



TOWER HILL PRIMARY SCHOOL
Fowler Road, Farnborough, Hampshire. GU14 0BW

Minutes of Finance & Personnel Committee Meeting

held on **Thursday 27th February at 6:30 pm** at the school

Present: Simon Forder (SF, *arrived at 6:43 pm, item 4.1*), Gemma James-Moore (GJ-M), Laura Ovenden (LO, **Headteacher** (HT)), Roger Panter (RP), Nicola Ward (NW, Deputy HT), Mark Whitehead (**Committee Chair**, MW)

Apologies: Kieran Collins (KC), Heather Chapman (HC), Camilla Collins (CJC)

Absent: None

In attendance: Emma Dinsdale (ED, Assistant HT), Jane Fitzpatrick (JF, Senior Admin Officer), Rachael Purvis (Clerk)

Meeting started at: 6:34 pm

1.	Welcome and Fire Evacuation Procedure The Chair welcomed everyone to the meeting and confirmed the evacuation procedures.	Action
2.	Apologies for Absence, Declaration of Pecuniary Interests / Conflicts of Interest	
2.1	Apologies for absence were accepted from KC, CJC and HC. SF apologised in advance that he would be arriving late. The meeting was quorate.	
2.2	There were no conflicts of interest or pecuniary interests declared in any of the agenda items.	
3.	Minutes of the last meeting	
3.1	The minutes of the previous meeting held on 14 th November 2019 were agreed and signed by the Committee Chair as a true and accurate record.	
3.2	Actions arising from the previous meeting were reviewed and recorded on the summary table of Outstanding Actions (page 6) at the end of these minutes.	
3.3	Matters arising from the minutes and the actions list were discussed and are summarised below: <ul style="list-style-type: none"> <u>Identify account codes that feed into benchmarking</u>: This task was closed following discussion of the implications of incorrect coding for benchmarking and the confusion between codes for SFVS and benchmarking. <p>Action: Send RP the list which maps GL to CFR codes.</p> <ul style="list-style-type: none"> <u>SFVS</u>: This was scheduled for discussion on the agenda (item 8.1) but it was noted that the budget had been amended to reflect the additional income from the use of the kitchens by another school raising the income from £3,000 to £3,450 (to be confirmed). <u>Budget amendments on the LTSA code and HC3S payments</u>: These two actions are on-going as JF awaits the arrival of the updated budget tool so she can make these changes. The tool was due to arrive next week. 	JF
4.	Budget 2019/20	
4.1	Budget Spend to Date The Budget versus Forecast Report and the Variance Report had been circulated to governors prior to the meeting. The following summarises the discussion of the budget and the questions raised by governors: <ul style="list-style-type: none"> <u>End of Year Carry Over</u>: <ul style="list-style-type: none"> Q: At this point, where do you feel that the end-of-year carry over will be compared to the budgeted figure? In line with the budgeted figure. No major overspends are anticipated and it is expected that minor overspends and 	

Minutes signed by (PRINT).....

Signature.....

Position.....

Date.....

underspends on individual budget lines will compensate each other.

- Breakfast Club Supervisor:

- **Q: Variance report: the Breakfast Club Supervisor is mentioned in two lines; is there a date that separates which period is in which line?** The Breakfast Club Supervisor began on a casual contract during the Autumn Term 2019 before transferring to a permanent contract at the start of January 2020. Therefore the changeover point was January 2020.

- Line 4092 - Waste billing:

- **Q: How much is the final bill from Suez? Is it significant enough to be driving the significant underspend in the 4092 line?** A finalised bill from Suez has not yet been received and therefore there was not an exact amount as yet. The school was owed some money as kitchen waste had been incorrectly going into school bins increasing their weight. As a result credits had been issued by Suez.
- **Q: Does that mean there will be extra money coming in?** No because there are still two months till the end of the contract to be paid for. However JF was confident that there would not be an overspend.
- **Q: Has the money been received back for the use of catering facilities?** Yes, for both cooking and waste.
- The HT reported that she is looking at how waste can be reduced. Adjustments have been made to the amount of food served to younger and older age groups and this will be monitored to see if it has an impact.
- **Q: Do you have any control over the catering waste?** JF is working closely with the HC3S manager to look at wastage and ensure that when the new contract starts everything possible is done to reduce wastage and over ordering.

SF arrived at 6:43 pm.

- Line 4111 - Security Costs:

- **Q: Have there already been call out charges? If not there should be an expected £200 underspend?** There has been one call out charge of £25. £70 has been spent on sign-in cards. The remainder will be spent on door fobs and therefore it is expected that the £200 budget will be spent by the end of the year.

- Line 2110 - Premises staff:

- **Q: Are we expecting an underspend now that the Site Manager has left? If so is there a rough estimate?** Yes, approximately £2.5k underspend is expected. However, help for the new Caretaker is being sought but it is a struggle to find someone at present. It is thought that the Football Club may be a possible place to find someone who can offer 3 hours a day in the afternoons. There are a few projects around the school that need attention and therefore some of the money may be used to pay casual staff to complete them.
- Overall, the new Caretaker seems very happy in his post although he has raised that he will need help for the summer term when workload increases. The HT noted that there is a risk with the current set up because there is nobody to fall back on if the Caretaker were to be off sick. The impact would primarily be felt on locking and unlocking the premises. This could be covered by other staff but would not be ideal.
- **Q: Have you advertised the post in school?** Yes, posters are up around the school and a notice has been put in the newsletter. The HT will put the advert in the newsletter again and may try putting it on the TESCO notice board as well.

- After School Club:

- **Q: Will we see an impact on the budget now that the After School Club provider (SCL) is in place?** They just provide an income stream and will not incur any costs. The school receives a percentage of their income which is claimed against a monthly invoice.
- **Q: What time does the After School Club finish?** 6 pm.
- A Parent Governor fed back that his children loved the new After School Club because it provided structured activity and they enjoyed the healthy snacks that they

4.2	<p>get involved in making.</p> <ul style="list-style-type: none"> ○ It was reported that attendance numbers so far in this first week were: 10, 11, 14 and 10 (Monday to Thursday). It is expected that word will circulate to other families but it might not be till September that parents change their after school childcare arrangements as they may be in contracts till the end of term. New reception parents have expressed an interest when visiting the school. <ul style="list-style-type: none"> ● <u>Line 4330 – Transport to School:</u> <ul style="list-style-type: none"> ○ Q: Please would you explain what items have been included in line 4330 which are not 'Transport to School'? There are a number of items that relate to Sports Premium spending such as Continuous Professional Development (CPD), netball coaching, and swimming. Additionally money will be spent on lunchtime clubs and Balance Ability. ○ It was discussed that the title of the line was not an accurate description of the spending. JF explained that whilst she could edit the title on the YDev report, she was not personally able to change the Education Finance Services (EFS) system descriptor. She had spoken to them previously and offered to do so again. <p>Action: Talk to EFS about changing Line 4330's description to reflect Sports Premium spending.</p> <ul style="list-style-type: none"> ○ Governors discussed the impact on benchmarking of an incorrect description which could give a false impression when information is collated. It was noted that all Hampshire schools would be affected similarly. ○ Q: Do you have any contacts in Surrey to see if they have the same issue? JF may be able to enquire with a Camberley School as to whether this is also an issue for schools in Surrey. ○ JF noted that all services that are bought in are reflected in the 4330 budget line which is why all Sports Premium spending is shown here. ● <u>Line 5394 – Other Expenses / Christmas cards:</u> <ul style="list-style-type: none"> ○ Q: What was the £722 expenditure on IQ Christmas Cards and Gifts? The children produced Christmas card designs which parents were able to purchase and therefore there was income against this expenditure. It was not previously budgeted as it was organised after the November 2019 Budget Revision. ○ Q: Which line shows the income received? Line 6793. The cards generated more income than expected and the school were very grateful for this to the card company owned by one of the Learning Support Assistant's (LSAs) husband. ● <u>Impact on budget of additional cleaning:</u> <ul style="list-style-type: none"> ○ Q: Is there any provision in the budget for additional cleaning if required for health reasons (e.g. should the school be affected by the Corona Virus)? The Senior Leadership Team (SLT) had discussed the issue that day. They had looked at whether hand sanitiser should be bought and the COSHH implications of its use with children. It has not been budgeted for, however it was noted that if it was required there is currently a £2.5k underspend in the caretaking budget. ○ The HT reported that she is following the Hampshire guidelines on the Corona Virus. She has advised parents and staff accordingly and put up posters in all the toilets to remind everyone about the importance of hand washing. ○ Q: Are children told to wash their hands when they go out to play? Yes it is part of their routine; the younger children are told to wash their hands and the older ones know they have to do it themselves. ○ The HT reassured governors that if she receives any further instructions from County she will inform them. <p>MW thanked JF and the HT for their financial reports and for their good work in keeping the budget on track.</p> <p>Devolved Capital Funds</p> <p>The HT told governors that nothing had changed since the last report on Devolved Capital Funds. She explained that she is looking at the wooden structures on the school field, amongst other</p> 	JF
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	<p>things. As a consequence she is reviewing alternative options to the proposed wooden building as she is concerned about decay and the longevity of the future building. The HT is also looking at the options for the IT Suite and considering its future use. Ultimately she does not want to build something on the field that is out on a limb and therefore is not used as much as it could be. The capital fund will not be spent this financial year.</p> <p>JF noted that the money does not have to be spent by a particular time and that it will be added to next year. It is necessary to develop a plan for the money and this is on-going. The HT anticipated that the money will be spent next year.</p>	
5.	<p>Future Budget Implications</p> <p>5.1 Census implications</p> <p>The HT reported on the census numbers in her report to governors at the Full Governing Body (FGB) meeting on 6th February 2020.</p> <p>Q: Will the Pupil Premium allocation be going up? The HT and JF have not been informed to date but should know more when the updated budget tool is issued next week. It is anticipated that the Pupil Premium will be approximately £160k.</p> <p>5.2 School Improvement and Development Plan (SIDP) priorities</p> <p>The SIDP priorities continue to be delivering good quality teaching and maintaining a strong leadership team with a 'Growing Your Own' leadership development agenda.</p> <p>Q: Given that the KADs have some continuance across a number of years would it be good to see an outcome or specific project to show progress in each year? Should teachers 'pitch' ideas for this? This already happens, in particular subject leaders plan and look for projects each year and make bids for resources to fund their requirements. This level of planning and budgeting is not seen at the more strategic level that governors have visibility of.</p> <p>Q: Are you happy that you have everything covered? Yes the budget is all linked to the subjects and the SIDP.</p> <p>It was noted that NW's CPD plan submitted for item 7 was an excellent example of the detailed planning that is going on below the strategic level.</p>	
6.	<p>Staffing Structure and Recruitment</p> <p>6.1 Review current staffing and recruitment</p> <p>The HT reported the following updates on staffing since her last report at the FGB on 6th February 2020:</p> <ul style="list-style-type: none"> • HC has now started her maternity leave. • Rebecca Thomas has taken over the Year 5 class. • NW has started full time working as of this week. • An advert for a Year 3 teacher has now gone out. The current teacher will leave in three weeks and a letter will go to parents next week. • Based on a recommendation from another HT, the eTeach recruitment website has been investigated and the HT has decided to subscribe to it. There is an annual charge of £1k which will come out of next financial year's budget. The school has now also placed an advert on the website. • One LSA on long term sick leave has returned to work and a second LSA is due to return to work shortly. • The HT has considered subscribing to the Hampshire Long Term Sickness Insurance for LSAs at an annual cost of £11k. However, whilst worthwhile for teachers she continues to consider that it does not offer good value for money for the school. • The new caretaker Allan Harding has started in post as previously discussed. • New members of staff starting shortly (Pre-School Link Worker (PSLW) and two LSAs) joined the staff team for the INSET day training session before half term. <p>6.2 Equality Monitoring</p> <p>The HT reported the equality monitoring information for the LSA and PSLW roles recently recruited.</p>	

	<p><u>LSA:</u></p> <ul style="list-style-type: none"> • There were 15 female expressions of interest and 9 female applicants of which two were British / white and four non British / non-white. • Five applicants declared that they did not have a disability and one applicant said they did not wish to make a declaration. • Four female applicants were shortlisted of three reported they were British / white. • The appointee was white, non-British. <p><u>PSLW:</u></p> <ul style="list-style-type: none"> • There were 8 female expressions of interest and five female applicants of which three were British / white and one was non British / non-white. • One applicant declared a disability and three applicants declared no disability. • There were three female applicants shortlisted of which two reported as British / white. • The appointee was female British / white with no declared disability. 	
<p>7.</p> <p>7.1</p>	<p>Staff Development and Performance Management</p> <p>Review CPD opportunities and consider financial implications for next year</p> <p>NW's report on CPD had been circulated to governors prior to the meeting. The following points were highlighted to governors:</p> <ul style="list-style-type: none"> • CPD is being delivered in house as well as by external providers. In particular, subject leaders provide CPD for other staff members. • In addition to that shown on the plan, CPD also occurs at staff meetings where staff share their learning with others. • The INSET day with Jenny Moseley was reported to be very worthwhile and very cost effective. The impact of the input could already be seen in how staff have been working the children. • INSET Day 5 training has now been booked which will focus on delivering learning in the outdoor classroom. • Funding for the outdoor classroom and staff training in its use will be recouped in part with the fund raising from the marathon runner Mr Kennedy and the School Council Quiz. 	
<p>8.</p> <p>8.1</p>	<p>School Financial Value Standard (SFVS)</p> <p>Review SFVS submission</p> <p>The HT noted she had met with JF and MW to put together the draft and that she had subsequently has amended the typos in it. Governors raised the following questions:</p> <p>Q: What is driving the lower than recommended teacher contact ratio? Are teaching staff doing support activities? Are there teachers being counted that aren't actually available (sickness; maternity etc)? There are 18.2 Full Time (FT) teaching staff as calculated by the budget tool, so this was input into the SFVS. This figure includes a number of SLT who are not class based and therefore have a much higher proportion of non-contact time. However, this has changed recently because ED is now class based. It was noted that the ratio is only marginally outside the 'green' zone and is not red. It was felt that it should be taken into account that it is not a true reflection of the actual picture as SLT members do go into class to support teachers, deliver CPD and teach on occasions. On this basis the ratio would go 'into the green'.</p> <p>Q: What data set was used to complete the SFVS as you don't have to use the latest published data that may be time lagged? The November 2019 Budget Revision data set was used as it seemed most prudent. It was noted that this was different to the data set used for financial benchmarking.</p> <p>Q: Can you please add commentary to the dashboard re the amber status (medium risk) of in year balance as a percentage of income? The HT reported that she has added a commentary as requested as follows:</p> <p>"The in-year balance as a percentage of total income shows as -0.8%. This has been reviewed by the Governing Body and found to be satisfactory as the percentage is</p>	

	<p>minimal.”</p> <ul style="list-style-type: none"> It was noted that the Amber / Medium Risk bracket is -5.0% to 0.0%. Governors discussed that a medium risk is used to denote an in-year deficit budget. However when this minimal risk is considered across a three year spread it is a lesser risk. Q: Is there anything in the in-year budget that could be identified as nudging the budget into deficit? No. There a number of small things that have come together, but in comparison to many other schools the budget looks healthy. In conclusion governors requested that the SFVS commentary should be amended to: “The in-year balance as a percentage of total income shows as -0.8%. This has been reviewed by the Governing Body and found to be satisfactory when considered in the context of the three year budget plan which shows no deficit.” <p>DECISION: The F&P Committee recommended that the SFVS submission should be presented at the FGB meeting on 19th March 2020 for approval.</p>	
9.	Control Checks	
9.1	<p>Receive reports on control checks</p> <ul style="list-style-type: none"> <u>Single Central Register Check</u>: check to be conducted on 3rd March 2020. <u>IT Assets Control Check</u>: Owen Gardiner (OG) had conducted the check and was very pleased that IT Leader had digitised the asset records. A fuller report will be made to the Premises Committee on 5th March 2020. <u>Income, Purchase Card and Petty Cash checks</u>: all checks completed by MW. <u>Payroll Check</u>: JF and MW arranged to meet on 18th March 2020 to complete this check. 	
10.	Any Notified Business	
10.1	The Committee Chair belatedly welcomed ED to the F&P Committee.	
8.	Date of next meeting: 7 th May 2020 at 6:30 pm	

The meeting closed at 7:43 pm.

FINANCE & PERSONNEL COMMITTEE – OUTSTANDING ACTIONS

Date of meeting	Agenda item	Action	By Whom	Status
25/06/19	9	CJC and JF to work together to identify which account codes feed into the benchmarking results for admin supplies and insurance premiums. JF to coordinate a date for CJC, HT and JF to meet to discuss	CJC/JF	CLOSED
09/10/19	10	MW to help with the planning for the completion of the SFVS return. HT to arrange a date to meet with MW to discuss plan.	JF	
14/11/19	4.1	Reinstate the LTSA code to make it clearer to understand what is happening for years 2020/21 and 2021/22.	MW	COMPLETED
14/11/19	4.1	Add the HC3S payment for use of the kitchen to the revised budget before it goes to FGB for approval.	HT	
14/11/19	6.2	Add the approval of the Performance Management Policy to the 21 st November 2019 FGB agenda.	JF	ON-GOING
27/2/2020	3.2	Send RP the list mapping of GL to CFR codes.	JF	ON-GOING
27/2/2020	4.1	Talk to EFS about changing Line 4330's description to reflect Sports Premium spending.	Clerk	COMPLETED
			JF	