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| **Meeting 1 – Part 1 Minutes – Finance & Resources** | | | | | | | | |
| Date/Time | Tues  23 January 2018  6.30pm | | 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 | Co-opted | F&R |

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| **Apologies** | **Initials** | **Category - Reason** |  | **Absent without Apology** | **Initials** |  |  |
| *Matt Brown* | *MB* | *Paternity Leave* |  |  |  |  |  |
| Maria Wallis | MW | *Unwell* |  |  |  |  |  |

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

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| 1 | Apologies |
| 2 | Business Interests |
| 3 | Minutes of the last meeting – 31st October 2017 |
| 4 | Matters Arising |
| 5 | Insurance Update |
| 6 | Finance |
| 7 | School Improvement |
| 8 | Personnel |
| 9 | Buildings |
| 10 | School Strategic Plan |
| 11 | Community |
|  | Policies for Review |

| Ref | Action or Decision | | | | **Owner/**  **Decision** | Date Due |
| --- | --- | --- | --- | --- | --- | --- |
| 1.1 | Apologies  Apologies have been received from Matt Brown and Maria Wallis | | | | 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 Administrator is in the process of adjusting some of the cost codes    KM has checked figures as requested  5.2 The PE grant figure has been checked with the Administrator.  5.3 CS and KM to look at Capital spend. CS reported that the electrical review has been completed. The next step is to check the actions and also look to get quotes for new heaters.  5.8 There was a discussion as to what decision had been made regarding Astroturf quotes. It was agreed that this should be left for now as cost will potentially be very high and not offer much financial gain. CS felt that this could be put in strategic plan.  7.1 CS reported that the MTA cover has improved slightly with the appointment of a MTA for four lunchtimes and another for two lunchtimes. The MTA that works all 5 lunchtimes is due to return from long term sick soon.  Two further people expressed an interest in the MTA role and have been interviewed and put on the supply list.  KM confirmed that CS's appraisal has taken place. CS is awaiting paperwork from James Terrett.  7.2 Apprentice - Exeter college think we should be able to claim money to cover the apprentice wages. There was discussion regarding the system of payment. | | | | On going  Complete  CS to talk to JT |  |
| 5.1 | Insurance Update  The Meeting moved to part 2. | | | |  |  |
| 6.1 | Finance  Annual Budget per Budget Monitoring Statement  KM reported that the this year shows nearly a £12,000 deficit at year end, assuming we spend up to all the budgets remaining.  Based on previous years’ experience, KM felt it is likely that we won't spend up to all the budgets and so we might be looking to break even at year end.  The staffing costs have been updated to include recent pay rises and increases in pension contributions.  These figures assume that the outstanding insurance payments will be received. | | | |  |  |
| 6.2 | Finance  5 year budget plan/budget projections  KM reported that the 5 year forecast is still looking positive.  We need to consider possible reduction in pupil numbers in two/three years time which may cause some funding reduction However at the moment we are in a strong forward position.  We are still waiting for budget settlement so these figures could all change. Hoping to get information regarding this from DCC next week.  RG reported that he completed some benchmarking and we hold up well with other schools of similar sizes in Devon. There was some discussion about this and how others can access this data.  By the end of January the 2016/17 benchmarking should be available. KM will bring some benchmarking figures to the next F&R meeting, using the link in the recent Governance Alert circulated by CC. | | | | KM to bring benchmarking info | Next F&R meeting |
| 6.3 | Finance  D78 - Capital Budget  KM reported that there is £4,662 left in the Capital Budget. This needs to be spent by end of the Financial Year. Discussion re. heaters/electrics (5.3 above). | | | |  |  |
| 6.4 | Finance  PE Grant    No update at present. | | | |  |  |
| 6.5 | Finance  Pupil Premium  PP was discussed fully at the last meeting. CS reported that the number of PP pupils is the same. We have four pupils in receipt of free school meals. | | | |  |  |
| 6.6 | Finance  School Fund  KM reported that there is £4,662.95 left in the School Fund. This is funding received from FOWs and other fundraising sources. | | | |  |  |
| 7.1 | School Improvement - Monitoring  Nothing new to report | | | |  |  |
| 8.1 | Personnel - Staffing Structure  CS handed out the up to date staffing structure.  CS reported that the TA who works on three afternoons is leaving. The morning TA on these days will work full days on a trial period.  The meeting moved to part 2 | | | |  |  |
| 9.1 | Buildings - Update  CS reported that the 5 year electrical check has been completed. The report has not yet been received.  There are also a few repair tasks outstanding.  It is not known if the remaining windows will be replaced. CS is waiting to hear from DCC.  CS updated CWR with the history behind windows.  RG feels we should chase DCC. CS to contact them. | | | | CS to contact DCC | ASAP |
| 10.1 | School Strategic Plan - Monitoring  At last governors meeting it was decided to have a sub-committee to discuss the school strategic plan. A date was set for this. | | | | 5.30 before FGB meeting on 6th Feb.  CC to email FGB to invite to meeting |  |
| 11.1 | Community - Website  James Terrett completed a review of the website last term to be taken to FGB.  CS and LB met about activating the secure learning platform for parents and staff to use. If this is launched parents can access information about their children etc on the site. There is also a phone app.  CS will trial this with a selection of parents and hopefully role it out soon. | | | | CS to trial. | ASAP |
| 11.1 | Policies for Review  **Budget Monitoring**  There is no change to this policy. The Policy was unanimously agreed and signed by the Chair  **Dinner Money including arrears**  The policy was unchanged. Unanimously agreed and signed by the Chair. | | | | Decision  Decision | Complete  Complete |
| KM has spoken to a Governor form Newton Poppleford about meeting to discuss MATs. He wants to explore the options for restructuring. CS felt that either MW or the Chair at Clyst Vale would be most suitable. KM will suggest he contacts Clyst Vale at present. MW may be available in the future to assist.  CS reported Topsham wanted to look at Partnership working. CS will meet with them soon to discuss this.  The meeting closed at 19.45 | | | | | | |
| Date/Time | | Tuesday 17th April at 6.30pm | Location | Whimple Primary School | | |