

Redlands Primary School

Finance Personnel and Resources Committee meeting on Wednesday 18th October 2017 at 18:30

Minutes

Present

Graham Alexander
Sarah Bergson
Kris Jones
Deborah Robinson (Clerk)
Valerie Rudman (Business Manager)
Stuart Singleton-White

Welcome

1. Apologies

1.1. Apologies were received from Munir Chowdhury and Maurice Dixon.

Clerk took the Chair

2. Election of Chair

2.1. Stuart nominated Graham seconded by Sarah Be and approved by the governors.

2.2. Election of vice chair to be done at next meeting.

Chair took the Chair

3. Declaration of interests

3.1. None were declared.

4. Committee terms of reference

4.1. Proposed by Stuart, seconded by Graham approved by the Governors.

5. Pay Committee membership

5.1. It was proposed that this should comprise of Maurice, Kris and Sarah Bergson.

5.2. Sarah Be raised a concern that Kris was an Associate Governor and that he was not able to vote or voice and opinion.

5.3. Stuart proposed that Kris became a Co-opted Governor. Kris agreed to the change.

5.4. The above proposed pay committee members was nominated by Sarah Be, seconded by Graham and approved by Governors subject to the approval of the Full Governing Board to change Kris's status to Co-opted Governor.

6. Pay committee terms of reference

6.1. Proposed by Graham seconded by Stuart and approved by Governors.

7. Minutes of the meeting 9th March 2017 (distributed to committee members)

7.1. Proposed by Sarah Be, seconded by Stuart approved by Governors and signed by Sarah Be.

8. Matters arising from the minutes

8.1. Val said that in 12.2 the fire alarm system is mentioned. The main building has now been connected to the call centre. The Upper Redlands building is already connected to the call centre.

9. Policies reviewed by Head teacher

9.1. Charging

9.2. Staff Code of Conduct

9.3. Sarah Be said that these were for information only.

10. Policies for review by Committee

None

11. Private fund accounts 2016/17

- 11.1. Val handed this out at the meeting. Val explained that some of the costs fall into 2 financial years so the expenditure appears less than expected.
- 11.2. Sarah Be said that the school had received £2500 from the fund to save Arthur Hill Swimming Pool which Redlands Yrs 3 and 4 used for swimming lessons. The money raised to save the swimming pool was distributed to among Reading schools after the campaign failed and the pool was permanently closed by Reading Borough Council. The money received from the fund will mean that parents will not be asked to pay for swimming lessons this year.
- 11.3. Val said that Yrs 5 and 6 have swimming lessons at St Joseph's. Traditionally St Joseph's would not take non-swimmers, however, this year they taking a small group of non-swimmers along with 2 groups of swimmers of varying ability bringing the total number of groups to 3.
- 11.4. Years 3 and 4 will have swimming lessons at Kendrick School.
- 11.5. Proposed by Graham, seconded by Stuart approved by Governors

12. Appoint auditor for private fund accounts 2017/18

- 12.1. Sarah Be nominated Linda Day, seconded by Stuart and approved by Governors.

13. Bank statement reconciliation

14. Financial Procedures Document – prior to going to FGB - (attached)

- 14.1. Val sent this out prior to the meeting.
- 14.2. The main change was that Redlands now had a new Deputy Head Teacher.
- 14.3. The document allowed expenditure of 0 to £10,000.00 without any written documentation. Stuart asked to be changed to having a written quotation. He agreed to sign the above pending the change.

15. Register of Certifying Officers (attached)

- 15.1. Val said that this was the same as last year apart from the change of Deputy Head Teacher.
- 15.2. Proposed by Sarah Be, seconded by Stuart approved by Governors.

16. Authorisation to Change Bank Signatures

- 16.1. The only alteration from last year reflected the change in Deputy Head Teacher.
- 16.2. Proposed by Stuart, seconded by Graham and approved by Governors.

17. Nursery Update

- 17.1. Sarah Be asked the Chair if he knew the about the Nursery's situation.
- 17.2. Val said that that the nursery could take 20 children for half days only giving a total of 40. The funding for nursery places now reflects the number of children in nursery which is currently 28.
- 17.3. Val informed the meeting that she had attended the Bursar's meeting where Steve Davis said that there was going to be extra funding for schools, however, he did not say how much this was nor when the schools would receive it. He expects most schools to have a deficit budget this year. In the last 20 years a school has not had to repay its deficit. Only a school in special measures would have someone sent in to review their budget. The Local Authority would cover the cost of the deficit if the school were to become part of a multi academy. Schools that have a loan would have these paid by the government if they became part of a multi academy.
- 17.4. Sarah Be said that Yr 5 is the only year in the school that has 2 classes. The school's budget and teaching staff would be affected when the pupils leave at the end of Yr 6. Redlands has a high turnover of staff due to the cost of housing in Reading. Officially Redlands will have extra funds in January and other funds are due in April 2018.
- 17.5. There are 7 children eligible to start nursery in January 2018: 6 are in catchment; 3 have siblings at Redlands and 1 is outside catchment with a sibling at Redlands.

18. Premises Update

- 18.1. Val said that as a result of the Fire Risk Assessment all fire doors had been re-glazed and new closing mechanisms fitted

19. Statement of Internal Controls 2016/17 (for signature)

- 19.1. Maurice carried out an internal controls check on 9th August 2017 and did not find any weaknesses that needed to be addressed as a high priority.
- 19.2. He asked the Governors to record their thanks to Mrs Rudman and Ms Champion as he found everything to be in good order and well organised.
- 19.3. The document was signed by Stuart.

20. Elect Governor to Oversee Schools Financial Value Standard/Statement of internal Controls + Checklist

- 20.1. Stuart recommended Maurice for this role. Everyone agreed and is subject to Maurice's agreement.

21. Staffing Autumn 2017 and Update from SBe/VR

- 21.1. Sarah Be said that Redlands was fully staffed. Four new teachers: 1 in Nursery, 1 in Yr5, 1 in Yr 6 and 1 new Deputy Head Teacher who also teaches Yr 2 part time.
- 21.2. After half term Jenny is returning from maternity leave and will teach 2 days per week and Tracey will teach the other 3 days per week.

22. Parking Permits

- 22.1. Sarah Be informed everyone at the meeting that Counsellor Tony Jones had secured all the requested parking permits. The school has a travel plan to encourage everyone not to bring their cars to work, however, this is not always practical. Redlands is not on a bus route and the nearest bus stop is approximately a 15 minute walk away. There is 1 bus per hour from this bus stop. Most of the teachers who drive have children in nearby schools. There are 2 teachers who cycle. Reading Borough Council are investigating where to locate bicycle racks as there are none at the school and people are locking their bicycle to the railings outside the school.
- 22.2. All teachers and teaching assistants will have their parking permits renewed the rest will be done on a discretionary basis. Sarah Be said that the school could not operate without the administration team. The school has to pay £30 for each parking permit

23. Lighting Survey

- 23.1. Val said that a lighting survey for Redlands School had been done for free. By changing all the light to LEDs the company claimed that Redlands could save £195 per month. The school would take out a loan for 8 years and pay £105 per month. Val has had difficulty in contacting the company since the survey was done and the person who did the survey no longer works for the company. No other school has had the survey done so it is not possible to compare results/recommendations.
- 23.2. Sarah Be asked Stuart if he had heard of the Carbon Trust Green Fund.
- 23.3. Stuart replied that he had and would investigate the matter further.

ACTION 181017/01: Stuart to investigate the Carbon Trust Green Fund.

24. Any Other Business

- 24.1. Val informed the meeting that the auditors who were due to come to the Redlands in November have cancelled the audit. It is unlikely that Redlands will be audited this year.

Summary of Actions

| Action Number | Action | Action on | Action Status |
|---------------|--|-----------|---------------|
| 181017/01 | To investigate the Carbon Trust Green Fund | Stuart | New |

The meeting closed at 19:32

Hand-outs:

Staff Development and Continuing Professional Development Plan 2016-2017