|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting 1 – Part 1 Minutes – Finance & Resources** | | | | | | | | |
| Date/Time | Tues  31 October 2017  7pm | | Location | | Whimple Primary School | | | |
| **Attendees** | | **Initials** | **Category** | **Committee** | **Attendees** | **Initials** | **Category** | **Committee** |
| Kate Mackay | | KM | Parent | F&R - Chair | Helena Hastie | HH | Co-opted | F&R |
| Carole Shilston | | CS | Acting Headteacher | F&R/T&L | Maria Wallis | MW | Co-opted - Chair | F&R/T&L |
| Matt Brown | | MB | Staff | F&R | Caroline Ward-Reese | CWR | C-opted | F&R |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Apologies** | **Initials** | **Category - Reason** |  | **Absent without Apology** | **Initials** |  |  |
| *Helena Hastie* | *HH* | *Recently had a baby* |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **In Attendance** | **Initials** |  |  | **Minutes to** | **Papers** |
| Cathy Culshaw | CC | Clerk |  | Attendees |  |
| Richard Green | RG |  |  | Apologies |  |
|  |  |  |  | School Noticeboard |  |
|  |  |  |  | School Website |  |

|  |  |
| --- | --- |
| 1 | Apologies |
| 2 | Business Interests |
| 3 | Minutes of the last meeting – 24th April 2017 |
| 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 | Apologies  Apologies have been received from HH who has recently had a baby. | | | | Complete |  |
| 2.1 | Business Interests  None to report. | | | | Complete |  |
| 3.1 | Minutes of the Meeting on 24th April 2017  The minutes from the last meeting were agreed as an accurate record and signed by the chair. | | | | Complete |  |
| 4.1 | Matters Arising    5.1 - The PP visit has taken place.  5.1 - HH was due to complete a PP review of the website from a parents perspective - due to an extended stay in hospital this is still outstanding however it has been decided to complete a wider review of the website which will be discussed in 10.1  8.1 - CS confirmed that the security codes for the Victory Hall have been changed.  8.1 - CS confirmed that the MUGA was included in the security assessment | | | | Complete |  |
| 5.1 | Finance  Annual Budget per Budget Monitoring Statement  CS handed out the detailed report documents to those present. KM talked through key data  Overall the forecast outturn figure for this year has decreased. Reasons for this include:  **A06 Grants:** A change in the numbers receiving Universal infant free school meals (UIFSM), decreasing by 12, have reduced our income from this stream by around £4K.  **B02 Teaching Assistants:** This line spend has increased significantly due to the additional apprentice, a move from MTA to TA (accounting for £3,085) and other moves. Other adjustments included higher costs for LGPS pensions. Overspend on this budget to be offset in part by under spend on MTA budget.  **E05 Insurances**: Budget assumes outstanding insurance payment will be received.  It is understood that PE grant will double from Sept. and will offset future expenditure.  The meeting moved to part 2  CS highlighted that some figures were currently in the wrong cost codes (e.g. capital spend), however these are being adjusted. | | | | CS/Administrator to adjust cost codes & to split PE and UIFSM  KM to check certain figures for MW. | ASAP  ASAP |
| 5.2 | Finance  3 year budget plan/budget projections  KM explained that this report includes assumed figures as Devon County Council (DCC) are not committing to budget for future years at this stage and the national funding formula has not been finalised. We won't know DCC's position until January.  There was a discussion about possible funding decreases.  RG left the meeting at 7.30pm.  KM highlighted that even with the current situation the budget shows predictions of the surplus until 2020/21. If we are unsuccessful in our ongoing insurance claim this may be sooner.  MB asked why wouldn't we get the insurance claim. CS explained that the process has been very long and since starting the claim the insurance underwriters have changed. At present they keep coming back with additional questions. Previously they have always paid but have been slow.  The meeting moved to Part 2  MB queried the PE grant figure for 17/18.. KM to recheck with LP.  MW gave some background to CWR regarding balanced budgets. KM clarified that increased pupil numbers has been a big help in keeping a balanced budget.  KM hopes for more clarity from DCC on the funding at the next meeting. | | | | MB Challenge |  |
| 5.3 | Finance  D78 - Capital Budget  CS explained to the board what the capital budget is. The money is received from DCC and can be used for the purchase of computer hardware, maintenance etc. The money has to be spent each financial year otherwise it is lost.  CS feels that some of the budget could be used to replace some of the older heaters. KM and CS to complete an assessment of potential maintenance jobs that could be completed with this money. | | | | KM and CS | Dec 17 |
| 5.4 | Finance  PE Grant  MB confirmed that the new increased PE Grant figures will be £16,000 plus £10 per pupil in years 1 - 6. | | | |  |  |
| 5.5 | Finance  Pupil Premium  The PP budget is slightly reduced as we have fewer PP pupils. A PP visit has recently been completed.  CS to email all new intake parents to ensure anyone who is entitled has registered.  There was a discussion as to how PP is claimed and how the money is used. | | | | CS - email reception intake | ASAP |
| 5.6 | Finance  School Fund  The recorded balance was £15,476.34 at 30th June. This includes money from the PTFA, general fundraising and donations. Since printing/end of year accounts, the Year 6 residential has been paid for which will reduce the balance figure subsequently.  The audit was carried out on this fund by Sue Calver and MB and the governing body expressed her thanks to Sue, and will ensure these are passed onto her. | | | | MB | ASAP |
| 5.7 | Finance  SVFS  CS will begin the review of the SVFS and this will be covered more fully at the January meeting, ahead of the annual deadline for completion by 31st March. | | | | CS/KM | Jan 18 |
| 5.8 | Finance  Other Income Streams  KM ask if we should be considering other ways to raise money. This could include renting out spaces like classrooms or the MUGA.  It was felt that the MUGA could be an income stream, particularly if it was upgraded. (Astroturf?). MB felt that it was worth pursuing, to understand costs of resurfacing.  It was suggested that increasing awareness of hire options to parents/the local community would be worthwhile.  CWR asked if we get complaints about evening use of the MUGA. CS said that this hasn't been an issue but with increased usage it could be especially if there was lots of parking on the street.  Overall a view that we need to keep other finance streams on the agenda for discussion but any drive should be balanced with the impact on parents/the village, who are overall very supportive of the school. | | | | MB  CS | ASAP  ASAP |
| 6.1 | School Improvement - Monitoring  It was decided to discuss this at the FG meeting next week. | | | |  |  |
| 7.1 | Personnel - Update  CS handed out an up-to-date staff structure for information and discussed the key changes.  MW confirmed that CS needs to have an appraisal and her contract updated.  CS highlighted the key changes to the staffing structure:  - 3 retirements at the end of last school year.  - Job share split has changed, with new teacher recruited for .4  - Class teacher replaced with NQT class teacher.  - FT administrator post now two part time administrators.  CS discussed current issues with MTA cover as there are MTA vacancies.  There was a discussion about the MTA's role. MB highlighted the need for good MTA's as this has a positive influence on afternoon behaviour. CS noted that some other schools use TA's to cover lunchtime but current TA staff don't wish to change their contracts.  CS confirmed that the vacant role has been advertised but there has been little interest. CS to talk to current TA's about covering half of lunchtimes.  It was agreed that MW and CWR will look at supporting CS with finding a resolution.  The meeting moved to Part 2 | | | | MW/CS  MW/CWR | ASAP  ASAP |
| 7.2 | Personnel - Apprenticeship Pay  Discussed in 5.1 under Part 2 | | | |  |  |
| 8.1 | Buildings - Update  CS reported that four classrooms were painted over the summer holidays. | | | |  |  |
| 9.1 | School Strategic Plan - Monitoring/Update  Nothing new to share at this point. Following full governors next week this can be brought back to the next meeting. | | | |  |  |
| 10.1 | Community - Website  Prior to Ofsted some out-of-date data was discovered on the website. This has in the main been rectified.  Looking forward, CS asked whether there should be a governor who is responsible for checking the website or whether it should be the responsibility of all governors.  MW felt that each governor should be allocated a term in which it is their responsibility to check the website and report inaccuracies/updated to the Administrators or Clerk for amendment.  MW suggested reviewing at FG meeting next week. | | | | Review at FG meeting | 07.11.17 |
| 11.1 | Policies for Review  **Governor Allowance**  The policy was reviewed and was recommended to be taken to FG to be signed off.  **Charging and remissions**  The policy was unchanged. Unanimously agreed and signed by the chair.  **Pay Policy**  There was a discussion regarding options available within this policy. It was recommended to use option B but this will be taken to FG for agreement next week. | | | | Take to FGB  Decision  Take to FGB | 07.11.17  Complete  07.11.17 |
| MB presented MW with flowers as a thank you for everything that she has done to support the school and in particular, her support during the recent Ofsted Inspection.  The meeting closed at 8.30 | | | | | | |
| Date/Time | | Tuesday 23rd January at 6.30pm | Location | Whimple Primary School | | |