

Meeting 2 – Part 1 Minutes – Finance & Resources								
Date/Time	Thurs 19 Mar 20 6.30pm	Locatio	n	Whimple Primary School	ol			
Attendees	Initials	Category	Committee	Attendees	Initials	Category	Committee	
Digory Smith	DS	Associate	F&R	Helena Hastie	НН	Co-opted	F&R - Chair	
Carole Shilsto	n 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
Maria Wallis	MW	Self-Isolating

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 – 21st Nov 2019
4	Matters Arising
5	Finance
6	School Improvement
7	Personnel
8	Buildings
9	Strategic Plan
10	Community
11	Policies for Review

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	Apologies There were apologies from MW who is self-isolating during the coronavirus outbreak.	Complete	
2.1	Business Interests None to report.	Complete	



Ref	Action or Decision	Owner/ Decision	Date Due
3.1	Minutes of the Meeting on 21 st November 2019		
	The minutes from the last meeting were agreed as a true and accurate record and were signed by the chair.	Complete	
4.1	Matters Arising		
	In light of the Government's announcement that, to try to prevent the spread of Coronavirus, all schools are to close from Friday, CS confirmed that Whimple will be open on Monday to support key worker children. There will be a staff meeting on Monday to work out how we move forward in these uncertain times.		
	4.1a – School Security – the school security check has been postponed until the school is fully open again.	Ongoing	
	4.1c – MTA cover– CS reported that some DBS checks for volunteers have been completed and the volunteers have been required to assist in a few lunchtimes. Some are outstanding and can be chased up when required. HH can continue to assist with this.	Ongoing	
	4.1d – It was agreed that we would not combine the two finance policies as previously thought.	Decision	Complete
	6.1 - Data protection Package. CS reported that the Administrator has purchased some of the package that was agreed in the previous F&R meeting.		Complete
5.1	Finance 5-year budget plan/budget projections		
	The 5-year budget plan was circulated prior to the meeting.		
	CS clarified that the school needs to submit a 3-year balanced budget to DCC.		
	Governors analysed the budget. Key notes: - the budget currently indicates a 3-year balanced budget, mainly due to a £95,000 carry forward in 2020/21. - Income is potentially going to change due to potentially lower pupil intake in September. - Historically we have always had poor predications for years 4 and 5 and we have always been able to rectify this as time goes on. This means that Governors are not too concerned at this stage but are mindful of the need to keep an eye on pupil numbers.		
	LB asked what is budgeted in <i>Supports Services – GO1 –</i> CS confirmed this code contains HR1, payroll, insurances, maternity, redundancies etc.		



Ref	Action or Decision	Owner/ Decision	Date Due
	LB asked why in <i>Training Costs – GO2</i> it is more this year and then reducing in future years. CS explained that the figure for this year is based on what training costs were over the past year. The budget needs fine-tuning but this was not completed prior to the meeting due to the extra time spent dealing with the Corvid-19 outbreak.	LB Challenge	
	LB asked about the budget from the new line (drama and science) as it has not been set. CS does not expect this budget line to be very much. These are to offset the costs and income for clubs so the money can be tracked.		
	CS noted that we have not had confirmation from the Victory Hall about increased hire charges.		
	DS asked what the difference between BO5 and HO1 is as they are both Caretaking and Cleaning. CS confirmed that BO5 is staff and HO1 is supplies.		
	HH asked what assistance was needed to complete this. Considering the imminent 'closure' of the school and social distancing/isolation to combat Coronavirus it was decided that the budget should be approved by the committee with the view that it could be submitted without another meeting. Unanimously agreed.		
F 2	Finance	Decision	
5.2	Finance D78 - Capital Budget		
	CS reported that there is still some money in the capital budget. The second phase of the lighting upgrade is due to be completed in the Easter Holidays.		
	Quotes have been received for installation of a new server which will be completed in the next academic year		
5.3	Finance PE Grant		
	CS reported that the PE grant would be the same in 2020/21 as in 2019/20 unless the government makes any changes later in the year.		
54	Finance Pupil Premium		
	CS reported that there will be an increase in PP funding in the next financial year but will then be reducing in the following financial year.		
5.5	Finance School Fund		
	Nothing to report		



Ref	Action or Decision	Owner/ Decision	Date Due
5.6	Finance SFVS		
	CS explained that the SFVS shows comparisons with other schools based on the data we input.		
	LB noted that supply staff is green showing that our supply costs are lower than other similar schools. LB recalls this being red last year.		
	It was noted that resources spend is low, are we buying what we need. Energy spend is high which is expected as we have an old building but has improved due to improvements made such as more energy efficient lighting.		
	LB asked for clarification on the difference between pupil teacher ratio and teacher contact ratio.		
	The report shows that progress is well below average, but we have discussed this in previous meetings as the school has high attainment in year 2 making it difficult to achieve the expected level of progress by year 6.		
	A few adjustments were made to the wording in readiness for submission.		
	ACTION : HH to write a summary (unless completed by the administrator).	НН	
5.7	Finance Other Income streams		
	CS reported that there is £1,500 projected income in the budget from other income streams. This includes money for having student teachers.		
6.1	School Improvement - Monitoring/Update		
	Considering the current situation and uncertainty as to whether the school will be fully open again this academic year, it was decided to postpone this item until the next meeting.		
7.1	Personnel - Update		
	CS reported that an advert has been circulated for the upcoming part time administrator role. The Finance Administrator who is stepping down from this role will continue to work one day a week.		
	HH asked who would be required to support the interview process. CS will interview along with the current administrator and ideally a Governor. ACTION : CS to advise Governors on interview date to arrange for a governor to attend.	CS	
	CS reminded Governors that the recently recruited HLTA and TA are on temporary contracts.		



Ref	Actio	on or Decision			Owner/ Decision	Date Due
	CWR asked for clarification on the qualifications needed for a 1:1 TA.					
	HH asked if there is an optimum number of pupils for the school. CS said we have a capacity of 140 but there are currently more pupils on role.					
8.1	Build	lings - Update				
	com _l	eported that a Condition Survey of the double of pleted in half term. They identified that the flow has a hole. Cracks were identified in some of the is damaged. A more detailed survey of that bu	or is soft in som ne brickwork an	e places d the		
		carpet outside Willow class is being replaced. I g replaced.	n addition, the l	ighting is		
9.1	Scho	ol Strategic Plan – Monitoring/update				
	will b	sidering the current situation and uncertainty a be fully open again this academic year, it was d until the next meeting.				
10.1	Com	munity - Website				
	CS reported that the school Learning Platform is being well utilised in preparation for the school closure. The platform will enable the school to support children when they are home buy uploading work, communicating via email and providing links to several online learning resources.					
11.1						
	Finance Policy Read and reviewed by HH and LB. The Policy was unanimously agreed and will be put to the FGB for signing. Decision				Complete	
	Charging and Remissions Policy (FGB) Read and reviewed by CWR and DS. With some grammatical changes, the policy was unanimously agreed and signed by the Chair.			inges, the	Decision	Complete
	Budget Monitoring					
	The	Policy was unanimously agreed and signed by t	the Chair.		Decision	Complete
	The meeting closed at 19.38					
Date/	ate/Time 25 th June 2020 at 6.30pm Location Whimple Primary School					