



**MINUTES OF A MEETING OF THE FINANCE, PREMISES AND PERSONNEL  
COMMITTEE HELD ON THURSDAY, 16<sup>th</sup> JUNE 2016, COMMENCING AT 7.15PM**

Membership:	* Mr D Glasson	Co-opted Governor	Chairman
	* Mr A Jones	Co-opted Governor	
	* Mr R Potter	Parent Governor	
	* Revd A M Renshaw	Foundation Ex officio Governor	
	* Mr P Butcher	Authority Governor	
	* Mr S Morgan	Foundation PCC Governor	
	* Mr G Malcolm	Head teacher	

\* indicates attendance

Also in attendance: Mrs M Cox – Clerk to Governors  
Mr M Bishop – Parent Governor  
Ms E Marks – Consortium Finance Manager (for part of the meeting)  
Mrs G Smith - School Business Manager

**Action**

**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**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**

The minutes of the meeting held on 29<sup>th</sup> February 2016 were approved as a correct record and signed by the Chairman, subject to the first paragraph, page 6 being moved to Minute 8.

## 5. MATTERS ARISING FROM THE MINUTES

From the summary of decisions section in the minutes, the following updates were noted (other items having been completed or finalised):

Minute 5 – the Head teacher reported that the benchmarking exercise was yet to be completed.

Minute 6 – the Head teacher reported that the SBM had interviewed the current volunteer helpers, but that no new volunteers had come forward; he explained though that the school would continue to encourage helpers in school.

It was noted that the catering and extended school analyses had not yet been completed and would be sent to Governors when ready.

## 6. FINANCE MATTERS

### Current Financial Position

Month 2 had been circulated. The Head teacher explained that due to the SBM being very new in post and due to other unexpected financial issues that had occurred, the school had been unable to provide Governors with the normal amount of financial reports.

The Head teacher explained that one such issue had been in relation to payroll following the recent transfer to Essex Payroll. As a result, some staff had received 2 months of incorrect pay. Essex Payroll had incorrectly issued staff with additional hours and payslips and as a result the school did not have the funds to pay the overpayments.

The chronology of payroll queries that had been made by the school was circulated. The SBM reported that she had asked Essex Payroll to adjust their charges accordingly to reflect the inconvenience caused; a formal complaint would now be made by the school. As a result, this had taken an inordinate amount of the SBM's and Ms Mark's time to rectify.

Ms Marks reported that the final carry forward amount from 2015/16 had been £43,340, of which £35,135 had been used to balance the budget, leaving a contingency amount of £8,205 for 2016/17. The school anticipated that the monthly Governor reports would be circulated as normal, going forward.

**A Governor asked** whether a list of last year's expenditure was produced as a comparison and as a review mechanism for any cost increases. The SBM explained that the RM reports were printed off and monitored on a monthly basis – these provided a percentage amount so the school would be aware when it approached the predicted spend. The Head teacher went on to explain that the budget proposals for 2016/17 had contained last year's expenditure amounts and it was at that point that a comparison was made.

The SBM commented that it may be worthwhile reviewing the date of the budget approval meeting to ensure that approval was as late as possible in the cycle in order to provide a more accurate budgetary picture for Governors.

The Head teacher reported that Governors had looked at further budget savings and a copy of the proposals was circulated (as appended to these minutes). It was noted that the figures were estimates and confirmed figures would be available in September. The following points were made:-

- The proposal for the removal of the PPA payments for teaching staff had been supported by HR and was not a condition in the Teacher's Pay and Conditions document. The Head teacher reported that teachers were currently being consulted on this and, as yet, he had not received any negative response. The plan would be for the HLTAs to cover PPA time.
- It was noted that the overspends in the catering staff had been unpredicted.
- The total cost saving predicted from September 2016 until March 2017 was expected to be £26,941 and that this would be added to the contingency amount.

**A Governor queried** the PPA saving amount as it differed to the amount in the staffing spreadsheet. Ms Marks explained that she would look at this again but commented that the difference was likely to be in relation to maternity and insurance payments.

In relation to the budget savings, **a Governor asked** about staff morale. The Head teacher reported that support staff were pleased that they were not subject to the 10% reduction in hours, which had previously been proposed.

The Head teacher reported that a number of staff were eligible to go through threshold next term but that he had not yet received any applications. The budget had been set with the inclusion of all the eligible threshold payments, as a worst case scenario. A possible saving could be made here if not all the threshold applications were received.

Ms Marks reported that an updated 5 year plan would be produced and explained that the Government was currently consulting about the national funding formula for schools.

### School Fund

It was noted that there was a balance of £2,837 at the end of May in the school fund account. Ms Marks explained the purpose of the school fund account for the benefit of new Governors.

**A Governor queried** the uniform income and expenditure amount. The SBM explained that the school ordered stock in preparation for the September in take at which point income was received.

**A Governor went on to query** the sundries expenditure amount of £5,425. The SBM undertook to look into this and report back to the next Governing Body.

**A Governor commented** on the fact that the bazaar was costing nearly as much to hold as the income it made – it may be necessary to look at this more closely for the future.

**In response to a question by a Governor**, the SBM explained that the loss on the Panto was due to the fact that the school and PTFA provided financial support to some parents for their child to be able to attend this event.

#### Virement record

The virement record was received and signed by the Chairman.

#### Pupil Premium/Sports Premium

Ms Marks reported that Sports Premium funding would continue from September and the UIFSM and Pupil Premium funding amounts would be confirmed in July.

#### Cash Flow

It was noted that there was £164,505 in the bank at the end of May with an adjusted balance of £38,307 – it was noted that the large difference had been due to the payroll issue.

#### Internal Audit report

The Committee had received a copy of the report of the internal audit that had been carried out by ECC in February 2016. The Chairman pointed out that 4 low risk items had been identified but that remedial work on these items was achievable by the target dates set.

The Head teacher provided an explanation of some of the issues that had been identified.

**A Governor commented** on the fact that the review had highlighted that the Committee minutes did not demonstrate challenge in respect of spending decisions not budgeted for, explanations for the differences in the estimated carry forward from one month to the next or detail action to be taken to seek to remedy the tight financial situation. **The Committee agreed** that it needed to review reports prior to the Committee meeting in order for questions to be asked and challenge to be demonstrated but that this would be dependent on them receiving reports in a timely manner. **Governors explained** though that they had met with the Head teacher on two occasions in order to discuss staffing costs, the proposals from which are appended to these minutes.

Capital funding/expenditure

The Head teacher reported that the damaged playground surface was being assessed by ECC as a potential formula capital project, although the school's contribution to the cost was anticipated to be this year's capital funding amount (£7,500) and most of the amount for next year.

Requests for Expenditure over Head's limit

There were none.

The Head teacher thanked Ms Marks and the SBM for their hard work on the budget and payroll; the Committee echoed his thanks.

**7. PREMISES MATTERS**

A premises report was circulated that had been prepared by the Site Manager setting out a list of maintenance jobs that had been completed since the last meeting.

The Head teacher reported that the damp area by some toilets, that had been identified in the health and safety walk round, would be rectified in the summer. It was noted that ECC were currently investigating the void between two of the school's buildings, a hole in the roof in that area and some cracking to a chimney.

**A Governor commented** that the premises log was excellent showing the proactive nature of the Site Manager and his efficiency in completing jobs in school.

The Committee noted a report of a health and safety visit that had been undertaken by Mr Bishop. Mr Bishop reported that a few minor issues had been identified and that he would continue the visits on a regular basis.

**8. PERSONNEL MATTERS**

The Head teacher circulated a personnel report and explained to the Committee why the school had over recruited staff.

The Committee had a discussion relating to job shares in school.

**A Governor asked** about the school potentially being over staffed in February 2017. The Head teacher confirmed that this could be a potential scenario and provided the reasons why. This related in part to the school having a staffing contingency plan to ensure that it had staff in place who knew the school well.

9. **POLICY REVIEW**

It was **agreed** that the following Policies would be submitted to the FGB for approval:-

Staff Code of Conduct  
Leave of Absence Policy

It was **agreed** that the Lettings Policy would be deferred to a future meeting due to the current review of lettings rates. A Fire Plan was circulated that would be given to all hirers and appended to the Lettings Policy.

It was noted that the Staff Handbook had not yet been reviewed

10. **ANY OTHER URGENT BUSINESS**

There was none.

MEETING CLOSED 9.15PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
6	SBM to look into sundries expenditure amount of £5,425 and report back to the next Gov Body.	SBM	