

**THORNDOWN PRIMARY SCHOOL  
& THORNDOWN PRE-SCHOOL  
Minutes of Finance & Premises Committee Meeting  
Thursday, 2 May 2019 at 7.15 p.m.**

<b>Membership of the Finance &amp; Premises Committee:</b>	
Vicci Godbold	Head
Frank Newton	FN
Rob Jagger	RJ
Jill Foster	JF
Natalie Bates	NB
Derren Jones	DJ
Richard Boughey	RB
Helen Cooper (Non-governor for this committee)	HC/SBM

<b>Item</b>		<b>Action</b>	<b>Lead</b>
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Frank Newton, Jill Foster, Derren Jones, Rob Jagger and Richard Boughey.		
1.2	Non-Governors Present: Helen Cooper and David Clark (Clerk).		
1.3	The meeting was quorate with six committee members present.		
1.4	Apologies for absence, with governors' consent: None.		
1.5	Absent: Natalie Bates.		
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.		
<b>2.</b>	<b>Notice of change in order, or any other business</b>		
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.		
<b>3.</b>	<b>Review of minutes and action points of the previous meeting</b>		
3.1	The minutes of previous meeting held on 28 February 2019, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	There was one Action Points (AP) from the last meeting and the repair work has been completed by the Coach Company who had damaged the school signage.		
Primary Finance & Premises 13.06.19			

READ & AGREED AS A TRUE RECORD ..... (CHAIR)

<b>4.</b>	<b>Budget Monitoring 2018/2019</b>		
4.1	The SBM reported on the End of Year Carry Forward figures from 2018/2019: <ul style="list-style-type: none"> <li>• Fund 01 (Formula funding): £39,772;</li> <li>• Fund 04 (Devolved Formula Capital): £64,153; and</li> <li>• Fund 24 (Pre School): £2,130.</li> </ul>		
4.2	Thanks were recorded for the hard work of all the staff in achieving this figure.		
<b>5.</b>	<b>Approval of Budget 2019/2020</b>		
5.1	<b>Budget 2019/2020</b>		
5.1.1	The SBM outlined the factors behind building the Budget for 2019/2020, including: <ul style="list-style-type: none"> <li>• 2% pay award for Teachers has been built in. If the pay award is more than budgeted, then schools will receive a top up as per last year;</li> <li>• Teachers' pension increase has not been built in but it is anticipated that top up funding will be paid (for up to 26 FTE staff approx. £55k);</li> <li>• Non-teaching staff (approx. 75 staff) have been moved on to the new scales and the pay award has been applied. This has mainly affected our lower paid staff such as Midday Supervisors and Cleaners. The number of Tas will be reduced and there will be no General TA support in the school;</li> <li>• 20 Class structure with Year 5 having 2 classes of 35 pupils; and</li> <li>• At present, after the initial allocation, Reception numbers are 65.</li> </ul>		
5.1.2	Thanks were recorded to the SBM for all her hard work in preparing this new budget, which has enabled a 20 class structure possible. This has included detailed analysis on a line-by-line basis of each budget heading.		
5.2	<b>Income</b> <ul style="list-style-type: none"> <li>• Formula Funding       £1,818,243</li> <li>• SEN Funding           £137,262</li> <li>• Pupil Premium         £124,000</li> <li>• UIFSM Grant           £90,000</li> <li>• Pre-School (24)       £139,000</li> <li>• Additional Income     £205,076</li> </ul> <p>TOTAL INCOME           £2,513,581</p>		
5.3	<b>Expenditure</b> This has been set in line with spending for 2018/2019, which had already been paired back to a minimum: <ul style="list-style-type: none"> <li>• Teachers Pay   £1,244,733. <ul style="list-style-type: none"> <li>○ This is set up for a 20 class structure with</li> </ul> </li> </ul>		

	<p>Year 5 (from September 2019) having 2 classes of 35. There is no room for growth in this year group;</p> <ul style="list-style-type: none"> <li>○ All Maternity returners have been included; and</li> <li>○ Those on temporary contracts have been issued with notice that their contract will end on 31/8/2019.</li> </ul> <ul style="list-style-type: none"> <li>● TA Pay £440,039 <ul style="list-style-type: none"> <li>○ All staff on a temporary contract have been issued confirmation that their contract will expire on 31/8/19;</li> <li>○ All children with EHCP's have been allocated 1:1 support in line with their EHCP requirements;</li> <li>○ Reception classes will each have a dedicated general TA; and</li> <li>○ All other classes throughout the school will have to share the remaining Teaching Assistant hours.</li> </ul> </li> <li>● Admin, Midday, Technicians no additional staff numbers. Any increases are in line with pay awards.</li> <li>● Staff Training and Development £4,000.</li> <li>● Insurance Premiums for staff absence. The school have subscribed to the Teacher's cover, Caretaker cover and Admin staff. The TAs have not been covered this year as last year expenditure and income were cost neutral.</li> <li>● Building Maintenance £35,000. In line with last year's spending.</li> <li>● Subscriptions £12,000.</li> <li>● General curriculum in line with last year. Some smaller budget lines have been removed.</li> <li>● ICT Support £7,398 (Swavesey support, ELH ICT – 5/12 STARZ, GDPR)</li> <li>● All other expenditure lines are in line with last year.</li> <li>● Catering – in line with last year although UIFSM numbers will be reduced due to small numbers in Reception.</li> <li>● Out of School Club – In line with last year.</li> <li>● PPF – In line with last year. Music and Play Therapy continue to be offered to support targeted children.</li> </ul>		
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- Pre-School. The income and expenditure are in line with last year. The Pre-school will have a teacher in place for 3 days as Mrs Hamilton moves back to Reception with the new cohort.
- Sports Grant – Income and expenditure in line with last year. A new Sports Statement is due for completion by the PE coordinator.

5.4

**Budget 2020/2021**

The 2019/2020 budget predicts a carry forward to 2020/2021 of:

Fund 01	£7,734
Fund 04	£73,992
Fund 24	£3880

5.5

**Devolved Formula Capital (DFC)**

Income 2019/2020	£9,839
Balance brought forward from 18/19	£64,153
<b>Total Income</b>	<b>£73,992</b>
Expenditure	
Contribution to ICT replacement (5 yr plan) Now in 5 <sup>th</sup> year	£25,000
Replacement of projectors throughout the school (18) with LED projectors	£16,434
Installation of sides on the Year 1 canopy	£5,090
Rebranding	£3,000
<b>Total expenditure</b>	<b>£49,524</b>
<b>Reserve Balance</b>	<b>£24,468</b>

The SBM outlined the following key points from building the Budget for 2019/2020, including

- The 20-class structure is a major achievement based on the initial figures that were presented by Ray Byford;
- The structure in Year 5 from September allows for NO growth in this year group;
- The Reception intake of 65 (possibly moving to around 70 after 2<sup>nd</sup> allocations), will have a significant impact on future funding. To all intents we are self-funding 25/20 places = £75,000/ £60,000 loss of income, which will be ongoing until KS2 due to Infant Class regulations. Until actual figures are known, the forecast for 2020/2021 and onwards is overstated as 90 children have been put in to the forecast;

	<ul style="list-style-type: none"> <li>• Current pupils with EHCPs number 14 with additional pupils due in to Reception. The 1:1 cover has been built in to the budget but not the income until we have had confirmation of the allocated hours;</li> <li>• Additional National 'Fairer' funding will be received next year, as the final year rolls out, of approx. £38,000. However, this will not offset the reduction in funding due to low Reception pupil numbers;</li> <li>• There are no further contracts left to renegotiate; and</li> <li>• The movement of the teacher from Pre-school to Reception will ease the transition to school for the pupils and give the Reception teachers valuable knowledge and understanding of their new cohort.</li> </ul>		
5.6	<p><b>Three-year Forecast</b></p> <p>The 3-year forecast is grim. The Governing Body needs to be prepared to consider any measures to ensure that the school are in a position to offer a balanced budget in the future. Please see notes on the Brainstorming session which are contained in the confidential minutes.</p>		
5.7	<p><b>Following this detailed overview of the Budget, the Finance &amp; Premises Committee of Thorndown Primary School approved the School Budget Plan for the financial year 2019/2020, with a total budget spend of £2,543,868.41. This proposal was made by Rob Jagger, seconded by Jill Foster and was passed unanimously.</b></p>		
5.8	<p>It was confirmed that Budget Submissions must be with the LA by the 10 May 2019.</p>	May 19	Head/SBM
<b>6.</b>	<b>Any Other Business</b>		
6.1	<p>There being no other business the meeting closed after item 7 at 8.37 pm.</p>		
<b>7.</b>	<b>Summary of Impact on Standards and Progress</b>		
7.1	<p>Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.</p>		
7.2	<p>The Committee agreed that, at this meeting, it had:</p> <ul style="list-style-type: none"> <li>• Found that the Fair Funding formula had NOT provided the school with sufficient funding this year. Given the overly tight restrictions the Committee had found it very difficult to set a budget that would allow the school to maintain high standards in teaching and learning, as well as in pupil welfare.</li> </ul>		

**Finance & Premises Committee Action Points – 2 May 2019**

<b>F&amp;P 5 2018/2019</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	5.8 It was confirmed that Budget submission must be with the LA by the 10 May 2019.	Head/SBM	

**Please note that there is also one Confidential Minute Action Point (CAP1)**