

Beaford Community Primary and Nursery School

Minutes of Governors Meeting for Resource Committee

Tuesday 9th October 2018

Summary of Outcomes & Decisions

- SD was elected as Chair of the Resource Committee for a term of 2 years
- FRS statements for all funds were reviewed and changes to budget agreed.
- The finance policy and Best Value Statement were reviewed and will be agreed at the next FGB meeting
- First aid data was analysed and feedback on accidents over the past year provided
- The updated Emergency Management Plan was reviewed and agreed.
- Governors agreed teacher pay awards for Sept 2018.

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 Election of Chair

3.1 Applications for nominations were requested before this meeting. SD was nominated by MM before the meeting. This was seconded by AH. No other nominations were received and SD was elected as Chair for a term of 2 years.

4 Minutes of Last Meeting

4.1 The minutes from the June 2018 meeting were agreed and signed by SD.

5 Review of Actions

Action 51: Ongoing - HW/AY to write to DCC about additional funding for the increase in pupil numbers. Now the actual pupil numbers from the Oct 18 census are known this will be done.

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

Action 53: Partly complete - HW to get quotes for maintenance jobs – External decoration of the FSU and old school house and replacement of windows. The FSU was painted over summer holiday. Other maintenance jobs are on hold until the budget is reviewed at the December meeting.

6 FRS Statement 2018/2019

6.1 **School Budget Share** – Governors were made aware that due to staff changes in January and the unknown costs associated with these that it is very difficult to budget staff costs accurately at the present time. The school will be in a better position to provide an accurate budget by the December Resource Committee meeting.

6.2 The Early Years funding budget has been reduced to £34000 from £42990. This is due to fewer pupils in the nursery this year (the original budget was estimated on the previous year's income). £20012 was paid for the Spring. This has decreased to £7448 in the Autumn term and £7825 for Spring term based on

projected pupil numbers and hours. Additional paid nursery hours have increased due to an increase in 2 ½ year olds starting paid sessions and additional paid hours for 3 year olds who not eligible for 30 hours funding.

- 6.3 Governors agreed to reduce the teaching assistant budget to £67000. Two teaching assistants left in September 2018 and an advert is currently in place to recruit one new teaching assistant. **Governors asked if there were currently enough teaching assistants in place to meet the needs of the school.** The headteacher responded that there are currently 2 teaching assistants on casual contracts which will remain in place until a permanent TA is employed. Changes in pupil numbers in the Early Years and those needing additional support will also have an impact on teaching assistant hours.
- 6.4 £3560 has been received from the PTA for class tables, a school trip to the Devon County Show, a Wildlife Trust workshop and a contribution towards the outdoor play equipment.
- 6.5 **Capital** – £4000 has been budgeted for 2 new interactive screens to replace old interactive white boards. Income this year is £4956 and the budget will be set to this. Additional Capital spend will be identified by the school in the capital plan.
- 6.6 **Extended Services** – Last year’s carry forward is £741.32, which will be this year’s contingency. The income budget is to be set at £3790 and expenditure at £3350. This will be reviewed regularly as the school budget cannot subsidise extended services.
- 6.7 Governors agreed to make the following changes to the budget:
- Increase Curriculum costs expenditure to £8500
 - Increase Broadband costs to £1724
 - Increase income from grants and external to £5500
 - Increase additional nursery hours budget to £4300
 - Increase income from catering to £16000
 - Increase general supply to £1500
 - Reduce Early Years Income to £34000
 - Change PP income to £20680
 - Change UIFSM income to £13839
 - TA Salary budget to £67000
 - Admin staff budget to £26863
 - Extended services income budget to be set at £3790 and expenditure at £3350
 - Capital income budget to be set at £4956

7 5 Year Plan

- 7.1 This will be reviewed at a Resource committee meeting in December. An additional meeting has been agreed for the 4th December to look specifically at finance and staffing due to anticipated changes in the new year. As details have not yet been confirmed it is difficult to budget at the current time.

8 Capital Expenditure 18/19

- 8.1 The headteacher will review capital spend and a plan including an updated ICT plan will be presented to governors at the next meeting – see action 52 from last meeting.

9 School Funding Consultation 2019/2020

- 9.1 The link to the funding consultation is <https://new.devon.gov.uk/supportforschools/finance/consultations> Local authorities are able to determine local formulas for a further year (2020-21). The Local Authority, in conjunction with Headteacher and Governor representatives, is consulting with all schools, academies and free schools on the proposed local formula. The questions include de- delegation of services and how admissions services will be paid for.

10 Finance Matrix

- 10.1 All governors on the Resource Committee, the Chair of Governors and the SBM need to complete the finance matrix. When this has been completed it will be used to identify any gaps in knowledge and ensure that governors with responsibility for financial management have the skills, knowledge and attitudes to fulfil the role.

Action 54 - Governors, SBM and headteacher to complete the financial matrix by Friday 19th October.

11 Best Value Statement

- 11.1 This has been updated to include the priorities from the school improvement plan. Governors reviewed and agreed the statement which will be approved at the next FGB meeting.



best value statment
oct18.pdf

12 Arrears

- 12.1 Governors agreed to go to part 2 minutes.

13 Policies

- 13.1 **Finance Policy** - This has been updated to include the revised term of reference agreed at the FGB AGM. Completion of a gifts and hospitality register has been included. This ensures that any gifts or hospitality offered to staff is authorised by the Resource committee before being accepted. This does not include small gifts e.g chocolate or wine given by parents to staff at Christmas and the end of term provided they are valued under £50 per year. The school's code of conduct will be updated to include the receipt of gifts or hospitality. This will be agreed at the next FGB meeting.



financepolicy oct
18.pdf

14 Caretaking/Cleaning Contract

- 14.1 Quotes have been received from 3 cleaning companies to replace Norse who currently hold the contract for cleaning and caretaking. Norse has been unable to recruit a new cleaner or caretaker since the previous people left at the end of July. Concerns over the standard of cleaning and hours worked have led the school to give Norse notice on the contract and get quotes from other companies. Currently Norse is providing cover for the cleaning but not the caretaking. The school is currently in discussion with Norse about a refund for the caretaking hours and the difference in cleaning hours (actual hours worked against contracted hours paid for).
- 14.2 Governors were provided with a breakdown of the quotes. They requested that the following questions were asked :
- What is the lead time for providing a cleaner/caretaker? The preference is for 2 people to cover the hours as this will mean no lone working in a remote environment and hopefully cover if one cleaner is off.
 - If the cleaner(s)/caretaker(s) is absent what arrangements would there be for cover?
 - As we are currently not happy with the standard of cleanliness in the school we would like a deep clean to bring the whole school up to an acceptable standard. What would be the cost of this and when could this be done if we went ahead with your company? Half term is 22nd October but we appreciate that this may be too short notice.
- 14.3 HW will email the 3 companies and provide governors with the responses.

- 14.4 The possibility of taking the service in house was discussed but it was agreed that due to other changes currently being addressed this was not the ideal time to take this on. This will be reviewed in the future.

15 First Aid Data

- 15.1 First aid data for the 2017/2018 academic year was reviewed by governors. Analysis of data shows that most accidents occur at lunch time in the playground and these are trips, slips or falls and collisions with object/person. Recurring accidents are addressed – for example there were a number of accidents involving children falling off the tyres when it was wet so these are no longer used in wet conditions.
- 15.2 There has been one accident recorded on OSHENS. This was a trip in the classroom where the child broke their wrist.
- 15.3 There are less accidents in the EYFS this year with the number of accidents from the ‘bricks’ reduced as there are now restrictions on the height these may be built to.
- 15.4 A copy of the analysis is attached.



Accident Analysis
Sept 17-Sept 18.pdf

16 Policies

- 16.1 **Emergency Management Plan** - This has been updated with names and contact numbers for responsible persons. The village hall now uses a coded lock for entry and the code is provided monthly to the school. The process for a lockdown or signal for shelter has changed from a verbal warning to use of a whistle. Whistles will be placed in the school office and classrooms and all teachers will be made aware of the procedure. *Governors asked if the school would practice the procedure for a lockdown?* The headteacher advised that this will be done, but consideration will be made how to implement this without upsetting children.

17 Premises Maintenance

- 17.1 Devon County have advised the school that the replacement of the roof and skylights and the new windows in the old school house will now be completed in February 2019 half term. .

18 Feedback from H&S Risk Assessments

- 18.1 These will be completed next week and feedback provided at the next meeting.

19 Agree Teacher Annual pay Rise

- 19.1 The government has agreed the 2018 teachers’ pay award. This is a 3.5% increase to the minima and maxima of the Main Pay Range (MPS 1 – 6), 2% increase to the minima and maxima of the Upper Pay Range (UPS 1 - 3) and 1.5% increase to the Leadership Pay Range. All governors agreed to these pay rises for staff in Beaford. The government have announced funding for this year and the following year for the cost of increases beyond 1%. This will be based on a per pupil basis (although it is not yet known which Census will be used). The amount is £16.40 for 2018/2019 (2 terms) and £28.29 for 2019/2020 (3 terms).

20 Agree Teacher Performance Management and Increments

- 20.1 Governors agreed to go to part 2 minutes

21 Review Staffing Structure

- 21.1 Governors agreed to go to part 2 minutes

22 Pay Policy

- 22.1 This is being reviewed by DCC and is not yet available to schools for amendment and governor review. This will be included on the next Resource Committee agenda.

23 Date of Next Meeting

- Tuesday 4th December, 9.00am
- Tuesday 22nd January , 9.00am
- Tuesday 19th March, 9.00am

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