

# WHIMPLE PRIMARY SCHOOL

## Governing Body



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

Date/Time	Thursday 17th February 2022 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
Digory Smith	DS	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
Carianne Bright	CB	Childcare

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 25th November 2021</u>  The minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair.		

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4.1	<p><u>Matters Arising</u></p> <p>Need to remove VC from attendees</p> <p>1-5 budget projections on page 3 - "If the worst came to worst - spelling mistake"</p> <p>pg 5 - pub name - Thirsty Farmer not harvester</p> <p>4.1 Matters arising - Strategic Plan - has been started but not finished</p> <p>Page 5 - HH not followed up with PTA yet</p>	<p>LB/JG/HH action</p> <p>HH action</p>	<p>Put on next agenda</p> <p>Put on next agenda - HH to follow up</p>
5.1	<p><u>Finance</u> <u>1-5 year Budget Plan</u></p> <p>Sparsity grant - qualify for the first time approx £10,500, additional grant of about £17k - so that has helped our future income.</p> <p>Pupil number low - low birth years coming up - so devon have said average drop is 20%.</p> <p>LB question - in year deficit - is this right? why is it? given that we haven't had it. HH answered that school has made a deliberate choice to spend.</p> <p>LB question - why are quite a few figures lower in 22/23 compared to 21/22 year. Teaching assistants change in contracts, temporary contracts. Supply - additional support - more income, tutor led grant. REpairs and maintenance - one of cost £8,000 for shelter. No amounts for school trips, never budget.</p> <p>ST why figures static in future years. Not yet finalised, as waiting on Devon finalised budget calculator - not available until end of Feb.</p> <p>HH DCC suggest % raise increases.</p> <p><u>Budget Monitoring Report</u></p> <p>LB question - 50% of container cost - £1,850 in F11 and £2,200 in capital - Note was not updated.</p> <p>LB says new stage - is this the hall stage? CS answered KS1 playground stage.</p> <p>LB question - under C04 1-2-1 mentor costs summer term. Was the spend worth it? CS thinks this would be a teaching and learning committee question - impact on the children. Financially we have had the income, and</p>		



	<p>the expense did not exceed this. CS mentoring would be covered by pupil premium.</p> <p>CS when purchasing in school and setting the budget consider whether things are being spent wisely and impact of finance spend on teaching and learning committee.</p> <p><u>D78 Capital Budget</u></p> <p>Good spending of capital budget.</p> <p>ST not much to be able to spend.</p> <p><u>PE Grant</u></p> <p>Document prepared by MB.</p> <p>LB income is £17k, but the report is only about £3k. MB just given highlights. Will it be all spent - yes.</p> <p>CS swimming has been really successful, talked about year 3's going for a block in the summer term. To capitalise on their enjoyment and progress the children have made, as there was so much anxiety in the run up.</p> <p><u>Pupil Premium</u></p> <p>CS number sense training has taken place, still using a tutor, supported trips, still deciding on the phonics programme. Does not have to be implemented in summer term, just needs a plan and action for it.</p> <p>Support pupil premium children on trips/residential.</p> <p><u>Schools Values Financial Standard</u></p> <p>Needs to be submitted by 31 March to DCC. Checklist to evaluate how the school is doing.</p> <p>A couple of questions need support from HM.</p>	<p>HH to liaise with HM, and HH to do final check.</p>	<p>Action to put on FGB agenda for Finance committee update to ask Teaching and learning for impact of spending.</p> <p>Go to FGB on 29/03/22 and be submitted by 31/03/22.</p>
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	<p>Update meeting 16th March 2022 - After considering the benchmarking - Finance committee happy for Lead Governor to sign. Document can be submitted to DCC.</p> <p>It's a governor document - to show the governors are confident/happy with the financial running of the school.</p>		
6.1	<p><u>Benchmarking</u></p> <p>HH benchmarking site allows you to compare to other schools. Need someone to volunteer.</p> <p>Report back before the next FGB meeting.</p> <p>Update - meeting 16th March 2022</p> <p>HH prepared a number of benchmarking files with standard comparison to other schools meeting similar criteria.</p> <p>DS question - revenue reserve? Is this the amount of money sitting in our bank? HH confirmed yes.</p> <p>DS is there a danger of this being swallowed up if federating? Yes this is a risk (PART 2)</p> <p>Keeping the reserve to help impacts of fewer pupils.</p> <p>LB some missing figures on Federation schools - one budget for all the schools? so harder to directly compare.</p> <p>HH is happy with benchmarking to schools of a similar size. Staff numbers affected by part time contracts.</p> <p>VC pupil to staff ratio was average.</p> <p>We were lower in most staffing categories - but no flags.</p> <p>Supply was higher and energy - but old school and reasons for supply - additional interventions.</p> <p>HH thinks it is useful. Should we bring it to full governors. LB as no red flags think ok not to take further. Maybe send to Sue for work on Federation. (Part 2)</p>	<p>HH to do benchmarking, report to other finance committee members.</p>	<p>Put time in for finance committee before next FGB.</p>
7.1	<p><u>Federation (PART 2)</u></p>		

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8.1	<u>Personnel (PART 2)</u>		
9.1	<u>Buildings</u>  Heating - heard nothing - still waiting  Roof - haven't heard of anything.  Gates - will look into options for replacing.		
10.1	<u>School Strategic Plan</u>  Still outstanding - needs to be completed.	Action - HH/LB and JG	
11.1	<u>Policies for Review</u> <ul style="list-style-type: none"> <li>Finance  ST staff any spending limits - LB spending is under £2,500 for CS to spend and authorise staff spending. All spending goes through an approval system.  Devon standard policy.  Policy agreed.</li> <li>Charging and Remissions Policy  Points are the same for point 1 and 4 - CS to check. Confirm final version.  All ok otherwise.</li> </ul>		
The meeting closed at 7.30pm			
Date/Time of next meeting	28th April 2022	Location	Whimple Primary School