



**MINUTES OF A MEETING OF THE FINANCE, PREMISES AND PERSONNEL
COMMITTEE HELD ON THURSDAY, 15th JUNE 2017, COMMENCING AT 7.15PM**

Membership:	* Mr D Glasson	Co-opted Governor	Chairman
	* Mr A Jones	Co-opted Governor	
	* Mr S Eastbrook	Foundation DBE Governor	
	* Mr R Potter	Parent Governor	
	* Mr M Bishop	Parent Governor	
	* Mr P Butcher	Authority Governor	
	* Mr S Morgan	Foundation PCC Governor	
	Mrs C Walker	Acting Head	

* indicates attendance

Also in attendance: Mrs M Cox – Clerk to Governors
Ms E Marks – Consortium Finance Manager
Mrs G Smith - School Business Manager

Action

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mrs Walker.

2. NOTIFICATION OF ANY OTHER URGENT BUSINESS

There was none.

3. DECLARATION OF NEW BUSINESS INTERESTS/CONFLICTS OF INTEREST

There were no declarations of new business interests or conflicts of interest.

4. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

The minutes of the meeting held on 16th March 2017 were approved as a correct record and signed by the Chairman. A matter arising is set out below –

Minute 6 – the SBM reported that she had discussed the viability of Tiptree Pre-school's proposal with the Chair of Governors and Acting Head and that there were some concerns about the space that would be required for a demountable. The SBM went on to report that she would speak to Tiptree Pre-school and report back to Governors at a future meeting.

SBM

5. FINANCE MATTERS

Current Financial Position/Year end/Final 2017-18 budget

Budget -

The Committee thanked the SBM and Ms Marks for their work on the budget. Ms Marks reported that the carry forward amount at the end of March had been £59,501. £14,501 of that had been used to balance the 2017-18 budget, leaving a total of £45,000 for contingencies. This amount had been better than anticipated.

Ms Marks explained that the school had experienced significant staffing costs last year which had impacted the budget. There was approximately £25,000 in staffing contingencies. This contingency would need reviewing in the Autumn term once the staffing structure for next year had been finalised. Ms Marks advised that, although the contingencies were better than expected, they remained a little on the low side.

A Governor asked whether the lower numbers in EYFS had affected the budget. Ms Marks explained that it had as there had been 45 EYFS children recorded on the Autumn census. 39 Year 6 children would be leaving this year. The school had been funded on 303 children in 2016-17 and would only be funded on 294 for 2017-18. The SBM reported that, going forward, the school was looking to further promote its EYFS in the wider community.

A Governor asked about in-year admissions and whether this would have a positive impact on the budget. Ms Marks explained that this would impact positive but that funding was based on the Autumn census. She went on to explain that the Government had removed trigger funding which was allocated to schools if they had more than 8 in-year admissions. The outcome of the National Funding Formula was not yet known.

The SBM explained that the final budget had been set in April and submitted to ECC by 1st May. The budget had been signed off by the Chairman and Chair of Governors. The Committee **recommended the final budget for approval by the FGB.**

Current Financial Position -

The May 2017 report had been circulated.

A Governor queried the professional fees under 'other costs'. Ms Marks explained this mainly related to all Service Level Agreements, all contracts, software licenses and Consortium costs. It was noted that a list of all contracts was recorded in a larger spreadsheet in the budget and that any approval for contract renewal would be submitted to the Committee. The SBM reported that the school had already entered into a 5 year contract for the photocopier when she had joined the school, but that this appeared to be working well.

A Governor commented that savings could often be identified with contract costs. Ms Marks reported that the school was very rigorous in reviewing contracts to ensure best value for money.

In response to a question by a Governor, Ms Marks reported that the staffing costs were 86.5% of the budget, but that there had been no Head teacher salary for most of the year.

The Chairman had checked that the system generated report matched the report produced for Governors.

Cash Flow

It was noted that there was £106,590 in the bank at the end of May with an adjusted balance of £51,661. Ms Marks confirmed that there were no cash flow issues.

A Governor asked about the previous issue with payroll and whether the school had received any reimbursement for this. The SBM explained that the school had received some reimbursement and had used the credit amount for training.

Pupil Premium/Sports Premium

It was noted that there were 44 Pupil Premium children at school and 2 Children Looked After (CLA). The SBM highlighted that there were 10 Pupil Premium children in one class. **A Governor questioned the robustness of the system in place at school to obtain NI numbers for the school to check Pupil Premium funding eligibility.** The SBM reported that the NI number request was on the form for parents to complete but undertook to double check this.

SBM

It was noted that the school had so far received £3,215 of the total amount of £9,284 of sports premium funding. The SBM reported that this funding was spent on cricket coaching, Thurstable sports coaches, subsidising swimming, Colchester United after school clubs and other resources.

Capital funding

The SBM reported that £7,465 had been received this year – this would be spent on the phase 2 payment for the playground resurfacing cost. The SBM reported that the chimney work had been completed and the chimney was structurally sound. The invoice of £2,666 for this work had not yet been received.

Virement record

The virement record was received and signed by the Chairman. The virements were in relation to an amendment to the budget with sickness

insurance expected and HNB SEN funding adjustment by ECC to the original budget (an increase of £3,500).

School Fund

A school fund report was circulated. The SBM explained how some of the amounts linked together in each budget heading. The closing balance as at 31st May was £1,437.62.

Catering account

It was noted that the daily average meal target had been 50 paid meals and 112 UIFSM. Actual amounts were 57 paid meals and 101 UIFSM.

The SBM reported that the children had completed a school meal survey on which meals they liked and disliked - the school would be reviewing the results of this and targeting the numbers of UIFSM and upper KS2 children having a meal.

It was noted that the kitchen had received a 5 star rating for food standards on a recent audit and only 3 low risk items had been highlighted for improvement. **The Committee noted that the Catering Manager was providing a good service.**

From the catering spreadsheet, a Governor highlighted that 10 KS1 pupils were not having a free meal for which the school did not receive any funding. The SBM explained that this was often due to parental choice and the children preferring a packed lunch option – the school was looking at the provision of this option. The SBM went on to report that Essex School Meals Service had introduced an ‘opt out’ pilot scheme for UIFSM where parents would have to sign to opt out of the provision. However, the outcomes of the scheme were unknown. The SBM undertook to look at the viability of the opt out forms.

SBM

Ms Marks explained that UIFSM funding was based on the uptake of KS1 meals on census days in October and January and that most schools provided a more encouraging menu on those days.

The SBM reported that the Catering Manager had some positive ideas for encouraging uptake on lower uptake days. One idea was the ‘Around the World’ theme. The school provided presentations on school meals to new parents and it was suggested that the school could also stress the importance of meal uptake on the census days.

Ms Marks commented that the provisions cost was good at 83p and under the 85p target.

The SBM reported that tuck had been reintroduced at school and was working well. She explained though that additional hours were required for the catering staff for the provision of tuck and that this would need to be monitored going forward. The school would also be monitoring whether the provision of tuck had an impact at lunchtime on children's hunger levels.

Extended Schools

The Committee received and noted the profit and loss account for Extended Schools.

The SBM reported that the provision had been marketed successfully and numbers attending had improved. **A Governor highlighted that the £7,552 surplus as at the end of May was an improvement on the budgeted amount.**

Following a question by a Governor on the year end profit, the SBM explained that no income would be received in August and any predicted profit amount would need reviewing at 6 months.

A Governor asked about staffing for extended schools. The SBM reported that the staffing allocation was correct for the number of children but that if more children were to attend, then this would need reviewing.

It was noted that only children from St Luke's attended the clubs. The school was investigating the conversion of the office space in The Link into a kitchen.

Bank Comparisons

The May bank comparison was noted – the report informed the school the funding that had been paid and the funding that was expected. Ms Marks reported that a check was carried out to ensure that this funding matched that indicated by ECC.

Requests for Expenditure over Head's limit

There were none.

Ms Marks left the meeting at 8.05pm.

6. **PREMISES MATTERS**

Tree maintenance –

The SBM reported that as the school had received no response from one of its neighbours regarding tree maintenance quotes, it would go ahead and obtain some quotes for the work.

It was noted that no response had been received regarding the date of the grounds maintenance survey by a contractor recommended by Pinnacle.

The SBM confirmed that overhanging vegetation onto an adjacent footpath was not the school's responsibility – the developer of the residential properties had cleared some of the vegetation but not as much as the school had hoped. The SBM would be taking this matter further.

It was noted that 2 large trees on the school grounds may need cutting back and that this had been taken into account in the budget.

The SBM reported that the school would be receiving 30 saplings as a donation from the Woodland Trust – a volunteer from the Trust would be planting them at school. The school would be looking into the possibility of using this area at school as a Forest School's site for the future.

Health and safety –

It was noted that all H&S files were up to date but that risk assessments were due to be reviewed. The H&S Governor would be undertaking a visit on 21st June.

Other premises matters –

It was noted that the curriculum server had cost £5,500.

The SBM reported that the PTFA were looking into refurbishing the pond area and that the Community Champions from Tesco's would be willing to do some work on this. Mr Jones reported that Ford could also provide 2 days of community work and the SBM agreed to look into this.

**SBM/Mr
Jones**

The SBM reported that a quote of £150 had been received for the front fence – new signage would be discussed with the new Head teacher.

7. PERSONNEL MATTERS

A proposed staffing structure for 2017/18 was circulated. It was noted that salary costs had been built into the budget apart from the Head teacher's salary – as previously minuted there remained some contingencies available for this. The Chair of Governors explained that the structure had been developed in order to strengthen the transition from EYFS to Year 1. The Acting Head had been arranging the LSA timetable for September and the allocation of support – it was noted that there would be one LSA dedicated to Pupil Premium interventions.

The Committee noted the staffing changes since the last meeting. The SBM reported that the school was monitoring staff absence very closely.

8. SINGLE CENTRAL RECORD (SCR) AUDIT ACTION PLAN

The action plan from the audit that had been undertaken on 12th May by ECC HR had been received and noted. The SBM reported that one action was for the SCR to be checked regularly – a checklist and signature sheet had been set up in December and senior staff had been advised. However, the SCR had only been checked by Mr Bome and Mr Butcher since then.

9. POLICY REVIEW

The following policies had been reviewed –

- a. Evacuation Plan 2017
- b. Evacuation Plan for lettings
- c. Lettings
- d. Capability
- e. Cover and PPA
- f. Equality and Diversity
- g. Pre-employment checks
- h. Probation
- i. Redundancy and Restructuring

The SBM reported that a fire drill had been held to test the Evacuation Plan and had gone well. The SBM went on to report that the SLT would be looking at the request for all staff to sign in and out of school each day. It was suggested that the Plan should have a shorter time review.

In relation to the Lettings Policy, the SBM confirmed that the school fully adhered to the Policy.

The Policies a. to i. above **were recommended to the FGB for approval**, subject to some minor amendments being made.

10. ANY OTHER URGENT BUSINESS

The Committee received a verbal report of the recent Year 6 trip to Cromer and noted that overall it had been a successful week.

The Chair of Governors reported on a proposal for a trophy to be given out at prize giving in memory of a teacher who had recently passed away. The cost of the trophy was expected to be approximately £60 – Governors **agreed** to contribute to the cost of this.

MEETING CLOSED 9.00PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
4	SBM to report back following discussions with Tiptree Pre-school.	SBM	
5	SBM to check Pupil Premium funding eligibility form to ensure NI numbers were requested.	SBM	
	SBM to look into viability of UIFSM opt out forms.	SBM	
6	Possibility for Ford employees to undertake community work at school to be investigated.	SBM/Mr Jones	