

THE GOVERNING BODY OF HIGHBURTON CE (VC) FIRST SCHOOL

Minutes of the meeting of Finance and Premises Committee held at 4:00pm at the School on Tuesday 20 November 2018

Present:

Mr Graham Booth, Mrs Janet Clapham, Mrs Susan Dunn (Chair), Mr Matthew Evans, Mrs Gaynor Leadbeater,

In Attendance

Mr Chris Berridge (Minute Clerk)

The meeting was quorate.

Agenda Item	Discussion and Decisions	Action – who / by
1.	<p>Election of Chair</p> <p>Mrs Susan Dunn was nominated and accepted the nomination to continue as Chair of the Finance and Premises Committee. There were no other nominations or expressions of interest.</p> <p>Mrs Susan Dunn was elected unanimously by show of hands to remain as Chair of the Finance and Premises Committee. Mr Matthew Evans agreed to be Vice-Chair in the absence of Mrs Dunn.</p>	
2.	<p>Committee Terms of Reference</p> <p>Agreed: That the Terms of Reference for the Finance and Premises Committee would be agreed at the next Committee meeting.</p> <p>Agreed: That Mrs Janet Clapham would circulate the current Terms of Reference to Governors of the Finance and Premises Committee.</p>	<p>ALL</p> <p>JC</p>
3.	<p>Apologies for absence, consent and declaration of interest</p> <p>An apology for absence had been received from Mrs Clare Slater. The Governing Body does not grant Consent for absence.</p> <p>Mrs Susan Dunn made a Declaration of Interest in that, her husband, Mr Nick Dunn, had undertaken the audit of the School Fund.</p>	
4.	<p>Notification of items to be brought up under Any Other Business</p>	

	<p>The following items were notified for discussion under Any Other Business:</p> <ul style="list-style-type: none"> a) Electrical Survey b) Benchmarking Tool 	
5.	<p>Minutes of the Previous Meeting held on 10 July 2018</p> <p>Resolved: That the minutes of the meeting held on 10 July 2018 be approved and signed by the Chair as a true record subject to the following amendment:</p> <p style="text-align: center;"><u>FOHB (Minute 350 refers)</u> Amend FHOB to read FOHB.</p>	
6.	<p>Matters Arising</p> <ul style="list-style-type: none"> a) <u>School Governors Hidden Page – Access via Mobile devices (Minute 345 refers)</u> <p>Agreed: That it was no longer necessary to look into this issue.</p> b) <u>Mile a Day Walking Track (Minute 347 refers)</u> <p>The Head Teacher reported that, weather permitting, the Mile a Day Walking Track would be in place within the next few weeks and would be funded through the Sports Premium Funding.</p> <p>Question: Will the track affect pupils and parents entering the playground? Answer: No, it will be a painted an all-weather track so we don't anticipate any issues arising.</p> c) <u>Section 106 money – Redrow Homes</u> <p>The Head Teacher provided an update and advised the meeting that she had contacted the Local Authority and read out the response received from the Deputy Assistant Director, Statutory Duties.</p> <p>The response received indicated that the Councils' School and Organisational Development Document showed that the trend of the number of children in the schools catchment area was on the decrease. The Head Teacher advised that this trend was primarily taken from medical records and that it did not take into account families moving into the area or travelling a distance to the school.</p> <p>In conclusion, the response received advised that the school cannot rely upon receiving the Section 106 money.</p> 	

	<p>Question: Do we need to make representation about this? Answer: The Head Teacher of Scissett Middle School will be drafting a letter in response so Governors of Highburton will have opportunity to review this letter before it goes to the local Authority.</p> <p>d) <u>FOHB (Minute 350 refers)</u></p> <p>Mrs Clapham advised that no further meetings of FOHB had been arranged as yet and would continue to monitor with a view to having Governor(s) representation at the FOHB meeting.</p> <p>e) <u>School Operating Model (Minute 350 refers)</u></p> <p>Mrs Clapham advised that there was no comparable school identified and therefore an alternative Model could not be used. It was agreed to set this aside as a future action.</p>	JC
7.	<p>T5 – Budget Monitoring</p> <p>Mrs Clapham distributed the latest T5 Budget Monitoring for period 7 2018/2019 which showed an underspend of £37,539.</p> <p>Mrs Clapham had provided detailed notes explaining the reasons for current under and over spend against the budget.</p> <p>Employees at Period 7 was £24,430 underspent, Premises £2,326 underspent, Supplies and Services £44,273 overspend largely balanced out by the reimbursement of Universal Free School Meals of £35,251.</p> <p>Question: What is the cost of the walking/running track from Sports Premium? Answer: We had 2 quotes and the one we went for is approximately £1,400.</p>	
8.	<p>School Fund Year End</p> <p>Mrs Clapham distributed the School Fund Year End Accounts 2017-2018 and advised the meeting that an independent auditor had audited the accounts.</p> <p>Mrs Clapham advised the meeting that the School Fund had approximately £4,000 more than at this time last year.</p> <p>There had been a small number of recommendations made by the auditor to improve efficiency.</p> <p>The Head teacher and Governors of the Finance and Premises would like to record their thanks to the auditor.</p>	

	<p>The opening balance was shown as £9,248.49 with a closing balance of £13,325.68 but of the closing balance approx. £10,700 is committed.</p> <p>Mrs Clapham discussed how some of the income to the School Fund this year had been achieved, notably from money raised at the Easter Fair and the sale of Christmas Cards. Mrs Clapham confirmed that any profit made from the running of After School Clubs was reinvested into purchase of new resources.</p> <p>Question: Given that profits were made from the Easter Fair, how arduous would it be for the School to run this in future? Answer: The School doesn't have the resources to run the Easter Fair and FOHB would recycle the profit made back to the school anyway.</p> <p>Mrs Clapham discussed the main commitments from the School Fund including Music Resources, and £5,000 for playground development as the playground equipment is expected to deteriorate to such a stage where it would need replacing within a few years.</p> <p>Question: Is there any update regarding the repair of the road? Answer: The School has no responsibility to make repair but has offered to make a contribution. The Electricity Board needs to sink power cables subject to residents agreement and has said would resurface the road.</p>	
9.	<p>Teachers' Pay Increase & Increase in Employers' contribution to pension</p> <p>The Head Teacher distributed information received from David Gearing regarding funding changes which, in relation to Teachers Pay increase stated 'Teachers Pay Grant allocation FY 2019-20 - schools will again receive financial support for the ongoing additional cost of the September 2018 pay award – full year rates per pupil will replace the 7/12ths values in the grant allocations which maintained schools have recently received.</p> <p>Mrs Clapham advised that the school would receive approximately £1,000 towards employees' contribution to pension.</p>	
10.	<p>Support Staff Hours</p> <p>The Head Teacher distributed information regarding the existing Support Staff structure itemised by each individual support staff, their role and the classes which they supported.</p> <p>The proposal presented was to promote two existing members of support staff to Cover Supervisors and to offer fixed term contracts to two members of support staff employed to work mornings.</p>	

	<p>The Head Teacher outlined the financial implications of the proposal, showing that the budget for support staff in 2017-2018 was £95,253 and actual spend of support staff in 2017-2018 was £88,624.</p> <p>The proposal would cost £91,625, the Head Teacher advising that £10,757 of that is teaching 2.5 days so the actual expected spend on support staff would be £80,868.</p> <p>There would also be a saving in 2018-19 of 20% as a member of staff was returning on a four day per week contract.</p> <p>The Head Teacher advised that fixed term contracts can be reviewed annually.</p> <p>Question: Is there sufficient money in the budget for these proposals for this year and next year? Answer: Yes, the higher costs would be to bring in cover support staff.</p> <p>Agreed: That the Finance & Premises Committee agree to recommend that these proposals are approved at the next meeting of the Full Governing Body.</p>	
11.	<p>Monitoring / Governor Visits</p> <p>There is a programme of visits and a monitoring schedule in place.</p> <p>Agreed: That the monitoring Schedule be reviewed at the next meeting of the Finance & Premises Committee</p>	Gov. Clerking Service
12.	<p>Any Other Business</p> <p>a) <u>Electrical Survey</u></p> <p>The Head Teacher discussed a possible re-wire of the school and advised that Asset Management had conducted a survey and the school were awaiting the outcome. If the re-wire was to go ahead, the school will have to be completely emptied and some new ceilings would be required. The Head Teacher advised that the report from Asset Management was due imminently.</p> <p>Question: Will the asbestos in the school be an issue? Answer: We have been advised that the re-wire would not affect any areas where it is known the asbestos is.</p> <p>b) <u>Benchmarking Tool</u></p> <p>The Chair advised that she had seen a new Benchmarking Tool which the Head Teacher confirmed the school are using as they are automatically sent the benchmarking tools.</p>	

13.	<p>Dates of future meeting and possible agenda items</p> <p>Resolved: That the next meeting of the Finance and Premises Committee will take place at the School at 4:00pm on</p> <ul style="list-style-type: none"> • Tuesday 29 January 2019 • Tuesday 26 March 2019 	
14.	<p>Agenda, Minutes and Related Papers – School Copy</p> <p>Resolved: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	