|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting 3 – Part 1 Minutes – Finance & Resources** | | | | | | | | |
| Date/Time | Thurs  19 April 2018  6.30pm | | Location | | Whimple Primary School | | | |
| **Attendees** | | **Initials** | **Category** | **Committee** | **Attendees** | **Initials** | **Category** | **Committee** |
| Kate Mackay | | KM | Parent | F&R - Chair | Helena Hastie | HH | Co-opted | F&R |
| Carole Shilston | | CS | Headteacher | F&R/T&L | Maria Wallis | MW | Co-opted - Chair | F&R/T&L |
| Matt Brown | | MB | Staff | F&R | Caroline Ward-Reese | CWR | Co-opted | F&R |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Apologies** | **Initials** | **Category - Reason** |  | **Absent without Apology** | **Initials** |  |  |
| *Carole Shilston* | *CS* | *Bereavement* |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **In Attendance** | **Initials** |  |  | **Minutes to** | **Papers** |
| Cathy Culshaw | CC | Clerk |  | Attendees |  |
|  |  |  |  | Apologies |  |
|  |  |  |  | School Noticeboard |  |
|  |  |  |  | School Website |  |

|  |  |
| --- | --- |
| 1 | Apologies |
| 2 | Business Interests |
| 3 | Minutes of the last meeting – 23rd January 2018 |
| 4 | Matters Arising |
| 5 | Insurance Update |
| 6 | Finance |
| 7 | School Improvement |
| 8 | Personnel |
| 9 | Buildings |
| 10 | School Strategic Plan |
| 11 | Community |
|  | Policies for Review |

| Ref | Action or Decision | | | | **Owner/**  **Decision** | Date Due |
| --- | --- | --- | --- | --- | --- | --- |
| 1.1 | Apologies  Apologies have been received from CS. Hannah Clark (HC), who is covering CS whilst she is absent, offered to attended the meeting but was not required as prep had been completed. HC will attend any further Governor meetings if CS is still absent. | | | | Complete |  |
| 2.1 | Business Interests  None to report. | | | | Complete |  |
| 3.1 | Minutes of the Meeting on 24th April 2017  The minutes from the last meeting were agreed as an accurate record and signed by the chair. | | | | Complete |  |
| 4.1 | Matters Arising    MW updated the governors on the situation with the head and the current cover by the senior management team. It was agreed that if HC is required to work extra days there is capacity in the budget to do this.  KM noted that. with CS absent, there have been two issues identified from a finance perspective:  There is no one on site with delegated authority to sign off authorised payments, orders and petty cash. KM proposed that HC should be set up to do this. **Unanimously agreed.**  Before the Easter holidays CS had talked about Lucy Presneil (LP, administrator) about increasing her hours to work on the new GDPR. There was nothing in writing but the hours have been planned and budgeted for. KM asked if governors are in agreement to authorise HC to get this set up. **Unanimously agreed for this half term.**  MB informed governors that a decision has been made about the recipient of the Governors Cup for the Spring Term. HH to attend assembly on Monday 23rd at 1.15 to present the cup.    Matters Arising from the last Minutes  4.1 - The HT appraisal is now fully completed.  MW noted that we may be required to offer additional support to CS over the next few months.  6.2 - Benchmarking - will be covered at the end of this meeting.  9.1 - CS to contact DCC re: buildings on her return.  9.1 - A new phone system was put in over the Easter Holidays. Thanks to CS and admin staff  10.1 - SSP was discussed in a separate meeting last term. No further action required at this time.  11.1 - Website trial - with CS absent this action will be carried forward to next meeting.  The meeting moved to Part 2 | | | | Decision  Decision  KM to call HC tomorrow.  HH  CS | Complete  ASAP  23rd April  Complete  On return to work  Complete |
| 5.1 | Finance  Annual Budget per Budget Monitoring Statement  KM handed out the Detailed Budget Monitoring Report. The report shows that we have spent £4,000 more this year than income which means a carry forward of £44,942. if we receive the contested insurance pay out, we would have a balanced budget.  Quite a lot of work has been done on the software to re-allocate budget lines to make it clearer. This does make some lines look over or under spent but KM pointed out where these have been balanced out. We have overspent on some staffing lines during to increased pension contributions.  MW asked if there was a resolution to some recent long-term sickness. KM confirmed that a solution has not yet been found (discussed further under part 2 in 7.1).  All feel the budget looks fantastic, especially considering the challenging year the school has faced. Thanks to CS and LP.  This year end document is to be submitted next week with the help of David Dominey from DCC. | | | | KM/Admin | Next week |
| 5.2 | Finance  3 year budget plan/budget projections  KM reported that we need to submit a three year budget prediction to Devon County Council by the end of the month. LP has prepared two budgets:  Budget 1  Includes funds for a SEN pupil who is expected to start in September and will require a 1:1 TA. This budget shows higher expenditure.  Budget 2  Does not include the SEN pupil but takes into account two potential leavers. This budget has lower expenditure.  KM recommended that the school submits Budget one as we know SEN is expected to start and leavers are a prediction. Although Budget one is more negative (higher expenditure means a lower carry forward) KM feels this is more realistic and it is better to be prudent.  **It was unanimously agreed to submit budget 1.**  MW noted that at a recent finance training session, it was said that we can review budgets relating to SEN monthly. This may impact positively on our ability to get SEN funding back more rapidly after the child joins us in September, if this goes ahead as planned.  Regarding the SEN starter MB thinks a greater induction is required.  MW to speak to GMD, Sally Terrett and Preschool to assist with a smooth transition.  KM talked through budget 1 in more detail. All agreed three years of balanced budget is a good position to be in. It was noted that there are so many unknowns going in to year three it is hard to accurately predict.  Well done to everyone concerned. | | | | MW | ASAP |
| 5.4 | Finance  D78 - Capital Budget  KM reported that we will be carrying forward £5,662. We now know we can carry forward for three years. This means that we will have approximately £10,000 in the budget to use this year.  MW expressed concerns regarding potential repair costs of the roof and how this would be funded if required. | | | |  |  |
| 5.5 | Finance  School Fund    The school fund currently has £5051.31 in it with an additional £1640.81 in the deposit account. | | | |  |  |
| 6.1 | School Improvement - SFVS  CS and KM met in March and the SFVS was discussed at the last FGB meeting with two small suggestions added (Benchmarking and Asset records)  The SFVS was due to be submitted by the end of March. KM to check with LP as CS is not present to confirm submission. | | | | KM to check with LP | ASAP |
| 7.1 | Personnel - Staffing Structure  There are no updates to the staffing structure.  MB pointed out that the apprentice is only contracted until the end of the academic year.  The meeting moved to Part 2 | | | |  |  |
| 8.1 | Buildings - Update  To be discussed at next meeting. | | | |  |  |
| 9.1 | School Strategic Plan - Monitoring  Nothing to report | | | |  |  |
| 10.1 | Community - Website  JT completed a review of the website last term. It was decided to complete a review at the next FG meeting along with the app which is being trialled. CC to give the website tick list to CWR. | | | | Review | FGB meeting |
| 11.1 | Policies for Review  **Finance**  There are two small changes (in line with County) to this policy.  There was a discussion regarding the monetary values listed in the 'authority to agree financial spend'. Some amendments were agreed.  The Policy was unanimously agreed and once changes have been made will be signed by the Chair | | | | Decision | Complete |
|  | Benchmarking  KM talked through the benchmarking website. The link will be emailed out ASAP. On the website it is possible to limit your search areas based on lots of factors (e.g. LEA, school size, no. teachers)  The current data is from 2016/17.  There was a discussion relating to budgets and funding received. This is to be looked at on next meeting. All to look at benchmarking and note comments/ questions for next meeting.  MW asked KM to look at Staffing costs as a proportion of budget and TA cost within that. | | | | KM to email link  All  KM to complete Benchmarking | ASAP  Next F&R meeting  Next F&R meeting |
| The meeting closed at 20.10 | | | | | | |
| Date/Time | | TBC | Location | Whimple Primary School | | |