



Governing Body of Coldean Primary School

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Resources and Finance Committee meeting – minutes

Tuesday 13 November 2018 at 17.00 hours

Present: Stuart McConnachie (SM – Headteacher), Rebecca Ouassa (RO), Tom Humphries (TH), and Manish Suchak (MS).

In attendance: Nigel Watson (NW – deputy headteacher), Jo Smart (JS – Bursar) and David Harvey (DH – clerk)

RO welcomed all those present to the meeting and DH declared it quorate.

1. Election of Chair and Vice Chair

RO and TH were nominated for the roles of Chair and Vice Chair respectively; both were duly elected by the Committee unanimously.

2. Apologies for absence – Were accepted from Cassie Palmer (CP).

3. Declarations of interest - There were no declarations of interest.

4. Minutes of the last meeting

The minutes of the meeting held on 5 June 2018 were accepted as being a true account of those proceedings and were signed by RO.

5. Actions from the last meeting

Governor health & safety visit report – not yet done, MS agreed to carry this out by December.

6. Committee Terms of Reference 2018/2019

Committee members agreed these Terms of Reference unanimously, which were duly signed by the Chair.

7. School policies

NW alerted governors to gaps in the school policies approval system and asked that all log on to the 'School Bus' website to approve those ones still outstanding. NW highlighted in particular the school's pay policy, which needed approval urgently. SM added that this policy was based on a local authority (LA) model, with minor changes clearly indicated in the school version.



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8. Finance report

JS circulated a number of finance related reports to the Committee and discussed them in turn, as follows:-

Cost Centre / Actuals and Estimate

JS explained that the Actuals were driven by figures from the Financial Management System (FMS). JS highlighted the *direct staffing costs* section, which showed a £23K surplus, accounted for by a number of resignations and a sabbatical absence. JS drew attention to some variances which had appeared with regard to Full Time Equivalent (FTE) payments; these were being checked with the LA finance department.

Governors asked if there were plans to spend this surplus of £23K; JS stated there were none for the moment.

JS highlighted the *other staffing costs* section, stating that the allocated budget with respect to supply and agency would be fully spent; also mentioning staff development and meals. JS stated that, under the *premises* section, the cost of contract cleaning had increased, mainly because of the bringing into use and a deep clean of the new training room.

JS next turned to the *curriculum* section, noting that no budget had been set for the Breakfast Club as the expenditure (£2,195) was offset by income (£3,841). JS drew attention to the National Support School heading; SM explained that he was allocated £6K a year by the Department for Education (DfE), for his release to support other schools, for which he accounted regularly.

On *income*, JS highlighted the Sports Fund, expenditure from which had not yet been decided and was subject to specific spend criteria. JS explained that the Strategic School Improvement Fund (SSIF) was used for Emma Gale's (EG) mathematics mastery materials; income from her work in this area was not yet clearly defined. With regard to the swimming pool, JS explained that this account had been closed down with all expenditure and income now going through the Financial Management System (FMS).

SM discussed briefly plans to implement the teachers' pay rise, with JS confirming that 2% had already been built into the budget ahead of the national award announcement. SM stated that the government had provided some funding to pay this increase, which would be based on a pupil count.

JS informed the Committee that at present a surplus of £83K was expected by the end of the financial year, which was likely to come down to £50K - £60K.

School Fund audit 2017/2018

JS highlighted the audit of the School Fund, with some of the income and expenditure now being moved to the FMS, making the process more transparent and easier to manage. JS added that the School Fund account would still be used for fundraising activities and residential trips; with the possibility of some miscellaneous income and spend being



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reported separately. JS paid tribute to the excellent work done by the auditor, who had tidied up the system.

9. Reporting to the Committee (headteacher report)

Premises

SM drew attention to a number of issues such as works on stairs, the lower playground, flooring, the LA guidance on 'working at heights' (SM would be undertaking training on 26 November), electrics, CCTV update, replacement of the school server, emergency lighting (internal and external) and installation of solar panels.

On this last point, SM explained that Coldean had been identified as a possible site for installation, with the chosen company not charging for equipment, work or maintenance. Instead, SM stated that this company would sell electricity to the school, with surplus going to the grid, at a reduced rate. JS added that the school would take a final decision on which company would be chosen to carry out the installation early in 2019, for a twenty five year contract to be signed this year. JS stated that the school was presently charged 9.7p per kilowatt, this was likely to come down to 7.3p, once the installation had taken place – amounting to an annual utilities saving of £5K.

Personnel

SM discussed progress made on engaging a Physical Education (PE) apprentice, pay arrangements for the swimming teacher, authorisation for a sabbatical absence, retirement and sickness absence.

SM highlighted the difficulties currently being experienced by the school in having no teaching assistant (TA) cover in afternoons – this issue continued to be monitored.

SM confirmed that all teaching staff had had their appraisals carried out, with support staff due to be done in November.

SM informed the Committee that, from April 2019, all support staff would put on a new pay scale – resulting in the school having to find £14K to pay for the resulting increase, as no additional government funding would be provided. JS added that, as most of the school's support staff were at the top of their present scales, such an increase would only be a one-off cost to meet. The Chair made the point that this should be kept under review by the Committee as a 'watch item' as paying such an increase would have an impact if the school was unable to generate additional income.

10. Any Other Business - None

11. Date of next meeting – 19 March 2019

12. Agreements / recommendations made at the meeting



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ACTION	BY WHOM
Reminder to governors asking for approval of school policies	NW

I confirm this to be a true representation of the Resources and Finance meeting on this day

Chair Date