

Southfields Primary School

Finance & Resources Committee Meeting

Minutes 13th February 2020 at 6.00pm



Present: Laura Martin

Lauren Tawn – Teacher Governor

Brian Rush - Chair

Liam Boyle

Susan Bream

Joanne Cook

Clara King

Nigel Manders-Jones Clerk (from Item 15)

Item	Issue																		
1.0	<p>Welcome and apologies</p> <p>Apologies were received and accepted from Natalie Lumb John Durrance</p>																		
2.0	<p>Declaration of interest</p> <p>Joanne Cook declared that she was Vice-Chair of PTA present</p>																		
3.0	<p>Agree Minutes of last Finance Committee meeting 13th November.</p> <p>The minutes were reviewed and were agreed as a true record</p>																		
4.0	<p>Matters arising</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item</th> <th style="text-align: center;">Action</th> <th style="text-align: center;">Person</th> <th style="text-align: center;">Progress</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4</td> <td>Townswomen's Guild additional costs for setting up</td> <td style="text-align: center;">LM</td> <td>the letter has been sent to towns women's guild – letting to increase to £50 =, could be reduced to £40 if they set up on their own. Haven't heard as yet.</td> </tr> <tr> <td style="text-align: center;">7.1</td> <td>Additional adults on the ski trip, parents to be informed</td> <td style="text-align: center;">LM</td> <td>completed and satisfactorily rectified, the outcome was more positive due to having those additional adults who were very suitable.</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Catering breakdown costs</td> <td style="text-align: center;">SB</td> <td>Agenda Item</td> </tr> </tbody> </table>			Item	Action	Person	Progress	4	Townswomen's Guild additional costs for setting up	LM	the letter has been sent to towns women's guild – letting to increase to £50 =, could be reduced to £40 if they set up on their own. Haven't heard as yet.	7.1	Additional adults on the ski trip, parents to be informed	LM	completed and satisfactorily rectified, the outcome was more positive due to having those additional adults who were very suitable.	6	Catering breakdown costs	SB	Agenda Item
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		SB to be asked if PTA accounts arrangements are satisfactory	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 'downtime requirements.	EH LM	Debbie Afford has spoken to the staff regarding care for staff on residential, downtime to be considered and being mindful of this. This can be shared with FGB as per the question on the agenda.
	13.2	Benchmarking data to next meeting	SB	Agenda Item
4.1	work for lines of enquiry – joint for financial – to look into the impact in school. This can be moved across into full Governors to allow a merge of knowledge and support. It will allow governors to see the impact of the costs, matched to performance. Moved to 11 th March because of the lack of people present			
5	Sports funding and PE Leaders report Approval from the governors was given, impact and costings were shared. Ski trip will be added into the school costings. All were happy.			
6	Health and Safety Report - invited to attend (Sites and Building Manager) Action to be moved to the next meeting – June 17 th to allow Wayne Eddings to attend and hand in his report			
7	Near Miss report and any changes or development to Health and Safety – Action to be moved to the next meeting – June 17 th to allow Wayne Eddings to attend and hand in his report			
8	Financial Health Check Report – The health check was explained to the new governors – The chair of the financial committee completes a spot check on various financial elements. The SBM Shared the findings which were very positive.			
9	Budget Update – the bank balance looks healthy,the SBM confirmed The Governors discussed the need for caution in running the budget. The SBM Shared the range of costings and compared against last year. Detailed discussion on all elements of the report was shared –			
9.1	Q.The Governors questioned borrowing from different 'pots' –			

	A. The Headteacher and SBM confirmed that all monies allocated for certain groups were only spent on those pupils. More details were given by Clara King in her report.
10	<p>Explorer update funding report</p> <p>the slight deficit with this year compared to last year, not concerned at present but this will continue to be monitored closely. The Headteacher explained that they would be looking into 'ghost' children, bookings online for a whole week when parents will only want 3 nights per week. This is being investigated, and this will help to improve the deficit. It will also allow more children to access places for more children to attend the after school club.</p>
10.1	The Governors discussed the flexibility of the clubs and how this can be rectified. They further discussed the Health and Safety, staffing, price implications of the after school clubs and the other ideas that have been suggested. The Headteacher explained the challenges facing the after school club. She explained she understands the difficulty working parents face.
11	<p>Kitchen and lunchtime staff update</p> <p>The SBM discussed the income from pupils, staff, snacks, free school meals funding and universal free school meals for infants. The surplus for the meals etc. funds midday supervisors. The funding in this area is looking good. Meal income and catering provisions are less than were budgeted at the beginning of the year, so this budget has no issues.</p>
12	<p>Pupil Premium - spending report - impact measure discussion</p> <p>Clara King shared the overarching plan for Pupil premium and explained the funding is going to increase slightly; she explained because we have such a high number it would be a good benefit, and she is considering what we will do with that 'bit extra' including broadening horizons with travel abroad. Clara mentioned that she would like to continue to promote signing up for pupil premium for Key Stage One children as there are many not signed up because they already get the free school dinners. She will continue to promote this, even down to reception. She explained 8 TA's are funded by this money already to support those children whom most need it.</p>
12.1	<p>Q. Is Pupil premium audited by anyone</p> <p>A. Clara explained that Ofsted and external look into the funding; she discussed the additional opportunities we give them such as music teachers. We also completed collaborative work and a full pupil premium review to look into the funding.</p>
12.2	<p>Q could the school spend the additional money on anything that would want</p> <p>A. CK said she would continue broadening horizons, Brian rush and Laura shared holidays away, camping, to broaden experiences, to improve life outside of Stanground. We shared how important this was. Laura agreed and mentioned she would like to involve the parents into days out, so they have things to talk about and discuss as a family and build on our relationships. Laura also discussed an educational toy lending library, allowing children to take home things they might not afford on their own, electronic reading books, jigsaws, camping equipment etc. which can be checked out and back in, books that could be sent out and come back, a library activity, people to read with younger children, dice games, dominoes, mathematical games which can support learning and bringing families together. She also suggested family days where they can bring parents over to the theatre shows to improve the conversations, beyond broadening children's horizons to broadening family horizons</p>

12.3	<p>Q. Is the percentage of Pupil premium increasing A.Yes, but not all year groups have the same proportion</p>			
13	<p>School Financial Value Standards Document presented and signed off to the current position .</p> <p>The SBM explained the FSVF audit drawing the governors attention to the questions new this year and the inclusion of a new comparative Dashboard.</p> <p>The following areas for development were discussed and noted</p> <p>Is the Governing body given the opportunity to challenge contracts?</p>			
13.1	<p>Action contracts register to be created for next FGB</p>			
14	<p>Non-staff expenditure</p> <p>It was confirmed that the ESPO framework is used and that the school should demonstrate use.</p>			
15	<p>School Financial Value Standards Dashboard</p> <p>Medium risk flagged for in year balance. The SBM explained that as the in-year surplus is currently -1.37% (based on the January financial data), it had been flagged. However, the in-year balance would probably improve over the full year.</p>			
15.1	<p>High risk was flagged for senior leaders as a proportion of the workforce.</p> <p>The Headteacher explained that the senior leaders are usually working in classrooms, and were not properly accounted for in the audit. This will not be the case in any subsequent audit.</p>			
15.2	<p>High risk was flagged for Progress outcomes for KS2</p> <p>The Headteacher explained the impact of the high percentage of SEN and the difficulties which arose from the conversion from the old KS1 to the new KS2 curriculum and assessments.</p>			
15.3	<p>Action Finance committee members to read the DFE guidance on approved frameworks by next FGB.</p>			
15.4	<p>School Financial Value Standards to be signed off by FGB 11th March.</p>			
15.5	<p>Action, The procurement process, to be included in the future financial health check.</p>			
16	<p>Indicative budget –</p> <p>The SBM confirmed that the final figure had not yet been received, but was due imminently (29th February) .The following was noted</p> <ul style="list-style-type: none"> • The NOR in the October census was slightly lower. • Per pupil funding £4,110 (£2,765 in 2019/20) • It is not yet clear how much the Local authority might top slice for central services (approx. 10%?) 			
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18	<p>Staffing update and financial implication</p> <p>The SBM discussed the staffing document previously distributed. The Governor's attention was drawn to the following .</p> <ul style="list-style-type: none"> • Some temporary contracts may not be retained. • The impact of maternity leave and long term absence. • The potential costs of any staff turnover. • Move to 27 Contracted hours for catering staff 															
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20	<p>PTA update on funding and spending</p> <p>The headteacher is the Staff representative on the PTA. The PTA account balance carried over from 10/01/2019 was £1710.81 consisting of Donations £697.79, donations to activities Stem £1205.02 costs of Membership to National Parent Teacher Association & Licences for events - £446.01. Summer event is planned for 19th July.</p>															
21	<p>Charity update overview for last financial year.</p> <p>The Headteacher shared the information previously shared with Governors .Events include</p> <ul style="list-style-type: none"> • Children in Need • Non uniform day • Christmas jumper • Fun Run • Sports Relief • Chums 															
22	<p>A.O.B</p> <p>The Governors considered a request for flexible working from a teaching assistant. The Headteacher explained the context of the request.</p> <p>Following discussion and careful consideration the Governors declined the request for flexible working for the following reasons.</p>															

	There will be a negative effect on the quality of support to the year 6 class at this important time in the year.
22.1	The Governors were open to reconsidering the request for the start of a new academic year.
22.2	Action Governors to write to member of staff after half term
22.3	<p>The Governors considered a request for a Salary uplift for a member of staff working in welfare support.</p> <p>The Headteacher explained the context of the request to the Governors.</p> <p>Following discussion and consideration the Governors declined to award a salary uplift but agreed that the Head of Inclusion would conduct a review of job descriptions, personal specifications and compare pay scales to jobs for her team. This will then be discussed further.</p>
22.4	Action Governors to write to member of staff after half term
22.5	The Governors discussed the provision of a memorial bench for Thelma Durrance.
22.6	Action Joanne Cook to request PTFA support the purchase of the bench.
23	Date of the next meeting.