



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

Date/Time	Thurs 21 Nov 2019 6.30pm	Location		Whimple Primary School			
Attendees	Initials	Category	Committee	Attendees	Initials	Category	Committee
		Parent	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

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 – 27th June 2019
4	Matters Arising
5	Finance
6	School Improvement and School Strategic Plan
7	Personnel
8	Buildings
9	Community
10	Policies for Review

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u>  There were no Apologies	Complete	
2.1	<u>Business Interests</u>  None to report.	Complete	
3.1	<u>Minutes of the Meeting on 27th June 2019</u>  The minutes from the last meeting were agreed as a true and accurate record and were signed by the chair.	Complete	



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4.1	<p><u>Matters Arising</u></p> <p>4.1a - <i>School Security</i> - MW is still to visit another school to look at their security. <b>ACTION:</b> MW to complete security visit of another school</p> <p>4.1b - <i>Exclusions Policy</i> - CS and MW confirmed that the policy has been finalised and was signed off at the last FGB.</p> <p>4.1c - <i>MTA provision</i> - CS said that MTA cover by volunteers is not currently required but may be need in future. HH suggested getting volunteers DBS checked ready. <b>ACTION:</b> HH to contact volunteers. CS to arrange DBS checks</p> <p>4.1d - <i>Finance Policies</i> - LB is waiting to hear back from Babcock as to whether we can combine some of the finance policies that overlap each other. <b>ACTION:</b> If we can, HH can combine the two policies.</p> <p>5.2 - <i>Finance - Capital Budget</i> - CS confirmed that two new laptops have been purchased.</p> <p>5.5 - <i>Finance - PP</i> - CS confirmed that the PP review has been completed and uploaded on to the website. There was a discussion about the use of PP money.</p> <p>5.6 - <i>Finance - School Fund Account</i> - The account is still open and due to be audited soon. Once this is complete the funds will be transferred to school budget but will still be accessible to use in the same way..</p> <p>7.1 - <i>Lighting</i> - covered under section 7 - Buildings</p> <p>The meeting moved to Part 2</p>	<p>MW</p> <p>HH and CS</p> <p>HH</p>	<p>ASAP</p> <p>Complete</p> <p>ASAP</p> <p>ASAP</p> <p>Complete</p> <p>Complete</p>
5.1	<p><u>Finance</u></p> <p><u>Annual Budget per Budget Monitoring Statement</u></p> <p>The financial reports were uploaded to the learning platform and printed for the meeting.</p> <p>CS reported that pupil numbers are dipping. This is due to various factors but has an effect on the budget moving forward. HH asked if we should be doing something to promote the school but CS feels that we are attracting all children within the catchment. Also, if we have space for in year pupils we will take them.</p> <p>There was a discussion about how future government changes could affect the access to funding received by schools.</p>		



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	<p>Having reviewed the budget HH confirmed that the school is being very careful with spending.</p> <p>There is £9,000 left to spend over the year but the school needs to be mindful going forward, not wanting too much carry forward but ensuring we don't overspend.</p> <p>Looking at the budget, it was agreed that we should complete building maintenance and improve computing provision as these are important aspects.</p> <p>MW expressed concerns about transferring funds from one budget line to another (we can't move money from some budget lines so we need to be mindful of this).</p> <p>CS noted that Staff Supply is always a high spend but CS feels that this is because of how it is reported in the budget. TAF and SEND meetings are one of the factors that affect the level of supply costs as we use supply cover to allow class teachers to attend these meetings.</p> <p>HH asked about school dinner income: CS confirmed that some parents are still not booking online (and therefore paying upfront) so the school are having to chase for payments, however there are no high levels of debt. LB asked if there is enough take-up of school dinners? CS felt it was ok, not a concern. CS suggested researching other providers of school dinners as we shouldn't assume that NORSE is the best option.</p> <p>The bottom line shows a projected under spend of £11, 293. If the in year surplus is higher than predicted this will have a positive effect on the further 3 years where we are currently predicting a deficit.</p>	Decision	
5.2	<p><u>Finance</u> <u>D78 - Capital Budget</u></p> <p>CS reported that as yet we have not spent much of capital budget. CS is looking at costs to install a new server as ours is in need of replacement. We are looking at a cost of £7-8,000. There is also a need to purchase new laptops.</p> <p>CWR asked if there is bulk buying discounts if buying with County but CS reported that in the past there has not been much of a saving.</p> <p>HH established that the broadband is the 'best it can be'. CS can look in to</p>		



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	this again as it is frustrating when it can't cope. The broadband contract is also due for renewal.		
5.4	<p><u>Finance</u> <u>PE Grant</u></p> <p>CS reported that the <i>ActiVall</i> has now been installed and used regularly.</p> <p>Year 5 pupils have attended the play ambassador training and are completing lots of sessions as play ambassadors to gain badges.</p> <p>Sporty Stars are running an after school club called <i>Fun fit</i> which is an invite only intervention session to promote activity.</p> <p>The school is still subscribing to the <i>Real PE</i> programme.</p>		
5.5	<p><u>Finance</u> <u>Pupil Premium</u></p> <p>The PP income is £17,160 (14 children). There is also an additional income for 2 service children.</p> <p>CS reported that all PP children were invited to join an after school sports club free of charge and offered music tuition. Both using funds from this PP income.</p>		
5.6	<p><u>Finance</u> <u>School Fund</u></p> <p>The school fund consists of two accounts (current and savings). There was nothing to report regarding the accounts.</p>		
5.7	<p><u>SFVS</u></p> <p>CS reported that the SFVS report has to be submitted by 31st March.</p> <p>We have previously looked at benchmarking as part of this. <b>ACTION:</b> HH offered to help with completion of this.</p>		
6.1	<p><u>School Improvement and School Strategic Plan - Monitoring/Update</u></p> <p><b>SIP</b> CS was asked how often the SIP is amended and updated - annually. Actions were brought to T&amp;L and have been costed so will come to next FGB where they will reviewed.</p> <p><b>Strategic plan</b> Work has been completed on the roof and re-pointing to improve the building and hopefully prevent further leaks.</p> <p>CS reported that the Administrator (who is also the Data Protection officer) is worried that she is vulnerable from a data protection point of view. There</p>		



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	<p>are various ways in which we could protect ourselves further including:</p> <p>A local company offer a data protection service: £3,500.            Data breach support: £488            A DPO toolkit: £600            DPO Networking Forum: £171</p> <p>The Administrator would like to purchase the last two options which is a total cost of £771 annually.</p> <p>There was a discussion about what options would be best and there were concerns about the cost of buying into these services.</p> <p>MW suggested that the purchase could be made for 1 year to see how useful it is.            LB suggested initially buying access to the forum only so the Administrator can see what others are doing and buy other services at a later date following advice from others.</p> <p>MW feels that we should support the Administrator and as she has researched into the options. It was agreed to do make the purchase of £771 for one year.</p> <p>HH suggested we should research other options for the future.</p>	Decision	
7.1	<p><u>Personnel - Update - including pay reviews</u></p> <p>One of our HLTA's will be reducing to a part time role so the school has advertised for a part time HLTA and TA. The role is advertised as a temporary role. Invitations were sent to 4 applicants. 3 are attending an interview on Tuesday. JG is attending to support the interview process.</p> <p><b>A pay review took place at the start of the meeting under Part 2</b></p>		
8.1	<p><u>Buildings - Update</u></p> <p>Following the buildings audit that identified the need to replace lighting around the building, quotes have been sought. One company offered a staggered payment. Some lights have now failed which CS arranged to be replaced.</p> <p>CS doesn't feel that we have sufficient funds to have all the work completed in one go but we can do it in sections, focusing initially on areas most in need. CS will check that this won't cost more than if we completed all the work in one go.</p> <p>It was unanimously agreed to go ahead with completion of work in sections with one of the contractors.</p>	Decision	



# WHIMPLE PRIMARY SCHOOL

## Governing Body

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	MW updated all on the Victory Hall refurbishment. The floor has been replaced but the committee are not satisfied with it and will be contacting the contractors. The entrance hall and kitchen have both been refurbished. The outside work will be significant and cost more than the hall have at present. LB asked on what impact the work will have on the school but MW doesn't know what this will be at the moment.		
10.1	<u>Community - Website</u>  The website is all up to date. CS has updated the diary. Academic year dates are to be reviewed at the next FGB meeting.		
11.1	<u>Policies for Review</u>  <b>Dinner Monies Policy</b> LB noted that we need to update the first page to include the new <i>School Comms</i> payment system. There were no other changes.  The Policy was unanimously agreed and signed by the chair  <b>Lettings Policy</b> The policy was unanimously agreed and signed by the chair  <b>Teachers Pay and Conditions Policy</b> There was a discussion about amendments to be made and the policy was agreed based on those amendments. The policy is to go the FGB.	Decision   Decision  Decision	Complete   Complete  To go to FGB
The meeting closed at 8.04pm			
Date/Time	19th March 2020 at 6.30pm	Location	Whimple Primary School