

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL
Minutes of the Finance & Premises Committee Meeting
Thursday, 9 November 2017 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
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, Frank Newton, Helen Cooper and Debbie Townsend.		
1.2	Non-Governors Present: 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 28 September 2017, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	There were seven Action Points from the last meeting on 28 September 2017. Four of the seven APs had been completed prior to the meeting or were agenda items (APs 2, 3, 4 & 7).		
3.3	The confidential minutes of previous meeting held on 28 September 2017, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
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3.4	<p>The following points were noted about the APs, including:</p> <ul style="list-style-type: none"> • 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; • AP5 - DT to review the on-line School Travel Plan again; • AP6 – see item 4 re possible savings on telephone rental; and • AP7 - The level of costings in the Lettings Policy is in line with other school and was discussed at the Full GB on Thursday, 5 October 2017. 	Nov 17	SBM/ Chair
		Nov17	DT
4.	Headteacher's report, including update on progress re: Cleaning Contract		
4.1	<p>Cleaning Contract – Three of the companies who tendered for the cleaning contract were invited to give a presentation of their offer on Wednesday, 1 November 2017. All offered a better service for a cheaper price than the existing providers (CCS). After much deliberation over two particular tenders the panel recommended that Churchill be offered the cleaning contract as they will provide a better more efficient service for less money. The Committee ratified the proposal by FN and seconded by CJ, to offer the cleaning contract to Churchill.</p>		
4.2	<p>School Office - Discussion took place regarding the School Office, where one member of staff is off on long-term sick. To support the Office staff in the busy period up to Christmas, a TA will support the Office for two afternoons per week.</p>		
4.3	<p>School Budget Monitoring</p>		
4.3.1	<p>Forecast figures show a carry forward of £1,665 in to next year.</p>		
4.3.2	<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. • The £2,000 claim for match funding available for the Maths resources has now been paid. • Funding has been chased for Reception SEN pupils who have agreed EHCPs. This was not received on the October Funding Statement. If it is still not on the November FS then Vicci will call a meeting to discuss the implications on our bank account, staffing and budget. • Lettings - £1,600 additional to budget and further income is due to be banked. - £560. Invoices totalling £2,442 will be sent at the end of term. £7,618 by end of term. • Maternity Claim – 2 claims have now been made – 1 has already been paid. • Staff Sickness – 2 claims have been made for TAs who have been absent for more than 10 days - £231.75. 		

4.3.3	<p>Teachers Pay</p> <ul style="list-style-type: none"> £5,398 underspend showing. 2% pay award for UNQ and Mainscale applied and 1% for UPS. However, the PM increases have yet to be applied. 		
4.3.4	<p>Supply Pay + Agency staff costs</p> <ul style="list-style-type: none"> Total Annual Budget £28,580. Total budget to Oct - £16,671. Current Spend £9,302.88. Costs were saved by using the Teacher (now on Maternity Leave) and the HLTA to cover the majority of cover needed in September and October. The Head has asked Personnel & Salaries to consider the use of a 'floating' TA, to support staff and children in school. 		
4.3.5	<p>Teaching Assistant</p> <ul style="list-style-type: none"> Overspend of £17,143.20 is a concern and is the result of a number of children with EHC Plans in Reception. 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 (April). One TA has now left on Early Retirement Ill Health and had a 3 month payment made. The TAs that were employed to cover the new SEN Reception children are all now on the payroll. It is anticipated that this budget line will overspend by about £59,000 by the end of the year. 		
4.3.6	<p>Midday Supervisor Pay</p> <ul style="list-style-type: none"> Premier Sport continue to run the lunch time club. Slight overspend due to training course and overtime worked to cover staff absence. 		
4.3.7	<p>Staff Training and Development</p> <ul style="list-style-type: none"> Current overspend £338 over year end budget. Most courses have now been booked but there have been some expensive but necessary courses. 		
4.3.8	<p>Building Maintenance</p> <ul style="list-style-type: none"> Underspend showing at end October £6,222 but we are awaiting the invoice for MME work over the Summer period. (£12,000). 		
4.3.9	<p>Water and Sewerage</p> <ul style="list-style-type: none"> The DD payments are now being taken. This is showing an underspend. 		
4.3.10	<p>Electricity & Gas</p> <ul style="list-style-type: none"> Both appear to be overspending against budget. The profile of this code is based on winter weighting. The budget profile will begin to catch up with the payments over the next few months. 		
4.3.11	<p>General Curriculum.</p> <ul style="list-style-type: none"> £5,719 underspend showing at present. Staff continue to be vigilant with their spending. A substantial copier bill 		

	for copies is due to be processed about £4,000.		
4.3.12	<p>Catering</p> <ul style="list-style-type: none"> All the income and expenditure lines for this Cost Centre are shown together on the BCR. Current forecasts show a surplus of c£20,000 at the end of the year which should be ring-fenced to cover the costs of replacing equipment. 		
4.3.13	<p>Pupil Premium Funding</p> <ul style="list-style-type: none"> Support for after school clubs continues to be popular with a the range of clubs on offer. 		
4.3.14	<p>Pre-School</p> <ul style="list-style-type: none"> Current Numbers at Pre-School per session are very encouraging with a number of children already attending the Pre-School who have requested additional sessions. A new and experienced Key Worker has been employed. This will allow morning sessions to increase to 40 children and will also allow cover for lunchtimes. 		
4.3.15	<p>In addition:</p> <ul style="list-style-type: none"> Hybrid Black Polar Tree - has now been safely removed at a cost of £200. Emergency Lighting – batteries have been replaced and further remedial work is necessary to replace some sensor units. A letter to Graham Tweed has been sent outlining the difficulties we have experienced. The Social Inclusion worker left at the end of half term. A replacement has been advertised. PE Sports Grant. This funding is due to be doubled as the sugar tax is generating a revenue to be put towards engaging pupils is sport. Our Grant will be £20,000. Some of this money will be put towards repairing and maintaining the school field with harrowing, spiking and a herbicide treatment. A new Key worker has been appointed to Pre-School on a temporary contract. She will be working from 9am to 1pm and will allow the numbers to increase to 40 in the morning. Phone lines - We have 3 Redcare lines – 1 Intruder alarm, 1 Lift, 1 Fire alarm. The last Lift inspection noted that the emergency contact button had no dial tone. PCM (Property Managers), Morris Vermaport & BT to resolve. 		
5.	Chair's Action		
5.1	There was no additional action by the Chair to report.		
6.	Budget Monitoring 2017/2018		
6.1	Budget Monitoring 2017/2018 - see item 4 above.		

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7.	Review of Work Schedule		
7.1	Actions from the Work Schedule for 2017/2018 included:		
7.2	Discuss attainment priorities for the academic year and to look at cost implications – All attainment priorities have been costed and are in the budget.		
7.3	Review of Benchmarking data - No benchmarking figures available for 2016/17)		
7.4	Review of Contract Regulations - Contract Regulations remain the same (since 2010) and were applied in the tendering process for the Cleaning Contract. This was also discussed with the School Financial Adviser (SFA). The ESPO framework in place was clarified prior to the school seeking quotes for the renewal of the Photocopier Contract.		
8.	Review of revised Policy Schedule		
8.1	There were no policies to review at this point in time.		
9.	Standing items		
9.1	Health & Safety Inspections & Committee feedback – The last meeting of the Health & Safety Committee reviewed the school in light of fire regulations. The school is compliant and no risks were identified.		
9.2	Changing rooms/Training Facility – There is an expanding vision for the new Changing rooms, to include a room that could also offer a Training Facility and a kitchen. Grant applications will be considered, as well as the possibility of a modular building approach.		
9.3	Spending on the Pre-school – Discussed in item 4 above.		
9.4	After-School Club - Please see Confidential minutes.		
10.	Any Other Business		
10.1	A new governor with a financial background was elected at the recent Parent Governor Election, and he has been invited to join this committee. He has also been invited to attend the next Full GB meeting on Thursday, 23 November 2017.		
10.2	There being no other business the meeting closed after item 11 at 8.40 pm.		
11.	Summary of Impact on Standards and Progress		
11.1	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"> • Obtained best value in the award of the Cleaning Contract; and • Monitored the Budget closely, to save as much money as possible, without affecting the children and the curriculum. 		

Finance & Premises Committee Action Points – 9 November 2017

F&P 2 2017/2018	Action Point	By Whom	Outcome
AP1	3.4 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	3.4 AP5 - DT to review the on-line School Travel Plan again.	DT	