



**MINUTES OF A MEETING OF THE FINANCE, PREMISES AND PERSONNEL
COMMITTEE HELD ON MONDAY, 29th FEBRUARY 2016, COMMENCING AT
7.15PM**

Membership:	* Mr D Glasson	Co-opted Governor	Chairman
	* 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
Ms E Marks – Consortium Finance Manager (for part of the meeting)

Mr Butcher Chaired the start of the meeting.

Action

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Revd Renshaw.

2. NOTIFICATION OF ANY OTHER URGENT BUSINESS

The following item was agreed:-

- Request for paid leave of absence

3. DECLARATION OF NEW BUSINESS INTERESTS/CONFLICTS OF INTEREST

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

Mr Glasson arrived at 7.20pm.

4. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 5th November 2015 were approved as a correct record and signed by the Chairman.

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 6 – the Head teacher reported that the benchmarking exercise would be submitted to the FGB.

Head

Minute 9 – the Head teacher reported that the structural wall defect had been rectified by ECC at no cost to the school – the wall had been pinned in 3 places.

6. FINANCE MATTERS

Current Financial Position

Month 10 had been circulated; Ms Marks went through the variances in the report and the following was highlighted:-

- Sickness insurance was due to be paid to the school.
- There would be a positive difference in Education Support due to two staff leaving.
- Premises staff was showing an underspend.
- Buildings improvement was showing an overspend of £3,000.
- The Head teacher reported that the school had been experiencing some problems with the hoist – the school was looking at who owned the hoist and whether the school should be paying for the cost of repairs. The school had re-established its service contract for the hoist.
- The UIFSM meal take up had met the required 87%.
- The breakfast and twilight clubs were showing the predicted profit.

A Governor queried why the training budget was still showing an overspend of £8,000 when £4,000 had been put back into that budget. The Head teacher explained that this cost centre needed further interrogation as some of the SE+ project training had been included within it and other costs may need to be in another budget heading. Ms Marks went on to point out that the total cost of training needed to be visible to Governors and that any cover provided for staff on training courses needed to be taken into account. It was noted that the school had invested more in training this year.

Ms Marks reported that the predicted carry forward for 2015/16 would be approximately £45,000.

A Governor asked whether the school received the full amount of sickness insurance. The Head teacher explained that the school paid for the first 3 days of absence. Ms Marks went on to explain that the more staff a school had the more premiums the school had to pay; however, due to the number of staff absences this year, the insurance had represented good value for money.

A Governor commented on the supply sickness cost centre being under budget. The Head teacher explained that the school would try to cover any absence internally in the first instance. The children knew which member of staff they would have each day and the school had a good team of HLTAs who could cover classes.

A Governor asked whether it was feasible to use more volunteers at school. The Head teacher reported that the school did have a number of volunteers but pointed out that volunteers had to go through the same safeguarding checks as paid members of staff. He undertook though to refocus on a further recruitment drive for volunteer helpers.

Head

The Head teacher pointed out that the school would need to look at how it could help staff understand that it would be looking at organising the staffing structure in a different way due to budgetary constraints coming from central Government.

Cash Flow

It was noted that there was £156,012 in the bank at the end of January with an adjusted balance of £48,755. Ms Marks warned that as carry forward amounts had begun to fall, many schools may find themselves in cash flow difficulties, so it would be important to monitor this.

School Fund

It was noted that there was a balance of £6,989 in the school fund, but that £5,433 was yet to be deducted. **In response to a question by a Governor**, the Head teacher explained that it had been agreed that the school fund would subsidise some of the pantomime costs.

Draft 2016/17 budget

This was circulated at the meeting. Ms Marks reminded the Committee that a 5 year projection had been completed last year and had predicted a deficit budget for 2016/17. A plan was being formulated in order to address this deficit.

It was noted that the budget had been affected by a number of factors including reduced funding - the school would be funded on 308 pupils for 2016/17 compared to 315 pupils for 2015/16 and there would be less SEN funding.

It was noted though that there was a slight increase in catering due to the UIFSM funding.

The Head teacher reported that although the school was oversubscribed for EYFS in September, further pupils were needed in other year groups. In relation to Pupil Premium funding, it was noted that the school was trying to obtain parents' National Insurance numbers as part of the EYFS induction process which would then automatically trigger the funding.

Ms Marks explained that the school would see an unavoidable reduction of £42,000 worth of funding for 2016/17. The staffing costs had increased by £14,000 due to the increase in NI contributions to 13.8% and the proposed adoption by ECC of the living wage for support staff was likely to compound this further. It was noted that the increase in teacher pension contribution had also affected the budget.

The Head teacher reported that the SLT was in the process of looking at the staffing structure as the staffing budget was high. HLTAs would be used for release time for leadership and management. He went on to comment that the school would need to look carefully at whether it should replace any support staff that left. The school would also be looking at the cost of SEN support going forward as the school's 'open door' policy may not be able to be sustained in the same way in the future.

Ms Marks reported that a deficit budget of approximately £33,000 was being predicted for 2016/17, without using the carry forward amount of £45,000. If this amount was included, the school would have a small contingency but the budgetary issues would remain for future years.

The Head teacher explained that under normal circumstances, the Committee would have received the budget prior to the meeting, but due to timescales and extenuating circumstances it had not been possible to do this. The budget would be approved at the FGB on 17th March. The Head teacher commented that it had been useful to see the 2015/16 budget comparison and thanked the SBM and Ms Marks for their hard work on this.

Catering

An analysis of the catering service would be submitted to the next meeting.

Ms Marks

Capital funding/expenditure

The Chairman signed the annual return to ECC summarising the capital that had been drawn down and the school's contribution. The school was expecting to receive £7,000 of funding next year.

Virements

The Committee received the virement record – this included notional SEN clawback (£3,440) and additional Pupil Premium funding (£1,320). The virement record was signed by the Chairman. Ms Marks confirmed that the virement amounts matched those set out in the Governors' report.

Requests for Expenditure over Head's limit

It was noted that there had been no requests.

Extended services

An analysis of extended services would be submitted to the next meeting.

Ms Marks

SFVS

This would be completed by Governors and then submitted to the FGB for approval.

Review of contracts/insurance

Ms Marks explained that this was in progress due to the setting of the new budget. It was noted that the SBM had a rolling programme of contracts to review and that the school would always look for best value. Ms Marks reported that she had looked into other staff insurance providers as part of the Consortium, but that the current insurance provided by ECC seemed to be the best available. The same also applied to premises insurance.

Before she left the meeting, the Head teacher thanked Ms Marks for her work at school at a challenging time of year and in the SBM's absence.

7. PREMISES MATTERS

A premises report was circulated that had been prepared by the Site Manager; this would be submitted to the Committee each term. The Head teacher reported that the new Site Manager had settled in well and had been very rigorous in looking at the school's systems.

It was noted that a Health and Safety audit had been carried out and that the school was compliant. The Head teacher reported that he had looked into using the services of the Consortium Premises Manager but that the budget would not allow this at the current time. In the event of any major building work, the school would use the services of a property consultant.

The school was compliant in relation to Educational Visits.

The Head teacher reported that the school had not undertaken a stress risk assessment for its staff but that an online wellbeing survey would be completed.

The Committee noted the results of a health and safety inspection undertaken by Mr Potter and Mr Bishop; one high risk item had been identified in relation to some blinds and the school would be addressing this. Mr Potter commented that the Site Manager was doing an excellent job at school. H&S inspections would be undertaken by Governors on a termly basis.

8. PERSONNEL MATTERS

The Head teacher provided the Committee with an update on staffing and recruitment since the last meeting. It was noted that there had been a number of staff wellbeing issues at school due to some unfortunate personal circumstances.

9. ANY OTHER URGENT BUSINESS

The Head teacher reported that 2 members of staff had requested paid leave for some personal appointments and he provided the Committee with further details. He went on to report that he had consulted HR about the situation and that they had stated that there was no agreed protocol but only advisory documents relating to the allocation of time. It was noted that the appendix in the Leave of Absence Policy had recommended time allocations for various scenarios but that schools had removed the appendix as it was not a statutory requirement. HR had stated that some schools permitted 3 days paid leave overall.

The Committee had an initial discussion about this but **agreed** that it needed further discussion at the Governing Body.

10. DATE OF NEXT MEETING

It was noted that the next meeting would be held on 9th June 2016.

MEETING CLOSED 9.40PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
5	Benchmarking exercise to be submitted to the FGB.	Head	
6	The school to refocus on a further recruitment drive for volunteer helpers.	Head	
	Catering analysis and extended schools analysis to be submitted to the next meeting.	Ms Marks/SBM	