

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

**Minutes of the Finance & Premises Committee Meeting
Thursday, 29 September 2016 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)	HC

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Frank Newton, Steve Mitchell, Rob Jagger, Sophie Dale, Cathy Sweet, Debbie Townsend and David Varey.		
1.2	Non-Governors Present: Helen Cooper (SBM) and David Clark (Clerk).		
1.3	The meeting was quorate with all eight governors present.		
1.4	Apologies for absence, with governors' consent: None.		
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 other 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 Steve Mitchell should be elected Chair for the academic year 2016/2017. This had been proposed by Frank Newton and was seconded by Rob Jagger.		
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.		
Primary Finance & Premises	10.11.16		

READ & AGREED AS A TRUE RECORD (CHAIR)

4.	Review of minutes and action points of the previous meeting		
4.1	The minutes of previous meeting held on 16 June 2016, circulated prior to the meeting, were amended in one place before being agreed and signed by the Chair as a true record of the meeting.		
4.2	Six of the 12 Action Points from the last meeting (APs 1, 2, 3, 4, 11 & 12) had been completed. For AP4 a free replacement of bulbs and batteries for the Emergency Lighting will take place during the October half-term holiday.		
4.3	Of the remaining 10 APs it was noted that: <ul style="list-style-type: none"> For AP5, the SBM has checked with her support group on the issue that the School Bank being used to save money for parents for residential trips. She will further check this with the Financial Adviser from the LA; For AP6, the sculpture has yet to be installed. A fresh quote is being sought for the plinth; For AP7, see item 7.6 below re Caretakers Pay; For AP8, see item 7.13 below re Mobilising Local Energy Investment (MLEI) project; For AP9, see item 7.2.1 below re the funding for a EHCP child and additional top up hours; and For AP10, the SBM has obtained Benchmarking data for the Committee meeting to be held on Thursday, 10 November 2016. 	Oct 16 Oct 16 Nov 16	SBM SBM SBM
5.	Headteacher's report		
5.1	The Headteacher reported that a new residential Caretaker had been appointed and was in post.		
5.2	All other matters were being discussed in item 7 below, Budget Monitoring 2016/2017.		
6.	Chair's Action		
6.1	LA Financial Audit Report		
6.1.1	The Committee reviewed the LA Financial Audit Report that had been circulated prior to the meeting.		
6.1.2	The school was reported as having a 'GOOD' level of assurance, defined as only having 'minor control weaknesses that present low risk to the control environment, with only a few key controls that are not in place.'		
6.1.3	The committee reviewed each of the RAG-rated sections of the report and accepted all the recommendations of the report. This included the amber sections, including: <ul style="list-style-type: none"> section 3 – a grid stamp has been ordered (SBM); section 6 - complete Governance records to be filed with the signed minutes to demonstrate that Governors are reviewing up to date financial information, with evidence in the minutes of an appropriate level of questioning to the Head (Clerk and SBM); section 8 - as section 3 above; section 14 as section 6 above; 	SBM SBM/ Clerk	Oct 16 Oct 16

	<ul style="list-style-type: none"> section 18 - documentary evidence to be obtained to demonstrate that all external providers of services to the school have adequate insurance cover (SBM); and section 19 – the handwritten asset register to be typed up (SBM). 	SBM	Oct 16
6.1.4	The only section of the report marked in RED was section 17, and the Headteacher will now ensure that independent checks are in place to ensure the sequential usage of cheques.	SBM	Oct 16
6.1.5	The SBM to provide a set of annotated notes as part of the response to the Audit Report, for the Clerk to circulate before the Full GB meeting on Thursday, 6 October 2016. With the approval of the GB the Chair will then sign-off the report.	Clerk	Oct 16
6.2	Teaching staff pay increase		
6.2.1	Personnel & Salaries Committee had approved a teaching staff pay increase of 1%, at their meeting yesterday, which was endorsed by the Finance & Premises Committee.		
7.	Budget Monitoring 2016/2017		
7.1	The Headteacher and HC (School Business Manager) referred to the BCR report and notes circulated to the committee prior to the meeting.		
7.2	Income		
7.2.1	The school is still trying to unpick funding for an EHCP child and additional top up hours.		
7.2.2	The income from Teachers Sickness claims is greater than anticipated and will be used to offset supply costs.		
7.2.3	Maternity Claims – 1 fulltime and 1 part time claim have been submitted for this term.		
7.2.4	Lettings income has reached £3,546.		
7.2.5	Additional funding of £6,000 will be generated by CG's work with the Maths Hub. This will offset cover for staff to attend specific maths training.		
7.3	Teachers Pay -£8,000 underspend.		
7.4	Supply Pay and Agency staff costs – on track.		
7.5	Teaching Assistants - slight underspend but forecast to overspend as we have to cover her sickness absence.		
7.6	Caretakers Pay - overspend offset against lettings. New Caretaker has also been given a 2 hour per week contract to cover the grounds maintenance contract that expired. This is cheaper than extending the contract for Fergusons and means the school could organise its own grounds maintenance in the future.		
7.7	Staff Training and Development - underspend.		

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READ & AGREED AS A TRUE RECORD (CHAIR)

7.8	Building Maintenance - shows an overspend against the budget, due to the majority of the servicing work being completed over the summer holidays.		
7.9	Cleaning Materials - the school has renegotiated prices with a supplier and should still show a saving against this budget line by the end of the year.		
7.10	Water and Sewerage – direct debit payments are now being taken and should be an underspend by the end of the year.		
7.11	Electricity - currently an overspend, but smaller bills anticipated for the summer months.		
7.12	Gas – currently an overspend but by September this should become an underspend.		
7.13	Mobilising Local Energy Investment (MLEI) initiative – a meeting to be arranged with CCC and Bougyues. A small group of Governors to meet and discuss the results and look to move forward with energy saving ideas.	Oct 16	F&P
7.14	Refuse Collections - the new Caretaker has been proactive in managing our recycling waste and reduced our refuse collections from 3 to 2 bins per week. A saving of over £1k per year.		
7.15	General Curriculum – overspend, but most orders for resources for this academic year have been placed. Next Easter the Head will provide staff with a budget overview to help them understand the pressures. The £10k in the budget for the new maths scheme of work has now been spent. The sponsored event last term raised over £4k, although this may increase through Gift Aid by FOTS.	Apr 17	Head
7.16	Additional Funding - £6k in funding has been generated by CGs 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.		
7.17	Computers for ICT – Staff laptops have been delivered for the new staff. I-pads for the classrooms have been ordered.		
7.18	Catering - uptake of school meals is currently running at an average of 63% (previously 70%), with UIFSM take up 81%. Dinner numbers vary between 308 - 335 on a daily basis, and the school is looking at options to increase the numbers. A new head cook has been appointed and the quality of food is continuing to maintain its high standard.		
7.19	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.		
7.20	Governors asked the SBM about the current budget		

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	<p>situation. She confirmed that the budget this year remained very tight, but it is likely the school would reach the end of the financial year within the set budget. She will use the budget toolkit to start to make more accurate predictions for the school budget over the coming year and the following year. The school may have to set a deficit budget for the next couple of years as finances catch up with the growth of the school.</p>		
7.21.	Thorndown Pre-School		
7.21.1	All existing staff were TUPE'd over from Pavilion Playgroup to Thorndown Pre-School on 1 September 2016 under their existing contract.		
7.21.2	Consultation and discussion involving Thorndown Primary School, EPM Ltd and Pre-School staff regarding contracts occurred in early September. All staff accepted the new LA contracts and these will be put in to effect on 1 October 2016 with new salary rates as agreed.		
7.21.3	In addition staff changes have also been made to cleaning hours, midday supervision, recruitment of a general assistant, two new 1:1 workers appointed with another needed to cover another child with SEN, and the need to recruit bank workers to cover sickness and training absence.		
7.21.4	Financial Forecast – the original forecast figures are very close to the current figures with the pre-school needing 39 children per session to break even.		
7.21.5	It was agreed that marketing strategies were needed to fill a number of vacant places at the Pre-school, with the emphasis on the fact that the school employs a qualified teacher in the facility. A full report on spending on the Pre-school to become a standing item at Finance meetings.	SBM/ Clerk	Nov16
8.	Review of Work Schedule		
8.1	An updated Work Schedule was circulated to the Committee prior to the meeting.		
8.2	The Assets register was discussed in 6.1.3 above.		
8.3	The School Travel Plan is available on-line.		
8.4	The Chair to undertake random spot-checks on GPC spending, and will review financial procedures in the Office.	Oct 16	Chair
9.	Review of revised Policy Schedule		
9.1	The updated Policy Schedule was circulated to the Committee prior to the meeting.		
9.2	The Charging & Remissions Policy has been handed to Learning & Development Committee as it refers to money for school trips.		
9.3	The Lettings Policy was reviewed, but there were no changes to be made to the charges contained in the policy this year.		

	The Clerk to amend the name of the Caretaker in the document which was ratified for use.	Oct 16	Clerk
9.4	There have been no changes made to Contract Regulations.		
10.	Standing items		
10.1	A recent Health & Safety Committee inspection took place. DT explained in her feedback that the visit had concentrated on grounds maintenance issues, but also there had been a review of Risk Assessments and a discussion on Lock-down procedures. The Headteacher reported that she had dealt with safety issues raised by the children on the School Council in recent assemblies - see attached report.		
10.2	Changing rooms – nothing new to report until after the SBM attends a Fund Raising Seminar.		
11.	Any Other Business		
11.1	There being no other business the meeting closed after item 12 at 8.49 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"> • Considered all aspects of the Budget, and the effect it will have on the school over the next three years; • Agreed all the recommendations of the LA Financial Audit Report; • Challenged the Headteacher and the SBM on how to make savings; and • Understood the financial situation of the Pre-school. 		

Finance & Premises Committee Action Points – 29 September 2016

F&P 1 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	4.3 SBM to check with LA Financial Adviser re the School Bank being used to save money for parents for residential trips.	SBM	
2.	4.3 SBM to obtain a fresh quote for the plinth to support the sculpture.	SBM	
3.	4.3 SBM to present new Benchmarking data to the Committee meeting on 10 November 2016.	SBM	
4.	6.1.3 SBM to obtain a grid stamp.	SBM	
5.	6.1.3 The Clerk and SBM to file the signed minutes with financial information discussed.	Clerk/SBM	
6.	6.1.3 SBM to obtain documentary evidence to demonstrate that all external providers of services to the school have adequate insurance cover.	SBM	
7.	6.1.3 SBM to the handwritten asset register is typed up.	SBM	
8.	6.1.5 The SBM to provide a set of annotated notes as part of the response to the Audit Report, for the Clerk to circulate before the Full GB meeting on Thursday, 6 October 2016.	SBM/Clerk	Completed
9.	7.13 Governors to meet with CCC and Bougyues to discuss energy saving ideas for the Mobilising Local Energy Investment (MLEI) initiative.	F&P	
10.	7.15 The Head to provide staff with a budget overview to help them understand the pressures (next Easter).	Head	
11.	7.21.5 A full report on spending on the Pre-school to become a standing item at Finance meetings.	SBM/Clerk	
12.	8.4 The Chair to undertake random spot-checks on GPC spending, and will review financial procedures in the Office.	Chair	
13.	9.3 The Clerk to amend the name of the Caretaker in the Lettings Policy.	Clerk	Completed