

SOUTHFIELDS PRIMARY SCHOOL



MINUTES OF THE FINANCE & RESOURCES COMMITTEE MEETING HELD ON WEDNESDAY 18 OCTOBER 2017 AT 6.30PM

Present: Natalie Lumb (NL), John Durance (JD), Laura Martin (Headteacher), Debbie Afford (DA), Paul Loasby (PL), Katie Judge (KJ)

Apologies: Brian Rush

In attendance:

Lucia Hawes (Clerk)

Susan Bream (School Business Manager)

Item	Issue	Action
1	Welcome and apologies	
1.1	There was an apology from Brian Rush. Governors accepted this apology.	
2	Declaration of interest	
2.1	None.	
3	Agree Minutes of last Finance Committee meeting (15/02/17) and matters arising	
3.1	The minutes were agreed as a true and accurate record of the meeting and were signed as such by the Chair.	
4	Agree Minutes of last Resources Committee meeting and matters arising (15/02/17)	
4.1	The minutes were agreed as a true and accurate record of the meeting and were signed as such by the Chair.	
4.2	Action: NL to sign off the risk assessments.	NL
5	Appoint of salary review committee and agree date of meeting	
5.1	Governors appointed to the salary committee were JD, PL and NL. Action: NL to circulate potential dates in early November for the salary committee to meet.	NL
6	Finance	
6.1	<p><u>Budget update</u></p> <p>6.1.1 The budget reports were sent out prior to the meeting. The School Business Manager reported that the bank statement at the 30th September 2017 showed a balance of £150,070.90. After all cheques have been cleared this would give a balance of £108,532.16. The carry forward is expected to be £38,432. A governor asked if there is a limit to how much carry forward the school is allowed and are we below the limit. The School Business Manager said that the school can carry forward no more than 8% of the budget, anything more would be clawed back by the Local Authority. The expected carry forward is less than 8%.</p> <p>6.1.2 The school will receive within its delegated budget a notional figure for SEN of £259,842 in 2017/18. The school has also received SEN Top up funding of £35,290 as at 30/09/17. It is anticipated that the school will receive £65,838 of top up funding for specific children by the end of the financial year.</p> <p>6.1.3 The School Business Manager explained that governors need to determine whether to implement a 1% increase to all staff on pay points</p>	

M2 to M6, or a 2% pay award for all staff on the main pay range, or even a 2% pay award to M1 and M6, with all points in between paid 1%. A governor asked if the budget allows for a 2% increase for all staff on the main pay scale. The School Business Manager said that the school's forecast has taken into account a 2% pay award for all Main Pay ranges.

Decision: The Committee agreed a 2% increase across the main pay scale and 1% increase for other pay scales.

6.1.4 A governor asked if any teachers had applied for the upper pay spine. The Headteacher said that she had received one application.

6.1.5 The School Business Manager reported that overall, the Explorers has a surplus of £580 as at the 30th September. Breakfast income is still under budget and 11% less than at the same stage as last year, however this is counterbalanced by the After school income which is 14% more than last year. A governor asked if she knew why income is under budget. **Action: School Business Manager to find out why the Explorers income is under budget.**

SB

6.1.6 Donations and Fundraising for school are less than anticipated at this stage of the year. PL mentioned that he had sent a funding raising initiative to the Headteacher but the Headteacher was dubious of such initiatives and doesn't like to bombard parents with lots of emails. The Heateacher mentioned that the school needs more volunteers for the Christmas Fete.

6.1.7 Catering income has increased by 47% compared to the same period last year. The School Business Manager said that this could be partially due to the increase in Key Stage 2 numbers who would continue to have dinners after having them free in Key Stage 1. Staff dinners have also increased since last year. This will continue to be monitored. The Headteacher explained that she wants to recruit a Deputy Cook to be able to take charge when the Cook is absent. A governor asked how often the Cook has been absent and if an extra Cook has been budgeted for. The Headteacher thinks that she has only had one day off work and they have budgeted for this new position.

6.1.8 Lettings – The School Business Manager explained that the charge for new lettings is currently £20.00 per hour and has remained at this amount for some years. There is currently only one chargeable letting of the Townswomen's Guild, who meet once a month in the Key Stage 1 Hall. The amount agreed for the letting is currently £40.00 for the evening. Governors were asked if they were happy to continue with the £20 charge. **Decision:** After discussion about the cost of opening the school in the evening/weekends and also considering what other places charge, the governors agreed to increase the lettings charge to £22 per hour and £44 for the evening.

6.1.9 The Headteacher explained that she lets the Majorettes use the school facilities for free because the majority of the children are from Southfields and a Teaching Assistant runs the club and opens and locks up herself. A governor asked if the students are charged to attend Majorettes and was informed that they pay for the season which covers their registration, exams etc. **Decision:** Governors agreed to continue to

	<p>let the Majorettes use the facilities free of charge.</p> <p>6.1.10 The School Business Manager asked for governors' approval to update the budgets on the ledger as per the virement spreadsheet that was sent prior to the meeting. Decision: Governors gave approval for this.</p>	
6.2	<p><u>Pupil premium/sports funding</u> The pupil premium and sports premium budgetary reports for 2017-18 were circulated prior to the meeting. It was noted that the sports funding has been doubled for 17/18.</p> <p>A governor queried the cost of running the swimming pool and was advised that it costs £6,246.</p>	
6.3	<p><u>School Financial Value Standard</u> The School Financial Value Standard for 2017-18 has been completed as much as it can be at this stage of the year and had been circulated prior to the meeting. It will be completed ready for the Local Authority deadline,</p> <p>Action: Clerk to add benchmarking to the next agenda. Action: Headteacher to send governors the login for the benchmarking website.</p> <p>It was noted that a stock take will be completed by 31st October.</p>	Clerk Head
6.4	<p><u>Predicted surplus balance and one off projects</u> The Headteacher said that the predicted surplus balance is going to be left for the cost of a teacher should that be needed. Therefore, there will be no one –off projects this financial year.</p>	
7	Personnel update	
7.1	<p>The Headteacher gave a verbal personnel update:</p> <ul style="list-style-type: none"> - One teacher has got another job in another area. The Headteacher talked about how in year moves effect the school. Adverts are out for this vacancy. A governor asked if the Headteacher would be recruiting an experienced teacher as the school has got quite a few staff with limited experience. The Headteacher said that not all experienced teachers are good teachers and some newly qualified teachers can be excellent so experience isn't always an indication of good teaching; - Lauren Barnard, ERP Manager is going on maternity leave but maternity cover is in place; - Cherie McLaughin is going on maternity leave but Charlene Arnold will be returning from maternity leave; - There are a few personnel issues in the kitchen but the appointment of a Deputy Cook should solve this. <p>There was a discussion about getting more male teachers in school if possible as there is only one male teacher in school.</p>	
8	EPM Personnel Committee Audit	
8.1	<p>The Clerk had advised that it was good practice to complete the EPM personnel audit at the beginning of the academic year. Action: NL will complete the audit and report back at next meeting.</p>	NL

	The Headteacher informed governors that all schools have a duty to appoint a Data Protection Officer, this could be one officer employed across a few schools. Governors said that the Data Manager role should fulfil this requirement.	
9	Premises report	
9.1	Covered in Item 10.	
10	Health and safety report	
10.1	<p>The health and safety audit report from the Local Authority and works to be completed this academic year were circulated prior to the meeting. A governor asked if there had been progress about the fire door issue as there had been a debate between the fire risk assessor and the contractor over the suitability of the door that opens into the corridor from KS2 hall, and staffroom corridor. The Headteacher has asked the Local Authority to confirm that building control is happy with what Kia provided.</p> <p>The audit stated that the kiln room has a fire door; however the extent of fire compartmentation above could not be determined at the time of audit. For additional assurances it is suggested the school seek further advice from the fire risk assessor. Governors recommended that the Caretaker asks a fire assessor to assess it as a matter of urgency. Action: Headteacher to ensure that a fire risk assessor comes to look at the kiln room as soon as possible.</p>	Head
10.2	<p><u>Works to be complete 2017-18</u> The Headteacher explained that they had received quotes for the cleaning/refurbishing the hall and stage floors but the quotes had been quite high so they went with a cheaper quote but the company went bust. However, the company was being taken over and the new owner will be doing the work at the original price quoted.</p> <p>PAT testing will be carried out over half term.</p> <p>Kia has laid carpets in Year 3 and 4.</p> <p>The external mound has been made fit for purpose and risk assessments are being regularly carried out.</p> <p>The Headteacher said that the alarm system will be adjusted to allow a different alert sound for lockdown.</p>	
11	Policies for review	
11.1	<p><u>Pay policy</u> The pay policy was circulated prior to the meeting. The Clerk confirmed that the pay policy has to be reviewed by governors annually. There was one amendment due to an unnecessary gap on page 20. Decision: Governors approved the policy subject to amendment.</p>	
11.2	<p><u>Charging and remissions policy</u> The policy was circulated prior to the meeting. Decision: Governors ratified the policy and agreed to review again in two years' time.</p> <p>A governor queried what the official opening and closing times are for the school. The Headteacher advised that the doors open at 8.40am for Key Stage 2 and 8.45am for Key Stage 1. A governor asked if the wraparound times are correct. The Headteacher confirmed that they</p>	

	are.	
11.3	<p><u>Equality Information and Objectives statement</u></p> <p>The following policies were circulated prior to the meeting:</p> <ul style="list-style-type: none"> - Equal Opportunities policy – to be reviewed again in 2 years' time; - Equality and Diversity policy – to be reviewed again in 2 years' time; - Equality Objectives framework – to be reviewed again in 3 years' time; - Racial Equality policy – to be reviewed again in 2 years' time. <p>Equality objective framework – a governor queried whether the figures are up to date. The Headteacher said that the policy was based on a model policy but will check if there is more current data. Action: Headteacher to check that if there is more current data to detail in the Equality Objectives Framework and to add 'this is the most recent data' next to the data.</p> <p>Decision: Governors agreed these policies subject to suggested amendment on the Equality Objectives framework.</p>	Head
11.4	<p><u>Safer recruitment policy</u></p> <p>The policy was circulated prior to the meeting. Decision: Governors ratified the policy.</p>	
12	Any other business	
12.1	<p>The Headteacher reported that she is having a lot of requests for references from ex-staff that worked at the school a very long time ago and said how it takes up a lot of time. After discussion, governors agreed that the school should only give a reference to staff that left no longer than three years ago and suggested a standard template that gives a brief factual reference.</p>	

The meeting ended at 8pm.
This is a true and accurate record of the meeting.

Signed:
Chair of Finance & Resources Committee

Date: