



**MINUTES OF A MEETING OF THE FINANCE, PREMISES AND PERSONNEL
COMMITTEE HELD ON THURSDAY, 5th NOVEMBER 2015, COMMENCING AT
7.15PM**

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

Action

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Mr Butcher.

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 21st May 2015 were approved as a correct record and signed by the Chairman. It was noted that Ms Marks had sent her apologies for that meeting.

5. MATTERS ARISING FROM THE MINUTES

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

Minute 5 –

The results of the Escape club survey were circulated. It was noted that there had been 31 respondents with 64.5% stating that they had no need to use the club; it was noted that this may be typical of the area with other childcare networks being utilised instead.

A report on the Escape club and the breakfast and twilight clubs at school was circulated. The Committee noted that the before and after school clubs had made a profit of £12,000; Escape club, however was running at a loss of £5,000. The Committee commented that it would be useful to see the numbers of children who attended at different times of the day for Escape to ascertain if it would be more economical to run it at the more popular times.

The Head teacher reported that attendance at the club had not been high enough in the summer holiday; at some points there was only 1 child at the club. As a result of this, the club had been reduced to 16 working days in the summer holiday. However, even with the reduced days, the club had continued to run at a loss. It was noted that 8 children were required to reach a break even point. For the recent half term break, the school had offered a 10% discount for early bookings and this had had an impact on numbers.

The Committee had a discussion about the future of Escape and the implications for the staff it employed. The Head teacher explained that if Escape were to be disbanded, the strategic plan would be to expand the before and after school clubs.

6. FINANCE MATTERS

Current Financial Position

Month 6 had been circulated; the SBM went through the variances in the report.

A Governor asked about the school meal take up. The SBM explained that the school had been highlighted as a school with not enough take up with 66% in KS1 and 31% in KS2 as at September.

The SBM reported that there was £30,717 in contingencies with a projected carry forward of £34,880.

Cash Flow

It was noted that there was £175,688 in the bank at the end of September with an adjusted balance of £59,432.

Budget projection

Ms Marks presented to Governors a 5 year projection for the school (based on the assumption of a 41 pupil in take each year). It was noted that schools were unlikely to receive any increase in pupil funding going forward due to inflation. From the projections, it was noted that for 2016/17 the school would be looking at a deficit situation. It was noted that most schools would be facing a similar situation and that the Government was keen for schools to generate their own income.

It was noted that there would be £7,500 per annum of formula capital money.

The Head teacher reported that he was looking at premises costs with the Site Manager and pointed out that the window and door frame replacement would need to be factored into the budget. He went on to point out that it was now more difficult for schools to get SEN funding and even though the school had above average numbers of SEN pupils, it may not receive enough funding.

Ms Marks pointed out that the school was predicting a difference against the budgeted numbers of £35,000.

In relation to increasing staffing costs, it was noted that as the school had control of its own Pay Policy, it could set salary limits if necessary. The Head teacher commented that the school had a highly qualified and experienced staff. **A Governor queried** whether savings from the staffing budget were a realistic option. The Head teacher explained that savings would need to be made from that budget; if a member of staff left, the school would need to give careful consideration to the costs of replacement. **A Governor pointed out** that the Governing Body was aware 3 years ago that the staffing structure was not sustainable going forward.

School Fund

The audited school fund accounts for the period 1st September 2014 to 31st August 2015 were **approved** and signed by the Chairman. It was noted that the end year balance had been £7,807.70.

Catering

A catering report and trading account had been circulated.

It was noted that the school had been approached by the Children's Food Trust as a school with UIFSM uptake that was lower than DfE expectations.

An advisor had visited the school and had been very complimentary about the quality of the provision; he had acknowledged though that parents were choosing not to use the school meal provision. The school would be looking at introducing more choice, for example the provision of pasta pots, which may increase take up as these had previously been popular.

The SBM explained that the UIFSM was not generating the Pupil Premium funding as those KS1 children who were entitled to this funding received a free meal anyway. The school was now looking at asking parents for their NI number with an explanation of why this was necessary; the NI number could be checked at ECC to ascertain eligibility for Pupil Premium funding.

From the catering account, it was noted that the catering surplus was expected to be £23,700 at the year end.

Virements

The SBM detailed some virements which were signed by the Chairman.

Benchmarking

The Committee requested the SBM to undertake a benchmarking exercise on energy and staffing costs.

SBM

Requests for Expenditure over Head's limit

It was noted that there had been no requests.

Extended services

The Committee noted its previous discussion about Escape club (Minute 5 refers). It was **agreed** that the consultation process should begin to disband Escape club due to it running at a loss and for a strategic plan to be developed to increase the before and after school provision.

7. **BUSINESS CONTINGENCY PLAN**

A new and improved Business Contingency Plan model had been circulated. The Committee **agreed** that this model should be adopted. It was noted that copies of the Plan were kept off site.

8. **FINANCE REGULATIONS**

The main changes to the Finance Regulations were circulated. It was noted that the school would retain the 'conditions of hire' as a separate document and that this was also included in the Lettings Policy.

The Committee **agreed** to adopt the proposed changes for approval at the Governing Body, and for the Governing Body to make a decision regarding 1.5a of the Regulations.

9. PREMISES MATTERS

A premises report had been previously circulated.

The Head teacher thanked the Chairman and Mr Potter for their thorough health and safety visit that had taken place on 29th June; the Committee noted a number of remedial actions that had since taken place. The Chairman pointed out that the new Site Manager had been very proactive in his role.

The Head teacher provided an update on the structural defect on the hall exterior gable end wall as the crack was becoming larger. The school was awaiting an outcome report from ECC on this; the SBM undertook to chase this up. **SBM**

As a result of these structural problems it was proposed that putting further weight on any part of the school built in the 1990's would not be advisable and as the majority of the building was built at this time, the installation of solar panels would not be the best way forward for the school to reduce energy costs. The SBM therefore proposed that a schedule for the replacement with LED lighting should be developed and further details of this were set out in the report.

The SBM drew Governors' attention to some slabs that had become unstable in the path at the back entrance to the school; this had become a health and safety risk. A quote of £150 had been received for the work to remedy this.

The Committee noted that a legionella check assessment had been carried out.

In relation to the playground repairs, the SBM reported that some of the drains under the playground had root intrusion and that this would need to be addressed at the same time as the surface replacement.

10. PERSONNEL MATTERS

Details of some personnel matters are set out as a confidential minute.

11. ANY OTHER URGENT BUSINESS

There was none.

12. DATE OF NEXT MEETING

It was noted that the next meeting would be held on 4th February 2016.

MEETING CLOSED 9.25PM

Chairman.....

Date.....

Summary of Decisions taken (not part of the minutes)

Minute		Action	Completed
6	The Committee requested the SBM to undertake a benchmarking exercise on energy and staffing costs.	SBM	
9	The school was awaiting an outcome report from ECC on the structural wall defect; the SBM undertook to chase this up.	SBM	