

Minutes of Finance & Personnel (Autumn 2) Meeting

Tuesday, 13th November 2018 at 6.30pm

Present	Mark Whitehead (MW) Camilla Collins (CJC) Gemma James-Moore (GJ-M) Laura Ovenden (LO)	Chair Arrived during item 3 Deputy Headteacher (present for items 4-13 only)
	Roger Panter (RP) Linda Tansley (HT)	Headteacher
Apologies	Simon Forder (SF)	
In attendance	Jane Fitzpatrick (JF) Kieran Collins (KC) Flavia Coleman	Senior Admin Officer Assistant Headteacher (present for items 4-13 only) Cover Clerk

		Action
1.	<p>Welcome and Apologies The Chair opened the meeting at 6.35 pm and welcomed everyone. Apologies were received and accepted from Simon Forder (childcare commitments).</p> <p>It was noted that, in the interests of confidentiality, LO and KC would join the meeting after item 3.</p> <p>The meeting was confirmed as quorate.</p> <p>Appointment of Vice-Chair Nominations were invited and a self-nomination was received from Camilla Collins. No other nominations were made and Camilla Collins was therefore appointed unanimously.</p>	
2.	<p>Declaration of pecuniary interests The HT declared an interest in the first part of item 3 and would leave the meeting while this was discussed. No other pecuniary interests were declared.</p>	
3.	<p>Pay Policy 2018/19 <u>Consideration of option for 1.5% pay award for Head Teacher</u> Confidential item (part 1). The Head Teacher left the meeting. <i>Gemma James-Moore arrived at 6.39pm.</i></p> <p><u>Consideration of Leadership ISR</u> Confidential item (part 2). The Head Teacher returned to the meeting and Camilla Collins left the room.</p>	
	<i>Camilla Collins, Laura Ovenden and Kieran Collins joined the meeting at 6.55pm.</i>	
4.	Minutes of the meeting held on 9th October 2018	

The minutes of the meeting held on 9th October 2018 were agreed as an accurate record, subject to the addition of “to be”, before “localised” under the heading of “Implications of Teachers’ Pay Award” in item 5.

The amendment was made by hand and the minutes signed by the Chair.

5. Matters Arising

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.

2018/19 Budget Share (Item 5 – 10/05/18)

As the HT had been unable to obtain the formula used to calculate low/prior attainment pupil numbers, it was agreed that this item should be closed.

Single Central Record Check (Item 6 – 9/10/18)

The check planned for 13th November has been rescheduled to 4th December.

6. Budget 2018/19

Proposed Revision to the Budget Plan

The YDev22, the summary and detailed reports and the proposed budget revision had been uploaded to the portal prior to the meeting. Following the recent announcement that SENSEA funding was to be withdrawn, updated versions of the summary and detailed reports had been uploaded to the portal in the evening prior to this meeting to reflect the impact in 2019/20 and 2020/21. In essence, this would result in c.£8,250 reduction of income in 2019/20 compared to the figures shown in version 1 of the reports and c.£5,845 reduction in 2020/21. This would also reduce the amount of carry forward in both years to £28,717 and £27,129 respectively, which still equated to a carry forward of 2% in each year.

It was noted that the £10k for “little extras” promised by the Chancellor in the budget might go some way towards offsetting the loss of the SENSEA funding but it is not yet known when this will be received.

The Head Teacher highlighted the following from the summary and detailed reports and the Proposed Budget Revision document, which showed where the budget approved in May had been revised:

- Sports/PE Premium (code 7690): income of £18,523 is the actual amount for the financial year, with 7/12ths for this academic year and 5/12ths in 2019/20. No provision has been made for future years as there is no guarantee that the grant will be extended.
- The employer contribution to the Teachers’ Pension Scheme has been increased from 16.48% to an estimated 23% over a 4-year period from 1 September 2019 to 31 March 2023. There is no indication as to whether any compensation will be provided to offset the impact.
- An allocation of £5,904 has been awarded to offset the agreed 3.5% increase in Teachers’ Pay Award for Main Scale Teachers and this is reflected under code 7697.

The revised budget was noted as follows:

Nov. Revision Figures	2018/19	2019/20	2020/21
Total Income	£1,778,865	£1,921,639	£2,022,906
Total Expenditure	£1,830,128	£1,935,374	£2,017,061

'In-Year Surplus(Deficit)	(£51,263)	(£21,985)	(£1,589)	
Cumulative Bgt Fwd	£101,965	£50,702	£28,717	
End of Year Balance	£50,702	£28,717	£27,129	
End of Year % Balance	4%	2%	2%	

Every effort had been made to set the budget as prudently as possible in continuing pressed financial times and circumstances.

It was AGREED that the fact that the year-end forecast was only £500 different to the position predicted in the agreed budget was a very good result and showed that the budget was being managed very efficiently and effectively.

It was AGREED to recommend the revised 2018/19 budget to the Full Governing Body for approval. The Head Teacher will make the changes to the overview document in readiness for presentation to the FGB.

HT

Capital Budget

The devolved capital report had been uploaded to the portal prior to the meeting.

Q. *What do you mean by 'more progressive, wider ranging ICT development', do you have anything specific in mind yet, albeit uncostered? How much would you envisage accumulating for this development and what is the basis for that sum?*

A. *Historically, we have kept £3k for ICT hardware as a contingency. As it has not been used to date this year, and as there is provision of £6,700 in the revenue budget, this would be sufficient to replace any equipment that might fail. If the £3k contingency for 2019/20 and the projected allocation of £7,600 are put together, along with the current remaining balance, this would give us a carry forward of £16,600. With the £3k contingency removed, this would give a carry forward of £13,600 to the end of 2019/20 and up to £21k if the projected allocation for 2020/21 is included, which would allow significant investment in IT.*

We are now proposing a more cutting edge and forward thinking alternative to the ICT suite, perhaps making the environment more informal. Another option might be to use the funds to develop an outdoor learning environment similar to a Forest School approach to learning. This would benefit those children who are not academically inclined. The HT and Deputy Headteacher are aware of this approach having been used successfully in another Hampshire school, at relatively low cost, with evidence that it has helped to close the gap in Y2.

Our intention is for governors to be involved in whatever solution is chosen and, if the development of the outside area is taken forward, to make this a real community project.

It was AGREED that this was a very exciting proposition.

7. **Financial Procedures and Policies**

2018/19 Pay Policy

As discussed earlier in the meeting, (see item 3), it was AGREED to recommend the revised policy to the Full Governing Body for approval.

SFVS

It was noted that reports from the control checks would provide evidence to support the criteria in the SFVS return, which would be due for submission in March 2019.

	<u>Benchmarking</u> CJC will undertake the benchmarking check, to establish that value for money is being achieved. GJ-M had previously carried out the check and will liaise with CJC.	GJ-M/ CJC
8.	Control Checks <u>Purchasing Card</u> MW had completed the check on 12 November and no irregularities had been identified. JF will upload the report to the portal. <u>Single Central Record</u> As noted earlier in the meeting, SF will carry out the check on 4 December. It was noted that it was good practice for a different governor to carry out the check each time it is scheduled and that volunteers for the Spring and Summer term checks might come forward after the Whole GB Training session on Safeguarding on 10 January. The SLT will also check the Single Central Record as a separate exercise.	JF
9.	Staffing Structure and Recruitment The Head Teacher advised that the vacancy for an LSA had been advertised and would close on 14 November. At least 5 applications have been received to date.	
10.	Staff Development The Head Teacher advised that, as there were a number of NQTs this year, all in the lower KS2 classes, significant staff development was underway, with a lot of exciting opportunities at all levels. All the NQTs are doing well and are being well supported by staff. A newer, but experienced, member of staff is also being supported in developing their practice. The Head Teacher expressed her confidence that, with the comprehensive range of developments in place, at least sufficient evidence could be provided to demonstrate the impact on the children's outcomes and the judgement of Teaching and Learning as outstanding.	
11.	Policies <u>Performance Management and Capability Procedures 2018/19</u> It was AGREED to recommend the model policy, personalised to the school, to the Full Governing Body for approval.	
12.	Governor Training It was noted that CJC would be attending training on 'Understanding Finance'. KC had completed the same course and had found it very useful.	
13.	Any Other Business None.	
	Meeting closed at 7.55 pm.	
	Date of Next Meeting Tuesday 26 th February 2019	