



**MINUTES OF A MEETING OF THE FINANCE, PREMISES AND PERSONNEL  
COMMITTEE HELD ON THURSDAY, 26<sup>TH</sup> FEBRUARY 2015, COMMENCING AT  
7.15PM**

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 G Malcolm	Head teacher	

\* indicates attendance

Also in attendance: Mrs M Cox – Clerk to Governors  
Ms Marks – Consortium Finance Manager  
Mrs T Davies – School Business Manager (SBM)

**Action**

**1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Mr Eastbrook.

**2. DECLARATION OF NEW BUSINESS INTERESTS/CONFLICTS OF INTEREST**

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

**3. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 20<sup>th</sup> November 2014 were approved as a correct record and signed by the Chairman, subject to the amendment of Minute 5, paragraph 5 to read 'the school was now looking into using railway sleepers or paving slabs.' There were no matters arising.

**4. FINANCE MATTERS**

Current Financial Position

Governors had received a copy of Month 10 and the SBM went through the over and underspends in the budget.

The following points were highlighted:-

- The support staff cost centre increase was due to the national 2.2% pay award, but there would not be such an increase next year. It was noted that this increase had been affected by the national minimum wage.
- There had been an overpayment to a member of staff of £500. The Head teacher explained the reason for this and reported that the school had now introduced a more robust system for the monitoring of overtime. There would be two overtime forms - one for staff to complete and one to authorise the overtime. The two forms should correspond with each other so that discrepancies in overtime pay should not re-occur. The member of staff concerned had been sent a letter regarding the overpayment.
- The school had £9,557 of PE and Sports Grant still to spend. The Primary Sport Premium Development Plan was circulated at the meeting. It was noted that the school was well served for extra curricular activities and was looking at ways to further increase opportunities for the children.

#### Predicted carry forward

It was noted that the carry forward was expected to be £37,917.

#### Cash Flow

It was noted that there was £81,615 in the bank at the end of January with an adjusted balance of £56,759.

#### 2015/16 budget proposals

The Committee was informed that the budget was in the early stages of being produced but that the total calculated income was expected to be £1,237,121 and the total calculated expenditure was expected to be £1,209,765 (excluding contingencies). It was noted that the carry forward amount would not be shown in the final budget plan. The Committee was informed that an in year balanced budget looked likely.

#### Bank account

The SBM reported that the new bank account at Lloyds would be ready to use from 1<sup>st</sup> April 2015. The school would then be looking into online banking and the use of a procurement card.

#### Payroll

The SBM reported that the school had been released from its contract with Strictly Education, as the payroll provider. Unfortunately, the service received from them had been poor as they had changed payroll numbers without informing Inland Revenue and as a result many staff had received

unnecessary tax bills. The process of resolving this had been very time consuming for the school. The school would be using Essex Payroll as from 1<sup>st</sup> April.

### School Fund

It was noted that there was a balance of £5,202 in the account. There was some further money from the school's budget that needed to be moved to the fund to take account of online payments.

### Catering

The Committee noted that the average KS1 uptake had not reached the required 87% (79% was achieved) and as a result the allocation from County for April to August would be reduced. Funding for September would be at 87% again. Essex Catering Services would be looking into why the uptake was low for KS1 and a survey would be sent out to parents to gain some feedback on the school meals. It was noted that, although uptake across the school had increased, it was not at the desired level. The challenge to increase uptake had been included in the SIP.

### Capital funding/expenditure

It was noted that £7,341 had been drawn down from capital funding this year to pay for catering equipment and ICT.

### Virements

The virement report was noted.

### ICT Benchmarking

The Committee had received a benchmarking report for ICT spending compared to 30 statistical neighbours and 15 Consortium schools. The SBM pointed out to Governors that the ICT costs had been high in the fourth quartile as that was when the school had purchased a new ICT infrastructure. The school was confident that it could explain any large ICT costs in the benchmarking report. The SBM reported that at the course she had attended on benchmarking, it was suggested that training could also be provided for Governors.

### Requests for Expenditure over Head's limit

It was noted that there had been no requests.

ESCAPE club

The SBM provided Governors with an update on ESCAPE and pointed out that all clubs had been capped at 20 children.

From the trading account, it was noted that the breakfast club was showing a projected profit of £1,131.

It was noted that the Holiday Club was showing a loss and as a result the SLT would concentrate on the monitoring of this provision to reach a financially viable position, and would be looking into the marketing of the club. It was noted that parental feedback from the February holiday club had been positive.

SFVS

The SBM reported that Revd Renshaw had gone through and completed the list of questions in the SFVS with her. The SFVS was **approved** by the Committee for submission to the County Council by 31<sup>st</sup> March.

Review of contracts

The SBM reported that the school would be continuing with its current contracts and pointed out that the grounds contract was good value for money.

Review of Insurance cover

The SBM reported that changing the company for the provision of sickness benefit insurance would not be cost effective for the school at the current time.

Best Value review

This would be submitted to the next Governing Body for approval.

SBM

5. **PREMISES MATTERS**

The Committee was informed that the school, with the Chairman and caretaker had completed and submitted the online health and safety audit to the County Council.

It was noted that the Asbestos Register had been updated.

The SBM reported that herself and the caretaker would be undertaking updated legionella training.

It was noted that the school was looking for a Premises Property Consultant and that this service was available through the Consortium.

In relation to educational visits, the risk assessment for the Year 6 residential trip would be submitted to the next Governing Body.

Drainage – the SBM reported that the school had been experiencing some flooding problems due to root intrusion in the drains. However, the main problem was occurring in the surface water drains in the The Chase, and Highways were currently looking into who would be liable for clearing it.

Fire evacuation procedures – the Fire Marshall Plan was circulated at the meeting. It was noted that the school would be looking for a fire safety organiser to come into school to provide some fire marshal training. The Head teacher reported that some new premises maps of the school had been created that clearly showed the location of fire extinguishers etc. A similar plan was being drawn up for the location of the water systems at school.

**A Governor commented that on a recent health and safety walk the evacuation plan was not clearly visible in some classes and asked whether this had been rectified.** The Head teacher reported that the plans were being put into clear clip frames and would be on display in each classroom.

The Head teacher went on to report that cleaning schedules for each classroom had been drawn up.

It was noted that the PTFA had expressed some interest in supporting the development of the playground and would be happy to allocate £1500 towards this.

## **6. PERSONNEL MATTERS**

The Head teacher reported that the school had experienced a difficult term in relation to staffing due to a number of unavoidable events and long term sickness.

The Head teacher provided Governors with an update on the appointment of a Year 6 teacher in relation to a long term medical issue. It was noted that some staff had been informed of the details of this. Parents and children had found the mid year change unsettling however, despite the school providing meet the teacher sessions - turn out for these had been low. The Head teacher went on to provide further details of how the school was covering that class in the teacher's absence and explained that the children had found the change in teachers more difficult due to the different teaching styles.

The Committee noted the current situation in relation to maternity leave cover.

In relation to inductions, it was noted that the school had two NQTs and had recruited a further three MDAs. The school used an induction checklist for all new staff.

Teaching Assistant's PMRs – the Head teacher explained that when the TA's had their PMRs they would be asked to self-assess themselves and RAG rate the Teaching Assistant Standards. This would be used as a self evaluation tool to identify strengths, weaknesses and areas for development.

Teacher's PMR process – the Head teacher reported that nine lesson observations had been carried out. Two of these observations had been judged as requires improvement. However, on re-observation, one of the lessons was then judged to be good with outstanding features, and the other lesson judgement had been an anomaly.

The Head teacher reported that unfortunately the caretaker had had an accident at work and had been signed off from his duties. Another caretaker had been employed to cover the role in his absence.

It was noted that the school had a good volunteer rate but that the volunteer recruitment process had become more rigorous as they were now part of the County Council's recruitment and induction process.

**7. DATE OF NEXT MEETING**

It was noted that the next meeting would be held on 21<sup>st</sup> May 2015.

MEETING CLOSED 9.25PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
4	Best Value review to be submitted to next FGB for approval.	SBM	
5	Risk assessment for the Year 6 residential trip to be submitted to the next Governing Body..	SBM	