

## **Minutes of the General Purposes Committee Meeting held at Bugthorpe Primary School on 5<sup>th</sup> February 2018 – 6.30pm**

Present:

Mr C Bealey, Mrs E Fenton, Mrs C Garside, Mrs J Leonard, Mrs M Pearson, Mrs D Taylor-Curry, Mrs K Douglas School Business Manager

**1. Apologies:** Apologies for absence were received from Mrs Garcia, Mrs Ross and Mr Tanikal.

### **2. Premises, Health and Safety –**

- Mrs Taylor-Curry explained that herself and Mrs Douglas had undertaken a health and safety inspection during the afternoon. Some finger guards urgently needed replacing. Mrs Taylor-Curry felt that a health and safety audit by the LA would be helpful to take place as soon as possible. There were some repairs needed to the picnic table and the gate between class 1 and class 2. Two refurbishment projects had been identified. One was to replace the teacher desks in classes 3 and 4 and the other was refurbishment of the toilets in class 4. Mrs Taylor-Curry also suggested investment in the early years outdoor provision. Mrs Pearson mentioned the tree stumps near the mound which were in need of levelling off and it was suggested that a parent might be willing to volunteer to do this. New bark chippings were needed in the wooded area. Mrs Garside reported that The Friends were keen to have an outdoor project to work towards. Areas identified for improvement were the early years area, the wildlife area and the celebration garden.

**3. Finance –** see minutes 5 – 14 below

**4. Declaration of Pecuniary Interests –** No changes to those declared on the register of pecuniary interests.

**5. Minutes of last Meeting –** The Minutes of the last meeting were agreed as a true record and signed.

**6. Matters Arising –** A form from the Co-operative bank had been received to change the signatories on the school fund bank account. This had completed and brought to this meeting for signature of approval by the Chair and another governor.

**7. Schools Financial Value Standard –** Mrs Douglas confirmed that the SFVS document was an internal audit form that schools were required to complete and submit to the LA every year. The SFVS had been submitted in the autumn term. Mrs Douglas explained that various policies and documents needed to be approved across the year. The spring term agenda contains the items below that need to be considered and these had been circulated to governors prior to the meeting. Mrs Douglas explained that there were no changes from last year to either the scheme for financing schools or the finance manual for schools. Both these documents had been produced by the LA and were the guidance manuals by which schools operated.

- a) Scheme for Financing Schools
- b) Finance Manual for Schools

**AGREED:** The above documents were approved.

The Finance report to the general purposes sub-committee was circulated and supports these minutes. The report was approved by governors.

- 8. Financial Developments** - Mrs Douglas explained the additional funding that had been received since the autumn term meeting, PE grant and EY pupil premium adjustment as detailed on the finance report.
- 9. & 10. Budget Monitoring Month 9 Prints 2017/18** - The budget monitoring reports were explained to Governors as detailed in the finance report. The reasons for the variances were accepted.

E02 -. The supply budget was currently overspent. Mrs Douglas explained that this was due to supply costs involved in covering staff for CPD and teacher sickness absence. Income had been received for the sickness absence through the staff absence insurance policy.

E19 - included unexpected expenditure for educational visit transport.

I08 – Mrs Douglas explained that school meal income from Sutton on Derwent school for the autumn term 2017 would be processed shortly and would appear on the January prints. Income for spring term 2018 would be charged at the end of the term.

I12 – more income had been received for visits due to changing arrangements for the residential visit to Kingswood Activity Centre.

I13 - income includes donation from Friends for decorating.

Mrs Douglas explained that at the last 3yr plan meeting in September, we had budgeted to carry forward £21,599 to 2018/19. The predicted c/f as at M9 was approx. £14,989. It was felt that the budgeted carry forward could be achieved by limiting spending to absolute necessities until the new financial year.

Devolved capital. Mrs Douglas explained that the balance of devolved capital was £4,595. A similar amount of funding was expected to be allocated for 2018/19. Mrs Taylor-Curry felt that this could be used for the toilet refurbishment in class 4.

- 11. Catering Profit and Loss Account** – The catering profit and loss account was circulated. Mrs Douglas explained that it was likely there would be a deficit at financial year end. As at M9 there was a deficit of -£7,590. Income from Sutton upon Derwent for meals supplied in the autumn term (approx. £5,500) was not included therefore a realistic deficit for the current period would be £2,000. This was the amount of deficit that was indicated on the shared profit and loss account for both Bugthorpe and Sutton upon Derwent schools. At the end of the financial year the catering summaries for both schools will be reviewed with any “profits” being shared, and likewise any “deficits” being split equally between the two schools. Mrs Pearson asked about school meal uptake. Mrs Taylor-Curry explained that the number of children taking a school meal had increased since the introduction of the jacket potato option. Theme days would be planned for the summer and these were always popular with the children, as were “children’s choice” days. Mrs Taylor-Curry reported that moving from flight trays to plates and dishes had been a positive move forward and the children were enjoying the food more when it is served this way.

**12. After School Club Profit and Loss Account**

The after school club profit and loss account was circulated. Currently the ASC profit and loss account was showing a profit of £2,768. Profit for year ending 31.3.17 was £1,665. It was felt that the profit for 2017/18 would exceed that of 2016/17. Mrs Pearson asked if breakfast club was available to children. Mrs Taylor-Curry explained that currently breakfast club facilities were not available, however this was something that was being investigated. The implications of opening breakfast club would mean that the school would need to register the out of school provision with Ofsted and would be subject to Ofsted regulations in running out of school clubs. Mrs Pearson asked why the after school club was not open on Fridays. Mrs Douglas explained that when the after school club was

set up there was not sufficient demand for places on Friday to make it viable. In the early days cinema nights had been held at school and the proceeds of admission had been used to help the after school club be sustainable. Over the years demand for places had increased and the after school club was now in a position of being a financially sustainable entity.

### 13. Pupil Premium

Mrs Taylor-Curry provided a breakdown of spending of the pupil premium grant of £5,120. This had been spent on teaching assistant costs, subsidising school visits and SENCO support costs. Mrs Taylor-Curry felt that parents needed a clearer understanding of free school meals and universal free school meals.

### 14. PE and Sports Grant

A copy of the PE and Sports grant funding together with expenditure to date was circulated. The grant this year was £16,630. This had been spent on coaches from JR Sports delivering PE lessons, the schools sports partnership subscription fees, transport for swimming lessons, equipment, sports leader awards for Y5 and Y6 children, Freddie fit training, Jazz hands and transport costs involved in taking the children to events/tournaments/fixtures. Mr Bealey explained that the government had pledged funding until 2020 for schools to provide a legacy for health and fitness in the future. Mr Bealey was aware that Stamford Bridge were looking at an all weather track round the school field, and suggested that this might be a good investment to consider for future years funding in order to provide a lasting legacy. Mrs Douglas agreed to share quotes that the PE coordinator at Stamford Bridge had gathered in.

**15. Nursery Sessions –** Mrs Taylor-Curry provided details of the number of children attending nursery on each day of the week. Currently there were 7 children on the nursery register and these children were expected to enter the reception class in September 2018.

**16. Proposed Class Structure 2018/19** - Mrs Taylor explained that it was hoped that the current 4 class structure would continue next year but expressed concern about this structure beyond the next academic year. 7 children were expected to be admitted into reception in September 2018, and there was likely to be 7 nursery aged children in September 2018. The numbers of children in each cohort were considered and potential class sizes from September 2018. This was likely to be as follows:

Class 4	21	(Year 6 = 15	Year 5 = 6)
Class 3	28	(Year 4 = 16	Year 3 = 12)
Class 2	19	(Year 2 = 9	Year 1 = 10)
Class 1	14	(Year R = 7	N2 = 7)

Mrs Taylor Curry explained that the two cohorts in the current Y5 and Y3 were sustaining the four class structure. However in July 2019 15 children would transfer to secondary education and recent intakes had comprised of between 7 and 9 children. Mrs Taylor-Curry explained that it was vital that strategies were put in place to attract children to the school to increase pupil numbers, particular in relation to attracting children into the nursery.

Mrs Taylor-Curry explained that if we were to look at opening for two year olds we could apply to the LA for staffing costs for a nursery nurse. However Mrs Taylor-Curry was aware that this was a very emotive subject. Discussion took place about the possibility of pre-school coming under the umbrella of school but it was acknowledged that this would need to be approached with sensitivity and in a supportive manner. The key issue to be raised was the sustainability of the provision currently provided by both settings independently, compared with the possibility of securing the future of provision by operating under one umbrella.

Marketing of the school was discussed and Mrs Leonard suggested approaching AVANT for board space in the sales room. New banners were under construction on the A166 which would have a wide visual audience. Governors suggested more coverage in the Pocklington Post and celebrating our successes, and taking part in the Minster FM promotion.

**17. Fairer Funding** – Mrs Taylor-Curry explained that earlier in the year it had been indicated to schools that the AWPU of £2,727 was likely to increase to £3,500 per child from 2018/19. The new AWPU had recently been released and this was £2,842. Although this was a much bigger increase than in previous years it only generated an extra £7K+ on total funding. Mrs Douglas shared a spreadsheet that showed the effect on balances from the previous plan with the extra funding included. The new balances still indicated a deficit budget in 2019/20. The implications of this are that the current class structure of 4 classes from September 2019 is under threat and will not be sustainable beyond the next academic year.

**18. CFR summary and projected balances** -. Mrs Taylor-Curry and Mrs Douglas were meeting with the schools finance officer in March to draw up the five year budget plan and it was expected that plans would need to be put in place to eliminate a deficit budget. Schools were not allowed to set a deficit budget unless they could demonstrate how they would come out of a deficit situation. Mrs Taylor-Curry explained that the revised budget plan for five years from 2018/19 would be presented at the next meeting. It was suggested that it may be necessary to organise an extra- ordinary meeting to discuss this.

**19. Any other business –**

The mandate for signatories for the school fund account was passed to Mrs Garside and another governor for signature.

**20. Date of next meeting** – Monday 14<sup>th</sup> May at 6.30pm.  
Meeting closed at 8.20pm