

AUTUMN TERM 2023

TURNFURLONG INFANT SCHOOL

MINUTES of the meeting of the FGB Finance Focus meeting of Turnfurlong Infant School held at the school on 9th November 2023 at 4.30pm.

PRESENT:

Mrs L Arnott

Mrs C Austin

Mrs K Henry

Mrs G Hudson

Mr M Mardawan (Chair)

Mrs R Ochiltree
(Headteacher)

Mrs K Stewart

APOLOGIES:

Mrs H Burnett

Mrs G Emmanuel

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

The following items would be discussed under Any Other Business;

- ALPS feedback and solar panels
- Insurance
- Review of Admissions Policy

3 DECLARATIONS OF INTEREST

Mrs G Hudson advised she is Vice Chair at Turnfurlong Junior School (TJS), is an employee at the PRU and sits on the Management Committee at the PRU.

4 MINUTES AND MATTERS ARISING

Circulated prior to the meeting, Governors reviewed and agreed the minutes of the previous meeting held on 5th October 2023.

| | | ACTION |
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| 4.1 | MATTERS ARISING | |
| | The Headteacher advised that the updated SEF following Ofsted would be tabled at FGB – Curriculum. | FGB-C Agenda |
| | The Headteacher advised that the Governors Learning Walk Schedule was in progress. | Headteacher |
| 5 | FINANCE MATTERS | |
| 5.1 | BUDGET REVIEW SUMMARY AND COMMENTARY | |
| | Circulated prior to the meeting, Governors noted the following documents; | |
| | <ul style="list-style-type: none"> • Bursar Report • Q2 Budget Review Summary | |
| | The Bursar advised; | |
| | <ul style="list-style-type: none"> • The Q2 budget has been submitted to Buckinghamshire Council (BC) with a revised surplus carry forward of £267,445 which was originally £318,480. The reduction in carry forward is mainly due to staff changes and teacher pay rises. • When the budget was set, schools were advised to budget a 3% pay rise. 6.5% was agreed and schools received a grant to assist in funding this, but the grant does not cover the full amount. | |
| | Unions are balloting for Support Staff pay rises. Does this go to BC for approval? Responding, the Bursar advised that this happens in April and will therefore impact the 2024/25 budget. BC will advise schools of a percentage to plan the budget. | |
| | <ul style="list-style-type: none"> • All other grant income is received as per the report circulated. • In terms of expenditure, staff overtime is included in this and is used to cover staff absence and cover for training. • The school share joint utilities (gas and electric) with Turnfurlong Junior School (TJS). The contract is with BC and the school contributes 50% to bills, but there have been a number of invoicing issues. To date this financial year, the school has not paid any money for gas and electricity and waits for this issue to be rectified. This makes it challenging to estimate costs, but the indication TJS have provided is reflected in the budget presented. | |
| | Do the school also share water bills with TJS? Responding, the Bursar advised yes. This is shared 50%. | |

Is it realistic to predict gas and electric based on the most recent bill?

Responding, the Bursar advised that this has been applied for gas, but an increase has been allowed to account for winter usage.

- £50,350 from the School Fund has been used to refurbish the nursery and Reception class outdoor areas and this funding will be transferred to the main budget.
- The school was allocated a DFCG of £7,339 this financial year which gives a total carry forward of £55,242 which has been used for repairs to land drains, fire doors and the library refurbishment leaving £11,000.

The Headteacher advised that the next projects for DFCG will be replacement lighting on a rolling programme and updating of iPads and IT equipment in the IT Room.

- Budget implications of the SDP are included in the budget.
- There are no new lettings, and all continue to run well.

Are there any vacancies? Responding, the Bursar advised that the school are approached regularly but currently only Monday and Friday evenings are available, and Fridays are reserved for FOTIS events. Weekend availability depends on the Premises Managers availability and the school would have to pay him overtime to lock, unlock and clean the site.

School Fund

The Bursar advised that the School Fund (year end 31st August 2023) is in the process of being finalised and will be available as soon as possible.

5.2 SFVS AND REVIEW OF FINANCIAL PROCEDURES MANUAL

The Bursar advised that the 2023 template is not yet available and would therefore be discussed at FGB.

FGB

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

5.3 CONTRACTS AND LEASES TERMLY REVIEW

Circulated prior to the meeting, Governors noted the Contracts and Leases Report. The Bursar advised;

- The Visitor Signing in System is due to be renewed. From a school view staff are happy to continue with the system for a further year but would consider another system if it were better.

Is the renewal annual? Responding, the Bursar advised yes.

Does it link to CPOMs? Responding, the Headteacher advised that it doesn't. CPOMs do have this facility available for an added cost. CPOMs populates attendance which is linked to SIMS. Attendance can also be recorded on the current Visitor Signing In system, but the school don't use this facility.

How do you check what staff are onsite if you have a fire drill? Responding, the Bursar advised that a printout is available.

Do you need names? Responding, the Headteacher advised that further clarification can be provided. Each day the school have a list of which children are absent.

It was agreed that the school would purchase the current system for a further year whilst conducting research for another system in future.

- CPOMS was purchased in January 2023 and the school would like to retain this.

Governors agreed.

- A meeting with the school food provider has taken place and the new contract has been compared with the current contract to ensure it is comparable with no charges for aspects of the service.

Have they sent a revised contract? Responding, the Headteacher advised yes. They will refurbish the hall and kitchen and food will be cooked on site rather than delivered. Food will also only be delivered twice a week. There is more potential to manage dietary requirements and halal food and they will provide tasting sessions for parents.

Has an extension of the current contract been done? Responding, the Bursar advised yes as it has been a rolling contract on a month to month basis for some time. The new contract is for 4 years but there are clauses that either party can use to end the contract before this. Work for refurbishment will happen in term time in January 2024 and Risk Assessments will be completed. The current equipment in the kitchen is the schools.

Are they removing any equipment from the kitchen that the school owns? Responding, the Headteacher advised no.

It was agreed that the Bursar would provide the FGB Chair with a copy of the contract for review.

Bursar/FGB Chair

The budget has an estimated outturn. What does this mean?

Responding, the Bursar advised that the budget spreadsheet circulated calculates the end of year position. The school then make changes according to information known.

Have the school received more SEND funding? Responding, the Bursar advised yes.

E09 – Development and Training the school have spent £330 so far?

Responding, the Bursar advised yes. Period 1-6 include the summer holidays and staff training does not start until September. The amount of expenditure will increase in the spring term.

The Headteacher advised that a lot of training staff have completed over the financial year has also been of low or no cost.

5.4 PUPIL PREMIUM GRANT (PPG) STRATEGY

Circulated prior to the meeting, Governors reviewed the PPG Strategy. The Headteacher advised;

- The strategy is a 3 year strategy, and this academic year is the final year of the current document.
- Each year a review of impact of the previous year is completed and Education Endowment Fund research is used when planning.
- Most PPG funding is spent on TA's and the school knows from Ofsted inspection that anecdotally the inspector advised she has never seen TA's being used so effectively. The school also has a positive impact on children through attendance by allocating spaces to carefully targeted PPG children at Breakfast Club. Providing PPG children with a copy of storytelling schools text also aids comprehension.
- At TIS disadvantaged children do better than other schools in Aylesbury, Aylesbury vale, Buckinghamshire County and nationally.

6 PREMISES UPDATE TO INCLUDE;

6.1 PREMISES ACTIVITY/ISSUES

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

Are tests completed for legionella? Responding, the Headteacher advised yes.

6.2 LETTINGS UPDATE

This item had been discussed earlier in the meeting.

| | | ACTION |
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| 7 | HEALTH AND SAFETY TO INCLUDE; | |
| 7.1 | TERMLY ACCIDENT REPORT OF ANY ACCIDENTS, INCIDENTS AND DANGEROUS OCCURANCES | |
| | Circulated prior to the meeting, Governors noted the Termly Report of accidents with no areas for concern. | |
| | It is expected that there will be less accidents with the introduction of Opal. | |
| 7.2 | HEALTH AND SAFETY WALK REPORT | |
| | This item would be tabled at the next meeting (FGB-C). | FGB (C) |
| 8 | OTHER ITEMS; | |
| 8.1 | STAFFING UPDATE | |
| | The Headteacher advised; | |
| | <ul style="list-style-type: none"> • The school is fully staffed. • A TA has recently resigned as they have been offered a role in health which is their career background and something they have wanted to do for some time. They are a TA providing 1-1 support for a child so thought into how this will be covered will be required. | |
| 8.2 | UPDATE ON APPRAISAL PROCESS AND ENSURE PAY REVIEW COMMITTEE HAS TAKEN PLACE | |
| | The Headteacher advised that all staff appraisals have been completed and the Deputy Headteacher has completed observations for TA's. | |
| | It was agreed that Pay Review Committee would take place on Wednesday 15 th November 2023 at 5.30pm. | |
| 9 | POLICIES | |
| | There were no policies for review at the meeting. | |
| 10 | DATES AND TIMES OF FUTURE MEETINGS | |
| | All meetings 4.30pm. | |
| | 24 th November 23 - FGB-C | |
| | 7th Dec 23 - FGB | |
| | Spring Term: | |
| | 1st Feb 24 – FGB-F | |

7th Mar 24 – FGB-C

21st Mar 24 – FGB

Summer Term:

16th May 24 – FGB-F

5th Jun 24 – FGB-C

27th Jun 24 – FGB

11 ANY OTHER BUSINESS

ALPS and Solar Panels

The FGB Chair provided the following ALPS update following the last ALPS meeting;

- Marketing ideas to market ALPS to other schools were discussed. If any Governors have any ideas, please advise the Headteacher or FGB Chair.
- Solar panels were also discussed and may be a discussion for the future. TJS have some solar panels but have not yet seen a reduction in bills, however this is challenging to calculate as bills are not currently accurate.

Admissions Policy

The FGB Chair advised that a review of the school Admissions Policy is required to ensure it is in line with TJS Admissions Policy.

Governors noted that the TJS Admissions Policy for 25/26 will shortly be out for consultation so that children of staff members have a higher admission priority level than they do currently.

Governors discussed that if children of staff have priority over the link school this could impact TIS.

Governors discussed that a longer discussion was required, and this item would therefore be discussed at FGB-C.

FGB-C Agenda

Insurance

The FGB Chair advised that the school are considering moving insurance from BC to an external company, however more information and research was required and would be discussed at FGB.

FGB Agenda

12 IMPACT OF MEETING

Governors discussed the following impact of the meeting;

- Review of current budget

ACTION

- Contracts agreed
- Financial Procedures Manual reviewed to ensure the school acts within financial responsibilities
- Accident Report review

13 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 18.05pm.

Signed Date

CHAIR