

SOUTHFIELDS PRIMARY SCHOOL



MINUTES OF THE FINANCE & RESOURCES COMMITTEE MEETING HELD ON WEDNESDAY 27 JUNE 2018 AT 6.00PM

Present: Natalie Lumb (NL), John Durance (JD), Laura Martin (Headteacher), Brian Rush (BR)

Apologies: Debbie Afford, Paul Loasby

In attendance:

Lucia Hawes (Clerk)
Susan Bream (School Business Manager)
Clara King (Deputy Headteacher)

Item	Issue	Action
1	Welcome and apologies	
1.1	There were apologies from Debbie Afford and Paul Loasby. Governors accepted these apologies. The Clerk informed governors that Paul Loasby had submitted his resignation from the Governing Body with immediate effect.	
2	Declaration of interest	
2.1	None.	
3	Minutes of last Finance Committee meeting (21/02/18)	
3.1	The minutes were agreed as a true and accurate record of the meeting and were signed as such by the Chair.	
4	Matters arising from the minutes	
4.1	All actions had been completed.	
4.2	A governor noted that at the last meeting, the kiln room was waiting to be risk assessed and asked if this has now been done. Governors were told that it is still to be risk assessed.	
4.3	A governor asked how the apprentice levy will be used. The Headteacher said they have still got to decide how it will be used. A governor questioned whether it could be used for a member of staff rather than an apprentice. The Headteacher said that it can be used for member of staff but they would have to be released for one day a week.	
4.4	A governor asked if the inventory has been completed. The Headteacher said that it just needs an update and this should be completed by Friday.	
4.5	A governor asked if automatic payments have now been introduced. The School Business Manager said that she is looking into it and she is going on a training session via the Local Authority.	
4.6	A governor queried whether the governor school email addresses are now ready to comply with GDPR. The Headteacher said that they have been set up and that she would arrange for login details to be sent to governors. There will also be a shared drive for governors to access papers for meetings. Action: Clerk to send email login details to governors.	Clerk
4.7	The Headteacher invited governors to attend the Child Protection training for staff on Monday 3 rd September. There will also be health and safety and risk assessment training on that day. The Headteacher also said that it would be good for governors to have lockdown training	

	to see how it works.	
5	Finance	
5.1	<p><u>Budget update</u> The budget reports were circulated to governors prior to the meeting. The School Business Manager gave a budget update:</p> <ul style="list-style-type: none"> • The school carried forward from 2016/17 £72,583.70 for Revenue and £839.18 for Capital. The Final Outturn for 2017/18 was £72,347.04 for Revenue and Capital broke even; • The bank statement as at the 31st May 2018 showed a balance of £52,509.81. After all cheques that have been raised are cleared this would give a balance of £47,049.62. Pupil Premium is paid quarterly to schools, however, the first quarter's funding is not normally paid until July, once final allocations have been confirmed. This usually leaves the school's bank figure quite low around June. The Local Authority have agreed to advance the school its first payment in June, based on estimates and will adjust in July for actual figures; • The current 3 year budget forecast (sent to governors) is currently looking very healthy. A governor asked if the forecast takes into account the new staffing structure. The School Business Manager confirmed that the budgets are based on current known staffing changes, contracts and historical budgets. The budgets make the assumption that current staff will continue to work from 2018/19 onwards as they currently do and they will all move onto the next incremented pay point over the next 3 years, so costs will always increase. There have been a number of staff changes since the budget was submitted to the Local Authority and this has increased the carry forward figures; • The accounts have only had 2 months so far this year so although budgets and expenditure have been monitored and reviewed, the year-end forecast has only been matched to the budget at this stage. Leading up to the end of the summer term there may still be staff changes and projects that will arise that will change these figures. <p>A governor questioned what is happening with the hub. The Headteacher said that she suspects that the Local Authority (LA) might want to outsource the hub. Governors suggested that they invite the LA to a future Full Governing Body meeting to talk about plans for the hub. Action: Headteacher to arrange for the LA to meet with governors about the hub.</p>	Head
5.2	<p><u>NI contributions for support staff</u> Governors requested an explanation as to why National Insurance contributions were so high. The School Business Manager explained that one Teaching Assistant has been on maternity leave for part of this financial year so this has had a bearing on the National Insurance. Also because teaching assistant's pay increases in April 2019 the National Insurance goes up from approximately £1,500 to £1,700 per month. It has been budgeted that two people will retire part way during next year so the pay has gone down in mid year, their pay is a larger amount than national insurance, so for example, pay might go down by £3,000 each month from September but the National Insurance may only go down by £120, less than the original increase.</p>	
5.3	<u>Pupil premium/sports funding</u>	

	<p>The pupil premium and sports premium expenditure was circulated to governors prior to the meeting. Sports premium 2018-19 planned spending and impact of sports funding 2017-18 report was tabled at the meeting. The Headteacher talked through the report and plans for 2018-19. The Headteacher added that a PE curriculum for swimming had been purchased and gave governors more detail. In response to a governor question, the Headteacher said that there are planned activities to promote sports activities in the curriculum.</p> <p>With reference to the pupil premium audit and actions to date, the only item outstanding is that the link governor visit has not yet taken place.</p>	
6	Financial benchmarking	
6.1	The DFE benchmarking report card was sent to governors prior to the meeting. Governors recognised that the report is based on figures from two years ago so it not that relevant anymore.	
6.2	<p>A governor noted that benchmarking shows that teaching staff expenditure is below local average but support staff expenditure is higher and questioned whether this should be the other way around. The Headteacher said that because of staffing for the hub, the school has more teaching assistants. She also said that the school employs a lot of young teachers who are at the beginning of their careers who are paid less than experienced teachers.</p>	
6.3	<p>Governors noticed that the energy consumption has gone down and wondered if it had been higher during the building works. There was a discussion as to whether the school could make a claim to the LA for the extra energy costs that were a result of the building works.</p>	
6.4	<p>A governor queried what is meant by 'back office functions' and the School Business Manager said that it is office staff, ESPO, postage, Governor Services and Clerking Service level agreements, payroll. Governors were pleased that schools costs for this function are well benchmarked.</p>	
7	Progress with preparing for GDPR	
7.1	<p>An overview of the GDPR position was circulated prior to the meeting.</p> <p>The Chair noted that the link governor for GDPR has resigned. Action: New link governor for GDPR to be appointed at the next FGB meeting.</p> <p>The Headteacher talked about the consent process for data and how she had used the checklist from the Key. A governor asked how long the school should keep data for children that have left. The Headteacher said that it is kept for 7 months after they have left and then deleted. A governor queried whether that data is deleted automatically or manually. It was confirmed that it is deleted manually.</p> <p>The Headteacher said that to protect access to data, there will be zoned areas in the school, e.g. some areas will only be accessible by the senior leadership team.</p> <p>A governor queried whether all data breaches are subject to a fine. The School Business Manager said that the ICO will be lenient with schools if it is a first offence, but if it happens a second time there will be a fine.</p>	Clerk

	<p>A governor asked for more information as to how electronic storage is managed adhering to GDPR. The Headteacher said that they have looked at ICT and data across the whole school and checked that there is a lawful reason for the data that is being stored and she explained that this is all listed in a document. A governor asked whether the school deletes data that they cannot justify keeping. The Headteacher confirmed that they do.</p> <p>The information audit had been shared with governors prior to the meeting. The Headteacher said that the school is now compliant and has been signed off. The audit will need to be countersigned by the Data Protection Officer and there will be an annual update.</p> <p>The Headteacher said that the data risk assessment is continually being reviewed and most actions are complete. The only risk that needs addressing is SEN data and the Headteacher will be working with the SEN team on what data needs to be stored and where. A governor questioned if the data is secure in the meantime. The Headteacher confirmed that the data is secure and she had just highlighted this as an amber risk as she didn't feel that the SEN team's system is robust enough.</p> <p>A governor asked if staff are allowed to use mobile phones in school. The Headteacher said that they are not allowed to. In response to a governor question, the Headteacher said that all data breaches on social media are made by parents/volunteers not staff.</p> <p>A governor asked if information about a child's medical conditions are shared with other staff when the children are moved around school during art week, for example. The Headteacher said that the relevant staff receive the information via a confidential document.</p> <p>The Headteacher spoke about her concern for potential data breaches when there are visitors in school and she gave an example of when the NSPCC counsellor visited the school.</p> <p>A governor asked what the process is when a parent asks for information about their child. The Headteacher explained how data subject requests are managed.</p> <p>The Headteacher confirmed that the school is compliant with all GDPR statutory requirements.</p>	
7.2	<p>The updated data protection policy was circulated to governors prior to the meeting. A governor queried whether the wording on the front page about sharing was appropriate for this policy and questioned if the wording goes against what is in the policy. The Headteacher said that information will still be shared but it will be anonymous data. A governor queried if the link governor had any involvement in the policy. The Headteacher said that he hadn't.</p>	
7.3	<p>The privacy notices were shared with governors prior to the meeting. The Headteacher explained that they had received guidance from the LA and EPM in creating the privacy notices for each of the stakeholders. A governor asked how the privacy notice was shared with parents. The Headteacher said that the privacy notice was shared with parents at parents' evening as all parents have to attend so all parents were</p>	

	captured. A governor asked if all parents had signed the privacy notice. The Headteacher confirmed that they had.	
8	Personnel update	
8.1	<p>The staff review and structure for September 2018 was circulated at the meeting. The Headteacher reported that:</p> <ul style="list-style-type: none"> - the school is fully staffed for the next academic year; - the SEND role will be linked to welfare from September; - the Head's PA job description has been created and the advert is ready to go out; - there will be a non-contact English lead and maths lead; - a phonics lead teacher is in place. <p>A governor asked how many Newly Qualified Teachers (NQT) and unqualified teachers are in post for the next academic year. The Headteacher said that there will be two NQTs (Year 1 and Year 4) who are both outstanding and have already been in to start their induction. There are another two teachers who are supported by a SCITT and with the school for four days a week. There is another part time teacher who will support another SCITT teacher who has been in school for some time. The Headteacher assured governors that SCITT teachers will not be in a class on their own.</p> <p>A governor asked who will be supporting NQTs next year. The Headteacher said that Yolanda Steward will continue to be supporting NQTs and will be doing their cover.</p> <p>A governor asked if teaching assistants in each class will still be shared across a year group. The Headteacher confirmed that they would.</p> <p>Governors were happy with the new staffing structure.</p>	
9	EPM Personnel Committee Audit	
9.1	The Chair gave an update on areas still outstanding on the personnel committee audit and reported that one governor is still to do the school safeguarding training. Another governor said that from a risk assessment point of view, the identified governor has had safeguarding training through his job within education.	
10	Governor visits	
10.1	Natalie Lumb had completed a finance check with the School Business Manager and reported that all was in order.	
10.2	The Headteacher informed governors that a new governor visit form has been produced. Action: Headteacher to send a copy of the visit form to the clerk for distribution to governors.	Head
11	Governor training	
11.1	Natalie Lumb and Brian Rush had attended the safer recruitment training for governors and their report was circulated prior to the meeting. They suggested that before staff interviews, governors on the interview panel are given the application pack well in advance of the interview to identify areas that applicants might need to be questioned on, for example, gaps in employment.	
12	Premises report	
12.1	Governors requested to check the accessibility of the school in terms of locked doors and key holders after hearing about the incident at Sawtry Community College. The Headteacher said that there aren't any rooms or cupboards that only one person has access to, for example, both	

	cleaners and the Site Manager have access to the cleaners' cupboard. The Headteacher confirmed that there are at least two key holders for every locked room/cupboard.	
12.2	The site and buildings report was circulated prior to the meeting. Governors discussed the ongoing problem with standing water on the roof. Brian Rush said he would continue to pursue the contractors about the issue. A governor queried what TMV stood for. It was confirmed that it stands for thermostatic mixing valve which needs to be checked annually.	
13	Health and safety report	
13.1	This item was not discussed.	
14	Policies for review	
14.1	<u>Accessibility plan</u> The Accessibility plan was sent to governors prior to the meeting. A governor wanted to know if all areas in school are accessible to wheelchair users. The Headteacher said that all the building was compliant with this requirement. A governor went onto challenge whether door handle heights are correct for wheelchair users. Action: Headteacher to check with the Site Manager that door handles are the correct height for wheelchair users. A governor asked how many disabled toilets there are in school and where they are. The Headteacher said that there are three disabled toilets; one in Key Stage, another in Key Stage 2 and one in the middle of the school. A governor wanted to know often the alarms in these toilets are tested. The Headteacher said that they are checked every month and this is recorded. The Headteacher expressed her worry about accessibility to written information for a parent who is blind. A governor suggested that the Headteacher asks the parent how he/she accesses documents and what his/her preference for reading mail is, e.g. does he/she have a screen reader.	Head
15	Any other business	
15.1	This item was discussed as a confidential minute.	
15.2	A few governors volunteered to help with setting up for the awards evening. The Headteacher said that all governors are welcome to help. Action: Clara King to remind presenters of the running order and send the time for set up to governors.	CK
16	Confirm date of next meeting	
16.1	Dates to be confirmed at the next Full Governing Body meeting.	

The meeting ended at 8.45pm.
This is a true and accurate record of the meeting.

Signed:
Chair of Finance & Resources Committee

Date: