

## Minutes of Finance & Personnel (Spring 1) Meeting

**Wednesday, 27<sup>th</sup> February 2019 at 6.30pm**

|                      |   |  |
|----------------------|---|--|
| <b>Present</b>       | Mark Whitehead (MW)<br>Camilla Collins (CJC)<br>Kieran Collins (KC)<br>Simon Forder (SF)<br>Gemma James-Moore (GJ-M)<br>Roger Panter (RP)<br>Linda Tansley (HT) | Chair<br><br><br><br>Left during item 6<br><br>Headteacher |
| <b>Apologies</b>     | None  |  |
| <b>In attendance</b> | Laura Ovenden (LO)<br>Jane Fitzpatrick (JF)<br>Flavia Coleman   | Deputy Headteacher<br>Senior Admin Officer<br>Cover Clerk  |

|    |  | <b>Action</b> |
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| 1. | <b>Welcome and Apologies</b><br>The Chair opened the meeting at 6.30 pm and welcomed everyone. There were no apologies for absence.<br><br>The meeting was confirmed as quorate.   |               |
| 2. | <b>Declaration of pecuniary interests</b><br>There were no declarations of pecuniary interest.   |               |
| 3. | <b>Minutes of the meeting held on 13<sup>th</sup> November 2018</b><br>The minutes of the meeting held on 13 <sup>th</sup> November 2018, including the confidential minutes, were agreed as accurate records by those governors who were present at the meetings, and were signed by the Chair.   |               |
| 4. | <b>Matters Arising</b><br><u>Performance Management and Capability Procedures 2018/19 (Item 11 – 13/11/18)</u><br>It was noted that new model policies on Performance Management and Capability had been published by EPS as part of the MoPP and that these would be discussed under item 6.<br><br>The actions arising were updated - reported in the record of outstanding actions attached to the minutes or in the relevant agenda item below. Completed actions to be removed from the list.<br><br><u>Single Central Record Check (Item 6 – 09/10/18)</u><br>It was noted that evidence to support the SFVS return had been requested by the HT in the document issued before the meeting. SF advised that he had asked the Admin Officer for the notes she had prepared during the checks on 4 <sup>th</sup> and 20 <sup>th</sup> December. The HT |               |

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Signed as an accurate record of the meeting by *Mark Whitehead, Chair F&P Committee*, at the F&P Meeting on 9<sup>th</sup> May 2019

asked the governor to bring any learning from the governor safeguarding training that he had attended to the SCR check in the event that the current recording system could be improved and made more informative for the governing body. Carried forward.

Benchmarking Check (Item 7 – 13/11/18)

CJC will liaise with GJ-M to complete the check for 2017/18.

CJC/GJ-M

5. **Budget 2018/19**

Review of Spend Against Budget and Variances

Due to half term, and payroll running during the half-term, which gives a different 'bottom line' at the end of the week to the beginning, preparation of the YDev22 and the variance report had been constrained and it had not been possible to circulate the documents until immediately before the meeting. It was recognised that this did not give governors sufficient time to consider the reports and the HT proposed that, for the future, the Spring 1 meeting should be moved either to the week before half term or two weeks afterwards, so that the papers could be issued in a timely manner.

In reviewing the YDev22 and the variance report, the HT advised that all the outcomes had been reported as fully as possible on the variance report in order to give governors a more accurate forecast of the year-end position.

The HT highlighted the following:

- Payroll is likely to be underspent by c.£10k against plan. In order to retain them, a teacher had moved from a full-time to a 0.8fte contract from the beginning of the Spring term, resulting in a saving of approximately £5k. Underspends were also forecast for Lunchtime Supervisors, CLAs and supply staff.
- Expenditure on Premises staff is forecast to be overspent by approximately £900 against plan to reflect their attendance at training and INSET days outside of their contracted hours.
- In addition, the school had withdrawn from the LA's Grounds Maintenance SLA and the work taken on by the site staff had incurred additional costs to those forecast. This still provides better value for money compared to the SLA as the work can now be carried out when required, rather than on an ad-hoc basis – and to a very high quality.
- Other Training Courses & Qualification (code 3103) – the current position is uncertain as the reports cannot be accessed, but the budget may be overspent, although it appears to be broadly on plan at the moment.
- Gas (code 3905) – a fault with the main school boiler has meant a significant increase in usage, through no fault of the school's, leading to a forecast overspend of approximately £300. Reimbursement of the costs has been requested but it is unlikely that it will be provided.
- Temporary classrooms (code 3961) – the charge of £9,845 for another school had been charged to TH in error by HCC. Property Services have been advised and JF is chasing for a refund. TH's experience of reimbursement for temporary classroom provision is that this will not happen until 31<sup>st</sup> March. Two separate lines have been added to the summary year-end expenditure forecast to show the position with and without this charge.
- General Refuse Collection and Disposal (code 4092) – the annual bill has still not yet been paid and JF is discussing the charges with the company as the service is unreliable.

**Q.** Does the new water heater (General Maintenance, code 3740) really cost £1,600?

**A.** Yes. It does sound excessive but it is needed for a staff of nearly 60.

- Day Activities (code 5414) – there is a forecast overspend of approximately £2k, but

this supports the insistence on providing the children with first-hand experiences. A forecast increase of approximately £1,800 in income is also forecast, however (code 7211).

- The year-end forecast is for an increased carry forward of between approximately £90k and £100k.
- It was noted that governors had approved a lower than forecast carry forward at the November budget revision and part of the revised forecast increase will be used to purchase additional resources. In addition, c£2k of the Sports Premium funding will be used for Balanceability for YR pupils.

**Q.** *Are there any other large underspends, apart from the saving on staffing?*

**A.** *Not really. There is £4.5k left in the IT budget (code 4494) and £4.5k in general maintenance (code 3740), but that will be planned for usage in the greater than November Revision forecast for the decoration of four classrooms in the summer holidays rather than the usual two.*

### PLASC

A total of 351 children on roll was forecast in May and this had increased to 353 by the time of the November Budget Revision. The budget share for 2019/20 had been based on the latter number.

The school will still attract Growing Schools funding for another year.

### SLA Insurance for Support Staff

The HT reminded governors that this had been considered last year and that it had been agreed at that point that it was not worthwhile, and could still not be justified.

### Costings for new priorities for inclusion in the 2019/20 SIDP

The HT advised that she intended to leave this in a healthy position so that the new HT has the ability to fund priorities as they define them.

### Training budget for Staff Development Plan

LO was thanked for completing and maintaining the plan, which had been uploaded to the portal, and which included details of in-house as well as external training, and the purpose and impact of each course in order to enable 'best value' evaluation.

### 2019/20 Budget

The HT advised that the budget share had been received earlier in the week and that work on the 2019/20 budget would begin in the following week.

Initial indications are that the budget share is not out of kilter with previous years. Whilst the AWPU has increased by £13 per pupil, the true figure will depend on other factors.

**Q.** *The budget share is based on 18.9fte teaching staff. Will this be the true figure?*

**A.** *The 3-year plan does not change the projection of teaching staff levels.*

### Devolved Capital Budget

The balance sheet had been uploaded to the portal. An additional £12,597.90 'little extras' funding from the government, which was based on the NoR in January 2017, makes proposed investment in the wider ranging IT development more feasible and brings the total income for 2018/19 to £24,445.11. A total of £2,815 had been spent on artificial turf for the EY outdoor quad and additional tarmac to the adventure area, giving a projected carry forward of £21,629. However, the £1k for the additional tarmac has not yet been taken and this could increase the carry forward to £22,629.

Assuming the formula for capital allocation remains the same, £7,600 should be received for 2019/20, bringing the forecast balance to almost £30k in April 2020. Contingencies of £5k and £5,199 have been built into the proposals for 2019/20 and 2020/21 respectively. Once again, the HT's intention is to leave a very 'workable' capital balance for the incoming new HT.

## 6. Financial Procedures and Policies

### SFVS

The draft SFVS return had been uploaded to the portal, together with the summary of actions to be completed so that the return could be approved by the FGB on 20<sup>th</sup> March and to allow the 31<sup>st</sup> March deadline for submission to be met.

Actions to be completed were noted as follows:

- Skills audit – forms had been due to be returned by 26<sup>th</sup> February and governors were asked to send their forms back to the HT or to let her know that there were no changes from last year by the beginning of the week commencing 4<sup>th</sup> March. All
- Benchmarking – the HT has sent CJC the report on the check carried out by GJ-M last year in order to support her in producing a Benchmarking exercise and report for Spring 2019. CJC
- Premises work update – to be considered by the Premises Committee on 6<sup>th</sup> March. JF
- Health & Safety – NoS to be chased for the report on the annual site inspection on 20<sup>th</sup> December 2018. OG to chase NoS
- Internal control checks – MW had completed the checks on the purchasing card and petty cash and will arrange a check on payroll with JF. MW/JF
- SF will carry out the check on income with JF and the Admin Officer. A date of 5<sup>th</sup> March was provisionally agreed, subject to confirmation of the Admin Officer's availability. SF/JF
- IT asset register – LO has contacted OG and Michaela Corper to arrange a date. LO
- Disaster Recovery plan – LO is following up. LO

*GJ-M left the meeting at 7.30pm.*

### Best Value Policy

The HT referred to principle 3 – Compete – of the Best Value policy, which states that, with existing contracts, alternative provision will be sought every 4 years. There are two key contracts in force, one of which is with YBC for cleaning.

As there is increasing dissatisfaction with the service provided by YBC, alternative providers are being considered and JF reported on her meeting with CleanKing, who had visited the school to gain an insight into the requirement and had submitted a quote and proposal. JF has contacted other schools and organisations where CleanKing already operates and had positive feedback.

The current contract with YBC is for 52 weeks per year at a cost of £26k, although the company does not provide a service across the whole of the 52 week period. The quote from CleanKing is for 39 week contract + 3 weeks in the summer at a cost of £23,590. Whilst this appears to be good value, meetings will be held with other providers before a final decision is made. The contract with YBC gives a 3 month notice period but it is hoped that a month's notice can be given so that the contract can be terminated at the end of April.

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|    | <p><b>Q. Will the number of cleaners stay the same?</b><br/> <b>A. More or less.</b></p> <p><b>Q. Is hard floor cleaning included?</b><br/> <b>A. Yes. We pay extra to YBC for this. CleanKing could also offer oven cleaning and window cleaning as additional options.</b></p> <p><u>Performance Management and Capability Policies</u><br/> The HT advised that performance management and capability have been separated and that she is reviewing both new model policies. The performance management policy is unchanged and will be given to staff when it is finalised for consultation and review.</p> <p><u>Managing Sickness Absence Policy</u><br/> The HT advised that the new model policy is still to be reviewed and shared with staff.</p> <p>All three policies will be included on the agenda for FGB on 20<sup>th</sup> March for approval in readiness for implementation on 23<sup>rd</sup> April.</p>   | HT |
| 7. | <p><b>Control Checks</b><br/> Discussed earlier in the meeting (see items 4 and 6).</p>  |    |
| 8. | <p><b>Safeguarding</b><br/> The HT advised that the questions on the safeguarding awareness quiz devised by the Safeguarding Governor are now in place for governors to use during their KAD monitoring visits. The HT will ask the Safeguarding Governor to let governors know how they can access the quiz</p> <p>The HT commended the Safeguarding Governor for his work on developing this initiative, which reflects best practice and is beginning to be recommended by the safeguarding team as well as Governor Services and will enable any gaps in knowledge or information to be identified and addressed and will also show whether the procedures the school has in place are effective.</p>  | HT |
| 9. | <p><b>Staffing Structure and Recruitment</b><br/> <u>HT Recruitment</u><br/> It was noted that the recruitment process appears to be on track and that the Chair has expressed an intention that the advertisement could go live on 1<sup>st</sup> March, which is earlier than expected.</p> <p>An expression of interest from the flyer has already been received and the potential applicant is due to visit the school on 11<sup>th</sup> March, to be shown around by the Chair.</p> <p><u>Recruitment – Equalities Monitoring</u><br/> The HT advised that 36 expressions of interests and 28 applications had been received for the Admin Assistant vacancy. From a very strong field, 8 candidates have been invited for interview on 1<sup>st</sup> March, but one candidate has already withdrawn.</p> <p>15 expressions of interest and 8 applications had been received for the LSA vacancy, but 4 candidates had withdrawn before the interview. A successful appointment had been made, however.</p> |    |

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|     | The vacancy for a KS2 teacher for September will be advertised next week.  |  |
| 10. | <b>Staff Development</b><br>The range of CPD opportunities in place had been discussed earlier in the meeting (see item 5).                              |  |
| 11. | <b>Governor Training</b><br>It was noted that CJC had attended training on 'Understanding Finance' and had booked to attend 'Strategic Finance' in June. |  |
| 12. | <b>Any Other Business</b><br>None.   |  |
|     | <b>Meeting closed at 8.07 pm.</b>  |  |
|     | <b>Date of Next Meeting</b><br>Thursday 9 <sup>th</sup> May 2019   |  |