



Meeting 1 – Part 1 Minutes – Finance & Resources

Date/Time	Thurs 29 Nov 2018 6.30pm	Location		Whimple Primary School			
Attendees	Initials	Category	Committee	Attendees	Initials	Category	Committee
Kate Mackay	KM	Parent	F&R	Helena Hastie	HH	Co-opted	F&R - Chair
Carole Shilston	CS	Headteacher	F&R/T&L	Maria Wallis	MW	Co-opted - Chair	F&R
Linden Best	LB	Parent	F&R/T&L	Caroline Ward-Reese	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 – 19th April 2018
4	Matters Arising
5	Finance
6	Insurance
7	Personnel
8	Buildings
9	School Strategic Plan
10	Community
11	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 19th April 2018</u> The minutes from the last meeting were agreed as an accurate record and signed by the chair.	Complete	



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4.1	<p><u>Matters Arising</u></p> <p>4.1 HH asked if payment authorisation has been set up for Hannah Clarke (HC) for future use if CS is unavailable. There was a debate as to what authorisation was required.</p> <p>HH questioned the procedures for authorising. It was established that this is regarding permission rather than setting up authorised signatories.</p> <p>Action: CS to clarify current authorisations and update if required. HC to be able to sign purchase orders. CS to let HC know. Lucy Presneil to be removed and Helen Mitchell (HM) to be added.</p> <p>LB asked about GDPR. Lucy was set up to be GDPR officer. Covered under interview. Helen has not attended training as yet. Action: CS to investigate training.</p> <p>Renewal of Windows on Elm and Ash Class: CS has not heard from DCC so this matter has been closed.</p> <p>Benchmarking: This is still outstanding and will be carried forward to the next meeting.</p> <p>Action: CC to put link on learning platform</p> <p>Action: HH to look at website and report to next meeting.</p> <p>The meeting moved to Part 2</p>	<p>CS</p> <p>CC HH</p>	<p>ASAP</p> <p>ASAP Next FRM</p>
5.1	<p><u>Finance</u></p> <p><u>Annual Budget per Budget Monitoring Statement</u></p> <p>The Annual Budget Monitoring Statement was distributed to the governors.</p> <p>CS reported that David Dominey (DCC) has been in to school to support the new administrator and has helped produce the budget monitoring.</p> <p>LB asked if he have concerns or suggestions. CS - he was confident the budget going forward should be able to be balanced.</p> <p>HH talked through the forecast variance and asked for questions: LB asked if we should be more worried if the variance is higher. There was a discussion relating to the forecast figures. CS explained that the TA's expenditure is forecast to be under spent by £7000 because we have adjusted the staffing levels.</p> <p>Supply - training: apprenticeship level has increased this.</p>		



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	<p>MW asked why there is money for service children as we no longer have any. CS explained that we continue to receive the funding for service children after their parents leave the services.</p> <p>MW asked why F12 - PP expenditure is at current budget: 1 (CS explained that we have only assigned one bill against it at present). It is very difficult to accurately match off income and expenditure in this category as a lot of expenditure sits in other column such as wages.</p> <p>HH reported that the Forecast Year End balance is £63,002 (This is an under spend this year of £13,997 plus carry forward of £49,005)</p> <p>CWR asked why are we spending less than budgeted. CS explained that we haven't spent as much on 1:1 and had an electricity rebate.</p> <p>MW asked if TA support to increase. CS will be extending the contract for one TA and adding another TA. Money has been allocated for this in the adjustment.</p>	<p>MW challenge</p> <p>CWR challenge</p>	
5.2	<p><u>Finance</u> <u>3 year budget plan/budget projections</u></p> <p>The Income/expenditure report was distributed at the meeting.</p> <p>CS reported that the administrator has updated the current year figures only.</p> <p>The meeting looked at the Year End totals. CS highlighted that this shows the worst case scenarios .</p> <p>MW congratulated CS for getting this completed.</p>		
5.4	<p><u>Finance</u> <u>D78 - Capital Budget</u></p> <p>The D78 Capital Budget was distributed at the meeting.</p> <p>CS clarified that this is money received from DCC.</p> <p>The document shows a carry forward from last year £4102 which when added to this year's total of £5564 gives a budget of £9666.</p>		
5.5	<p><u>Finance</u> <u>PE Grant</u></p> <p>MB/JT will report back on the PE grant at the FGB meeting</p>	MB/JT	FGB



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5.6	<u>Finance</u> <u>Pupil Premium</u> LB will bring report to FGB.	LB	FGB
5.7	<u>Finance</u> <u>SVFS</u> Action: CS to check that School Fund has been audited. MW will approach known accountant to complete this if required. HH asked for clarification on completion of SVFS. HH was given the relevant paperwork Action: Report needs to be submitted by March 2019	CS HH	ASAP March 2019
5.8	<u>Other Income Streams</u> CS reported that the school has had a student teacher from Plymouth University. As a result the school will receive some money for the University to cover costs.		
6.1	<u>Insurance</u> Covered under Matters Arising (as Part 2)		
7.1	<u>Personnel</u> MTA - CS update on the situation regarding the MTA cover. Still require more MTA staff. KM asked if we are meeting our safeguarding/safety levels. CS feels that we are as we have changed the way lunchtimes are organised. LB feels that we must have an MTA in the top playground at all times as that is a safeguarding/access issue. MW questioned whether we should consider increasing security with CCTV/keycode gate. Action: LB will look at possibility of increasing parent cover ensure adequate MTA supervision (all parents would need to be DBS checked) Action: MW to investigate what CCTV/security other local schools have. The meeting moved to Part 2 MW questioned CS about increased support to the head as this has been discussed in the past. CS confirmed that senior leadership has been discussed with KM. CWR checked that staffing wages and pension has been included in budget predictions.	KM Challenge LB Challenge LB KM	Next F&R Meeting Next F&R Meeting



Ref	Action or Decision	Owner/ Decision	Date Due
	MW reported her attendance at a recent training session about Exclusions. This included outlining the costs if an exclusion is not handled properly so MW feels that we need to be clear on our management structure and ensure that a member of staff(s) is allocated to assist with exclusions.		
8.1	<p><u>Buildings</u></p> <p>CS reported that a recent survey has highlighted a few things that need attention. There are some leaks including windows and a drain blockage on the flat roof.</p> <p>NPS are being chased about leaking windows.</p> <p>A local company has come to complete a survey regarding structural requirements.</p>		
9.1	<p><u>School Strategic Plan</u></p> <p>To be discussed at the FG meeting in January</p>		
10.1	<p><u>Community</u></p> <p>LB and CS are looking to slim line the website and make it easier to navigate.</p> <p>ACTION: CS to update with an Exclusions Policy.</p>	<p>CS/LB</p> <p>CS</p>	<p>ASAP</p> <p>January</p>
11.1	<p><u>Policies for Review</u></p> <p>Charging and Remission LB asked if parents are aware that they can access funding for music tuition. LB challenged whether the policy makes sense. ACTION: HH will redraft. To be signed off with changes at the FGB meeting.</p> <p>Teachers Pay and Conditions HH has reviewed this policy with CS. Unanimously agreed ready to be signed off at FGB</p> <p>Lettings Policy was unanimously agreed and will be signed at FGB</p> <p>Dinner Money and Arrears LB to investigate costs of e-schools allowing for online payments The policy was unanimously agreed with changes and signed by the chair</p> <p>Budget Monitoring The policy was unanimously agreed and signed by the Chair</p>	<p>HH</p> <p>Decision</p> <p>Decision</p> <p>LB Decision</p> <p>Decision</p>	<p>ASAP</p> <p>04/12/18</p> <p>04/12/18</p> <p>March Complete</p> <p>Complete</p>



WHIMPLE PRIMARY SCHOOL

Governing Body

Ref	Action or Decision	Owner/ Decision	Date Due
	School Fund The Policy was unanimously agreed and signed by the chair	Decision	Complete
The meeting closed at 8.25			
Date/Time	21st March at 6.30pm	Location	Whimple Primary School