

Beaford Community Primary and Nursery School

Minutes of Governors Meeting for Finance, Personnel & Premises

Tuesday 12th June 2018

Summary of Outcomes & Decisions

- The final FRS statements & CFR report for 2017/2018 were agreed.
- The FRS statements for 2018/2019 were reviewed and changes to the budget agreed
- It was agreed to increase nursery fees to £3.80 an hour
- Benchmarking data was reviewed and the action plan updated
- The following policies were reviewed and agreed:
 - Lettings
 - Security
 - Charging and Remissions
- The AMP register was reviewed and maintenance tasks identified and prioritised.

Present: Annette Yates (AY), Sam Doidge (SD), Alex Heal (AH), Matthew Millichope (MM)

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 20th March 2018 meeting were agreed and signed by SD.

4 Review of Actions

No actions to review

5 FRS Statement

5.1 **Final 2017/2018 & CFR Report.** The final statements for last financial year were reviewed. There was an in year overspend of £2965 for the SBS which was covered by the carry forward from the previous year. There is a predicted carry forward of £14178 for SBS, £741.32 for the extended services and £9843 for capital. Governors reviewed and approved the CFR report for 2017/2018.

5.2 **2018/2019.** The budget has not yet been set in FMS as the school has not yet received notification from DCC that the budget has been agreed.

5.3 **School Budget Share** – There is an in year underspend of £2532 which is covered by the carry forward of £14178. Pupil premium income has been reduced and high needs income increased due to changes in the eligibility of pupils on roll. This will continue to fluctuate over the year. Due to changes in teaching assistants and teaching staff both these budgets are lower than predicted. Governors were advised that the current year's budget is for 85 pupils (number of pupils on roll in October 2017). There will be 91 pupils on roll by the end of this term. In September it is predicted there will be 102 pupils on roll which is a 20% increase on the number of pupils the school are currently receiving funding for. **Governors asked if additional funding was available to the school to help with the large increase in numbers. It was agreed that the school would contact DCC to enquire if additional funding was available due to the large in year**

increase in pupils. The budget included a pay rise for support staff of 4%, FRS now shows the actual amounts (which range from 2% to 8% depending on grade).

5.4 Action 51: HW/AY to write to DCC about additional funding for the increase in pupil numbers

5.5 Governors agreed to make the following changes to the budget:

- Admin staff pay budget to £26863 (pension and NI remain the same)
- PP income budget to £22232
- Increase High needs budget to £58856
- Change TA salary budget to £55956
- TA superannuation budget to £10236
- Teachers pay budget to £262711

5.6 **Capital** – The capital income for 2018/2019 is £4956 (£4000 lump sum plus £11.25 per pupil based on 85 pupils). The income budget will be set at £4956. Capital expenditure was discussed under para 6.

5.7 **Extended Services** – Last year's carry forward is £741.32, which will be this year's contingency. Governors agreed to set TA overtime budget for extended services to £4300 and the income budget to £4300 based on last year's income and expenditure. It will continue to be closely monitored to ensure it is financially viable.

6 Capital Expenditure 2018/2019

6.1 An ICT 3 year plan was previously reviewed by governors. It was agreed that this would be updated and reviewed again in September 2018.

Action 52: AY to update the ICT plan and present to governors at the next meeting.

7 Benchmarking

7.1 The benchmarking data for 2016/2017 was presented to governors. The data compares income and expenditure for the school against schools with similar characteristics in Devon.

7.2 The previous action plan identified the high cost of educational and admin supplies and had an action to check that costs in the future are more aligned to similar schools. The new benchmarking data evidences that this has improved and that the school is now in line with similar schools for administrative supplies and one of the lowest for educational supplies. Energy costs are now also in line with similar schools at £69 per pupil (the highest is £110 per pupil and lowest £13 per pupil).

7.3 Governors noted that income from catering per pupil was high compared to other schools and that expenditure was very low.

7.4 Governors did not identify any further areas that needed investigation but would like to continue to monitor the energy costs and kitchen income/expenditure. This will be added onto the action plan.

8 Comparison of Actual Against Budget 2017/2018

8.1 Governors were provided with information which showed the variance between the actual budget and actual income/expenditure for 2017/2018.

8.2 The actual spend for cost centres against the original budget were reviewed. Each time the forecast statements are reviewed governors agree to make changes to the budget which is then shown as the current budget on the reports. Governors noted the following:

- High Needs - changes in element 3 funding for pupils with EHCPs. This increased over the year with no children eligible when the budget was originally agreed to 3 children eligible by the end of the year. Backdated money of £1625 has not been paid in this year's budget but had been budgeted.

- Early Years funding - additional children started and some increased hours due to the 30hpw funded hours from September 2017. Always difficult to predict early years funding as based on actual hours attended each term which is difficult to predict. This is the last year there is a £2000 lump sum.
- Pupil Premium - changes due to movement of children – particularly CiC who started or left during the year and where PP is paid termly.
- PE funding income - PE funding income doubled from September due to the new sugar tax
- Other Staff Costs - original budget included estimate for staff absence insurance only. In July apprenticeship levy was started which was £117pm – revised budget reflected this.
- Teaching Assistants - changes in TA hours over the year to meet demand. Additional TA's employed in FSU and KS2.
- MTA - additional MTA employed to meet the needs of children not known when budget was set.
- PE Sports Expenditure - expenditure was increased as income was doubled from September. Permanent outdoor play equipment purchased (goal and basketball hoops).
- Income for Support - support work is no longer available as there have been changes at DCC. School has completed some maths support through the NDTSA.
- Curriculum costs - this includes photocopying costs. Budget was based on previous years spend but less spent on resources this year.
- Office Costs - this includes ParentMail charges and receipts for copying the Beaford Bugle. Actual expenditure was £3130 but receipts for photocopying and donation from Beaford guides for use of the hall have been paid into office costs (these should be paid into grants and external). This will be changed next year.
- Catering Pay - a catering assistant was employed from September 2018 (casual before this) to assist in kitchen due to increased uptake of school meals.

9 Review Nursery Fees

- 9.1 Nursery fees are currently £3.60. There has not been an increase in nursery fees for at least 5 years. A review of nursery fees in the Torridge area has identified that the average is £5.00. The school receives £4.02 from Devon County for funded 3 year olds and £4.90 for funded 2 year olds. Where both parents of a child work they can be eligible for up to 30 hours of free child care which has meant that fewer parents are paying the school directly for nursery hours. To help with the increase in staff costs and energy bills over the last few years the governors agreed the fees should be increased to £3.80 an hour from September 2018. These will then be reviewed annually in September.

10 Arrears

- 10.1 **Governors agreed to go to part 2 minutes.**

11 Policies

- 11.1 **Charging and Remissions** –The policy now includes an equality and safeguarding statement. The remissions information has been updated. It was reviewed and agreed.



Charging_Remissions
_Policy_April_2018.pr

12 Health & Safety/Premises – Policies

- 12.1 **Lettings** – There are no changes to this policy. It was reviewed and agreed.



lettings 18.pdf

- 12.2 **Security** – The site audit is now bi-annual. The key documents available to staff have been updated. New rules have been included on children walking home from school unaccompanied and lone working

information is now included in this policy (was previously a standalone policy). The policy was reviewed and agreed.



security and Lone
working 2018.pdf

13 Premises Maintenance

13.1 Feedback from H&S Site check – MM completed a site security and Health & Safety check with the headteacher and business manager on 5th June. Prior to this additional fencing has been installed around the field and a new gate added to the staff car park to increase the security of the site. The following items were identified from this walk around:

- Debris to be removed from gutters at the front of the school
- Planters in playground need the metal banding secured
- The noticeboard and intercom to be removed from the front entrance
- Gate by the oil tank needs repair of rotten wood
- Fence in nursery area needs repair of a broken slat and additional fencing at back of garden.
- Hooks to be put in Otters and Owls to hold the key to the new carpark gate

13.2 These jobs have been included on the AMP register and will be completed this term.

13.3 Review AMP Register – Maintenance jobs identified on the register were prioritised. It was agreed that the exterior of the Foundation Stage Unit should be painted this year. There is some rotten wood which needs replacing and maintenance of the render along the bottom of the building. The render will also be painted. Other maintenance tasks identified are painting the external area of the old school house and replacing the windows in the classrooms and staff room. Quotes will be sought for these jobs although it may not be possible to complete them all this year due to budget constraints. .

Action 53: HW to get quotes for maintenance jobs – External decoration of the FSU and old school house and replacement of windows.

13.4 DCC Maintenance Work – the school has received notification that the Devon County maintenance scheme will pay for the flat roof to be replaced and for the old school house windows and fascias to be replaced. The roof will be completed in the summer holiday (along with installation of new skylights) and the old school house in the October half term (planning permission is required as it is a conservation area). It was agreed that the school would ask for quotes for painting the old school house when the windows are being replaced.

13.5 Prioritise School Funded Maintenance – this was included in the AMP register review.

14 Review Staffing From September

14.1 Governors agreed to go to part 2 minutes

15 Date of Next Meeting

- To be confirmed at AGM in September 2018

16 Summary of Actions

Action 51: HW/AY to write to DCC about additional funding for the increase in pupil numbers

Action 52: to update the ICT plan and present to governors at the next meeting.

Action 53: HW to get quotes for maintenance jobs – External decoration of the FSU and old school house and replacement of windows.