

SUMMER TERM 2022

TURNFURLONG INFANT SCHOOL

MINUTES of the meeting of the Finance and Premises Committee of Turnfurlong Infant School held via Zoom on 11th May 2022 at 4.30pm.

PRESENT:

Mrs C Austin (Chair)

Mrs K Henry

Mrs G Hudson

Mr P Ince

Mrs R Ochiltree
(Headteacher)

Mr L Taylor (FGB Chair)

APOLOGIES:

Mr R Lloyd

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 were no items for discussion under Any Other Business.

3 FINANCE MATTERS

3.1 2022/23 FINAL BUDGET

2021/22 End of year position

Circulated prior to the meeting, the Bursar advised;

- The main reason for increased expenditure was supply costs which had been higher than previous years.
- SEN and Pupil Premium funding had also risen this year.

The Headteacher advised that the Teaching Staff budget and Supply Staff budget should be reviewed in parallel as the school used long term supply to cover a vacancy in Year 1 from January 2022 for 2 days a week. Governors asked;

How does the school benefit from Staff Absence Insurance and where does this income appear in the budget? Responding, the Bursar advised that income from this does not appear in end of year income as the

payments had only just been received. The cheques received are not as much as the school had hoped because of the type of absences. The school have received approximately £1,000.

Where SLT have been covering staff absence are the school able to claim for this? Responding, the Bursar advised that this was not possible and could only be used to claim for the cost of supply teachers.

Do the school have a choice of which company to purchase insurance through? Responding, the Bursar advised that the school tend to use the Buckinghamshire Council (BC) policy because it forms part of the HR services. The school do however receive quotes from other companies. The maternity policy does not make a payment to the school until the person returns.

Is the policy still fit for purpose? Responding, the Bursar advised that this was the case with most policies.

The Headteacher advised that in a previous school it was possible to claim if another member of staff covered absence. Turnfurlong Junior School also claim form internal cover.

The Bursar advised that the school have to provide evidence when making a claim including evidence of bookings and invoices.

The Headteacher advised that phased returns were also challenging to cover, and no policy supports this.

It was agreed that Staff Absence Insurance should be discussed at the next meeting to ensure that it is fit for the purpose and the needs of the school.

For SEN and PP income there is a lag so the income the school received this year is based on last years data? Responding, the Headteacher advised that it is based on the October census. SEN income is adjusted through the year, but PP is not.

- Other Staff shows a variant on the projected budget due to payments for Midday Supervisors. Governors asked;

Is this one member of staff? Responding, the Bursar advised several staff. The Headteacher advised that sometimes the school have children coming into the school that will need support to cope. This is for 2/3 members of staff working 1-1 and then assisting as a Midday Supervisor.

22/23 Final Budget

Income:

Circulated prior to the meeting, the Bursar advised;

- Most of the budget is determined by staff salaries. The school uses BC's salary modeler and this links with on costs including National Insurance and employer on costs.
- Income includes the school budget share.
- Expenditure is mostly based on previous years with inflation added. Adjustments can be made throughout the year.
- The School Improvement Plan is reviewed for any costings to be included in the budget.
- Other income includes lettings and fundraising.
- Grant Income, SEN Income and the PPG is also included.
- Grants come into the budget throughout the year such as teacher grants and a supplementary grant to provide support for the health and social care levy and NI contributions which have increased. The school will receive £34,300 this year which is to last the next 3 years.
- SEN income included in the budget is the same as 2021/22. Whilst children in Year 2 would be moving on to their junior schools the school are expecting the same level of SEN to come into the school in the lower years. SEN funding will be adjusted throughout the year.
- PPG income is based on the amount advised by the DfE and is slightly higher than the previous year. Governors asked;

The salary modeller provides a specific model of how salaries will increase over the same period but grant income does not reflect this?

Responding, the Bursar advised that the school do not always get additional funding to assist with rises in staff costs. The school have been advised by the finance team not to assume that funding received for teacher increases and pay and pensions will be received again.

The Headteacher advised that finance have made it clear that it may have to be taken from school budget.

All schools in the UK will be facing the same challenge. It is important for teachers at the start of their career that salaries match industry, and this is an issue for all schools.

The Bursar advised that from September salary grade M1 will increase to £30,000.

Expenditure:

- Supply Staff budget remains higher than the previous year and this will be adjusted in the Autumn and Spring term if required.

- Energy – The school have been advised through the finance team to increase gas costs by 40% and electricity by 25%. Prices are fixed to October 2022 and then school will enter into a new energy contract.

The Headteacher advised that the school have to purchase energy through BC. The school could consider solar power going forward to see if this could reduce energy bills in future. BC's energy team will also be more active in assisting schools where required. Governors asked;

The ICT resources budget has been reduced. Will iPads require replacing in the next 3 years? Responding, the Bursar advised that an adjustment would be made in the Autumn Term if required.

The Chair advised that the 3rd year deficit is a common issue in many schools and whilst the budget scenario will be very different in 3 years the school should continue to be prudent.

The Bursar advised that the school had discussed the 3rd year deficit with BC's Finance Team, and they agree that there is no further action the school can take to improve this position.

Governors agreed the 2022/23 budget.

Thanks were passed to the Bursar for preparing the reports and documents.

Mrs G Hudson left the meeting at 17.22pm.

4 DECLARATIONS OF INTEREST

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

5 MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on 2nd February 2022 were agreed.

5.1 MATTERS ARISING

Minute 6.1 – Headteacher to investigate area that parent potentially slipped.

The Headteacher advised that the area had been reviewed and some matting would be placed on the grass to ensure this doesn't happen in future.

School Catering Working Group

The Headteacher advised that school meals had been sampled in 2 different schools and required further discussion.

The current provider would like the school to upgrade to their "Simplicity Service". Food would arrive semi-cooked and machines to cook the food would be installed.

AIP are also still interested in supplying food to the school.

The Headteacher advised that she would like to ask parents what they would like in terms of school meals.

Governors agreed that this item would be tabled at FGB for further discussion.

FGB Agenda

Review Water Cooler/Boiler Contract

The Bursar advised that a new boiler had been installed and was working well.

Send final copy if SFVS to Governors for review.

The Bursar advised that the SFVS had been submitted to BC by the prescribed deadline.

6 CONTRACTS AND LEASES

Circulated prior to the meeting, Governors noted contracts and leases to be renewed. Governors noted that these were within the Headteachers financial delegation and should therefore be agreed by the Headteacher.

The Bursar advised that further information was awaited on the photocopier rental contract which was not due to renew until September 2022. It was agreed that this would be discussed further at FGB.

FGB Agenda

It was agreed that the Clerk would provide the Bursar with costs for purchasing The Key and GovernorHub through BEP.

Clerk

The Clerk would provide Governors with costs of Governor training packages.

Clerk

7 PREMISES ACTIVITY/ISSUES

Circulated prior to the meeting, Governors noted the Premises Activity Report. The Headteacher advised;

- As the summer break approached the Premises Manger would review works to be completed over the school closure period.
- The school may need to recruit a cleaner in the near future.
- The heating had been switched off.
- Rainbows Pre-school have closed and have given the school first refusal on equipment including a shed.

- The jubilee tree has been planted.
- There were mice in the Court Yard but pest control has found nothing.

Do the school have visibility of the School Condition Report to plan any future works required? Responding, the Headteacher advised that a recent Fire Risk Assessment and legionella check had not highlighted any issues.

8 LETTINGS UPDATE

The Bursar advised that school lettings had fully resumed. One hirer had not been able to return and therefore the school had some availability.

Holiday clubs are run by Little Rascals, and this also brings income to the school. Governors asked;

Do the school advertise its facilities? Responding, the Bursar advised that the school receive lots of enquiries and so far, this has not been required. Having met with other Bursars most schools are charging similar rates.

9 HEALTH AND SAFETY

9.1 COVID19 RISK ASSESSMENT

The Headteacher advised that there was no longer a requirement to update the COVID19 Risk Assessment. There had been no changes since April 2022.

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

Circulated prior to the meeting, Governors asked;

Are any accidents that take place in the nursery included on the report? Responding, the Headteacher advised that the nursery have their own reporting which was not currently analysed. In EYFS there is a requirement to share any accidents that have occurred with parents. If there was an incident that required GP, hospital, or a dentist referral this would be reported to BC.

9.3 HEALTH AND SAFETY WALK REPORT AND PLAN NEXT VISIT

The Health and Safety Governor was not in attendance. It was agreed that this item would be tabled at FGB.

10 POLICIES

School Uniform Policy

FGB Agenda

Circulated prior to the meeting, Governors discussed and reviewed the policy. Governors asked;

Should a coat be included in winter dress? Responding, the Headteacher advised that this had not been included but coats did not have to be a specific colour, and this had been included in the policy.

Governors agreed the policy.

11 DATES AND TIMES OF FUTURE MEETINGS

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

Summer Term:

25th May 2022 – P & C (9.30am)

16th Jun 2022 – FGB (4.30pm)

12 ANY OTHER BUSINESS

The Headteacher advised that the school nursery was now full.

A local pre-school that is a registered charity will be closing and will be donating all remaining funds to the school to be used in EYFS.

Funds would be used to refresh the EYFS outdoors and Reception area and were gratefully received.

13 IMPACT OF MEETING

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

- 2022/23 budget approved
- Discussion on inclusivity of school meals
- Contracts referred to Headteacher delegation

14 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 18.10pm.

Signed Date

CHAIR

Actions List:

Agenda:

Staff Absence Insurance

FGB Agenda:

School meals contract

Photocopier Contract

H & S Walk Report

Clerk – Provide Bursar with cost for The Key purchased through BEP and Governor training packages.