

## Minutes of the General Purposes Committee Meeting held at Bugthorpe Primary School on 15<sup>th</sup> May 2017 – 4.15pm

Present:

Mrs A Ekers, Mrs L Battle, Mrs C Garside, Mrs Leonard, Mrs K Douglas School Business Manager

1. **Apologies:** Apologies for absence were received from Mrs Fenton.
2. **Premises Health and Safety** – Mrs Ekers had undertaken a health and safety inspection with Mrs Smart, Mid-day Assistant. Issues raised were two holes in the fence, puddles on the playground, drain covers, the playhouse needed some care and the walls to the dining area needed repainting. Classes 1, 3 and 4 had been identified for decorating. All work was scheduled to be undertaken in August by Mr Sunderland.
3. **Finance** – the attached general purposes report and additional notes provide detailed information and support these minutes.
4. **Declaration of Pecuniary Interests** – There were no additional interests to those already declared in September and on the register.
5. **Minutes of last Meeting** – The Minutes of the last meeting were agreed as a true record and signed.
6. **Matters Arising** – Any matters arising were agenda items at this meeting.
7. **Schools Financial Value Standard** – the Financial Induction for new Governors, Written Statement of Roles and Responsibilities, the Scheme of Delegation and the staffing structure had been previously circulated for consideration. The staffing structure would be discussed in agenda item 16. Governors noted that the financial induction document was a generic template that was used by the schools finance team and should be adapted by individual schools and include up to date information each time an induction took place.

AGREED: that the following documents be approved:  
Financial Induction for new Governors  
Written Statement of Roles and Responsibilities  
Scheme of Delegation

8. **School Fund** – The School fund audited accounts for year ending 31<sup>st</sup> December 2016 were circulated to governors. Mrs Ekers explained that taking part in the baseline assessment trial had earned the school £380 and the Christmas raffle had raised £468.00. Expenditure included lots of books and equipment for use across the school and the year end balance of £740.91 was noted.

AGREED that the school fund audited accounts be approved.

9. **Financial developments** – Mrs Douglas provided an update of additional funding as detailed in the report to governors general purposes committee. Governors noted what the PE grant for 2016/17 had been spent on and the planned spending of the grant for 2017-18. These details were provided in a letter due to be circulated to parents later in the week and published on the school website.
10. **Budget Monitoring Month 12 Prints 2016/17** - The budget monitoring reports were explained to Governors as detailed in the finance report which was agreed by Governors and is included as part of these minutes. The reasons for the variances of + or - £1,000 were accepted. Governors noted that income from nursery fees was almost 50% more than the original budget. Mrs Douglas explained that the expected year end carry forward would

be in the region of £44,000. The month 13 interim closedown budget monitoring reports indicated a c/f of £44,500. Mrs Ekers explained that this carry forward was needed in order to retain the current four class structure. There would be just one small cohort in Y4. All other cohorts sizes ranged from 9 - 16.

**11. Catering Profit and Loss Account 2016/17.** – Mrs Ekers explained that the catering profit and loss accounts for both Bugthorpe and Sutton upon Derwent schools were not good. Both schools were in a catering deficit, Bugthorpe over £8,232 and Sutton £3,517 making a combined loss of £11,749. At Bugthorpe there were a number of reasons for this.

- a) The small schools transition funding of £2,300 per school that had been granted when UIFSM were introduced in September 2014 had now been withdrawn.
- b) The income from Sutton upon Derwent had reduced this year by over £2,000
- c) The UIFSM grant was almost £4,500 less than last year, indicating fewer children taking a UIFSM.
- d) The cost of the catering service had risen by over £3,000. This included increased staffing costs and increased food/supplies costs
- e) There was no contribution from the school budget included in the income (historically it was suggested that schools budget £6,000 from the schools block funding to help support the catering service).

Mrs Ekers, Mrs Douglas and Mrs Collier had met with Mrs Galvin from the LA Catering Unit to discuss the catering service and costs across both schools. Analysis of the situation revealed that staff hours in the kitchen were too high for the number of meals cooked per day. Mrs Galvin produced a grid table providing details of the number of cook and catering assistant hours needed to provide a service according to the numbers of meals being cooked. This identified that the Cook was employed for 5hpw more than was needed. Other solutions suggested included investigating creating a servery at Sutton upon Derwent. This would mean that the trays and cutlery could be washed and stored at Sutton and returned to Bugthorpe the next day when the meals were collected. This would mean that there would only need to be one return journey from Sutton to Bugthorpe thereby halving transport costs and reducing staff time for the driver. It was also suggested that both schools budget a contribution from the schools block to help sustain catering.

AGREED:       Reduction in Cook's hours - from 35 to 32.50  
                  Investigate creating a servery at Sutton upon Derwent school  
                  Both schools to budget £6,000 from the schools block funding to  
                  support the catering service

**12. After School Club** – Mrs Ekers reported that Premier Sports staff were now running after school club one afternoon per week and this had helped to promote ASC. Governors noted that for the second year running, the after school club had made a profit. This year the profit was £1,665. No fund raising had been done to support this.

**13. Appendix A Schools Budget Share 2017/18.** The Appendix A sheet had been previously circulated. Mrs Douglas provided an overview of the new funding blocks that make up the total funding for the school. Explanation of the different funding blocks is provided in the finance report. Governors noted that this year's funding was £10,519 more than last year because there were more pupils and more early years funding.

**14. Devolved Capital – Premises/ICT** – Mrs Douglas explained that there was £552 devolved capital carry forward from 2016/17 plus the 2017/18 allocation of £4,736 making a total of £5,288 devolved capital available for 2017/18. Mrs Ekers reported that a fence and gate between the nursery outdoor area and class 1 outdoor area had been installed.

**15. Class Organisation for September 2017** – Mrs Ekers explained that the current four class structure would remain from September 2017. Nursery would be open full time. The class structure had been planned as below:

<b>Class</b>	<b>Teacher</b>	<b>No. of Children</b>		
Class 1	Miss Stephenson	YN	8/9	
		YR	10	18/19
Class 2	Miss Hill	Y1	9	
		Y2	12	21
Class 3	Mrs Battle/Mrs Young	Y3	16	
		Y4	6	22
Class 4	Mr Bealey	Y5	15	
		Y6	9	24
Total				77 + Nursery

Governors noted that class sizes were well balanced this year.

AGREED: The structure of the classes was approved.

**16. Staffing structure September 2017** – Mrs Ekers explained that teachers allocated to classes would remain the same as this year, as shown in the table above.

Mrs Miller would continue to cover PPA one afternoon per week.

**17. CFR Summary** - Mrs Douglas explained that the 3yr plan had been drawn up according to the class structure and staffing structure explained above. The teaching staff level would remain at 4.9fte from September 2017 (includes 0.2 temp contract covering PPA). The balances were discussed and governors noted the in-year deficits. However the carry forward balances in 2016/17 and 2017/18 meant that both financial years ended in balance. Measures would need to be taken next March to address the **-£10,436** deficit as at 31.3.2020.

**18. Approval of Budget –**

AGREED: That the budget for 2017/18 be recommended for approval by the governing body.

Governors authorised the budget.

**19. Any other business .**

There was no other business. The meeting closed at 6.10pm

**20. Date of next meeting –** to be confirmed.