

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL
Minutes of the Finance & Premises Committee Meeting
Thursday, 3 May 2018 at 7.30 p.m.**

Membership of the Finance & Premises Committee:	
Vicci Godbold	Head
Frank Newton	FN
Rob Jagger	RJ
Cathy Sweet	CS
Debbie Townsend	DT
David Varey	DV
Natalie Bates	NB
Derren Jones	HC
Helen Cooper (Non-governor for this committee)	DJ

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Rob Jagger, Cathy Sweet, Frank Newton, Derren Jones, Helen Cooper and Debbie Townsend.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	Derren Jones was welcomed to the meeting and introduced to those present.		
1.4	The meeting was quorate with seven governors present.		
1.5	Apologies for absence, with governors' consent: Natalie Bates and David Varey.		
1.6	Absent: None.		
1.7	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 15 March 2018, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	The following points were noted about the four Action Points from the last meeting, including:		
	<ul style="list-style-type: none"> • AP1 - Enrichment Trust to be agenda item on Thursday, 14 June 2018; • AP2 - The Head/ SBM had obtained a draft letter, as 	June 18	Clerk
<small>Primary Finance & Premises 14.06.18 READ & AGREED AP2 FROM THE HEAD/ SBM</small>			(CHAIR)

	<p>used by a school that has set up a Trust. The letter needs amending and will go to Parent Forum on Monday, 21 May 2018 for further discussion and then be an agenda item on Thursday, 14 June 2018;</p> <ul style="list-style-type: none"> • AP3 - The Pupil Premium Spending Plan has been reviewed and updated on the school website; and • AP4 - from the last meeting was an agenda item. 	June 18	Head/ Clerk
4.	Budget Monitoring 2017/2018		
4.1	<p>At the end of 2017/2018 the carry forward is:</p> <ul style="list-style-type: none"> • £21,415 – Main budget (including ring-fenced Sports Premium Grant funding); • £7,867 – Pre-School; and • £44,718 – Devolved Formula Capital. 		
4.2	All staff were to be congratulated as it had not been easy to reach this figure from a projected balanced budget.		
5.	Approval of Budget 2018/2019		
5.1	The Committee reviewed the budget graphs from the Financial Forecast Report 2018/2019 to 2022/2023, in its new format.		
5.2	Discussions about the total cost of staffing (89.1%) followed and there were questions about an apparent fall in staffing as the school grows to full capacity. It was explained that there are several staff on maternity leave with cover staff being included in the figures.		
5.3	Concerns were raised about the projected gap between income and expenditure. This shows a potential £30k deficit for 2019/2020 but this does not include refunds to be given to the school under the new National Funding formula of up to £40k.		
5.4	Comparative figures for Income & Expenditure were discussed in the report from the SBM, including:		
5.5	Income		
5.5.1	<p>Formula Funding</p> <ul style="list-style-type: none"> • 2018 -2019 total Formula Funding £1,767,300; • 2017 – 2018 – Formula Funding £1,725,646; and • This increase has been made up from the increase in pupil numbers and the partial allocation of the new National Funding Formula (being incrementally introduced over 3 years. 		
5.5.2	<p>SEN Funding</p> <ul style="list-style-type: none"> • 2018/2019 - £85,800; and • 2017/2018 - £42,371. 		
5.5.3	<p>Pupil Premium Funding</p> <ul style="list-style-type: none"> • 2018/2019 - £114,000; and 		

5.5.4	<ul style="list-style-type: none"> • 2017/2018 – 110,940. <p>Other Funding</p> <ul style="list-style-type: none"> • Sports Grant £20,290; • UIFSM £91,441; • Pre-School (projected) Income - £147,000; • Kingfisher Club (projected) income £89,175; • School Meals - £47,000; and • Lettings, Interest, Maths Hub, Sickness absence insurance claims, Maternity Claims. 		
5.6 5.6.1	<p>Expenditure</p> <p>As expected the majority of the expenditure is on staff salaries. There have been a number of agreed decisions:</p> <ul style="list-style-type: none"> • Employment on a new HLTA. The employment of another HLTA will allow us to reduce the bought in services to cover PPA, give more flexibility to cover absence or courses. This in turn will reduce the amount of supply staff needed to cover; • Recruitment has taken place to cover the 3 staff on or going on Maternity Leave. The new staff will be employed on a 1 year contract; • Another TA has already been placed in the budget for a known SEN child joining in September. Funding is expected for this child; • All known staffing changes have been allocated in the staffing area of the budget; and • LA Staff Insurance cover has been purchased for Teachers, TA's and Support staff. Only contracts over 0.4 can be covered by this insurance. 		
5.6.2	<p>The bulk of the expenditure remains in line with the expenditure from 2017 – 2018. However, savings have been made in the following areas:</p> <ul style="list-style-type: none"> • Cleaning Contract <ul style="list-style-type: none"> ○ Churchills £43,828; and ○ CCS (2017/2018) - £55,589 • Photocopier Contract <ul style="list-style-type: none"> ○ Current Budget £10,000; and ○ Expenditure for 2017/2018 - £11,797 		
5.7	<p>The three-year forecast shows a forecast deficit at the end of 2019/2020 of £20,700. However, the amount taken from the school under MFG (currently £79,000), will reduce by approximately £40,000 as the National Funding continues to be phased in. The forecast for 2020/2021 is currently showing an anticipated carry forward of £24,800.</p>		
5.8	<p>The SBM was congratulated and thanked for her hard work as it had not been easy to produce the budget this year using the new toolkit.</p>		

5.9	Following this detailed overview of the Budget, the Finance & Premises Committee of Thorndown Primary School approved the School Budget Plan for the financial year 2018/2019, with a total budget spend of £2,404,700. This proposal was made by Rob Jagger, seconded by Cathy Sweet and was passed unanimously.		
6.	Any Other Business		
6.1	Governors asked about the progress of Kids Club and the Head confirmed that all staff have been the subject of TUPE regulations and offered new contracts. The new billing process is working well, using a new IT system, with new parents already signed up for September 2018.		
6.2	There being no other business the meeting closed after item 7 at 8.27 pm.		
7.	Summary of Impact on Standards and Progress		
7.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
7.2	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, as well as in pupil welfare. 		

Finance & Premises Committee Action Points – 3 Ma3 2018

F&P 5 2017/2018	Action Point	By Whom	Outcome
AP1	A3.2 AP1 - Enrichment Trust to be agenda item on Thursday, 14 June 2018.	Clerk	
AP2	3.2 AP2 - The Head/SBM had obtained a draft letter, as used by a school that has set up a Trust. The letter needs amending and will go to Parent Forum on Monday, 21 May 2018 for further discussion and then be an agenda item on Thursday, 14 June 2018.	Head/Clerk	