



Meeting 1 – Part 1 Minutes – Finance & Resources

Date/Time	Thursday 25 November 2021 6.30pm	Location		Whimple Primary School			
Attendees	Initials	Category	Committee	Attendees	Initials	Category	Committee
Helena Hastie	HH	Co-opted	F&R - Chair	Viv Craig	VC	Co-opted	F&R
Linden Best	LB	Parent - Chair	F&R/T&L	Carole Shilston	CS	Headteacher	F&R/T&L

Apologies	Initials	Category - Reason
Digory Smith	DS	In Milton Keynes
Viv Craig	VC	Husband Ill
Carianne Bright	CB	Ill

Absent without Apology	Initials

In Attendance	Initials	
Helen Mitchell	HM	Clerk
Sue Turner	ST	Associate Governor

Minutes to	Papers
Attendees	
Apologies	
School Noticeboard	
School Website	

1	Apologies
2	Business Interests
3	Minutes of the last meeting – 18th March 2021
4	Matters Arising
5	Finance
6	Staffing update
7	Buildings

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> None.		
2.1	<u>Business Interests</u> None to report.		
3.1	<u>Minutes of the Meeting on 6th July 2021</u> The minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair.		



4.1	<p><u>Matters Arising</u></p> <p>9.1 HH and LB outstanding to do the Strategic Plan</p> <p>7.1 Boundary Wall - CS discussed with the building manager. No concerns noted, but CS and school will keep an eye on regular health & safety checks.</p> <p>Locks on children's toilet doors - This has been actioned.</p>	LB, HH & JG to action	
5.1	<p><u>Finance</u> <u>Budget Monitoring Report</u></p> <p>LB question - negative variance - overspent? Why has the school overspent?</p> <p>HH responded that it was a deliberate action by the school. CS stated that the budget was set quite a long time ago, and therefore changes have been made. There has been more spending on supply staff, to help ease pressure on staff, cover sickness. CS stated that the school decided to use some of the significant brought forward reserves to help ease that pressure. Given the unexpected increases in in year pupil admissions, it has meant that the brought forward reserves are not required as much to buffer against falling pupil numbers. CS was being proactive. Employed additional TA's. Also has been staff changes since the initial budget setting.</p> <p>Key changes -</p> <ul style="list-style-type: none"> • Recommendations in spending requirements following HE visit. • Additional supply costs, to help existing staff there. • Lower pupil numbers in budget. <p>Question - Why were there no pay rises in support staff included in the original budget? CS responded that at the time of the original budget no pay rises were anticipated following advice from Babcock Finance officer. However following national changes in trade union discussions, changes are anticipated, but not finalised.</p> <p>Question - Why is there a loss in Educational visits? CS responded that Some of the income was recorded in the previous financial year. Furthermore the school funded pupil premium children.</p> <p>LB question, What are the impacts of the changes to the bottom line of the budget? The impact financially is relatively minimal, but impacts on staff and school life are immeasurable.</p>	<p>LB Challenge</p> <p>governor question</p> <p>governor question</p> <p>LB question</p>	



	<p>CS stated that the brought forward reserve has been built to help offset any negative impacts on the budget against reducing pupil numbers, However as mentioned previously this hasn't been as bad as expected due to in-year admissions, so school needs to spend money.</p> <p>Due to the low number of governors in the meeting, the absent governors will be asked to confirm if they are happy for the budget monitor to be submitted by the school to DCC as the autumn FRS.</p> <p><u>1-5 budget projections</u></p> <p>HH discussed that pupil numbers are looking healthy.</p> <p>LB asked about the SBS income for years 2-5 - HH/CS responded that these are not finalised, and indications are that they will get more money per pupil in 2022/2023 onwards, and you also do get a minimum funding level that may protect against further fall in pupil numbers.</p> <p>LB asked about the projected deficit over the years? CS should look at year 3, but bringing forward surplus protects the school which is why we keep it. If the worse came to the worse school would have to look at staffing/cost cutting. (This is not anticipated any time soon)</p> <p>CS and Lead Administrator of the school always in the budget air on the side of caution in regard to pupil numbers. If needed in the future there are other cost areas that could be reduced before having to think about reducing any staff.</p> <p><u>D78 Capital Budget</u></p> <p>ST comment that the income is very low. CS stated that the school gets 20%, 80% is kept by Devon to contribute towards more serious building works, for example the work done to the Devon Lady buildings in 2020.</p> <p>CS discussed that the next project will be to look at replacing/upgrading the schools heating.</p> <p><u>Covid Recovery/School Led Tutoring Grant</u></p> <p>LB asked where the funding is being spent? CS responded that the money is spent on supply teachers to cover additional teacher intervention time and outside consultancy for tutoring for small groups of pupil premium children.</p> <p>LB asked about levels of COVID in school. CS responded that the levels are still low.</p>	<p>HH action to email absent governors to ask.</p> <p>LB challenge</p> <p>LB challenge</p> <p>ST comment</p> <p>LB question</p> <p>LB question</p>	<p>Completed and all agreed - submitted end of Nov 21</p>
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	<p><u>PE Grant</u></p> <p>CS detailed that the grant is continuing to subsidise children's attendance at after school clubs, bring sporty stars to help in school, Sports/PE equipment, pupil sporting awards, playground equipment and markings. Additionally swimming lessons are starting up again.</p> <p>One programme of swimming is funded by the school budget as the curriculum, and further sessions are funded by the school PE Grant. Sports equipment is purchased, the grant money is fully utilised.</p>		
6.1	<p><u>Pupil Premium</u></p> <p>LB performed a PP visit on 17-11-21 with CS. LB is very happy with how PP money is spent.</p>		
7.1	<p><u>School Improvement</u></p> <p>CS action to rewrite the school improvement plan - following visit from Helen Eversett - School Improvement Officer.</p> <p>Will be completed for spring term. CS will show what has been completed in the next FGB meeting.</p>	CS to do in the next FGB meeting.	Discussed in FGB meeting on 25/01/22
8.1	<p><u>Personnel</u></p> <p>The school Office Administrator has left. The existing office staff will cover in short term - trial and make a decision after christmas if this is permanent.</p> <p>3 MTA's have handed in their notice.</p> <p>But new TA's have MTA responsibilities to their contract to help in this area.</p>		
9.1	<p><u>School Strategic Plan</u></p> <p>Action as point 4.1 above.</p>		
10.1	<p><u>Community</u></p> <p>Website is being updated. FGB agenda for 2022.</p>	Action for governor to do a website review.	FGB meeting agenda 25/01/22



11.1	<p><u>Policies for Review</u></p> <ul style="list-style-type: none"> • Lettings <p>ST asked if the school has many lettings?</p> <p>LB mentioned that when school lets out the muga are the toilet facilities included? Need to put in a document that the hiree is responsible for cleaning and leaving in a good condition.</p> <p>LB stated that we need to take out the hiring of the ICT suite section as no longer applicable. (Only in Fees section)</p> <p>Asked if public liability has impacted lettings?</p> <p>CS has recommended an increase in charges to regular hirers- currently £3 per session, suggested increase to £5 a session. School costs have increased, and after school numbers have significantly increased. Original discussions with the after school club were that the £3 was an introductory price and would be reviewed.</p> <p>ST asked about parking? School recommends that parents park at the Harvester pub, and staff park in the Victory Hall car park. We aren't allowed to recommend parking on the roads. There is an arrangement in the school day for school staff to park in the day as we hire the village hall in school hours. The parking section does not include village hall, as the school has been actively discouraging use of the car park other than for staff.</p> <p>LB asked about the parking signs arranged by PTA as they don't appear to be being put out on a regular basis. HH to follow up.</p> <p>Once changes have been made governors are happy to sign policy.</p>	<p>Change required</p> <p>Change required</p> <p>Change required</p> <p>Change required</p> <p>HH to follow up with PTA</p>	
The meeting closed at 6.50pm			
Date/Time of next meeting	17th February 2022	Location	Whimple Primary School