

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

**Minutes of the Finance & Premises Committee Meeting
Thursday, 28 September 2017 at 7.30 p.m.**

Membership of the Finance & Premises Committee:	
Vicci Godbold	Head
Frank Newton	FN
Rob Jagger	Chair
Cathy Sweet	CS
Debbie Townsend	DT
David Varey	DV
Carolyn Jepson	CJ
Helen Cooper (Non-governor for this committee)	HC

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Carolyn Jepson, Rob Jagger, Cathy Sweet 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: Frank Newton, Helen Cooper 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.	Election of Chair & Vice-Chair		
2.1	Chair of Finance & Premises Committee: the Clerk requested nominations for the post of Chair of the committee and it was agreed that Rob Jagger should be elected Chair for the academic year 2017/2018. This had been proposed by Debbie Townsend and was seconded by Vicci Godbold.		
2.2	Vice-Chair of Finance & Premises Committee: If the Chair is absent from a meeting, another Governor will be elected to take the Chair.		
3.	Notice of change in order, or any other business		
3.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
3.2	The Committee also agreed that there were no items to be considered under Any Other Business.		

4.	Review of minutes and action points of the previous meeting		
4.1	The minutes of previous meeting held on 15 June 2017, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
4.2	There were six Action Points from the last meeting on 15 June 2017. Four of the six APs had been completed prior to the meeting or were agenda items (APs 3, 4, 5 & 6).		
4.3	The following points were noted about the two remaining APs, including: <ul style="list-style-type: none"> AP1 - A new date to be arranged for the SBM and RJ to hold their telephone conference with Pebble Ltd re: the proposal to set up a separate charity account for school trips. AP2 - The Chair to undertake random spot-checks on GPC spending, at drop-ins to review financial procedures. 	Oct 17	SBM/ Chair
		Oct 17	Chair
5.	Headteacher's report		
5.1	Cleaning Contract - There were four companies who are interested in tendering for the cleaning contract. They all visited the school on Wednesday, 20 September 2017. Once the tenders have been received, Tenet will shortlist and invite some /all to give a presentation of their offer on Wednesday, 1 November 2017 at 9:00 am. Chair/DT agreed to attend on behalf of the GB.	Nov 17	Chair/DT
5.2	Lightning strike - On Monday, 11 September 2017, the school was again hit by lightning. The main building took a direct hit and all three fire panels were damaged. Britannia were called immediately and repairs to the panels has taken place. The refuge alarms at the top of each set of stairs were also damaged. These too have now been repaired. An insurance claim has also been started.		
5.3	Emergency Lighting - Britannia came in during the summer holidays to replace defective batteries. Nearly all emergency lighting now appears to be working. A couple of units will need to be upgraded.		
5.4	Summer holiday work - All M & E work was completed over the summer period. There were very few replacements or remedial work needed although the lagging around the air source heat pumps needs replacing.		
5.5	Pre-School		
5.5.1	Current Numbers at Pre-School per session are good with several mornings full. 28 children per session is financial break-even but 32 children per session is full based on staffing ratios. There are a total of 59 on roll.		
5.5.2	There are a number of children already attending the Pre-School who have requested additional sessions. At present we are unable to satisfy those requests due to staffing		

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READ & AGREED AS A TRUE RECORD (CHAIR)

	ratios. We are only 13 session places off financial break even. In September this is incredibly good and Pre-school shows signs of a good financial future		
5.5.3	<p>As we were unable to recruit a Pre-School Manager the following solution has been agreed:</p> <ul style="list-style-type: none"> • 2 Current members of staff will become Pre-School Room Leaders on a job share basis; and • An additional Level 3 Key Worker will be recruited to ensure: <ul style="list-style-type: none"> ○ additional children can be taken in to the setting; ○ Current pupils can have additional sessions; ○ Ratios remain within the requirements (especially at lunchtime); ○ Staff absence becomes less problematic; and ○ Keeps number of children looked after by a Key Worker at a reasonable level. 		
5.5.4	The Committee asked about the afternoon sessions and if these sessions could be filled. The Roll continues to fluctuate but it is expected that more children will be registered throughout the year.		
5.5.5	The Head confirmed that it looked like the Pre-school would break even this year. There are still funds in the old Pre-school accounts.		
5.6	Pupil Premium Funding - Support for after school clubs continues to be popular and the range of clubs on offer means that there is pretty much something for anyone. There is strong evidence that partaking in an after school club raised academic achievement and has a good impact on self-esteem and confidence.		
5.7	DFC – Money is still being ear-marked for the possibility of buying changing rooms/classroom/training facility.		
5.8	Budget Monitoring 2017/2018		
5.8.1	<p>Income</p> <ul style="list-style-type: none"> • SEN funding. £10,528 has been clawed back by the START team for funding that has been allocated to a child that is no longer on roll. We will continue to get monthly payments that relate to this child, so will end up in a cost neutral position by the end of the financial year; • £2,000 claim has been made for match funding available for the Maths resources (This was built in to the budget); • Funding has been chased for Reception SEN pupils; • Lettings - £600 additional to budget and further income is due to be banked (£500); and • Maternity Claim – 1 made and a further claim will be due late October. 		

5.8.2	Teachers Pay – shows an underspend of £8,064.		
5.8.3	Supply Pay + Agency staff costs - Total Annual Budget is £28,580, with Total budget to Aug £11,907. Current Spend £7,905.81. We endeavour to save costs by using the HLTA and, up to half term, 1 member of teaching staff due to start Maternity Leave.		
5.8.4	Teaching Assistants - Overspend of £4,526 as we caught up on payroll payments for TA cover in Year 3 and overtime payments for staff asked to come in on training days.		
5.8.5	Caretakers Pay - Overspend offset against lettings. See above regarding the lettings income.		
5.8.6	Midday Supervisor Pay - Premier Sport continue to run the lunch time club.		
5.8.7	Staff Training and Development - Slightly overspending as at end August.		
5.8.8	Building Maintenance - The new specialist annual contract for MME servicing has been quoted for by Gowing and Hunt - £12,106.00. Underspend showing at end August £6,082 but we are awaiting the invoice for MME work over the Summer period. The school have also had to bear the initial cost of replacing batteries for the emergency lighting.		
5.8.9	Office Staff – The Head reported that one member of the Office staff was now on long-term sick. Her work is being covered by the other office staff with some support from the LA. Concerns about workload were discussed and it may be that additional staff may need to be employed.		
5.8.10	Water and Sewerage - The DD payments are now being taken. This is showing as an underspend.		
5.8.11	Electricity and Gas - Both appear to be overspending against budget. However, the profile of this code needs investigation.		
5.8.12	General Curriculum - £1,800 underspend showing at present. Most orders have been received for this term and staff are being very careful with their ordering.		
5.8.13	Catering - Uptake of school meals is currently running at an average of 62% (previously 65 %). UIFSM take up is currently 71% an increase of 11% from the end of last term. However, these figures are based in this term and Reception only started having lunch w/c 18 September. Dinner numbers vary between 309 – 347 on a daily basis. We have started a rolling programme of inviting parents in to have lunch with their child. This proving to be very popular and most parents will partake of school meals.		

	<p>POST-MEETING NOTES</p> <p>Lettings 16/17 – Income from lettings £11,017 16/17 – Caretakers Pay £16,195 Grounds Pay £938 Overtime £5,404</p> <p>(This includes any overtime for call outs, FOTs events, parents evenings) Net 'surplus' from lettings = £5,613 pa</p> <p>As a community school we are expected to make our facilities affordable for the community to hire.</p> <p>Local halls are hiring at a lower rate than the school, but local schools have similar lettings rates.</p> <p>Two regular hirers – Church - £80 per Sunday (no caretaking costs) and St Ives Youth Theatre (2 hours out of 10 as caretaker's costs) who will financially struggle if rates were increased and may even find an alternative venue.</p> <p>School Meals Income for UIFSM is received twice per year based on numbers submitted on our census returns (5 October 2017) We charge £2.30 for a school meal and Lunchtime charges us £2.05 per meal. Making a 25p surplus per meal. Based on current numbers of meals, we make between £225 and £250 surplus per week. Based on a 38 week term this gives us an annual surplus of approximately £8,550 to £9,500 pa.</p>		
6.	Chair's Action		
6.1	There was no additional action by the Chair to report.		
7.	Budget Monitoring 2017/2018, including implications of Pay Award		
7.1	Budget Monitoring 2017/2018 - see item 5 above.		
7.2	Personnel & Salaries Committee a teaching staff pay increase, which included a 1% pay increase for all teaching staff with an additional 1% pay increase for unqualified teachers and those teachers on Main Scale, backdated to 1 September 2017. The implications of this Pay Award were further discussed, and although the Committee agreed with the award it was concerned about the impact this would have on the Budget.		
	<p>POST-MEETING NOTE - Pay award for teachers The pay award has been run through the budget toolkit and the impact of the pay award is as follows 17/18 (7/12) = £6,884 18/19 (12/12) = £ 11,720 However, please note, that this toolkit only allows a change ALL teachers, so the financial impact will be less than above. The new toolkit will give greater flexibility to allow pay awards to be applied to different pay scales.</p>		

8.	Review of Work Schedule		
8.1	An updated Work Schedule for 2017/2018 had been circulated prior to the meeting.		
8.2	Terms of Reference - The Terms of Reference were approved and are subject to the agreement of the Full GB at their next meeting on Thursday, 5 October 2017.	Oct 17	Clerk
8.3	Review maintenance strategy & introduction of new Assets register – Ongoing.		
8.4	Review on-line School Travel Plan – The Head confirmed that the Travel Plan had been resubmitted and that the school has a Bronze award. DT to review the plan again.	Oct 17	DT
8.5	Random spot-checks on GPC spending, at drop-ins to review financial procedures – see item 4.2 AP2 above.		
9.	Review of revised Policy Schedule		
9.1	An updated Schedule of Policies for 2017/2018 had been circulated prior to the meeting.		
9.2	Health & Safety Policy – Subject Leads are now being used instead of individual names. The Policy was adopted for use in school, but the Head to ask the SBM to investigate possible savings on telephone rental.	Oct 17	Head/ SBM
9.3	Accident Investigation Policy – The Policy was adopted for use in school, after the reference to Appendix F was changed to Appendix D in 14.2.		
9.4	Lettings Policy - The Policy was reviewed and adopted for use in school. The Chair to raise the level of costings at Full GB on Thursday, 5 October 2017.	Oct 17	Chair
9.5	Governor Allowances Policy – The Policy was reviewed, but no changes were required, and it was adopted for use in school.		
10.	Standing items		
10.1	Health & Safety Inspections & Committee feedback – The minutes of the meeting held on Thursday, 28 September 2017 were reviewed. There was a discussion regarding the Fire Risk Assessments regarding notice-boards. The next Health & Safety Committee meeting is to be held on Thursday, 23 November 2017.		
10.2	Changing rooms – Nothing new to report.		
10.3	Spending on the Pre-school – Discussed in item 5 above.		
10.4	After-School Club - Please see Confidential minutes.		

11.	Any Other Business		
11.1	There being no other business the meeting closed after item 12 at 9.52 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.		
12.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Monitored the Budget closely to ensure the future development of the school; • Approved the Pay Award for teaching staff; and • Reviewed a number of school policies that ensued children will be safe in the school building. 		

Finance & Premises Committee Action Points – 28 September 2017

F&P 1 2017/2018	Action Point	By Whom	Outcome
AP1	4.3 AP1 A new date to be arranged for the SBM and Chair to hold their telephone conference with Pebble Ltd re: the proposal to set up a separate charity account for school trips.	SBM/Chair	
AP2	4.3 AP2 The Chair to undertake random spot-checks on GPC spending, at drop-ins to review financial procedures.	Chair	
AP3	5.1 The Chair/DT to attend school on Wednesday, 1 st November 2017 to hear the presentations regarding the Cleaning Contract.	Chair/DT	
AP4	8.2 The Terms of Reference were approved and are subject to the agreement of the Full GB at their next meeting on Thursday, 5 October 2017.	Clerk	Completed – added to agenda
AP5	8.4 DT to review the on-line School Travel Plan again.	DT	
AP6	9.2 The Head to ask the SBM to investigate possible savings on telephone rental.	Head/SBM	
AP7	9.4The Chair to raise the level of costings in the Lettings Policy at Full GB on Thursday, 5 October 2017.	Chair	