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| **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 |

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| **Apologies** | **Initials** | **Category - Reason** |  | **Absent without Apology** | **Initials** |  |  |
| Maria Wallis | MW | Self-Isolating |  |  |  |  |  |
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| **In Attendance** | **Initials** |  |  | **Minutes to** | **Papers** |
| Cathy Culshaw | CC | Clerk |  | Attendees |  |
|  |  |  |  | Apologies |  |
|  |  |  |  | School Noticeboard |  |
|  |  |  |  | School Website |  |

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| 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 |  |
| 3.1 | Minutes of the Meeting on 21st 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.  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.  4.1d – It was agreed that we would not combine the two finance policies as previously thought.  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. | | | | Ongoing  Ongoing  Decision | Complete  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 *Supports Services – GO1* – CS confirmed this code contains HR1, payroll, insurances, maternity, redundancies etc.  LB asked why in *Training Costs – GO2* 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 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. | | | | LB Challenge  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 | | | |  |  |
| 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). | | | | HH |  |
| 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 reminded Governors that the recently recruited HLTA and TA are on temporary contracts.  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. | | | | CS |  |
| 8.1 | Buildings - Update    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.  The carpet outside Willow class is being replaced. In addition, the lighting is being replaced. | | | |  |  |
| 9.1 | School Strategic Plan – 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. | | | |  |  |
| 10.1 | Community - 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 | Policies for Review  **Finance Policy**  Read and reviewed by HH and LB. The Policy was unanimously agreed and will be put to the FGB for signing.  **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.  **Budget Monitoring**  The Policy was unanimously agreed and signed by the Chair. | | | | Decision  Decision  Decision | Complete  Complete  Complete |
| The meeting closed at 19.38 | | | | | | |
| Date/Time | | 25th June 2020 at 6.30pm | Location | Whimple Primary School | | |