

## AUTUMN TERM 2022

### TURNFURLONG INFANT SCHOOL

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**MINUTES** of the meeting of the FGB Finance Focus meeting of Turnfurlong Infant School held via Zoom on 10<sup>th</sup> November 2022 at 4.30pm.

**PRESENT:**

Mrs C Austin

Mr D Burry (Chair)

Mrs K Henry

Mrs G Hudson

Mr P Ince

Mrs R Ochiltree  
(Headteacher)

**APOLOGIES:**

Mr R Lloyd

Mr M Elshimi

**IN ATTENDANCE**

Mrs H Burnett (observer)

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 SCHOOL FOOD PROVIDER PRESENTATION**

Following discussions at previous meetings and the need to complete a possible tender process for school food provision Governors received a presentation from the current school food provider. Following the presentation Governors discussed;

**The profit share option presented seems inappropriate for a school. What is the current uptake of school meals?** Responding, the Bursar advised that on average the school purchase 200 meals a day. The schools funding for Free School Meals is based on the census taken in October and an average taken in January. This year the school receive funding for 182 meals, and this will be adjusted later in the financial year. The price the school pay per meal is the same that the school are funded for per meal. Previously, the school paid less per meal and so there was leverage to cover costs.

The Headteacher advised that the food provider had tried to raise the price costing the school an additional £5,000. This was negotiated and

the price remains at £2.41p per meal. For most schools going forward schools will not make a profit on junior age childrens meals. Food is costing more and inevitably there will be a cost to schools. The Pupil Premium Grant may have to be used to supplement Universal Infant Free School Meals, but schools should push back on the Government as much as possible.

Governors discussed that the profit share scheme presented is limited for the school as the school only have potential for 170 children to receive the meals. If the price the school pay per meal is equal to the funding received the school will not be running hot meals at a loss. The offer from the food provider will cost £2,500 and it is unclear how long it will take for the school to earn this back.

The Headteacher advised that it would have cost £5,000 had the cost not been negotiated in the summer term. The food provider wants the school to use the “simplicity” service. The school do not have to continue with them and could look at other providers, but it is likely that costs will be similar. The current provider would like the school to sign a 5 year contract but have been advised that this is too long, and the school will only commit to 3 years. Currently the school are in a rolling contract and can dissolve this at any time.

**Will the contract include an annual review process?** Responding, the Headteacher advised that currently they are not able to provide a meal for £2.41p that meets the nutritional standards. This applies to all school food providers. This is important for children that only get a nutritional meal at lunchtime.

Governors discussed that it seems the food provider are investing a lot of money for a 3-year contract with a minimum return. This does depend on what is included in the contract and what percentage the price of meals could be raised by, although this would need to be reasonable and based on RPI.

**What is the Headteachers view?** Responding, the Headteacher advised that the school have to provide a hot, nutritious school meal for children and the food quality has improved since it is prepared more locally. It is however important for due diligence to consider other offerings.

This may require another meeting but a positive of the current provider is that they also provide the staffing to serve the food. The school have not had a full cohort of Midday Supervisors for some weeks and if the school have to employ staff to serve, this brings other challenges and costs such as recruitment and management time.

If the school, choose another provider they would have to TUPE current staff to do the role.

Governors agreed that other options should also be considered.

**Are the school obliged to get other quotes?** Responding, the Bursar advised that the value of the contract is £240,000 over 3 years and some information was found in the financial procedures that it is not necessary to tender for school meals. If Governors would like to get other quotes, these would need to be like for like in terms of staffing. The budget cannot afford a recruitment drive at this time.

Governors discussed that it is important to make the right decision for the school and gather quotes as soon as possible. The current provider could withdraw their offer, and this would leave the school vulnerable.

The Staff Governor advised that the offer the current provider are suggesting will provide better quality food, they are proposing that some halal options will be available and the admin from the perspective of the school office is also a benefit.

**In the presentation it didn't sound like there was a firm commitment to offering halal. Does it make a difference to the uptake of meals?**

Responding, the Bursar advised that it is raised by parents regularly and it would allow children to have a choice of meat or vegetarian. The school would also like children to be involved in menu construction.

**When is a decision needed by?** Responding, the Headteacher advised that if actions is not taken swiftly, it won't happen this financial year. The school have not used the DFCG funding and are planning to use this in 3 tiers once it is known if additional electrical works are required for school meals. A meeting to discuss this further is required before the end of term with other quotes to compare offerings.

It was agreed that the Headteacher would;

- Contact current provider to understand lead time to the simplicity service
- Contact another school food provider for a presentation and quote.

The Chair would also send the presentation to all Governors and advise them of the course of action.

Mrs Burnett left the meeting at 5.39pm.

**Headteacher**

**Chair**

#### **4 FINANCE MATTERS**

#### 4.1 BUDGET REVIEW SUMMARY AND COMMENTARY

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

- The carry forward has decreased due to increases in expenditure.
- Increases in expenditure are mostly due to pay award increases.
- The Model Pay Policy was published on Schools Web on 10<sup>th</sup> November 2022.

Mrs Hudson arrived at 17.47pm.

- Increases in energy costs have also contributed to the decreasing carry forward.
- Supply expenses were higher in the summer term, but this has not been carried forward to the Autumn term and the supply budget has been reduced in the 3 year forecast.

The Headteacher advised that Governors should be aware of the challenges around recruiting Support Staff. The wages for these roles are minimal and recruiting to these roles is becoming more and more difficult. This is an issue going forward as well as retention as people cannot afford to live on the salary for these roles.

- SEND funding will be adjusted throughout the year and the budget includes what is expected based on the current cohort.
- In terms of energy all schools have seen a 400% increase. Buckinghamshire Council (BC) have only been able to give forecasts for the next 12 months. In April 2023 they will be able to give an indication of costings for the following year.

Governors discussed that the school are locked into the energy contract as a BC school and therefore have no option but to accept these increases. It is important however to consider the impact of this on other areas of the budget as there is not currently a funding plan from the DfE to assist schools.

The Bursar advised that the school also have the School Fund account which can be used for resources. The DFCG is also available and can be used for things such as refurbishment and IT.

The Bursar advised that the Visitor Sign In system contract was due for renewal. Governors agreed this was within the Headteachers delegation to be agreed.

	<b>ACTION</b>
<p><b><u>Voluntary School Fund</u></b></p> <p>The Bursar advised that the final accounts were being completed and would be available to view at the next meeting.</p> <p>Mr Ince arrived to the meeting at 18.19pm.</p>	<p><b>Agenda</b></p>
<p><b>4.2 SFVS AND REVIEW OF FINANCIAL PROCEDURES MANUAL</b></p> <p>Financial procedures Manual</p> <p>Circulated prior to the meeting, Governors reviewed the document and asked;</p> <p>There is a list of signatories against bank accounts that require updating.</p> <p><b>The manual was revised in September 2021. Does this need updating?</b></p> <p>Responding, the Bursar advised no, as this was the last time the manual was updated by BC.</p> <p>The manual refers to a Finance Governor. As there is not a Finance Governor and all Governors attend all meetings this could be updated to DFGB-Finance Focus.</p> <p>Governors agreed the Financial Procedures Manual.</p> <p><b><u>SFVS</u></b></p> <p>It was agreed that the Chair would meet with the Bursar to review the SFVS prior to the next meeting.</p> <p>Circulated prior to the meeting, all Governors would complete the Financial Skills Matrix to be submitted with the SFVS.</p>	<p><b>Chair/Bursar</b></p> <p><b>All Governors</b></p>
<p><b>4.3 CONTRACTS AND LEASES TERMLY REVIEW</b></p> <p>This item had been discussed earlier in the meeting.</p>	
<p><b>4.4 FINANCE WORKING GROUP</b></p> <p>The FGB Chair advised that a Finance Working Group may be required to provide a report at FGB and would be discussed at the next meeting.</p>	<p><b>Agenda</b></p>
<p><b>5 PUPIL PREMIUM STRATEGY</b></p> <p>Circulated prior to the meeting, Governors noted the Pupil Premium Strategy and had no further questions.</p>	
<p><b>6 SPORTS PREMIUM GRANT</b></p> <p>Circulated prior to the meeting, Governors noted the plan for the use if the Sports Premium Grant.</p>	

**7 PREMISES UPDATE TO INCLUDE;****7.1 PREMISES ACTIVITY/ISSUES**

The Headteacher advised that she would upload the Premises Manager report to GovernorHub for Governors to review.

Headteacher

**7.2 LETTINGS UPDATE**

The Bursar advised that there are 2 new hires this term. A dance club after school and an adult exercise class.

All other lettings are running well, and all evenings are now full.

The Bursar left the meeting at 18.20pm.

**8 HEALTH AND SAFETY TO INCLUDE;****8.1 TERMLY ACCIDENT REPORT OF ANY ACCIDENTS, INCIDENTS AND DANGEROUS OCCURANCES**

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

**8.2 HEALTH AND SAFETY WALK REPORT**

The Health and Safety Governor had sent apologies to the meeting.

**9 OTHER ITEMS;****9.1 STAFFING UPDATE**

The Headteacher advised;

- A number of new staff have joined the school and the bulk of INSET and staff meetings this term have been about supporting staff new to role, identifying gaps and training needs. This is also an objective of the School Improvement Plan and is ongoing.
- A TA that worked 3 days a week has left for another opportunity. This role has not been replaced as the school was slightly overstaffed at the start of the academic year.
- Recruitment of a Midday Supervisor and a cleaner is required but these are challenging roles to fill.

**In terms of staffing levels what does this look like for schools?**

Responding, the Headteacher advised that in terms of Support Staff it would not be unexpected if someone experienced moved on.

## 9.2 UPDATE ON APPRAISAL PROCESS AND ENSURE PAY REVIEW COMMITTEE HAS TAKEN PLACE

The Headteacher advised that Pay Review Committee took place on 9<sup>th</sup> November 2022.

The Headteacher advised that all appraisals had been completed by 31<sup>st</sup> October 2022.

## 9.3 CHAIRS REPORT

Circulated prior to the meeting, Governors noted the Chairs report.

## 10 POLICIES

Pay Policy – The Headteacher advised that the model Pay Policy no longer splits the M6 pay range into A and B scales. The school are therefore required to bring all staff on M6 in line with the top of the range within the main pay scale. As the Pay Policy had only just been released by BC it was agreed that this would be discussed at the next meeting; FGB-Curriculum.

**Will this have financial impact?** Responding, the Headteacher advised that it would but most of the school's teacher have already gone beyond this point. There are 3 or 4 staff that it may impact, and it is expected that one teacher on M6 will apply to the Upper Pay Range next year.  $\frac{3}{4}$  it will impact and expect one to go through UPR next year.

Lettings Policy – It was agreed that this item would be discussed at FGB on 8<sup>th</sup> December 2022. Governors approved the policy in its current format.

## 11 ANY OTHER BUSINESS

The FGB Chair nominated Mrs Burnett as a Co-opted Governor.

Governors agreed.

## 12 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 11<sup>TH</sup> May 2022 AND 14<sup>TH</sup> SEPTEMBER 2022

Circulated prior to the meeting, Governors approved the minutes with the following amendments;

11<sup>th</sup> May 2022 – Mr Burry advised that he had sent apologies to the meeting.

There were no matters arising.

## 13 DECLARATIONS OF INTEREST TO ITEMS ON THE AGENDA

No declarations of interest were declared at the meeting.

Agenda

FGB Agenda

**14 DATES AND TIMES OF FUTURE MEETINGS**

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

**Autumn Term:**

6<sup>TH</sup> December 22 – FGB Curriculum (9am)

8th Dec 22 - FGB (4.30pm)

**Spring Term:**

2nd Feb 23 – FGB – Finance (4.30pm)

8th Mar 23 – FGB – Curriculum (TBC)

23rd Mar 23 – FGB (4.30pm)

**Summer Term:**

11th May 23 – FGB-Finance (4.30pm)

24th May 23 – FGB- Curriculum (TBC)

15th Jun 23 – FGB (4.30pm)

**15 IMPACT OF MEETING**

Governors discussed the following impact of the meeting;

- Discussion around school food provider and ensuring due diligence to ensure best value for money and service.
- Budget review and understanding the impact of salary and energy costs increases.

**16 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 19.00pm.

Signed ..... Date .....

CHAIR