

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

**Minutes of the Finance & Premises Committee Meeting
Thursday, 4 May 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, Debbie Townsend, Sophie Dale and Cathy Sweet.		
1.2	Non-Governors Present: Helen Cooper (SBM) and David Clark (Clerk).		
1.3	The meeting was quorate with seven governors present.		
1.4	Apologies for absence, with governors' consent: 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, confidential minutes and action points of the previous meeting		
3.1	The minutes of previous meeting held on 16 March 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 seven Action Points from the last meeting were agenda items (APs 4, 5, 6 & 7).		
3.3	The remaining three APs (APs 1, 2 & 3) were discussed, and it was noted that: <ul style="list-style-type: none"> • For AP1, the Head has provided staff with a budget 		

Primary Finance & Premises 15.06.17

READ & AGREED AS A TRUE RECORD (CHAIR)

	<ul style="list-style-type: none"> overview to help them understand the pressures; For AP2, the SBM and RJ are to hold a telephone conference with Pebble Ltd regarding the proposal to set up a separate charity account for school trips; and For AP3, the SBM had put-together some options. It was agreed that there need to be a reasonable charge to those groups who use the school for free, to help cover administrative costs, and wear and tear on equipment. The SBM outlined a flat rate charge of £10 per term per club, with a fee of 50p per term, per child, per club with 5 or more users, would generate income of £290 per annum. RJ proposed the Committee accept this suggestion, and this was seconded by DT. The Committee unanimously agreed to the proposal, and the new charges will be introduced from September 2017. The charges made to existing hirers are reviewed annually. 	May 17	SBM/RJ
4.	Headteacher's Report		
4.1	The Headteacher reported on the need to tender for Cleaning Contractors.		
4.2	Tenet Education Services had advised the school that the value of the proposed Cleaning Contract, over a three-year period, would exceed the Public Tendering threshold (£164,000). The cost of preparing a Tendering Contract would be £3,950.		
4.3	After discussion RJ proposed the Committee ask Tenet Education Services to proceed with preparing a Tendering Contract at a cost of £3,950. This was seconded by CS and unanimously agreed by the Committee.		
5.	Chair's Action		
5.1	There was no additional action by the Chair to report.		
6.	Budget Monitoring 2016/2017		
6.1	The Headteacher reported that the Budget for 2016/2017 had seen a carry-forward of £28,021 (against zero predicted carry forward).		
7.	Approval of School Budget 2017/2018		
7.1	For 2017/2018 Revenue Funding, including the carry-forward of £28,021, is projected to equal Revenue Expenditure, a total of £2,061,593. This will be a break-even budget with a zero predicted carry forward.		
7.2	FN/SM attended the Budget Planning meeting with the SFA, where initially a deficit budget was expected to be set. This was averted thanks to the carry-forward of £28,021.		
7.3	The School Budget 2017/2018 has been constructed to meet the GB's intention of having a 20 class single-age structure. With the predicted pupil numbers and the spread across year groups it is the only practical structure.		

7.4	The Headteacher reported that the school will have additional costs for at least four children with SEND entering Reception in September 2017.		
7.5	Pre-School - the Early Years Team Leader will continue to be based in Pre-School until September 2017. The school is recruiting for an experienced and dynamic Pre-School Manager (HLTA level 4) to work in this area.		
7.6	Training – some external training will be undertaken but for the most part the costs will be covered by the County offer. The school will continue with in-house training and offers to local schools to join up.		
7.7	Teacher insurance has again been purchased from the LA, as well as Non-Teaching absence for TAs. This is because of substantial periods of absence amongst the TAs last year.		
7.8	Supply Teachers Pay includes an amount for general supply and an amount to cover Premier Sport who will be offering PPA cover twice per week.		
7.9	Building costs – an increase on last year in line with the spending from 2016/2017.		
7.10	Cleaning budget – Increased and includes £3,450 (see 4.3 above) to go out to tender with Tenet Education Services Ltd.		
7.11	Curriculum budget – has been carefully scrutinised and additional budget codes have been included to give a clearer picture of committed spending such as photocopiers, subscriptions and assessment materials.		
7.12	Lunchtime UK - additional lines have been added within this cost centre to give a true reflection of the income generated by school meals. This will allow the school to make informed decisions about the possibility of capitalising revenue to ensure sufficient funds are available to replace kitchen equipment when required.		
7.13	DFC funds have been spent on new sheds for use by Reception children. A rolling programme of IT replacement is needed, particularly for replacing laptops in the laptop trolley.		
7.14	Forecast Budget for 2018/2019		
7.14.1	The class structure will remain at 20 classes for 2018/2019, based on forecast numbers. With adjustments to numbers, SEND Funding and assumed costs for de-delegations the planned income is: <ul style="list-style-type: none"> • Formula Funding - £2,075,593; • Expenditure - £2,108,590; and • Potential overspend on 2018/2019 budget is estimated to be £32,997. 		
7.14.2	These forecast figures have not taken in to account the National Funding Formula, which, if it rolls out as planned,		

	would see additional income of approximately £40,000 for the school.		
7.15	Following this detailed overview of the Budget, the Finance & Premises Committee of Thorndown Primary School approved the School Budget Plan for the financial year 2017/2018, with a total budget spend of £2,061,593. This proposal was made by Rob Jagger, seconded by Debbie Townsend and was passed unanimously.		
7.16	The Committee also asked that thanks be recorded to Helen Cooper (SBM) for her work in preparing and administering the School Budget.		
7.17	The approved School Budget Plan to be submitted to the LA on Friday, 5 May 2017.	May 17	FN/SBM
8.	Review of Work Schedule		
8.1	There was one outstanding task left on the Work Schedule for the meeting to consider. This was to review the latest data with Autumn term 2016 benchmarking data. However as there is no new data available at this time this matter was deferred, and the schedule will be adjusted by the Clerk.	May 17	Clerk
9.	Review of Schedule of Policies		
9.1	There were three outstanding policies to review in the Schedule of Policies for the meeting to consider.		
9.2	Scheme of Delegation - the Scheme of Delegation is contained in the revised Terms of Reference, approved in October 2016 and needs no amending.		
9.3	Pupil Premium Statement - the Headteacher confirmed that the Pupil Premium information on the website had been updated at Easter, and a summary statement had been circulated to the Committee.		
9.4	Best Value Statement - the Best Value Statement was approved for use by the Committee.		
10.	Standing items		
10.1	There are three Standing items for each meeting.		
10.2	Health & Safety Committee feedback - the next Health & Safety Committee meeting is to be held on 18 May 2017.		
10.3	Changing rooms - nothing new to report.		
10.4	Spending on the Pre-school - numbers are slowly rising, as the reputation of the facility becomes more widely known. The break-even figure has fallen from 39 to 33 children. There are plans to offer additional sessions to two-year olds. FN raised a concern about parents who must be made aware that they still have to apply for a school place in Reception.		

11.	After-School Club		
11.1	Please see confidential minutes.		
12.	Any Other Business		
12.1	There being no other business the meeting closed after item 13 at 8.38 pm.		
13.	Summary of Impact on Standards and Progress		
13.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
13.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Agreed that this Budget has had to be very carefully considered, with the main focus on maintaining high standards in teaching and learning; • Approved the costs for preparing a Tendering Contract for the proposed new Cleaning Contractors; and • Considered the updated summary statement regarding Pupil Premium spending. 		

Finance & Premises Committee Action Points – 4 May 2017

F&P 5 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	3.3 AP2 The SBM and RJ to hold a telephone conference with Pebble Ltd regarding the proposal to set up a separate charity account for school trips.	SBM/RJ	
2.	7.17 The approved School Budget Plan to be submitted to the LA on Friday, 5 May 2017.	SBM/FN	
3.	8.1 The Clerk to adjust the Work Schedule with a review of the latest benchmarking data to be held in the Autumn term.	Clerk	Completed

See also: Two Action Points in the Confidential minutes for this meeting