



**MINUTES OF A MEETING OF THE FINANCE, PREMISES AND PERSONNEL
COMMITTEE HELD ON THURSDAY, 21st MAY 2015, COMMENCING AT 7.15PM**

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|-------------|--------------------|-----------------------------------|-------|
| Membership: | * Mr D Glasson | Co-opted Governor | Chair |
| | * Mr R Potter | Parent Governor | |
| | * Mr S Eastbrook | Foundation DBE 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
Mrs T Davies – School Business Manager (SBM)

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 26th February 2015 were approved as a correct record and signed by the Chairman. It was noted that there were no outstanding actions.

5. FINANCE MATTERS

Current Financial Position

An updated Month 1 report was circulated at the meeting.

The following points were highlighted:-

- the carry forward amount had been affected by the final year adjustments.
- the SEN funding was lower than expected due to hours for pupils being reduced; this was being followed up by the SENCO.
- the foundation stage monies were lower than anticipated at £3,060.

The SBM explained that these amendments needed to be addressed by a virement to ensure that the school had the contingency level of £30,000 that had been agreed by Governors. The SBM went on to explain that the cost centres and input commitments had been monitored; as a result of this she went through the proposed amounts to be moved into contingencies.

Governors were satisfied with the proposed amounts and **agreed** the final contingency amount of £30,909. The Chairman signed the amended budget to reflect this. The SBM explained though that the school was still awaiting monies owed to it; this included the reclamation of a proportion of SEN funding which should be supported by the LA.

In relation to the Clevertouch screens, the SBM reported that she was looking into the range of costs of these as well as the cost of i-pads for the school.

Outturn

The SBM reported that the projected carry forward as at March 2015 had been £66,000. However, the year end adjustments had been higher than anticipated resulting in a final carry forward amount of £42,103. The SBM went through the reasons for this which included some orders not on the system at the time of the final budget plan being put together; an amount to be received from the LA for an SEN child; receipts in advance; employee accruals were higher than expected due to some long term staff absences.

In response to a question by a Governor, the Head teacher explained that the long term staff absences had been exceptional and had had a negative impact on the budget. He went on to explain that the situation had begun to improve.

Cash Flow

It was noted that there was £81,750 in the bank at the end of March with an adjusted balance of £75,821.

The SBM reported that, although the school had opened an account at Lloyds,

the school still had the Barclays account; this had caused a few problems. Barclays had requested 4 signatories in order for the money to be moved to Lloyds; the additional signatories were obtained at the meeting. **A Governor asked** what would happen if a debtor paid into the wrong account. The SBM explained that the money would be returned to the debtor; she pointed out though that this situation should not occur as the new account had been open for some time. For the benefit of the new Governors, the SBM reminded the Committee why the decision had been made to change bank accounts.

School Fund

The school fund report was circulated at the meeting; it was noted that there was approximately £6,000 in the fund with committed monies of £179 for snack time contributions. The Head teacher reported that the PTA was looking to contribute some money towards the refurbishment of some of the playground; the school would also be contributing towards this.

Escape Club

The Committee noted that the cumulative trading account was showing a surplus of £5,810. The surplus was being seen in the breakfast and twilight clubs with a loss in the holiday club. The aim would be for the holiday club to break even and not to be subsidised by the other two clubs. It was noted that the holiday activities would be targeted this year and the Activities Co-ordinator would be supported with budget management. Surveys had been sent out to parents regarding the holiday club; the results of this would be reported to the next meeting. The SBM reported that the survey would also be sent out to a wider audience other than the current users of the service.

SBM

A Governor asked whether the cost of attendance at the club could be increased. The SBM reported that further information in relation to this would be ascertained from the survey but pointed out that if the cost was set too high this could deter attendance.

The Head teacher reported that the school would be looking at the promotion of the holiday club. He went on to report that the daily rate for attendance at the club was £30 but that there was the flexibility of morning or afternoon attendance; this equated to £3 an hour - he pointed out that this should be advertised to parents as good value for money. It was noted that the club could be advertised in local magazines/newspapers, although there could be a cost associated with this.

A Governor asked how many children were required to attend the club in order for it to break even. The SBM reported that 13 children attending all day were required, but that attendance levels varied depending on the school holiday. The capacity of the club was 20 children each day.

It was noted that no other local school ran a holiday club but that some local organisations ran events and activities for children though the holidays which

could affect attendance. The SBM reported that the club tended to attract the middle range aged children and that there was some concern that there were not enough activities for the boys.

Catering

The Committee noted that the catering account was showing a trading loss of £20,882 with an operating surplus of £14,059.

The SBM reported that the UIFSM numbers were not meeting the required 85% to trigger Government funding; the numbers on census day had indicated that only 66% of KS1 were having a free school meal. The SBM went on to report that the aim would be to concentrate on increasing meal uptake for KS1 and that this had been fed into the PMR targets of the catering team. The Head teacher reported that school meals were being promoted with the new parents and taster sessions were being arranged. The school would be analysing the results of the catering survey to ascertain if this shed any light on why uptake was low.

The Committee was informed that the school brought into the Essex School Meals Service and that the menus were all nutritionally balanced. The SBM reported that the school cook had the flexibility to change the menu during the day if a certain meal was not being eaten. However, it was acknowledged that the menus needed review as the meal names were not always very clear to the children. It was noted that the school meals service provided a certain degree of innovation and was not restrictive. The school cook was currently running a survey with the School Council.

A Governor pointed out that if parents know that their child will not eat a school meal they will send a packed lunch even though the school meal is free.

It was **agreed** that the price of a school meal should remain at £2.00.

Lettings

The Committee noted that there had been no changes to the Lettings Policy; this was therefore **approved**.

Requests for Expenditure over Head's limit

It was noted that there had been no requests.

6. **PREMISES MATTERS**

The Head teacher reported that premises management had been a challenge this term due to the Site Manager being on long term sick leave; the Site Manager would be retiring at the end of term. He explained that cover had been provided from another school and also from a member of staff. Cleaning duties had been carried out by an MDA. He went on to report that the recruitment process for a new Site Manager had been successful and the candidate had accepted the position.

The Committee noted that the legionella check and the water temperature check had been undertaken. Any identified faults had been rectified.

The Chairman undertook to carry out a health and safety visit to school.

Chair

Update on risk assessment for Year 6 residential trip:-

The Head teacher explained that there had been a problem with the provider for part of the Year 6 residential trip. He went on to explain that the provider did not have any registration numbers for national accreditation on their letters; the school was currently awaiting a reply from the provider and the LA to clarify the situation. The Head teacher reported that the school was looking at other options if the accreditation could not be confirmed.

The Chairman reported that he had received the documentation for the trip and would be reviewing this in due course; he undertook to e-mail the Committee the result of this.

Chair

Other premises issues:-

The Head teacher reported that the library was being renovated and would contain a reading area with a woodland mural and new furniture. A new library system would be introduced allowing children to scan books and reserve books from home.

7. **PERSONNEL MATTERS**

The Head teacher reported that in addition to the Site Manager retiring at the end of term, the Finance Assistant would also be retiring; the school had successfully recruited for both positions.

It was noted that both NQTs were doing well and the Head teacher provided some further details in relation to this.

In relation to staffing procedures, the school was ensuring that staff were clear on their roles and responsibilities.

The Head teacher informed Governors of those members of staff who were leaving and reported that three members of staff were currently on long term

sick leave. He went on to provide Governors with an update on the new staff disclosure disqualification.

In response to a question by a Governor, the Head teacher provided an update on the new Year 6 teacher.

Support Staff PMRs:-

The Head teacher reported that the PMRs of the support staff had been completed. Arising from this he recommended that 9 members of the support staff should receive a pay increment; they had all met their objectives and some had exceeded them. The Committee **approved** this recommendation but agreed that one payment should be deferred until that member of staff obtained a maths qualification.

MEETING CLOSED 8.40PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

| Minute | | Action | Completed |
|--------|---|----------|-----------|
| 5 | Results of the Escape Club survey to be submitted to the next meeting. | SBM | |
| 6 | Health and safety visit to be carried out. | Chairman | |
| | Chairman to e-mail Governors following his review of the Year 6 trip documentation. | Chairman | |