

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL
Minutes of the Finance & Premises Committee Meeting
Thursday, 10 January 2019 at 7.15p.m.**

Membership of the Finance & Premises Committee:	
Vicci Godbold	Head
Frank Newton	FN
Rob Jagger	RJ
Jill Foster	JF
Natalie Bates	NB
Derren Jones	DJ
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, Natalie Bates, Jill Foster, Derren Jones and Rob Jagger. Claire Gerrard was also in attendance.		
1.2	Non-Governors Present: Helen Cooper and David Clark (Clerk).		
1.3	The meeting was quorate with all six committee members 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 members of the GB 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 8 November 2018, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	There were four Action Points (APs) from the last meeting. Action on AP3 and AP4 was no longer needed.		
3.3	For AP1 - Alternative suppliers of Management Information Systems and Financial Management Systems have been sought – see item 4 below.		
3.4	For AP2 - The SBM produced a relevant financial report by the end of December 2018 – see item 6 below.		

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3.5	The Chair asked about the LA survey but there has been no further information made available to schools.		
3.6	The SBM was asked to follow-up with the Coach Company about the damage to school signage.	Jan 19	SBM
4. Headteacher's report			
4.1	The SBM reported on a proposed change to the Management Information Systems (SIMS) and the Financial Management System (Capita) provided through the LA at the last meeting.		
4.2	As the current arrangements will cease on 31 March 2019, so the school has pursued alternative suppliers. Three options were available to the school which were to use either Bromcom, Scholarpack, or retain SIMS & FMS through the LA.		
4.3	There was a long discussion about the pros and cons for each system, including questions about cloud-based storage, assessment packages, migration, issues at Year-end and different approaches to individual Cost-centres.		
4.4	It was unanimously agreed that Scholarpack should be offered the contract at a total cost of £10,973.50, to commence before the start of the next financial year. It was also agreed that, if possible, NB would attend the training in the use of the new system.		
5. Chair's Action			
5.1	The Chair had no additional action to report.		
6. Budget Monitoring 2018/2019			
6.1	The SBM had circulated a BCR with figures up to the end of December 2018 with additional notes for governors.		
6.2	The report was generated from the Orovia figures. The budget comparisons were made from the current up to date figures and not from the submitted budget.		
6.3	Current figures suggest that the school will have a carry-forward of about £18,000.		
6.4	Additional Government promised funds for those 'little luxuries' has not yet materialised.		
6.5	Staffing changes made due to the number of children with EHC plans has made budget monitoring difficult.		
6.6	Income <ul style="list-style-type: none"> • New SEN Funding - two outstanding payments have been received; • Maternity Claim - Four claims have now been made and one claim is still due for payment; • Staff Sickness – All outstanding claims have been 		

	<ul style="list-style-type: none"> paid; Maths Hub Income continues to increase; and Teachers Pay award - Additional funding of £9,414 has been received; 		
6.7	<p>Teachers Pay</p> <ul style="list-style-type: none"> £7,801 overspend to be offset against Teacher Insurance Claims. The overspend is due to the employment of a teacher to cover long term sickness; Monthly claims for 10% of DH salary are being made (secondment to Maths Hub); and Includes the Teachers pay award. 		
6.8	<p>Supply Pay + Agency staff cost</p> <ul style="list-style-type: none"> Total Annual Budget £22,080; Total budget to December £16,560; and Current Spend £17,528. 		
6.9	<p>Teaching Assistant</p> <ul style="list-style-type: none"> Current small underspend against budget. New TA's have been employed as 1:1 TA's. 		
6.10	<p>Caretakers Pay</p> <ul style="list-style-type: none"> £5,831 overspend offset against lettings income. 		
6.11	<p>Cleaners Pay</p> <ul style="list-style-type: none"> Slightly over budget. 		
6.12	<p>APTC Staff</p> <ul style="list-style-type: none"> One member of staff was dismissed due to ill health, with three months payment paid in lieu of notice. 		
6.13	<p>DBS checks</p> <ul style="list-style-type: none"> Significant overspend due to the amount of recruitment undertaken during the year to ensure that EHCP pupils have enough support. 		
6.14	<p>Staff Training and Development</p> <ul style="list-style-type: none"> Currently £1,373 underspend. Payment is yet to be made for the whole school Basic Child Protection training. 		
6.15	<p>Building Maintenance</p> <ul style="list-style-type: none"> Showing as overspend. The amount of remedial work needed has impacted on this budget. 		
6.16	<p>DSO Cleaning Contract</p> <ul style="list-style-type: none"> The contract with Churchill Cleaning Services was terminated at the end of August 2018 with Cleaning staff now employed by the school. Orovia shows the re-allocation of this budget. 		
6.17	<p>Electricity & Gas</p> <ul style="list-style-type: none"> Both electricity and gas are running as expected 		
6.18	<p>General Curriculum</p> <ul style="list-style-type: none"> On-track overall. 		

6.19	<p>Heales recharges (for referrals to Occupational Health)</p> <ul style="list-style-type: none"> • £2,503 overspend; • 1 x TA school supported appeal of a Tier 3 EIH decision and re-assessment; • 1 x TA on long term sick (Dismissed due to ill health); • 2 x TA previously on long term sickness having to be referred as part of the Sickness Absence Policy; and • 1 x Office staff on long term sick (Dismissed due to ill health). 		
6.20	<p>Catering</p> <ul style="list-style-type: none"> • The full UIFSM grant has been received. The numbers of children taking up the UIFSM is over 84%. 		
6.21	<p>Out of School Kingfisher Club</p> <ul style="list-style-type: none"> • 143 pupils are currently registered. 		
6.22	<p>Breakfast Club</p> <ul style="list-style-type: none"> • Numbers range for 23 to 32 on a daily-basis. 		
6.23	<p>After School</p> <ul style="list-style-type: none"> • Numbers range from 21 to 43 on a daily-basis, with a waiting list for some sessions; • Current figures show a £21,783 balance; and • Recruitment is now complete with five members of staff at each session. 		
6.24	<p>Pupil Premium Funding</p> <ul style="list-style-type: none"> • Income – 9/12 of funding has been received. An additional £29,216 due; • Teachers Pay shows an overspend. This teacher is employed on a Thursday afternoon to provide intervention for LAC funded pupils. Additional income is reflected in the SEN Income; • Agency staff pay is an overspend. This was for the Year 1 curriculum transition from Reception; • Support for after school clubs continues to be popular with a range of clubs on offer. PPF is used for those pupils partaking in a non- sporting extra-curricular activity. There is strong evidence that partaking in an after-school club raised academic achievement and has a good impact on self-esteem and confidence. 		
6.25	<p>Sports Grant</p> <ul style="list-style-type: none"> • Income received £20,453. 		
6.26	<p>Extended Schools</p> <ul style="list-style-type: none"> • Some budget re-allocation may be necessary from Sports equipment purchased to Transport for sport; • New equipment is being purchased to ensure the field can be used for football training and to host football tournaments; and • The grounds maintenance contractors will also be asked to mark the pitches and ensure the pitch is fit for play. 		

6.27	<p>Pre-School</p> <ul style="list-style-type: none"> • Current Numbers at Pre-School per session were available; • There is an ever-increasing demand for additional places and sessions (from existing children). • One General Assistant on Maternity Leave; • An additional Key Worker has been employed to enable more places to be made available; • Charge for one 3-hour session is £12.12, so one child attending five sessions a week generates £2302.80 pa income; and • The school is waiting for new funding arrangements to be published. 		
6.28	<p>Governor Challenge: Governors asked about the budget for 2019/2020 and the implications of setting a deficit budget. It was explained that the school would need to re-pay any money loaned from the LA to make the budget balance. The anticipated extra funding for next year will be built in to the proposed budget. The school were disappointed that projected numbers for Reception in September 2019 are low in the town and therefore the classes may operate with spare capacity.</p>		
7.	Review of Work Schedule		
7.1	<p>The following items from the Work Schedule were discussed, including:</p> <ul style="list-style-type: none"> • Monitor Budget for 2018/19 - see item 6 above; • Prepare Budget for 2019/20 – work to begin with the SFA in a meeting planned for February 2019. RJ to attend if possible. Personnel have already discussed some of the implications of moving to a 21-class structure; • Ensure that school meets Financial Management Standards and SFVS – The SBM to check if the same format as last year will be used, and, if possible, produce a draft report for the meeting on Thursday, 28 February 2019; • Review Pupil Premium Spending Plan – The Head to circulate the two current spending plans, which will be reviewed again next term; • Random spot-checks on GPC spending, at drop-ins to review financial procedures– ongoing; • Review Health & Safety Inspections - see item 9.1 below; and • Review of Policy Schedule - see item 8 below. 	<p>Feb 19</p> <p>Feb 19</p>	<p>Head/ SBM/RJ</p> <p>SBM</p>
8.	Review of Policy Schedule		
8.1	There were no policies to review at this stage of the year.		
9.	Standing items		
9.1	<p>Health & Safety inspections & Committee feedback – Jill Foster had held her first Health and Safety meeting with the Head, Caretaker and SBM as the new governor with responsibility for H&S and a walkabout is to be arranged.</p>		

9.2	Changing rooms/Training facility – No further progress at this stage.		
9.3	Spending on the Pre-school – The Pre-school was discussed in item 6.27 above.		
9.4	After-School Club – The After-School Club was discussed in item 6.23 above. Several members of the Personnel Committee had attended a session to meet the staff prior to the Learning & Development Committee meeting. A visit to meet with the Cleaning Staff, who are now employed by the school, would also be arranged for a future date.		
10.	Any Other Business		
10.1	NB advised the school that she was available to offer support throughout the rest of January 2019.		
10.2	There being no other business the meeting closed after item 11 at 8.20 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.		
11.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Monitored the Budget closely, to save as much money as possible; • Continued putting the education of the children as a priority even though funds are limited; and • Obtained best value for money in the award of new Management Information Systems and Financial Management Systems contracts. 		

Finance & Premises Committee Action Points – 10 January 2019

F&P 3 2018/2019	Action Point	By Whom	Outcome
AP1	3.6 The SBM to follow-up with the Coach Company about the damage to school signage.	SBM	
AP2	7.1 The Head, RJ and the SBM to begin work on the Budget for 2019/20 with the SFA in a meeting planned for February 2019.	Head/ RJ/SBM	
AP3	7.1 The SBM to check if the same format as last year will be used for Financial Management Standards and SFVS. If possible, she will produce a draft report for the meeting on Thursday, 28 February 2019.	SBM	

Primary Finance & Premises 28.02.19

READ & AGREED AS A TRUE RECORD (CHAIR)