

**THORNDOWN PRIMARY SCHOOL  
& THORNDOWN PRE-SCHOOL  
Minutes of the Finance & Premises Committee Meeting  
Thursday, 27 September 2018 at 7.30 p.m.**

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

<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, Jill Foster, Frank Newton, Derren Jones, Rob Jagger and Helen Cooper.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with six governors present.		
1.4	Apologies for absence, with governors' consent: David Varey and Natalie Bates.		
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.		
<b>2.</b>	<b>Election of Chair &amp; Vice-Chair</b>		
2.1	<b>Chair of Finance &amp; Premises Committee:</b> The Clerk requested nominations for the post of Chair of the committee and it was agreed that Rob Jagger should be elected Chair for the academic year 2018/2019. This had been proposed by Frank Newton and was seconded by Vicci Godbold.		
2.2	<b>Vice-Chair of Finance &amp; Premises Committee:</b> If the Chair is absent from a meeting, another Governor will be elected to take the Chair.		
<b>3.</b>	<b>Notice of change in order, or any other business</b>		
3.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
3.2	The Committee also agreed that there were no items to be considered under Any Other Business.		
<b>4.</b>	<b>Review of minutes and action points of the previous meetings held on 14 June 2018 - see below</b>		
4.1	The minutes of previous meeting held on 14 June 2018, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		

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

4.2	There were six Action Points (APs) from the last meeting.		
4.3	Four APs (APs 1, 2, 4 & 5) from the last meeting had been completed, while AP3, setting up an Enrichment Trust, would be covered in agenda item 8.		
4.4	The remaining action point (AP6) was discussed, and the Head reported that there had been insufficient time to use the local Royal Engineers to make some of the changes to the playground areas. However other opportunities, including visits, were being organised following her attendance at the Local Board meeting with the Forces.		
<b>5.</b>	<b>Headteacher's report</b>		
5.1	The Head and the SBM reported on the amount of maintenance work that had been completed over the summer holidays. This included painting, carpeting, vinyl flooring, a new canopy, fencing and the addition of a gate to the Kids Club.		
5.2	The Head also reported that the school had practiced its Lock-down procedure already this term and would be undertaking planned fire-drills as part of its Health & Safety plan.		
<b>6.</b>	<b>Chair's Action</b>		
6.1	The Chair had no additional action to report. However, the Head asked for her thanks to be recorded to him, as the Chair had attended the final meeting with Churchill Cleaners following the issuing of the third failure notice. The School has now set up its own in-house arrangements for cleaning.		
<b>7.</b>	<b>Budget Monitoring 2018/2019, including update / implications of Pay Award</b>		
7.1	The SBM explained that she, and all LA schools, were still finding the new Budget toolkit (OROVIA) extremely difficult to use and very time-consuming. Consequently, the Schools Financial Adviser had visited several times this term already.		
7.2	The SBM assured the Committee that there had been no excessive spending and that the school budget was still on-track, although it was too early to forecast end of year figures.		
7.3	The detailed notes from the SBM, circulated prior to the meeting were discussed.		
7.4	Income <ul style="list-style-type: none"> <li>• New SEN Funding is being received and 2 outstanding payments are being chased;</li> <li>• Maternity Claim – 2 claims have now been made and paid and a further claim is due;</li> <li>• Staff Sickness – all outstanding claims have been paid; and</li> <li>• Maths Hub Income - This continues to increase. Currently we have received £3,512 over budget.</li> </ul>		

7.5	<p>Teachers Pay</p> <ul style="list-style-type: none"> <li>£4,927.77 overspend showing. This is to be offset against Teacher Insurance Claims. The primary overspend is due to the employment of a teacher to cover long term sickness; and</li> <li>Monthly claims for 10% of DH salary are being made (secondment to Maths Hub).</li> </ul>		
7.6	<p>Teaching Assistant</p> <ul style="list-style-type: none"> <li>Current underspend of £6,831 against budget. The costs will begin to increase as recruitment to replace some staff who have left continues.</li> </ul>		
7.7	Caretakers Pay - £3,546 Over spend offset against lettings income.		
7.8	Staff Training and Development - Currently running with a very slight underspend.		
7.9	Building Maintenance - Showing as under budget. However, the large invoice for the M & E work carried out over the Summer holidays has been received and processed in September.		
7.10	Electricity & Gas - Both are showing a significant overspend. However, the profile of this ledger code is such that it has winter weighting. The school's consumption does not significantly reflect the winter weighting and a change may be considered next year.		
7.11	General Curriculum - This showing to be on track overall. The large orders for the new academic year have been processed within this BCR. Maths Hub expenditure shows an overspend but this is to offset against the income received over the budgeted amount.		
7.12	Heales recharges - £1,675 overspend.		
7.13	Catering Income – The full UIFSM grant has been received and is £15,132 more than anticipated. This is ear-marked for the equipment replacement fund. The numbers of children taking up the UIFSM is over 84% and there is a real push, on census days, to ensure that we maximise the numbers. The rolling programme of inviting parents in to have lunch with their child is proving to be very popular and most parents will partake of school meals. Next year this will have to go out to tender again.		
7.14	Out of School Kingfisher Club -133 pupils are currently registered (over 20% of school roll).		
7.15	Breakfast Club - Numbers range for 18 (Fridays) to 28 on a daily basis.		
7.16	After School Club - Numbers range from 21 (Fridays) to 40 on a daily basis.		

7.17	<p>Holiday Club – This was a huge success, with positive comments about the range and variety of activities available to the children. The trip to Woburn Safari Park worked well and both staff and children thoroughly enjoyed themselves. The Head asked that the SBM be thanked for her work in this area, and for the recruitment of staff as the School has now set up its own in-house arrangements for cleaning.</p>		
7.18	<p>Pupil Premium Funding</p> <ul style="list-style-type: none"> <li>• Teachers Pay shows and overspend against a £0 budget. This teacher is employed on a Thursday afternoon to provide intervention for LAC funded pupils. Additional income is reflected in the SEN Income;</li> <li>• Agency staff pay is overspending against a £0 budget. This was a specific for the Year 1 curriculum transition from Reception; and</li> <li>• Support for after school clubs continues to be popular and the range of clubs on offer means that there is pretty much something for anyone. The 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.</li> </ul>		
7.19	<p>Sports Grant - Income received £8,454. The final income payment of 11,836 is due in November.</p>		
7.20	<p>Extended Schools – Any PPF child taking part in a sport related club. Some budget re-allocation may be necessary from sports equipment purchased to transport for sport.</p>		
7.21	<p>DFC – Money continues to be added to the ICT replacement fund (Five-year plan - now in its 4th year). A decision will be needed soon, if the school wishes to replace the white-board projectors or to introduce new SMART TV boards.</p>		
7.22	<p>Pre-School - Current numbers at Pre-School sessions were reviewed. It is not unusual to have these numbers at the start of a new academic year.</p>		
7.23	<p>Implications of Pay Award</p>		
7.23.1	<p>The proposed funding of the Teachers Pay Award 2018 from the Government is based on the proposal to award:</p> <ul style="list-style-type: none"> <li>• Main Scale &amp; unqualified staff - 3.5 % to minimum and maximum on scales;</li> <li>• Upper Pay Scale staff - 2 % to minimum and maximum on scales;</li> <li>• Leadership Scale staff – 1.5 % to minimum and maximum on scales; and</li> <li>• Staff with TLR allowances - 2 % to minimum and maximum on scales.</li> </ul>		
7.23.2	<p>Personnel &amp; Salaries Committee have approved the proposal that the teaching staff pay increase would be applied to all staff in the particular category /grouping (not just those at the minimum</p>		

	and maximum on scales). This was agreed and would be backdated to 1 September 2018. The implication of this is an estimated £4,000 shortfall in funding from the Government.		
<b>8.</b>	<b>Proposed Enrichment Trust (see AP3 below)</b>		
8.1	It was agreed that the proposed Enrichment Trust was no longer a priority for the school now. The paperwork needs to be fully reviewed and the Committee decided to re-visit this matter in the Autumn Term 2019.	Sept 19	Head/ Clerk
<b>9.</b>	<b>Review of Work Schedule</b>		
9.1	<p>The following items from the Work Schedule were discussed, including:</p> <ul style="list-style-type: none"> <li>• <b>Terms of Reference</b> – These were approved following a few minor amendments;</li> <li>• <b>Maintenance strategy</b> – Discussed under item 7;</li> <li>• <b>Assets register</b> – This register was completed last year and is in operation;</li> </ul> <p><b>Governor Challenge: Governors asked what items of value were placed on the Register. It was explained that the ICT equipment are the largest assets on the register. Also, Junior Librarian is used to record all the books the school owns within the system.</b></p> <ul style="list-style-type: none"> <li>• <b>Review on-line School Travel Plan</b> – this service is currently not operating as a new platform is being developed; and</li> <li>• <b>Random spot-checks on GPC spending</b> - Drop-ins to review financial procedures will be performed by the Chair.</li> </ul>	Nov 18	Chair
<b>10.</b>	<b>Review of revised Policy Schedule</b>		
10.1	<p>The following policies from the Policy Schedule were discussed and approved for use in school, including:</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Policy;</li> <li>• Best Value statement; and</li> <li>• Lettings Policy.</li> </ul>		
<b>11.</b>	<b>Standing items</b>		
11.1	<b>Health &amp; Safety inspections &amp; Committee feedback</b> – Jill Foster agreed to be the new governor with responsibility for H&S		
11.2	<b>Changing rooms/Training facility</b> – The SBM circulated plans and elevations for a proposed set of changing rooms with training areas and storage. She would pursue plans for the proposed changing rooms/training facility. The school would need to go out to tender for other bids and would need to contact local/national organisations regarding funding. JF also has contacts in the industry which could be used.		
11.3	<b>Spending on the Pre-school</b> – Discussed under item 7.		
11.4	<b>After-School Club</b> – Discussed under item 7.		

<b>12.</b>	<b>Any Other Business</b>		
12.1	There being no other business the meeting closed after item 13 at 8.38 pm.		
<b>13.</b>	<b>Summary of Impact on Standards and Progress</b>		
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"> <li>Reviewed the Budget closely to ensure the future development of the school, including high quality teaching and resources to deliver the curriculum; and</li> <li>Approved the Pay Award for teaching staff.</li> </ul>		

### Finance & Premises Committee Action Points – 27 September 2018

<b>F&amp;P 1 2018/2019</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	8.1 The paperwork for the proposed Enrichment Trust to be fully reviewed and the Committee to re-visit this matter in the Autumn Term 2019.	Head Clerk	
AP2	9.1 The Chair to undertake random spot-checks on GPC spending.	Chair	