



SOUTHFIELDS PRIMARY SCHOOL

MINUTES OF THE FINANCE & RESOURCES COMMITTEE MEETING HELD ON WEDNESDAY 13 NOVEMBER 2019 AT 6.30PM

Present: Natalie Lumb, Chair (NL), Laura Martin, Headteacher (LM), Lauren Tawn (LT) Brian Rush (BR), John Durance (JD) and Liam Boyle (LB)

Apologies: Clara King, Deputy Headteacher (CK)

In attendance:

Isabel Clark (Stand-in Clerk)
Susan Bream, School Business Manager (SB)
Emma Harlow (for staff wellbeing item 7.2)

Item											
1.0	Welcome and apologies Apologies were received and accepted from Clara King.										
2.0	Declaration of interest JD declared an interest in that his daughter works in the school kitchen										
3.0	Agree Minutes of Finance Committee meetings of 12/06/19 The minutes were agreed as an accurate record and signed as such										
4.0	Action Minutes <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Action: Kitchen manager to develop a spreadsheet showing recipe costs so that recipes can be updated to reflect cost changes</td> <td style="width: 10%;">SBM/Chair</td> <td style="width: 10%;">Ongoing</td> <td style="width: 35%;"> Costings to be added to the financial health check audit. On agenda </td> </tr> <tr> <td>Action: Explorer's manager to consider ways of managing places more efficiently.</td> <td>SBM/Chair</td> <td>Ongoing</td> <td> To be added to the financial health check audit. On agenda </td> </tr> </table>			Action: Kitchen manager to develop a spreadsheet showing recipe costs so that recipes can be updated to reflect cost changes	SBM/Chair	Ongoing	Costings to be added to the financial health check audit. On agenda	Action: Explorer's manager to consider ways of managing places more efficiently.	SBM/Chair	Ongoing	To be added to the financial health check audit. On agenda
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		responsible	By when								
4.1	Action: the cost-effectiveness of lettings, to be reviewed by the finance and resources committee during	Clerk	December 2019 Governors discussed the Townswomen's Guild letting. This in effect made the school approx. £65								

		the next academic year		per year but was felt to be a community service. Governors AGREED to continue with this letting, but to levy a set-up fee of £10 per meeting. The Twirlettes: Governors AGREED that this was a direct benefit to the pupils of this school and so no charges should be levied.
	7.2	Action: (CK) To amend and share report format with colleagues,	CK	June 30 th This was now an IT issue.
	7.3	Action: the SEND provision reports to be resubmitted to the next finance meeting to identify the impact clearly.	SEND lead	July 10 th Done
	9.1	Action: The clerk to liaise with the chair of governors to determine if the AGM could be moved forward to the last meeting of this academic year.	Clerk	July 10 th . Done
	9.2	Action: Chair of Governors to contact Gary Perkins to support Headteacher performance management process.	Chair of Governors	July 10 th Done
	Performance Monitoring 18/09/19	Action to consider creating a steering group	Clerk	December 11 th AGREED
7	(part of Item 7 was taken first)			
7.1	<p>Working time regulations</p> <p>Residential trips – the upcoming Ski trip was discussed by governors. There were some concerns that both the Head Teacher and the Deputy Head Teacher would be away from school at the same time and a plan had been distributed to the staff team with areas of responsibilities listed.</p> <p>There was also concern about the other non-school adults joining the trip. LM assured the governors that SLT were in a good position to cope with any emergencies in school as they did when both SLT members were absent due to being on a course etc. LM would also be available by phone at all times. The other adults were experienced skiers, were DBS checked, were safeguarding trained and were there to aid the children in their skiing only as well as to be male role models. They understood this was a volunteering role and not a holiday. Three other teachers were going on the trip and were the ones who would be caring for the children at all times. The trip had been put through Evolve and there were no identified issues. The additional adults would be discussed at the next parents meeting.</p>			

7.2	<p>Staff welfare – EH spoke to a report previous distributed to governors. This was a new role for her in supporting staff well-being in school. Whilst she was not the solver of all problems, she was the one who would know where to go to. There was a need to celebrate more achievements in school for both children and staff at different times of the year.</p> <p>Dance-fit had been introduced and 9 members of staff were attending and enjoying the sessions. Tea and cakes marking parties had begun where all teachers come together to do their marking whilst enjoying refreshments. SLT attend and all marking is done by Friday evening leaving weekends free from marking. The staff room was a comfy welcoming place used by most staff at different times of the day. CPD was a benefit to both staff and pupils. Staff absence was improving and staff are now more aware of the impact of their absence on others in the team. Staff had stated that they felt safe in school and were mindful of support staff dealing with difficult children who needed support and an opportunity to de-brief. A list of events for the Spring term is being planned.</p> <p>Governors asked the following questions:</p> <p>Q When are TA meetings held? A Weekly. EH had already attended one of the meetings to explain her new role and BR volunteered to attend a meeting in the future to explain the role of governors of the school.</p> <p>Q Is there anything we can learn from DfE guidance? A Work done already was in response to a questionnaire. The guidance was about in-school rather than any external pressures including parents who are hardly mentioned. OfSTED are working on parental relationships but it is not a priority.</p> <p>Q Do the school statistics match those in this report; have we measured all those issues expected of staff? A We have done SLT audits. Parents' expectations of homework are always difficult to manage.</p> <p>Q Is homework worth all the hassle? A Children have to practice reading and spelling at home, but this should not detract from their own out of school interests. The time audit would shock everyone when you see how much time is spent by teachers with children outside of core teaching hours.</p> <p>EH left after this item.</p>
5.0	<p>Budget update Budget alterations had been sent to governors.</p> <p>Governors asked the following questions:</p> <p>Q Had the budget been adjusted for increases in teachers' pay etc.? A Yes. But pay increase were over and above what had been budgeted for.</p> <p>Q There seem to be a lot of additional maintenance costs and cleaning material costs have risen A The hot water system needed attention and new window blinds had been purchased. Steamers were also purchased to deal with a sickness bug prevalent in school. There seem to be a lot more building issues this year already.</p> <p>Q Counselling costs were higher A Costs were a lot lower last year because of illness. Post-LAC children after their statutory assessments continue with counselling, plus there had been two lots of emergency counselling.</p> <p>Q Refuse collection costs were higher A Additional skips were used in the holidays</p> <p>Q Catering costs were less, but staffing costs higher A Income and spend had decreased. The school were looking into the numbers of pupils who took school meals. There is also a problem of parents forgetting to pre-order meals; the system will not let parents order if there are any outstanding monies due, however the school does feed the children. It's a vicious circle as if meals are not provided and the food brought in is insufficient it is the children who suffer. We are still holding a vacancy in the kitchen and so additional hours for the existing staff have gone up,</p>

6.0	<p>Finance health Check update This had been carried out and was fine. A few questions had arisen:</p> <ul style="list-style-type: none"> • Explorers – there is a waiting list, but we have a booking system issue. The school have to have systems that talk to each other and deal with bookings and payments. The maternity leave cover is working well at the moment. • Catering – we are still working on breakdown cost per meal. • PTA - SB now oversees their accounts, but they have an Amazon card which comes out of school funds. Governors AGREED to ask SB if she was happy with the current arrangements of dealing with PTA funds and purchases.
7 7.3	<p>Working time regulations (see also above) Impact of meetings outside of school time – working time regulations state that 12 hours should elapse between arriving home from your place of work and returning the following day. After governor meetings this is not happening. For residentials the guidance is that members of staff should have 'down time' away from the children. They already understand that all the additional hours of a residential trip are 'voluntary' including overnight duties. However, this needs to be built into residential planning. PTA meetings also use up a lot of unpaid teacher time. Governors AGREED to try to tighten up agendas with pre-submitted questions only and to consider holding meetings during the day or at least earlier in the evening. EH to be asked to formulate a policy. Residential guidelines will also be written to reflect teacher 'down-time' requirements.</p>
8.0	<p>Adoption of EPM policies All adopted as is.</p>
9.0	<p>H&S audit Two folders were now kept in the conference room and are constantly updated.</p>
10.0	<p>EPM audit Actions completed</p>
11.0	<p>GDPR update This had been circulated. It was noted that CCTV had been added.</p>
12.0	<p>SEND report This is available for governors to access.</p>
13.0 13.1 13.2 13.3	<p>AOB SFVS – Training on the new system was taking place next week. Benchmarking data – a new system will be brought to the next meeting BACS training is happening in school soon</p>
10.0	<p>Confirm date of next meeting TBA Thursday 13 February 2020</p>

The meeting closed at 8:15pm to be followed by the Salary Review Committee meeting

Action Grid

Item	Action	Person	Date
4	Townswomen's Guild additional costs for setting up	LM	
7.1	Additional adults on the ski trip, parents to be informed	LM	
6	Catering breakdown costs SB to be asked if PTA accounts arrangements are satisfactory	SB SB	
7.3	Working time regulations – EH to be asked to formulate a policy governing Governor meeting times. Residential guidelines to be written to reflect teacher 'down-time requirements.	EH LM	
13.2	Benchmarking data to next meeting	SB	