffing and Welfare Sub-committee.</p> <p><u>Business Continuity (Minute 324 refers)</u></p> <p>The Head Teacher advised that she would be speaking to the Head Teacher at Flockton regarding the possibility of establishing a buddying system.</p> <p><u>Budget – FOHB (Minute 325 refers)</u></p> <p>The Head Teacher advised that the Chair of the FOHB had recently changed and suggested that it would be nice for a Governor to arrange to go and talk to the FOHB group about fundraising.</p> <p>Mrs Clapham agreed to find out when the next meeting was scheduled for.</p> | <p>GL</p> <p>JC</p> |

335.

Year End V Actual

Mrs Clapham distributed Period 13/Year End 2017-18 Budget sheet which showed a YTD budget of £737,862 and an actual spend of £695,091 giving a variance of £42,771.

Mrs Clapham explained that the largest spend was on employees at 85.5% of the budget, 18.6% of spend was on Supplies & Services, and 9.1% on Premises. Mrs Clapham further explained that the only influence on spend was potential on some Supplies & Services.

Mrs Clapham identified a number of significant variances and had provided explanatory notes on the budget spreadsheet.

Employees:

Budget £584,315
Actual spend £593,970
Variance £9,655

Premises related:

Budget £68,473
Actual spend £63,540
Variance £-4,933

Supplies & Services:

Budget £88,659
Actual spend £130,519
Variance £41,860

Income:

Budget £-8,750
Actual spend £-92,955
Variance £-84,205

There was a carry forward contingency of £-5,115

Mrs Clapham explained that the overall carry forward figure of £42,771 represented 6.15% of the Actual for period 13 which was £695,091.

Question: Admin/Clerical states under value for accrual. What is the threshold?

Answer: It is £250

Question: What is the timescale for undertaking DBS re-checks?

Answer: There is no legal specification. Checks are undertaken if gets a new role within school or is new to school. If the role is voluntary, there is no charge for the DBS check.

| | | |
|------|---|-----------|
| | <p>Question: Can you explain the apprenticeship levy? Answer: The Government sets the rate at 0.05% of salary budget, which is only payable if the salary budget is in excess of £3.5million which Kirklees salary budget is, so we have to pay.</p> <p>Question: Where does the money go? Answer: In response, Mrs Clapham explained that after 2 years, if the money is not spent on apprenticeship training, the money would be lost, however it could be transferred to another school in the Pyramid to avoid being lost.</p> <p>Mrs Clapham advised that Academies don't have to pay the levy as their salary budget would be under £3.5Million.</p> <p>Resolved: That the Year End Budget be approved and submitted to the next meeting of the Full Governing Body for signing off.</p> | JC |
| 336. | <p>Budget 2018/19</p> <p>Mrs Clapham distributed The School Budget Share Allocation for 2018/19, the Final Budget summary 2018/19 together with explanatory notes.</p> <p>Mrs Clapham explained that the school did not receive enough in the Budget to run the school and specifically highlighted the fact the SEN funding wasn't sufficient to cover the actual costs and therefore the school relied upon having a carry forward amount.</p> <p>Mrs Clapham further explained that the Carry Forward money was used for Learning Resources, ICT Resources and some Administration.</p> <p>The information provided showed a total Budget Share allocation 2018/19 of £683,869 and £717,310 was the amount needed to run the school which left a shortfall of £33,441.</p> <p>The Actual Carry Forward was £42,771.</p> <p>Mrs Clapham explained that the difference between the Budget, allocation and Carry forward would leave a Contingency of £9,330.</p> <p><u>Repairs and Maintenance:</u></p> <p>Mrs Clapham explained that £780 had been added to the Budget as contribution to the cost of external painting, with the total job costing over £20,000; the balance of which was being covered by Asset Management. The work was scheduled for Spring Half Term holiday.</p> <p>Question: Does the £33 per pick up of 3 bins include school kitchen waste? Answer: Yes, the same bins are used.</p> | |

| | | |
|------|---|--|
| | <p>The Head Teacher discussed funding for SEN pupils which had an A or B funding rate of £6,900 and £3,300 respectively. The Head teacher advised that an ETA with on costs would be in excess of £15,000 so the funding received was insufficient to cover the costs.</p> <p>Question: The new category for Free School Meals, an additional £770 what is this for? Answer: It is for parents in receipt of benefits and Ever6 funding which provides funding for 6 years after they lose benefit entitlement.</p> <p>Question: The IDACI drop of £88 versus 2017/18, is this because a pupil has left? Answer: the IDACI Index doesn't give us the child details, it is linked to the postcode and benefits.</p> <p>The Head Teacher explained that the school had very little power where or on what to spend the budget; that all buy backs were in place. Other schools had tried to source cheaper buy back but this had ended up costing more i.e. for insurance.</p> <p><u>Mitigants:</u></p> <p>Mrs Clapham discussed the mitigants as follows:</p> <ul style="list-style-type: none"> • Adopted Money: The Head teacher had checked and the school should get funding for 3 pupils at £2,300 each • 1 SEN child will get funding at top level, costs already in budget, the full year benefit of £6,900 income was included in the budget. • 1 SEN child awarded level B funding, the full year benefit would be £3,300 • £825 back pay for 1 SEN child to come in 2018/19 from 2017/18 due to a finance/SENACT error. <p>Resolved: That the 2018/198 Budget be approved and submitted to the next meeting of the Full Governing Body for signing off.</p> | |
| 337. | <p>Benchmarking</p> <p>The Head Teacher distributed a custom benchmarking report and explained that these could now be customized to select schools in the local area</p> <p>The custom benchmarking report showed Highburton and several other local infant & Nursery schools, first Schools and Infant & Junior Schools.</p> <p>Question: What age group is covered by nursery Schools? Answer: It is the year before Reception but Nurseries can be for children of any age from birth.</p> | |

| | | |
|------|--|----|
| | <p>The Head Teacher advised Governors to look at the areas where Highburton was right at the top or at the bottom of the benchmarking and ask for an explanation of this; but further advised that it was very difficult to draw direct comparisons as there were many factors to take into consideration.</p> <p>Question: Is there any money likely to be made available from the building of the Redrow homes?</p> <p>Answer: In response, the Head teacher advised that she had looked into Section 106 and if Redrow hadn't named Highburton CE (VC) First School any money would go directly to Kirklees council and most likely be allocated to Kirkburton Middle School.</p> <p>Governors commented that it would be a good exercise to link the benchmarking to outcomes and performance to identify what value for money was being achieved in the various categories.</p> | |
| 338. | <p>Monitoring / Governor Visits</p> <p>The Head Teacher advised that the budget and Benchmarking were part of monitoring and that there was an annual plan of school visits in place.</p> <p>Governors also consider how the School Fund is being used and to look at the impact of any substantial spend. The Head teacher, however, advised the meeting that there had been no substantial spend.</p> <p>Asset Management visits. The Head Teacher and Mrs Clare Slater had undertaken a visit and had another meeting planned to look at the Asbestos risk Assessment.</p> <p>The Health & Safety policy had been reviewed.</p> | |
| 339. | <p>Any Other Business</p> <p><u>School Governors Hidden Page</u></p> <p>One Governor advised the meeting that she was unable to access the hidden page of the school website. A suggestion was made to try logging in from school. Another governor could not log in from a mobile phone.</p> <p>Agreed: That Mrs Clapham would look into getting access to the governors' hidden page from iPhones.</p> <p><u>Estate Management guidance</u></p> <p>Mrs Dunn made reference to the Good Estate Management of Schools document published in April 16, advising that this was a Government document which needed to be reviewed and a self-assessment undertaken.</p> | JC |

| | | |
|------|--|------------|
| | The Head Teacher advised that there was an asset Management Plan and Property Condition Survey in place and that Asset Management would be going through the Good Estate Management of Schools document. | |
| 340. | <p>Dates of future meeting and possible agenda items</p> <p>Resolved: That the next meeting of the Finance and Premises Committee will take place at the School at 4:00pm on</p> <ul style="list-style-type: none"> • Tuesday 10 July <p><i>Authority Note: Governor Clerking Service to identify a replacement Minute Clerk for this meeting.</i></p> | GCS |
| 341. | <p>Agenda, Minutes and Related Papers – School Copy</p> <p>Resolved: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p> | |