

SPRING TERM 2020

TURNFURLONG INFANT SCHOOL

MINUTES of the meeting of the Finance and Premises Committee of Turnfurlong Infant School held at the School on 5th February 2020 at 4.30pm.

PRESENT:

Mrs C Austin

Mr D Burry

Mr R Cooper (Chair)

Mr M Elshimi

Mrs K Henry

Mrs R Ochiltree (Headteacher)

Mr L Taylor

IN ATTENDANCE

Mrs C Darling (Bursar)

Mrs R Weymouth (Clerk)

1 WELCOME AND APOLOGIES FOR ABSENCE

The Chair opened the meeting and thanked Governors for attending. There were no apologies.

2 NOTIFICATION OF ANY OTHER BUSINESS

The following items would be discussed under Any Other Business;

- Heating Update

3 DECLARATIONS OF INTEREST

There were no declarations of interest in items on the agenda.

4 APPROVAL OF MINUTES OF THE PREVIOUS MEETING HELD ON 6TH NOVEMBER 2019

The Minutes of the meeting held on 6th November 2019, having been circulated, were confirmed and signed by the Chair as a correct record.

An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School.

5 MATTERS ARISING

Minutes 7.1 – The Bursar advised that she had contacted another local school in relation to using another Salary Modeller for financial planning. To use another system would require BCC approval and removal of the SMS system the school currently used. It was therefore agreed that the BCC Salary Modeller was the best system to use and the support and advice that BCC could provide when using the system was invaluable. Governors asked;

ACTION

Headteacher

ACTION

We discussed last time that the modeller does not allow projecting the costs of staff on Maternity Leave? Responding, the Bursar advised this was now included.

Minute 7.1 – The Bursar advised that the Financial Procedures Manual and SFVS was being prepared. The Chair and Bursar would meet to review this, and further discussion would take place at FGB.

Bursar / Chair

FGB Agenda

Minute 9.2 – The Health and Safety Governor would arrange a visit to school during the Spring Term to complete a Health and Safety Walk.

Mr Elshimi

6 SCHOOL FOOD PROVISION

The Headteacher advised that she would be attending a meeting with Bedgrove Infant School on 11th February 2020 about the possibility of the school providing hot meals to the school. An update would be provided at the next meeting.

Agenda

7 LIBRARY UPDATE

The Headteacher advised that the library refurbishment had been completed to a high standard. The company used were very good and reliable.

Governors commented that seeing the refurbishment was also a great learning opportunity for the children.

8 FINANCIAL BENCHMARKING

Circulated prior to the meeting Governors noted the 2019/20 Finance and Benchmarking Report.

Governors agreed that the report was a clear and concise way of presenting the information and had been generated via a software package that the school had purchased.

The Bursar advised that whilst the software generated benchmarking data, budgeting information needed to be manually entered which had taken some time and the software provider could be frustrating to deal with at times when asking for assistance.

The Bursar advised that the new SFVS format may provide Governors with better information, which is also free. The SFVS would also be part of Ofsted inspection. Governors asked;

What is the length of the contract for the software package?

Responding, the Bursar advised that the package could be renewed annually.

Do any other services come with the package? Responding, the Bursar advised that a number of further reports could be purchased but there were no other additional support services.

Governors discussed the software package and agreed that it would be useful to see another report (at the next meeting) and consider a review of the package, if it is still not as effective as first thought. Governors asked;

In relation to the information received in the report, why does the school have a lower level of income per pupil compared to the national average and locally? Responding, the Headteacher advised that the LA average included primary schools that include KS2 which attract more funding.

What is the income grant per pupil? Responding, the Headteacher advised that this is the school budget share and includes PP, SEN and any additional deprivation factors.

7 FINANCIAL MATTERS

7.1 BUDGET REVIEW AND COMMENTARY

Circulated at the meeting Governors noted a revised forecast budget which will form the provisional 20/21 budget to be submitted to BCC by 28th February 2020.

All income had been included in the budget and expenditure inflated by 2.5%. Governors asked;

Costs are increasing by 2.5% a year but income is the same?

Responding, the Bursar advised that income for 20/21 had increased by £47,500 on the previous year.

The budget presented includes the additional £47,500? Responding, the Bursar advised that it does.

What is Additional Grants to Schools? Responding, the Bursar advised this included UFSM and the SPG.

Does this also include the Teacher Pension increase? Responding, the Bursar advised that it doesn't.

Where does funding for the Teacher Pension increase and pay awards appear in the budget? Responding, the Bursar advised in IO1, which also includes the School Budget Share and Early Years Funding.

The Headteacher provided Governors with the following staffing update;

- An Assistant Headteacher was not appointed in the Autumn Term and instead Miss Imbriano was appointed with an additional payment for the role of SENCO and TLR for the inclusion part of the role.
- The school would like to appoint a member of staff to co-ordinate Early years with an overview of Reception and the nursery. This had been reviewed based on 1 day or 3 days a week but was too risky in terms of the 3 year budget plan.
- The Deputy Headteacher was teaching for 4 days a week and needed to be released from this in order to assist the Headteacher and complete SLT duties.
- A member of staff working 3 days a week in Year 1 had asked for full-time hours. This would release the Deputy Headteacher to have 2 days out of class per week.

Governors agreed this required further discussion at Personnel and Curriculum Committee but agreed that funding was in place. Governors asked;

There is a growing deficit in future years? Responding, the Bursar advised that the school has a working deficit, using its surplus, which had been the case for the last few years.

Will further funding from EHCP's change the budget? Responding, the Bursar advised that the budget presented was a worst-case scenario. There was still a final quarter of the financial year to go and some adjustments would be expected.

Governors discussed that as expenditure exceeded income, this was diminishing cash reserves. Discussions had also taken place at previous meetings that funds should be spent on the children and not always retained as reserves. Governors asked;

Given that the schools income is from the LA. How can the school address its long-term sustainability? The Headteacher advised that FOTIS would need greater emphasis moving forward and funds raised may be needed for more operational items. The School Fund account also had reserves and could be considered if required

Governors discussed that when looking at the finance benchmarking report the school are lower than other schools in terms of self-generated income. Responding, the Headteacher advised that some schools generate income through breakfast clubs and wrap around

care. Governors agreed to discuss further ideas of generating income at the next meeting.

7.2 CAPITAL EXPENDITURE UPDATE

The Bursar advised that quotes had been obtained to secure the field and erect a fence to the perimeter to ensure the field is safe for children to use in the summer months. As BCC had funded the repairs to the roof leak and the refurbishment of the library capital expenditure could be used to fund the cost.

The Bursar provided Governors with 3 quotes that had been obtained. Governors asked;

Were the quotes received from BCC approved suppliers? Responding, the Bursar advised that all contractors were on BCC's vendor list and schools are responsible for completing DBS checks and collecting references. All the companies had completed work for schools locally.

Why is the fence required? Responding, the Headteacher advised that the school own a small part of the field. There are residential properties around the field and neighbours can access the field from their gardens. The concern is that a child may wish to explore and inadvertently enter a neighbour's property. The fence will eliminate the risk.

Will the fence be in place in time for the Summer Term? Responding, the Bursar advised that assuming the preferred contractor is available the works can be completed during term time and in time for the summer term.

Governors agreed the schools preferred contractor.

7.3 3 YEAR BUDGET PLAN UPDATE

This item was discussed earlier in the meeting.

7.4 2020/21 DRAFT BUDGET PLAN

The Bursar advised that the 20/21 draft budget would be submitted to BCC by 28th February 2020.

The final budget would be reviewed by Governors at the next FGB.

7.5 SCHOOL FUND AUDIT REVIEW

The Bursar confirmed that the School Fund had been audited and no queries had been raised.

7.6 SFVS

This item had been discussed earlier in the meeting.

8 LETTINGS UPDATE

The Bursar advised that a new letting (Bollywood Dancing), twice a month would soon commence. Governors asked;

What time will this take place? Responding, the Bursar advised 7-8pm. The hall is well sound proofed, and lettings are conscious of noise levels and respectful of neighbours.

9 GDPR CONTRACT

The Bursar advised that she had researched possible Data Protection Officer providers and advised Governors of the cost and services of each. The contract was due for renewal in April 2020, the cost of which was within the Headteachers financial delegation and an update would be provided at the next meeting.

10 PREMISES UPDATE**10.1 PREMISES ISSUES**

Circulated prior to the meeting, Governors noted the report from the Premises Manager detailing premises activity.

Governors had no queries relating to the document.

11 HEALTH AND SAFETY TO INCLUDE:**11.1 TERMLY ACCIDENT REPORT OF ANY ACCIDENTS, INCIDENTS AND DANGEROUS OCCURANCES**

Circulated prior to the meeting, Governors noted the termly accident report. In relation to the report, Governors asked;

Is the location of accidents recorded? Responding, the Headteacher advised that it isn't but due to the timetable of the school day this could easily be determined and included in the next report.

It is hard to identify if an accident could have been avoided if the environment was adjusted? Responding, the Headteacher advised that all accidents are recorded on Accident Forms that detail the time and the place of the accident. The areas of the body that children have injured are consistent with children slipping and falling. The school did however take reasonable action to prevent accidents such as changing playground games from running to other activities when the playground was busy.

ACTION

The Health and Safety Governor advised that at a recent training session it had been suggested that best practice was for teachers to complete a Health and Safety checklist for their classroom. Is this something that the school would consider adopting? Responding, it was agreed that the Health and Safety Governor would provide a copy of the audit to the Headteacher for consideration.

Mr Elshimi

How often would this be recommended? Responding, the Health and Safety Governor advised that frequency was not discussed at training but once a term in line with termly health and safety checks may be appropriate.

11.2 HEALTH AND SAFETY WALK REPORT AND PLAN NEXT VISIT

This item had been discussed earlier in the meeting.

12 POLICIES

The Clerk would email the Data Protection Policy to Governors for review and approval. me to email to all. JSL have also looked at it.

Clerk

13 DATES AND TIMES OF FUTURE MEETINGS

The following dates and times of future meetings had previously been agreed:

FGB 4.30PM

Wednesday 25th March 2020

Thursday 18th June 2020

Finance & Premises – 4.30pm

Tuesday 12th May 2020

Personnel and Curriculum - 9am

Tuesday 10th March 2020

Thursday 21st May 2020

14 ANY OTHER BUSINESS

Heating

The Headteacher advised that the school have an ongoing issue with the boilers, which were not starting correctly before the start of the school day, leaving the school feeling cold. The boilers were shared with the Junior school and both Site Managers were managing the issue. A request was made to BCC's Property Service Desk who responded and sent TENCER to investigate. One of the two boilers was working and

ACTION

was enough to keep the school warm and parts were on order for the second boiler. The boilers would need replacing eventually by BCC, but this would mean major works and would not take place until the boilers cease to work completely. Governors asked;

How responsive are BCC in providing heaters if required? Responding, the Headteacher advised that heaters could arrive within 24 hours. If this wasn't the case, there could be an option to close or remain open and manage for the first 24 hours. The school hall was on a separate heating system and therefore could be used if required.

Does the school have the electrical capacity for heaters? Responding, the Headteacher advised that BCC can also supply generators if needed.

The school have had a condition report of the library and roof but there is not a full condition survey of the whole school? Responding, the Headteacher advised that the library condition survey was completed as part of the DfE building condition report. The Headteacher would however contact BCC Property Services to understand the long-term maintenance for the school to give better clarity on future budgeting.

Does the school have a Risk Register that captures risk the school such as infrastructure and finance and actions to negate risks? Responding, Governors discussed that the committee could develop this on behalf of the FGB.

Does the school have the skills and or knowledge in house to do this? Responding, the Headteacher advised that a review of condition reports received would be a starting point and additional threats such as environmental and political could be added. Governors discussed that a template may also be available on The Key.

Governors agreed to discuss this further at Strategy Evening on 30th April 2020.

Headteacher

Strategy Evening

15 IMPACT OF MEETING

Governors discussed the following impact on children as a result of the meeting;

- Positive reports received about the library and provision available for children.
- Reviewed and agreed schools' financial position.
- Agreed additional £10,000 to support SEN and staff welfare.
- Approved fence quotes increasing safeguarding.

16 CONDUCT OF MEETING

ACTION

Governors confirmed that the meeting was conducted in an open manner and that all governors were invited to participate and contribute to discussions. It was confirmed that all members of the Governing Board would have access to these minutes ***(with the exception of any Restricted Confidential Minutes)***.

The meeting closed at 19.10pm.

Signed Date

CHAIR

Actions List:

Headteacher:

Min 14 – Contact BCC regarding Whole School Condition Report

Clerk:

Min 12 – Email Data Protection Policy to Governors

Mr Elshimi:

Min 5 (9.2) – Arrange Spring Term H & S Walk

Min 11 - Send classroom H & S check to Headteacher

Bursar & Chair:

Min 5 (7.1) – Meet to review SFVS and Financial Procedures Manual

Agenda:

School Food Provision Update

Income Generation

GDPR Contract

Risk Register

Strategy Evening Agenda:

Risk Register

FGB Agenda:

SFVS

20/21 Budget