



Meeting 1 – Part 1 Minutes – Finance & Resources

Date/Time	Thurs 21 Mar 2019 6.30pm	Location		Whimple Primary School			
Attendees	Initials	Category	Committee	Attendees	Initials	Category	Committee
Kate Mackay	KM	Parent	F&R	Helena Hastie	HH	Co-opted	F&R - Chair
Carole Shilston	CS	Headteacher	F&R/T&L	Maria Wallis	MW	Co-opted	F&R
Linden Best	LB	Parent - Chair	F&R/T&L	Caroline Ward-Reece	CWR	Co-opted	F&R

Apologies	Initials	Category - Reason
Caroline Ward-Reece	CWR	

Absent without Apology	Initials

In Attendance	Initials	
Cathy Culshaw	CC	Clerk

Minutes to	Papers
Attendees	
Apologies	
School Noticeboard	
School Website	

1	Apologies
2	Business Interests
3	Minutes of the last meeting – 29th November 2018
4	Matters Arising
5	Finance
6	School Improvement
7	Personnel
8	Buildings
9	School Strategic Plan
10	Community
11	Policies for Review

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> Apologies have been received from CWR	Complete	
2.1	<u>Business Interests</u> None to report.	Complete	



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3.1	<p><u>Minutes of the Meeting on 29th November 2018</u></p> <p>The minutes from the last meeting were agreed as an accurate record and signed by the chair.</p>	Complete	
4.1	<p><u>Matters Arising</u></p> <p>4.1 - <i>Matters Arising</i> - It has been confirmed that if CS was absent, Zoe Norton would cover HT duties at the beginning of the week and Hannah Clarke would cover the end of the week.</p> <p>4.1 - <i>GDPR</i> - CS confirmed that Helen Mitchell will be attended GDPR training soon.</p> <p>4.1 - <i>Benchmarking</i> - CC has put the link on to the Learning platform. HH brought some benchmarking documents for anyone who wanted to take a copy.</p> <p>5.5 - <i>PE Grant</i> - MB and JT will report back at next FGB meeting.</p> <p>5.7 - <i>SVFS</i> - CS confirmed that the School fund has been audited. CS clarified that there were no issues.</p> <p>7.1 - <i>Personnel</i> - To help with MTA cover LB contacted FOWS. Two parents came forward and offered temporary support. CS feels that more volunteers are needed. ACTION: HH and LB to continue promoting to parents.</p> <p>7.1 - <i>Personnel</i> - MW has visited three schools to look at the security that they offer. MW will continue to investigate this with one final school visit as well as a site visit at Whimple. ONGOING</p> <p>8.1 - <i>Buildings</i> - discussed fully under 8.1</p> <p>10.1 - <i>Community</i> - CS has checked and confirmed that the Exclusions policy doesn't have to be on website. ACTION: MW and CS to meet to complete it.</p> <p>The Meeting moved to Part 2</p>	<p>LB and HH</p> <p>MW</p> <p>MW and CS</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
5.1	<p><u>Finance</u></p> <p><u>Annual Budget per Budget Monitoring Statement</u></p> <p>CS handed out the Annual Budget Monitoring report.</p> <p>HH questioned whether financial reports could be available early as this is what is stated on finance policy. CS will make reports available for collection from the office prior to meetings.</p> <p>CS talked through some key lines:</p>		



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	<p>Income</p> <p>PE grant money is given per financial year and spent over an academic year. This makes the forecast appear inaccurate.</p> <p>Catering shows a deficit.</p> <p>Other Income - This includes money from FoWS and student teachers. Some is money that has been moved from incorrect income lines.</p> <p>HH clarified financial year and period lengths.</p> <p>Expenditure</p> <p>KM clarified that supply sickness/ training even each other out.</p> <p>LB questioned PP spending as it seems very low. CS explained that teaching assistant costs are not shown in this however David Dominey from DCC has said we can journal some of these costs in the future.</p> <p>There was a discussion regarding SEN spending and how money is allocated.</p> <p>Overall</p> <p>HH reported that overall there is an under spend this financial year of £39,527 which when added to the previous under spend the total carry forward is £84,470.</p> <p>LB challenged if it is ok to have such a large carry forward. Could county take it away? As we are predicting a deficit in future years we need this carry forward to support us.</p> <p>Thank you to CS.</p>	<p>LB Challenge</p> <p>LB Challenge</p>	
5.2	<p><u>Finance</u></p> <p><u>3 year budget plan/budget projections</u></p> <p>The 3 year budget was handed out. This document is to be submitted to DCC by beginning of April.</p> <p>CS talked through key points:</p> <p>The budget is a worst case scenario</p> <p>The budget includes planned pension increases.</p> <p>KM questioned the predicted pupil numbers -located on last page. CS</p>		



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	<p>reported that pupil numbers are predicted to drop off but this is always subject to change.</p> <p>The meeting moved to Part 2</p> <p>HH reported that she is confident that expenses have been accurately assessed.</p> <p>The report predicts a deficit from 2020-21 but with carry forward, a balanced budget until 2021-22</p> <p>Discussion about where savings might be made including where worst case scenarios may not come to fruition.</p> <p>HH asked for agreement from governors that this can be submitted. Unanimously agreed.</p> <p>HH suggested that we create a new budget line for governor training and for governor expenses. After a short discussion it was agreed to allocate £500 and review next year.</p> <p>School meals: always make a loss because they are bought in at a higher cost than we charge to parents. CS confirmed that the dinner money cost has not had an increase for many years. There was a suggestion that we increase the price by 20p.</p> <p>Moving forward we should review prices more often and increase as required.</p>	<p>Decision</p> <p>Decision</p> <p>Decision</p>	
5.4	<p><u>Finance</u> <u>D78 - Capital Budget</u></p> <p>CS handed out the D78 Capital Budget which shows a carry forward of £10,000</p> <p>This year money from this budget has been used to buy a Clever Touch screen, new phone system, computer for the office and tables and chairs.</p> <p>LB asked what restrictions there are on what you can spend this on.</p> <p>MW asked if the repairs to the guttering was out of this budget? CS confirmed the school fund was used.</p> <p>CS confirmed that the side path will be Tarmaced in Easter holidays.</p>		



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	<p>The replacement of the Astroturf will also be paid from this budget if a Grant cannot be secured by FoWS.</p> <p>CS also reported that we are likely to need to replace main server soon.</p>		
5.5	<p><u>Finance</u> <u>PE Grant</u></p> <p>This was discussed more fully as part of the budget monitoring.</p> <p>CS reported possible reductions in funding in future years. To ensure we continue to have enough money allocated for the statutory swimming requirement, money in the PE budget line has been increased to a more realistic figure.</p>		
5.6	<p><u>Finance</u> <u>Pupil Premium</u></p> <p>CS is still trying to encourage parents who would qualify for PP funding to make the online application. Each PP pupil is allocated additional funding for the school.</p> <p>ACTION: CS to advertise to parents, the criteria for PP funding . Hopefully this will encourage parent to apply.</p>	CS	ASAP
5.7	<p><u>Finance</u> <u>School Fund</u></p> <p>CS distributed the school fund report and clarified that the School fund is a separate account that isn't linked to budget.</p> <p>Account 1: £6,909 Account 2: £1,652</p> <p>We must make careful consideration as to what to spend the money on.</p> <p>LB questioned what we use the money for? Flowers/gifts, busses for trips and where the money comes from - often donations.</p> <p>CS confirmed that the accounts have been fully audited.</p> <p>The Administrator has proposed putting this fund onto the finance system so it is easier to monitor. She will ask Auditor next week if this is possible.</p>		
5.8	<p><u>Finance</u> <u>SFVS</u></p> <p>CS handed out the Schools Financial Value Standard document and explained that it has been prepared ready for submission. HH and CS have checked through.</p>		



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	<p>All sections say yes except buildings and benchmarking sections which are in part. Benchmarking will be added as regular agenda item.</p> <p>Some small amendments were made and some actions added.</p> <p>LB will sign the SFVS document when the agreed amendments have been made.</p>		
5.9	<p><u>Finance</u> <u>Other Income Streams</u></p> <p>The Administrator is keen to look in to and apply for grants at some point in the near future.</p> <p>CS reported that we have received payment for hosting student teachers.</p>		
6.1	<p><u>School Improvement - Monitoring/Update</u></p> <p>CS is starting to think about the next academic year. She and the staff have a number of ideas of new things that can be incorporated in to the short and long term plan.</p> <p>CS will continue to have links with Brian Webster regarding SEN provision.</p> <p>HH checked that budget is linked to school improvement plan. HH wanted to monitor that this is in line with budget.</p>		
7.1	<p><u>Personnel - Update</u></p> <p>An advert for the new job share Early Years teacher has been published, CS reported that there has been reasonable interest and tours for prospective applicants are happening next week. Interviews will be held on 2nd May with a start date of September. There was a discussion regarding the possible interview plan.</p> <p>The meeting moved to Part 2</p>		
8.1	<p><u>Buildings - Update</u></p> <p>Victory Hall MW reported to the meeting about the future of the Victory hall (VH). MW thanked LB and KM for their detailed letter from the Governors regarding the significance of the VH to the school. The next stage is to review views from all users. MW asked if the letter can be shared with all trustees, which was agreed.</p> <p>MW reported that most users want to remain on the current site and share the VH with the community. Less clarity with whether this would be a refurbishment or rebuilt however most users would prefer a refurbishment.</p> <p>MW reported that key people have said that Hall must be where it is for the</p>		



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	<p>school and it has been agreed that the floor will be replaced this summer holiday.</p> <p>Cranbrook Development Plan MW attended the consultation on Monday and reported that the next phase includes four developments. One would be on the other side of the London Road/Rockbere Straight near Rockbere and one would be around Cobden lane. This proposal includes a traveller site at the end of Cobden lane and a primary school. The timescale is unknown.</p> <p>There was a discussion about possible implications to Whimple and the school. MW feels that questions were not answered at the consultation.</p>		
9.1	<p><u>School Strategic Plan - Monitoring/Update</u></p> <p>Moved forward to the next meeting</p>		
10.1	<p><u>Community- Website</u></p> <p>There was no update on the website.</p> <p>LB reported completion of an annual report on the school for the parish council as requested.</p>		
11.1	<p><u>Policies for Review</u></p> <p>Finance HH clarified regularity of budget checks.</p> <p>HH asked for other comments/amendments. CS has reviewed policy.</p> <p>KM asked if we can combine all the financial policies to make it easier to find relevant information. Unanimously agreed.</p> <p>The Policy was Unanimously Agreed and signed by the chair.</p> <p>Dinner Money Payment CS reported that DCC won't support the E-schools payment system. A parent from FoWS will look at other options.</p>		
The meeting closed at 8.30			
Date/Time	27th June at 6.30pm	Location	Whimple Primary School