

SPRING TERM 2022

TURNFURLONG INFANT SCHOOL

MINUTES of the meeting of the Finance and Premises Committee of Turnfurlong Infant School held at the school on 2nd February 2022 at 4.30pm.

PRESENT:

Mr D Burry

Mr M Elshimi

Mrs R Ochiltrie
(Headteacher)

Mr L Taylor (Chair)

APOLOGIES:

Mrs C Austin

Mrs K Henry

IN ATTENDANCE

Mrs C Darling (Bursar)

Mrs R Weymouth (Clerk)

ACTION

1 WELCOME AND APOLOGIES FOR ABSENCE

The Chair opened the meeting and thanked Governors for attending. Apologies were noted and accepted.

2 NOTIFICATION OF ANY OTHER BUSINESS

The following items would be discussed under Any Other Business;

- School Food provider contract

3 DECLARATIONS OF INTEREST

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

4 MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on 3rd November 2021 were agreed.

4.1 MATTERS ARISING

There were no matters arising.

5 FINANCE MATTERS

5.1 2021-22 BUDGET REVIEW AND SUMMARY/PROVISIONAL 22/23 BUDGET/3 YEAR BUDGET PLAN/CAPITAL EXPENDITURE UPDATE

Circulated prior to the meeting, Governors noted the 2021-22 budget report. The Bursar advised;

- A report for the 22/23 Provisional Budget was not yet available as budget information had not yet been received from Buckinghamshire Council (BC). The deadline for the 22/23

Provisional Budget to be submitted to BC was 18th February 2022.

- The 21/22 end of financial year forecast had been completed and would change slightly before the end of the financial year, details of which would be provided to Governors.
- A reduced surplus when compared to the original budget was forecast due to the increase in Supply Staff costs to cover absences for both teaching and support staff and this continued to fluctuate. Governors asked;

Supply Staff is the most prominent variant in the budget. Is this correct?

Responding, the Bursar advised that having reviewed supply staff costs of the last few weeks and including staff on long term absence the current weekly cost is £2,000 - £3,000 a week.

The Headteacher added that some of these costs would be reimbursed through insurance. Part of this cost was also to cover a class teacher 2 days a week until the end of the academic year.

Are the school able to claim insurance for COVID19 related absence?

Responding, the Bursar advised that the excess is 5 days absence and with a weekend either side this is a 9-day isolation, so the school are only able to claim for 2 days. COVID19 is not however the reason that most staff have been absent from work.

The Headteacher advised that when staff have been absent with COVID19 recently the school have been able to cover this with a HLTA and TA working together or with SLT cover. This was easier to deal with when the period of time that cover is required is known as opposed to longer term sickness.

In terms of staff salaries, the report details that other staff have been working additional hours to support pupils.

Responding, the Bursar advised that this applies to Educational Support Staff (TA's), other staff are any other staff the school employ except admin or premises staff/contracted staff.

The Headteacher advised that their duties are different to those of a TA supporting a classroom. Staff working on a 1-1 basis have safeguarding training and good relationships with the children they work with.

Where there are children who have SEN needs that are emerging and the school apply for Higher Needs Block Funding these staff are a cost-effective measure while the school are waiting for an EHCP.

The school have also been able to up skill Midday Day Supersavers to become TA's to work with these children.

In terms of Teaching Staff, the end of year forecast has seen this decrease from the original budget. Why is this? Responding, the Bursar advised that a pay freeze was announced for teaching staff. The school have also used Supply Staff instead of recruiting to replace staff that left in the Autumn Term. Usually, this area of the budget would show an increase due to pay increases.

- The report details grants, and funding received. The COVID19 Catch-Up Grant has been used for extra Language Link for Reception children.
- The Headteacher added that the School Led Tutoring Grant is only open to pupils in Year 1 and above, so the school have used the COVID19 Catch-Up Grant for Reception where there is the biggest gap. Pupil Premium Children in Year 1 and 2 have also been targeted.
- SEN Funding – Costs in the report include the latest schedule but more requests were awaited, and this would be updated accordingly. Governors asked;

Is SEN funding backdated? Responding, the Headteacher advised that it isn't. Having a high number of children in Early Years with SEN was a cost to the school. The school have had situations in the past where Higher Needs Block Funding has been refused as the children have not been in school long enough, but it is obvious that the child will need the support.

Do EHCP's transfer with children to their next school? Responding, the Headteacher advised that they remain a legal document with the individual until they are 25. They are reviewed every year and transfer with children to their next school.

Is Universal Infant Free School Meals included in the grant income figure? Responding, the Bursar advised that it is but has been reduced. An adjustment will be made to this after the January 2022 census, but the school will not receive this adjustment until next financial year. Currently 200 children a day were taking a hot meal option.

- The report details funding the nursery received based on last year's allocation and any adjustment will be made after the census. It was expected that the nursery would be full in the Summer Term. Governors asked;

Is this Early Years funding from the LA? Responding, the Bursar advised that it is.

- Teacher Pay and Pension Grant – The report details the final payments that have been received. From next financial year they will be included in school budget share figures.
- The DFCG allocation was similar to last year (£25,000) which includes a carry forward from last year. This would be carried forward for the planned Library refurbishments that had not been possible this year.
- The DFCG allocation for 22/23 is expected to be the same. Governors asked;

Is it good to have a certain amount of funds in reserve? Is there a minimum? Responding, the Bursar advised that some schools have a much higher reserve than the school. BC can ask for more detailed reports of how the school plan to use reserves, but the school have not been required to do this for several years.

- In terms of lettings income, the school have received £25,000 this financial year compared to £6,000 last year. This increase is due to being able to operate and increase Breakfast and After School Club.

Governors thanked the Bursar for an informative budget update.

5.2 CONFIRM SFVS SUBMISSION

The Bursar advised that a meeting to finalise the SFVS would be taking place in the next week, after which a copy would be sent to all Governors.

The SFVS would be submitted by the deadline of 18th February 2022.

5.3 CONTRACTS AND LEASES TERMLY REVIEW

Circulated prior to the meeting, Governors reviewed and discussed the following contracts and leases for renewal;

ICT Room Printer – Governors asked;

Is the printing for education or the office? Responding, the Headteacher advised 100% education.

What is the annual charge for the printer? Responding, the Bursar advised £150.00 a quarter for colour and mono.

It would be useful to understand usage rates as the school may be able to negotiate a better rate. Responding, the Bursar advised that this cost was calculated on usage over the last 3 years. Further information could be provided if needed.

Bursar

ACTION

Governors agreed that as the cost of the contract was within the financial delegations of the Headteacher this contract could be agreed by the Headteacher.

Staff Room Water Boiler and Cooler – The Bursar advised that the school were not satisfied with the service received and there had been several issues with the equipment leaving it unable to use for a month. The school had requested a credit note for the month it was out of use but had been advised that this is not the companies policy. Their policy is to repair. The school have looked at the Service Level Agreement with a view to cancelling and this will be provided in the Autumn Term 2022 and a new supplier researched. Governors asked;

Are the company in breach of contract? Responding, the Bursar advised that in the Service Level Agreement there is no detail of when repairs take place, and the school are struggling to get responses to emails from the company.

Could the school cancel the contract now and see if a response is received? It was agreed that the Bursar would send a copy of the contract to Mr Burry to check and email the company to terminate the contract to see if this initiates a response.

Bursar/Mr Burry

School Fund Manager – Governors agreed the contract.

Pupil Asset - Governors agreed the contract.

5.3.1 IT AND GDPR CONTRACT

The Headteacher advised that the school recommended to continue with the current IT provider. The GDPR element of the contract had been paused during the pandemic and whilst the costs had recently been increased for the IT contract this was the first increase in 10 years.

The school also have confidence in the provider in both contract aspects.

Governors agreed to continue the contracts.

6 PREMISES UPDATE

6.1 PREMISES ACTIVITY/ISSUES

Circulated prior to the meeting, Governors noted the Premises Manager report. Governors asked;

At the back of the school hall there is a slope and during drop off a parent almost slipped. Responding, the Headteacher advised that this would be checked to ensure it is safe.

Headteacher

6.2 LETTINGS UPDATE

This item had been discussed earlier in the meeting.

7 HEALTH AND SAFETY

7.1 COVID19 RISK ASSESSMENT

Circulated prior to the meeting, the Headteacher advised;

The COVID19 Risk Assessment had not changed but remained in place and would be reviewed again in March 2022. COVID19 positive cases in school remained at a steady number in school.

7.2 TERMLY ACCIDENT REPORT OF ANY ACCIDENTS, INCIDENTS AND DANGEROUS OCCURANCES

Circulated prior to the meeting, Governors noted the Termly Accident Report. Governors asked;

Do the school track where accidents occur? Responding, the Headteacher advised that this information was detailed on each Accident Form completed. Most accidents took place on the playground at lunchtimes and tended to be younger children.

7.3 HEALTH AND SAFETY WALK REPORT AND PLAN NEXT VISIT

This item had been discussed earlier in the meeting.

8 POLICIES

There were no policies for review at the meeting.

9 DATES AND TIMES OF FUTURE MEETINGS

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

Spring Term:

9th Mar 2022 – P & C (9.30am)

23rd Mar 2022 – FGB (4.30pm)

Summer Term:

*11th May 2022 – F & P (4.30pm)

25th May 2022 – P & C (9.30am)

16th Jun 2022 – FGB (4.30pm)

*All Governors to attend to approve budget

10 ANY OTHER BUSINESS

School Catering Provision

The Headteacher advised that she had visited a school with an alternative catering provider and was impressed with the food provided.

To change the school catering provider, due to the size of the contract a tender process would be required which would require a Governor Working Group to provide support.

Governors discussed and agreed that the school did not want to continue with the incumbent school catering provider.

It was agreed that Mr Burry would join the Working Group.

It was agreed that the Headteacher would provide further information for discussion at the Spring Term FGB of changing provider and what this would mean in terms of staffing and contract costs.

Mr Burry

FGB Agenda

11 IMPACT OF MEETING

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

- School budget reviewed noting impact on staffing and the impact of COVID19.
- Reviewed contracts and leases.
- Agreed re-tender of catering provision.

12 CONDUCT OF MEETING

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 18.35pm.

Signed Date

CHAIR

Actions List:

Headteacher

6.1 – Investigate area that parent potentially slipped.

FGB Agenda:

School Catering Provision

Mr Burry:

Join School Catering Working Group

Review Water Cooler/Boiler Contract

Bursar:

Send Water Cooler/Boiler Contract to Mr Burry to review

Send final copy if SFVS to Governor for review.