



### Meeting 2 – Part 1 Minutes – Finance & Resources

Date/Time	Thurs 19 Mar 20 6.30pm	Location		Whimple Primary School			
Attendees	Initials	Category	Committee	Attendees	Initials	Category	Committee
Digory Smith	DS	Associate	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
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 – 21 <sup>st</sup> 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	<u>Apologies</u>  There were apologies from MW who is self-isolating during the coronavirus outbreak.	Complete	
2.1	<u>Business Interests</u>  None to report.	Complete	



Ref	Action or Decision	Owner/ Decision	Date Due
3.1	<p><u>Minutes of the Meeting on 21<sup>st</sup> November 2019</u></p> <p>The minutes from the last meeting were agreed as a true and accurate record and were signed by the chair.</p>	Complete	
4.1	<p><u>Matters Arising</u></p> <p>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.</p> <p>4.1a – School Security – the school security check has been postponed until the school is fully open again.</p> <p>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.</p> <p>4.1d – It was agreed that we would not combine the two finance policies as previously thought.</p> <p>6.1 - Data protection Package. CS reported that the Administrator has purchased some of the package that was agreed in the previous F&amp;R meeting.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Decision</p>	<p>Complete</p> <p>Complete</p>
5.1	<p><u>Finance</u></p> <p><u>5-year budget plan/budget projections</u></p> <p>The 5-year budget plan was circulated prior to the meeting.</p> <p>CS clarified that the school needs to submit a 3-year balanced budget to DCC.</p> <p>Governors analysed the budget. Key notes:</p> <ul style="list-style-type: none"> <li>- the budget currently indicates a 3-year balanced budget, mainly due to a £95,000 carry forward in 2020/21.</li> <li>- Income is potentially going to change due to potentially lower pupil intake in September.</li> <li>- 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.</li> </ul> <p>LB asked what is budgeted in <i>Supports Services</i> – GO1 – CS confirmed this code contains HR1, payroll, insurances, maternity, redundancies etc.</p>		



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Signature of Chair



Ref	Action or Decision	Owner/ Decision	Date Due
5.6	<p><u>Finance</u> <u>SFVS</u></p> <p>CS explained that the SFVS shows comparisons with other schools based on the data we input.</p> <p>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.</p> <p>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.</p> <p>LB asked for clarification on the difference between pupil teacher ratio and teacher contact ratio.</p> <p>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.</p> <p>A few adjustments were made to the wording in readiness for submission.</p> <p><b>ACTION:</b> HH to write a summary (unless completed by the administrator).</p>	HH	
5.7	<p><u>Finance</u> <u>Other Income streams</u></p> <p>CS reported that there is £1,500 projected income in the budget from other income streams. This includes money for having student teachers.</p>		
6.1	<p><u>School Improvement - Monitoring/Update</u></p> <p>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.</p>		
7.1	<p><u>Personnel - Update</u></p> <p>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.</p> <p>HH asked who would be required to support the interview process. CS will interview along with the current administrator and ideally a Governor.</p> <p><b>ACTION:</b> CS to advise Governors on interview date to arrange for a governor to attend.</p> <p>CS reminded Governors that the recently recruited HLTA and TA are on temporary contracts.</p>	CS	



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	<p>CWR asked for clarification on the qualifications needed for a 1:1 TA.</p> <p>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.</p>		
8.1	<p><u>Buildings - Update</u></p> <p>CS reported that a Condition Survey of the double mobile classrooms was completed in half term. They identified that the floor is soft in some places and has a hole. Cracks were identified in some of the brickwork and the roof is damaged. A more detailed survey of that building is being sought.</p> <p>The carpet outside Willow class is being replaced. In addition, the lighting is being replaced.</p>		
9.1	<p><u>School Strategic Plan – Monitoring/update</u></p> <p>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.</p>		
10.1	<p><u>Community - Website</u></p> <p>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 by uploading work, communicating via email and providing links to several online learning resources.</p>		
11.1	<p><u>Policies for Review</u></p> <p><b>Finance Policy</b> Read and reviewed by HH and LB. The Policy was unanimously agreed and will be put to the FGB for signing.</p> <p><b>Charging and Remissions Policy (FGB)</b> Read and reviewed by CWR and DS. With some grammatical changes, the policy was unanimously agreed and signed by the Chair.</p> <p><b>Budget Monitoring</b> The Policy was unanimously agreed and signed by the Chair.</p>	<p>Decision</p> <p>Decision</p> <p>Decision</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>
The meeting closed at 19.38			
Date/Time	25 <sup>th</sup> June 2020 at 6.30pm	Location	Whimple Primary School