

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL**

**Minutes of the Finance & Premises Committee Meeting
Thursday, 16 March 2017 at 7.30 p.m.**

Membership of the Finance & Premises Committee :	
Vicci Godbold	Head
Frank Newton	FN
Steve Mitchell	SM
Sophie Dale	SD
Rob Jagger	RJ
Cathy Sweet	CS
Debbie Townsend	DT
David Varey	DV
Helen Cooper (Non-governor for this committee)	SBM

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Frank Newton, Steve Mitchell, Rob Jagger and Debbie Townsend.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with five governors present.		
1.4	Apologies for absence, with governors' consent: Sophie Dale, Cathy Sweet and David Varey.		
1.5	Absent: None.		
1.6	Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by members of the committee in respect of any item on the agenda.		
2.	Notice of change in order, or any other business		
2.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
2.2	The Committee also agreed that there were no items to be considered under Any Other Business.		
3.	Review of minutes and action points of the previous meeting		
3.1	The minutes of previous meeting held on 12 January 2017, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	Four of the nine Action Points from the last meeting on 12 January 2017 had been completed prior to the meeting (AP5, AP7, AP8 & AP9).		
3.3	The remaining five APs (AP1, AP2, AP3, AP4 & AP6) were discussed, and it was noted that: <ul style="list-style-type: none"> • For AP1, discussions Queen Emma regarding the MLEI 		

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READ & AGREED AS A TRUE RECORD (CHAIR)

	<p>initiative were no longer required. The LA have been given feedback by the school on the concerns expressed by the GB over this initiative;</p> <ul style="list-style-type: none"> • For AP2, the Head will provide staff with a budget overview to help them understand the pressures in May 2017; • For AP3, the SBM and RJ will meet shortly to begin investigations into the proposal to set up a separate charity account for school trips; • For AP4, any outstanding actions for Pre-school will be discussed under the Budget – see item 6 below; and • For AP6, the Clerk has circulated the list of school hirers provided by the SBM to the GB. Discussions about the need to charge groups who use equipment, and to review the charges made to existing hirers took place and the SBM will put-together some options for moving forward. 	<p>May 17</p> <p>April 17</p> <p>April 17</p>	<p>Head</p> <p>SBM/RJ</p> <p>SBM</p>
4.	Headteacher's Report		
4.1	The Headteacher reported she had received a letter from the Cleaning company (CCS) advising a large increase in its charge policy. She had met with the company but was unable to gain any re-assurances over the increase in charging. The Committee agreed that the proposed £6K annual increase in costs was unreasonable and that the school should give CCS notice to terminate their contract (6 months) and go out to tender for this work using the consultant who assisted the school with the Catering contract.	April 17	Head/SBM
4.2	There were a number of on-going premises issues, including: <ul style="list-style-type: none"> • Leak on Roof; • Emergency lighting; and • Air-Source Heater replacement insulation. 		
4.3	The Headteacher was pleased to announce that the Sculpture was in place.		
4.4	The Headteacher also announced that as a cost saving exercise she had arranged for Swavesey VC to take over managing and maintaining the ICT equipment from Ed ICT.		
5.	Chair's Action		
5.1	There was no additional action by the Chair to report.		
6.	Budget Monitoring 2016/2017 & Budget Preparation 2017/2018		
6.1	Budget Monitoring 2016/2017		
6.1.1	The SBM reported on the Budget for 2016/2017 using her report that had been circulated to the Committee prior to the meeting. The key points included: <ul style="list-style-type: none"> • Lettings income is up to £7,952; • Teachers Pay - £4,694 underspend on original budget but £7,951 overspend on revised budget; • Supply Pay & Agency staff costs £20502; 		

6.1.2	<ul style="list-style-type: none"> • Midday Supervisor Pay -Underspend of £2,759. We have just recruited two new Midday supervisors who will start shortly; • An additional £6K in funding has been generated by involvement with the Maths Hub. These funds are being earmarked on a separate budget line to offset maths training cover costs, release time and resources; • Catering - uptake of school meals is currently running at an average of 68% (previously 65 %); • UIFSM take up is currently 70% an decrease of 11% from the end of last term; • Dinner numbers vary between 309 – 347 on a daily basis; • After discussion with Lunchtime UK it was agreed that we would start a rolling programme of inviting adults to join their children for lunch, one class per week. This will start with Reception and move up through the year groups – hopefully raising numbers of UIFSM children taking lunch. On current numbers, income and expenditure we expect to make a 'profit' of £7.5K; • Pupil Premium Funding - from September (new intake) parent's NI numbers are collected on the registration form. The school will run a monthly report, submit to the School Meals team, who will then automatically check to see if pupils are eligible for FSM and thus PPF. This negates the need for parents to actively claim FSM; and • Formula Carry Forward forecast to be £18K <p>The key points around Pre-School included:</p> <ul style="list-style-type: none"> • Current Numbers at Pre-School per session were discussed; • Total of 60 on role which is an increase of 18 children from January 2017; • Original forecast figures, for a full 12 months, were that we would need to have 38 children per session in Pre-School to break even; • Current forecast equates to 39 children per session to break even; • Top up funding of approximately £30K will be required from the Trustee Account to ensure that Pre-School remains cost neutral with current numbers; • Playgroup funds are expected to be £67K; • Numbers are rising as well as enquiries for September 2017; • Concerns expressed should the Pre-School only be teacher-led (managed); • A HLTA would act as Deputy Manager to save money; • Charitable Trust Governing Instrument needs to be finalised and has now been submitted to the Charities Commission; • New Bank Account to be opened with Lloyds; • Final accounts from Pavilion Playgroup to be audited and submitted; and • Pavilion Playgroup to be dissolved and Charity Commission advised 		
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6.2	Budget Preparation 2017/2018		
6.2.1	Under the proposed budget for 2017/2018 the school would appear to be better off, with increased funding and growth funding but there will actually be a shortfall in the budget, due to the historical way that funding is given to the school based on pupil numbers from the last census.		
6.2.2	A letter has been sent to the LA to explain the concerns of the GB, and asking the LA to put a structure in place to support the school while it grows in size.		
6.2.3	The SFA will be in school on Monday, 20 March 2017, and will meet with the Headteacher SBM, Chair of GB and Chair of Finance.		
6.2.4	The new budget has to be approved at the next committee meeting on 27 April 2017, and submitted to the LA by Friday, 5 May 2017.	April 17	Finance
7.	Review of Work Schedule		
7.1	There were two outstanding tasks left on the Work Schedule for the meeting to consider.		
7.2	The SFVS compliance document for 2016/2017 had been completed and circulated to the committee prior to the meeting. There was little change to the document from last year. Following the budget discussions in item 6 above there was a clear and demonstrable link between the school's budgeting and its plan for raising standards and attainment. The Committee were determined that budget issues should not have a detrimental impact on learning as it is clear that the school is aiming to achieve the highest possible educational outcomes for its children. The SFVS document was then approved by the Committee and signed by the Chair of the GB for return to the LA.		
7.3	The Pupil Premium statement will be an agenda item at the next committee meeting on 27 April 2017.	April 17	Head
8.	Review of Schedule of Policies		
8.1	There were no outstanding policies to review in the Schedule of Policies for the meeting to consider.		
9.	Standing items		
9.1	There are three Standing items for each meeting, including:		
9.2	Health & Safety Committee feedback The minutes of the last Health & Safety Committee meeting, held on 9 March 2017, were circulated to the Committee prior to the meeting. One concern was noted about a visitor making use of the children's toilets, instead of the adult toilets during a recent visit. Better signage would be investigated by the SBM. Medical trackers reports are also to be reviewed. The Caretaker was praised for his work around the school.		

9.3	Changing rooms – nothing new to report.		
9.4	Spending on the Pre-school – discussed in the Budget Monitoring Report – see item 6 above.		
10.	After-School Club		
10.1	A discussion about After-School Club took place following a complaint from a Parent, and will be an agenda item at the next committee meeting on 27 April 2017. Please also see confidential minutes.	April 17	Head/SBM
11.	Any Other Business		
11.1	A Governor asked about the current situation regarding Academy status. There was nothing new to report on this item at the moment since the Government removed the compulsion for all schools to become Academies. It was suggested that the school would be in a better position to review this option once the pending Ofsted inspection had been completed.		
11.2	There being no other business the meeting closed after item 12 at 9.02 pm.		
12.	Summary of Impact on Standards and Progress		
12.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement. The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Ensured that the attainment of its children is at the heart of everything the school does financially. 		

Finance & Premises Committee Action Points – 16 March 2017

F&P 4 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	3.3 The Head will provide staff with a budget overview to help them understand the pressures in May 2017.	Head	
2.	3.3 The SBM and RJ to meet to begin investigations into the proposal to set up a separate charity account for school trips	SBM/RJ	
3.	3.3 The SBM to put-together some options for charging groups who use equipment and to review the charges made to existing hirers.	SBM	
4.	4.1 The school to give CCS notice to terminate their contract and go out to tender for a Cleaning contract.	Head/SBM	
5.	6.2.4 The new budget has to be approved at the next committee meeting on 27 April 2017, and submitted to the LA by Friday, 5 May 2017.	Finance	
6.	7.3 The Pupil Premium statement will be an agenda item at the next committee meeting on 27 April 2017.	Head	
7.	10.1 After-School Club will be an agenda item at the next committee meeting on 27 April 2017.	Head/SBM	