

AUTUMN TERM 2019

TURNFURLONG INFANT SCHOOL

MINUTES of the meeting of the Finance and Premises Committee of Turnfurlong Infant School held at the School on 6th November 2019 at 4.30pm.

PRESENT:

Mrs C Austin

Mr D Burry

Mr R Cooper (Chair)

Mr K Henry

Mrs R Ochiltree (Headteacher)

Mr L Taylor

IN ATTENDANCE

Mrs C Darling (Bursar)

Mrs R Weymouth (Clerk)

1 WELCOME AND APOLOGIES FOR ABSENCE

The Chair opened the meeting and thanked Governors for attending. There were no apologies.

2 NOTIFICATION OF ANY OTHER BUSINESS

The following items would be discussed under Any Other Business;

- DFE Inspection of School Report

3 DECLARATIONS OF INTEREST

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

4 APPROVAL OF MINUTES OF THE PREVIOUS MEETING HELD ON 15TH MAY 2019

The Minutes of the meeting held on 15th May 2019, having been circulated, were confirmed and signed by the Chair as a correct record.

An additional copy of the Minutes was signed by the Chair and handed to the Headteacher for display in the School

5 MATTERS ARISING

Minute 5 (7.1) The Headteacher confirmed that classroom flooring was not included in the scope of the building work when the classrooms were refurbished. The floor had however been completed to a high standard. Governors asked;

Is this a 5 yearly maintenance? Responding, the Headteacher advised possibly, the floor may also last longer than 5 years. Furniture protectors had been added to the bottom of all tables and chairs to assist in prolonging and preventing damage.

ACTION

Headteacher

Minute 12 – The Headteacher advised that she had contacted The Grange school to see if they could provide the school with hot meals provision. The Grange advised that they did not currently have capacity to deliver. Governors agreed that this item should remain on future agendas and should be revisited in the Spring Term.

Agenda

Minute 12 – The Bursar advised that GovernorHub and the Governor Training package through Buckinghamshire Education Partnership had been purchased.

Minute 12 – Quotes for the intruder alarm system had been received and Oak Park continued to provide best value for money. As within the Headteacher delegations this was approved and purchased. Governors asked;

Was the contract renewed in August? Responding, the Bursar advised that it was.

In relation to Minute 6.2 of the previous meeting, has the school purchased outdoor storage for the nursery? Responding, the Headteacher advised that this had not yet been organised. The plastic climbing frame also required replacing and budget dependant would be purchased in the new financial year.

Do the school have enough grit for the winter months? Responding, the Bursar advised that it had been ordered and delivered.

5.1 GDPR SERVICE COST REVIEW

The Headteacher advised that research had been carried out, and several other schools contacted to ascertain the different services and level of service that was being provided.

The current GDPR provider (JSL) were asked to produce costs, and when explored further other companies were not able to match a like for like service for the same cost or less. The training that JSL offered the school was of good quality, regular and kept staff informed and updated. The school had been provided with good and proportionate advice when required and therefore decided to remain with JSL until the next contract review. Governors asked;

When is the contract due for renewal? Responding, the Bursar advised April 2020, which could be discussed at the next meeting.

Agenda

5.2 SCHOOL MEALS UPDATE

The Headteacher advised that at the start of the academic year there had been a number of issues with the current food provider (Chartwells) around special menus. The school met with the Area

Manager and started to research other possible providers. However, as the school does not have a kitchen on site and would require food to be delivered many providers were not able to provide this service. Whilst the school would like one of the surrounding secondary schools to provide school meals the number of meals that the school require and the delivery is an issue.

Governors discussed that with a pending general election, Universal Free School Meals may be stopped under some manifestos and it may be best to wait until 14th December 2019 when this may be clearer. Governors asked;

Are the school getting the right quality? Responding, the Headteacher advised that quality was an issue but as the school required a delivery service there was a lack of interest from potential providers.

Is the quality poor because of the price of the meal? Responding, the Bursar advised that this was not the case and it is not possible to pay more to get a better quality.

Governors discussed that hot meal provision is a risk to the school if the quality is below expected standards and should continue to be pursued for other possible options.

The Headteacher advised that the school we are on a rolling contract with Chartwells. The school had discussed their Simplicity Service which involved ovens being fitted to the small kitchen on site and the meals arriving pre-cooked, which Chartwells had advised would improve the quality. However, it was important to be mindful of clauses in contracts for such services and would need to be considered carefully.

It was agreed that options would continue to be reviewed and further discussions would take place at the Summer Term meeting in readiness for academic year 20/21.

6 COMMITTEE TERMS OF REFERENCE

Circulated prior to the meeting, Governors noted the committee Terms of Reference.

Governors agreed that the document should explicitly state that the quorum is 3 Governors.

It was agreed that the Clerk would add this and upload the document to GovernorHub.

7 FINANCE MATTERS

**Summer Term
Agenda**

Clerk

7.1 2019/20 BUDGET SUMMARY AND COMMENTARY

Circulated prior to the meeting, Governors noted the Quarter 2 Revised Budget Forecast. In relation to the report Governors noted;

- The carry forward had increased slightly to £150,955 for academic year 20/21 and £47,729 for 21/22. In 22/23 there was an anticipated deficit of £73,493.
- These figures included an Assistant Head (although not currently in place) and staff currently on maternity leave.
- The 2 year forecast did not include SEN funding as this was unknown. Governors asked;

What is typical SEN funding? Responding, the Bursar advised that this varied from year to year. Generally top up funding was received for 3 children but it could be more or less depending on the cohorts. When funding was received there were also adjustments throughout the year and this was therefore hard to predict. Although, SEN funding was expected to increase over the next few years, due to the children entering the school with specific needs.

Is there a way to look back at funding received, look at the total on the SEN register and estimate an average income of SEN funding per child and project that forward in the budget? Responding, the Bursar advised that this is very unpredictable but the school will always have a group of children who the school are trying to get funding for, but benchmarks are getting harder and higher.

For children that enter the school with funded hours, does the school forecast teachers staying on to assist? Responding, the Bursar advised that the school forecasts for the first 15 hours of support and the remainder of funding is received through higher needs funding.

Is the budget modeller used for staffing, a BCC modeller? Responding, the Bursar advised that it is. Whilst the school could choose to use a different modeller, to provide slightly more accurate information and forecasting there would be costs to purchase this as well as staff training costs. BCC are also able to offer support to the school with questions and queries in relation to their own modeller.

The Headteacher advised that prior to the half term break the school had advertised for an Assistant Headteacher. After the interviews it was agreed that the suitable applicant had the skills to work as an Inclusion Lead/SENCO and would better benefit the school, given that the current SENCO would be leaving the school at the end of the Autumn Term. It would also be advantageous to the school to have a member of staff that could lead Early Years and this could be considered instead

ACTION

of an Assistant Head position ensuring full value for money and the needs of the school.

Will the appointment of the Inclusion Lead been seen in the next forecast? Responding, the Bursar advised yes, in January. An Early Years Lead appointment could then be made to start in September 2020.

It was agreed that the Bursar would review the costs and implications including staff time and training of using another salary modeller. It was noted that The Grange use a different modeller and the Bursar would make contact to review this.

When the Government issue a teacher pay award, do they award a pay grant and allocate additional funding? Responding, the Bursar advised that this had been committed to last academic year and this year. The budget planner assumes an increase and this had been included for the next 2 years.

Where does the increase figure derive from? Responding, the Bursar advised that 2.75% is the inflation figure agreed with unions and what teachers pay and staffing is predicted to be.

Staffing costs will increase by £44,600? Responding, the Bursar advised that this covers all teaching costs including increment rises, staff changes to hours and all changes to staffing, employer pension and National Insurance cost rises.

Does this also reflect maternity leave? Responding, the Bursar advised that it does, but as the school do not pay a salary for the full 12 months this would be slightly less.

In regards to the Voluntary School Fund, has the account balance changed from the previous year? Responding, the Bursar advised that it had changed. The fund was used for FOTIS payments and some had been moved into the budget for this academic year.

It was agreed that the Bursar and Chair would arrange a date to review the Financial Procedures Manual.

Bursar

Chair / Bursar

7.2 3 YEAR BUDGET PLAN

This item had been noted earlier in the meeting.

7.3 CAPITAL EXPENDITURE UPDATE

Circulated prior to the meeting, Governors noted the allocation for this academic year of £7128. The total including the carry forward for the previous year was £25,919. To date the school had spent £7696 on new laptops for teachers and £7000 had been allocated for roof repairs.

ACTION

7.4 SFVS

The Bursar advised that the format of the SFVS had changed this academic year and training sessions for Bursar's would be held later this term.

The Chair and Bursar would arrange a date in the Spring Term to review the SFVS prior to its submission on 28th February 2020.

Chair / Bursar

8 PREMISES UPDATE

8.1 PREMISES ISSUES

Circulated prior to the meeting, Governors noted a premises update of works carried out during the Summer break, October Half Term and following the Health and Safety Walk on 18th September 2019. In relation to the report Governor asked;

If asbestos is discovered is there any risk? Responding, the Headteacher advised that is treated carefully, is low grade and is only a risk if disturbed. Air tests are also carried out before and after any works where there is asbestos and all required actions are taken.

What is the long term solution for the crack in the wall of the Breakfast Club room? Responding, the Headteacher advised that BCC were aware of the issues and had advised the school that the current weather (rain) would help to soften the ground and support the subsidence. The crack is not a risk and a further update would be provided once available.

Is there any risk to the Round House with a firework display? Responding, the Headteacher advised that advice had been taken on this issue last academic year. Lots of rain had been experienced and the roof was already damp, it would however be dampened further if required.

Further to the DfE Building Condition Report carried out at the school, the Premises Manager had received news from BCC that funding would be provided for repairs to the library which was very positive news.

Further information would hopefully be available for discussion at the next meeting.

Agenda

8.3 PREMISES ROLLING PLAN

This item would be discussed at the next meeting.

8.4 LETTINGS UPDATE

The Bursar advised that a new letting was now taking place on a Tuesday evening (Pilates). Governors asked;

Are lettings actively pursued? Responding, the Bursar advised that the school get a number of enquires. Weekend lettings were not available due to staffing and locking and unlocking the building. Lettings were exploited as much as possible whilst balancing the needs of the school.

What stops the school letting the hall at the weekends? Responding, the Bursar advised that the staff time required for locking/unlocking and cleaning often meant that any profit from the letting would be minimal.

8.5 **CONTRACTS AND LEASES UPDATE**

Circulated at the meeting the Bursar advised that Parentmail was due for renewal and was within the Headteacher delegation.

The PE Equipment Check contract was also due for renewal and the school were awaiting a date from the contractor which was also within the Headteacher delegation.

9 **HEALTH AND SAFETY TO INCLUDE:**

9.1 **TERMLY ACCIDENT REPORT OF ANY ACCIDENTS, INCIDENTS AND DANGEROUS OCCURANCES**

Circulated prior to the meeting, Governors noted;

- Termly report of accidents and incidents. Governors asked;

From accidents that have occurred is there anything that the school needs to change? Responding, the Headteacher advised that this was not necessary. Accidents that had occurred were minor and were trips and small falls from climbing equipment, common of young children.

- Headteacher report of the closure of the school on 24th September due to health and safety
- Health and Safety Governor report following the above closure. The Headteacher advised;

The closure of the school had occurred due to a leak caused by heavy rain through the roof into the ICT room , a classroom, staff room and corridor. The issue was acted upon immediately and as water had leaked into electrical light fittings, ICT was turned off, in order to negate risk of fire.

With ICT switched off, the ability to communicate with parents was challenging and fortunately the school were able to use computers at Turnfurlong Junior School to send messages and advise BCC and parents accordingly. Governors asked;

ACTION

Could a formal agreement with the Junior School be arranged in the event this was to occur again? Responding, the Headteacher advised that this already formed part of the schools Emergency Plan. The Emergency Plan worked well and the Junior School and The Grange School acted quickly and had space for children.

Isolating the electricity was more of a challenge as the maps the school had were not current, an electrician was therefore required to compete a current map for the school to hold on file.

Have we written to schools to thank them for their help? It was agreed that the FGB Chair would write to both schools.

FGB Chair

Are there any other parts of the roof that are a risk? Responding, the Headteacher advised that the roof was completely checked by BCC and during the DFE building condition report and it is not believed to be a risk.

FGB Agenda

Is the Emergency Plan also a Business Continuity Plan and do Governors review it? Responding, Governors agreed that this would be reviewed at the next FGB.

Governors thanked staff for keeping children safe and acting professionally during a stressful time.

9.2 HEALTH AND SAFETY WALK REPORT AND PLAN NEXT VISIT

It was agreed that the Chair would contact the Health and Safety Governor to complete a Health and Safety Walk prior to the next meeting.

Chair / Agenda

10 POLICIES

Circulated prior to the meeting, Governors reviewed and ratified the Health and Safety Policy.

11 DATES AND TIMES OF FUTURE MEETINGS

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

FGB 4.30PM

Wednesday 4th December 2019

Wednesday 25th March 2020

Thursday 18th June 2020

Finance & Premises – 4.30pm

Wednesday 5th February 2020

Tuesday 12th May 2020

Personnel and Curriculum - 9am

Tuesday 12th November 2019

Tuesday 10th March 2020

Thursday 21st May 2020

12 ANY OTHER BUSINESS

- DfE Inspection Report

This item had been discussed earlier in the meeting.

13 IMPACT OF MEETING

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

- The school had been able to continue to operate during an emergency crisis
- Ensured safety by reviewing accidents
- Continue to review lunch provision
- Agreed Support Staff pay scale. Governors value their skills and retention and continuity for children is important.

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 18.40pm.

Signed Date

CHAIR

Actions List:

Bursar:

7.1 – Research costs and implications of another salary modeller

Bursar & Chair

7.1 – Meet to review Financial Procedures Manual and SFVS

Chair

9.2 – Contact H & S Governor to complete H & S Walk

Clerk

6 – Update TORS with quorum

Agenda:

School Food Provision

GDPR Contract

Library Update

FGB Agenda:

Business Continuity / Emergency Plan