

AUTUMN TERM 2021

TURNFURLONG INFANT SCHOOL

MINUTES of the meeting of the Finance and Premises Committee of Turnfurlong Infant School held at the school on 3rd November 2021 at 4.30pm.

PRESENT:

Mrs C Austin

Mr D Burry

Mrs K Henry

Mrs R Ochiltrie
(Headteacher)

Mr L Taylor

APOLOGIES:

Mr M Elshimi

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

There was no further business for discussion at the meeting.

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 11th May 2021 were agreed

4.1 MATTERS ARISING

Minute 4 – Attend Strategy Review meeting 27th May 2021 4.30pm

This meeting had taken place.

Minute 7.1 – Contract IT provider and negotiate price of contract

The Bursar advised that she had contacted the IT provider who were unable to offer any further price reduction as the increase in price was the first increase in 10 years. The increase was approximately £200.00 per year. In addition, the IT Manager (Deputy Headteacher) was keen to continue the contract. Governors asked;

ACTION

When is the contract due for renewal? Responding, the Bursar advised that the contract is a rolling contract currently but would require renewal in April/May.

Could this contract be reviewed again at the next meeting prior to this? Responding, Governors agreed this would be beneficial and would be tabled at the next meeting.

Agenda

The IT provider also provided GDPR services. We discussed previously if the contracts could be combined to bring financial efficiencies?

Responding, the Bursar advised that the GDPR contract and payments had been paused during school closure and lockdown and this could be discussed on re-negotiation of the contracts.

Governors agreed that this is a benefit of the contract and may not be possible in other contracts.

It was agreed that the contract would be discussed further at the next meeting.

Agenda

Mr Elshimi arrived at 16.48pm.

Minute 10.1 – Include in school newsletter when policies have been updated/changed

The Headteacher advised that parents would be alerted to policy changes in the next newsletter.

Format of meetings – Zoom/in person

It was agreed that meetings would remain on Zoom.

Courtyard Update

The Headteacher advised that the Courtyard had been officially opened by the Mayor and was in use. Most critically the space has been used for children that need a different type of lunchtime/play time and had been very beneficial as an additional space for children.

5 FINANCE MATTERS

5.1 2021-22 BUDGET REVIEW AND SUMMARY/DFCG/3 YEAR BUDGET PLAN

Circulated prior to the meeting, the Bursar advised;

- The Q2 return had been submitted to Buckinghamshire Council before half term and projected the forecast for the end of the year.
- Some additional funding had been received through SEND funding and more was expected through new children that would be starting at the school. Governors asked;

Is the SEN and PP budget based on last year's figures? Responding, the Bursar advised when the budget was set last year's PP income was used. This budget now included funds based on the Autumn Term census.

Is SEN funding based on historical or live data? Responding, the Bursar advised the previous funding was used as well as talking to the school SENCO and Headteacher to understand any new children that would be starting at the school. As updates are known the budget is adjusted accordingly.

If a child gets an EHCP during the financial year, when do the school receive the funds to support the child? Responding, the Bursar advised that a statement is received in the Autumn Term based on the current children in the school and this includes those children that have transferred to the Junior School settings. The statement is then adjusted in the Spring Term.

The Headteacher added that a basic SEN grant is received and then top-up funding is provided for any children that have successful EHCP applications in year.

The difficulty is that the school puts support in place for children before the EHCP comes through and applies for Higher Needs Block Funding for this. However, if the child is in the nursery or Reception funding can be refused as the child has not been in school long enough but staff know professionally that the child has high needs. In EYFS children can come into school without encountering any other professionals until school.

Retrospective funding is not received so when funding does begin the school have in most cases already been supporting a child for a substantial period and without this an EHCP could be rejected.

- The year end forecast had been slightly reduced.
- In terms of expenditure teaching costs have reduced slightly due to the 0% pay award. For the following 2 years school have been advised to forecast an increase in teacher pay.
- Supply Staff costs had increased and was due to a long term supply requirement.
- There had been an increase in Other Staff Costs to support nursery and Reception classes.
- Energy had increased slightly due to proposed increases in the price of fuel.
- Funding for UIFSM had increased slightly. The price per meal also increased slightly in September. Governors asked;

In terms of hot meals do some children do a mix of these and packed lunches? Responding, the Bursar advised that the school pay £2.34p per meal and ordering has to be placed weekly on a Tuesday. If the school cancel a meal after the cut off day the school is still charged which can impact the census and future budgets.

What happens if the school are expected to pay more per meal than funding received? Responding, the Bursar advised that this could happen and would be closely monitored.

Governors discussed that various discussion has taken place previously about the possibility of changing provider, but it was challenging to find providers that would be able to deliver heated meals rather than heating them on site.

Is a hot meal a mandatory requirement? Responding, the Bursar advised that it was.

Is the Recovery Grant and Tutoring Grant including in the budget – Additional Grants for Schools? Responding, the Bursar advised that it was.

The Headteacher advised that the amount of money received was not vast and would be combined with the PPG to get maximum impact and still needed to be evidenced.

5.2 SFVS AND FINANCIAL PROCEDURES MANUAL

The Bursar advised that the deadline for SFVS submission was 28th February 2021.

It was agreed that the Headteacher, Bursar and Chair would review the draft as soon as it was available.

Governors were reminded to complete the Financial Skills review Document which would be submitted as part of the SFVS.

Circulated prior to the meeting, Governors reviewed and agreed the Financial Procedures Manual.

Mr Burry left the meeting at 5.27pm.

5.3 CONTRACTS AND LEASES TERMLY REVIEW

Circulated prior to the meeting, Governors reviewed and agreed the following contracts;

- Electronic Pupil and Visitor System
- PE Equipment Check – Governors asked;

Bursar/ HT/Chair

All Governors

Are there any implications now that the contract is no longer a Buckinghamshire Council contract? Responding, the Bursar advised that there wasn't, and the school sourced their own supplier.

Is it worth reviewing an alternative supplier? Responding, the Bursar advised that the price quoted was good value for money.

- Parent Communication Service- The Bursar advised that a quote had been received and there was a slight increase. Last academic year the school purchased a 1 year contract, this year the school could purchase a 3 year contract for £965.70p.

The Headteacher advised that this is a critical contract and was pinnacle to communications with parents during lockdown. The saving of purchasing a 3-year contract was £320.00.

Is there a module on SIMs that could offer this service? It was agreed that the Bursar would research this further for discussion at FGB. If this was not possible a 3-year contract would be agreed.

- Nappy Waste Collection
- Discovery Coding

6 PREMISES UPDATE

6.1 PREMISES ACTIVITY/ISSUES

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

Was the water leak in the Computer Room a potential roof collapse?

Responding, the Headteacher advised that the roofs had been cleaned so it was not anticipated. With heavy rain and wind some areas of the school are more vulnerable than others and this continued to be monitored.

Is there an issue with moss on the roof? Responding, the Bursar advised that the school had been asked to register its interest in having the moss removed and the school awaited further information. Some quotes had been received for removal of the moss, but this was very expensive.

Governors thanked the Premises Manager for a great summary report.

6.2 LETTINGS UPDATE

The Bursar advised that all lettings had resumed in September 2021 except one who the school were awaiting contact from.

Bursar
FGB Agenda

The Headteacher advised that a holiday club letting also took place over the summer holidays and may also be arranged for Easter and Summer 2022.

Income of £13,000 was estimated for lettings this financial year.

Do the school advertise the facilities for let at the school? Responding, the Bursar advised that the school received many letting requests and so this had not been required but could be considered in the future.

7 HEALTH AND SAFETY

7.1 COVID19 RISK ASSESSMENT

Circulated prior to the meeting, the Headteacher advised;

- The Risk Assessment would be updated again following advice from Public Health England regarding rising cases.
- Staff have been advised to wear masks in communal areas and if needed the school would be able to move to stricter measures.

Governors discussed their concern in confirmed COVID19 cases rising in the area and surrounding schools.

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

Circulated prior to the meeting, the Headteacher advised that Year 2 had the most accidents, but this was exacerbated by a group of girls who enjoyed coming in for medical attention to escape the cold weather which had been addressed and the number of incidents had decreased since.

Governors had no further questions.

7.3 HEALTH AND SAFETY WALK REPORT AND PLAN NEXT VISIT

It was agreed that the Health and Safety Governor would complete a Health and Safety Walk before the end of term.

8 POLICIES

Circulated prior to the meeting, Governors reviewed and agreed the Lettings Policy.

9 DATES AND TIMES OF FUTURE MEETINGS

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

Autumn Term:

H & S Governor

18th Nov 2021 – P & C (9.30am) (TBC)

8th Dec 2021 – FGB (4.30pm)

Spring Term:

2nd Feb 2022 – F & P (4.30pm)

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

There was no further business for discussion.

11 IMPACT OF MEETING

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

- Contracts agreed and reviewed ensuring best value for money.
- Review of Termly Accident Report and Health and Safety Walk arranged.

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 18.17pm.

Signed Date

CHAIR

Actions List:

Agenda:

IT / GDPR Contract

Minute 5.2 – All Governors complete Financial Skills Audit

Minute 5.2 – HT/Chair and Bursar – Review draft SFVS prior to submission

Minute 5.3 – Bursar to review if SIMS can be used for parent comms system

Minute 7.3 – H & S Governor to complete H & S Walk

FGB Agenda:

Parent Communications System