

STANFORD INFANT SCHOOL: Finance & Staffing Committee

1st April 2019 9.00pm

Present: Wil Mackintosh - Chair, Madeleine Denyer - Head Teacher, Kirsti Cox, James Bates
Quorate: 4/5

In attendance: Hannah Parker – Bursar, Anna Johnson - Clerk

Item	Objective
1	<p>Welcome and Apologies for Absence There were apologies from Natasha Cruse and Damian Fisher</p> <p>Declaration of any Pecuniary Interest in the Meeting There were no declarations of pecuniary interest in the meeting.</p>
2	<p>a. Accuracy of Minutes The minutes from 24th January were approved.</p> <p>b. Matters Arising & Action Log</p> <p>1. Amendment to outturn spreadsheet had been explored but the LA template did not easily allow this change. Governors agreed to close this action.</p> <p>2. Governors proposed that the Bursar investigate the installation of a pdq machine to facilitate quick payments at the school instead of introduction of a membership scheme for the Breakfast club.</p> <p>4. The Bursar confirmed that it had not been possible to obtain a shorter termination period than 3 months for the contract with Scholar Pack but this was in shorter than the period for the SIMS contract and considered reasonable. The Scholar Pack package was going 'live' on the day of the meeting. Teachers would receive training so that they could complete their own entries following the Easter break.</p>
3	<p>a. Final Outturn 18/19</p> <p>The outturn showed a predicted carry forward of £24,205 which the local authority (LA) have confirmed the school will retain. A further £2,000 from school meals buy back has just been confirmed but not received and so the actual surplus will be higher.</p> <p>Q. Why was there a large disparity between expected income from student teachers and the actual income received? A. This area of the budget is difficult to predict as the school does not control the number of placements or the value of them (with some students receiving more mentoring and therefore bringing more income).</p> <p>Q. Where is the GDPR compliance package allocated in the outturn? A. This is included in subscriptions.</p> <p>Q. Is there a reason gas and electric expenditure varies widely from the budgets? A. The budget is decided by the energy team at the council and until the school reaches year end it must assume these budgets will be spent.</p>

Q. What income is in the donations budget line?

A. The school receives a percentage from the school photography service and there have been individual parent donations allocated to art supplies for example.

Q. Is there a framework for parent donations?

The Head explained that when a donation is offered the donor is given detailed information on planned use of the income and is involved in agreeing this. Donations have not been at a level that would require more auditing. It was confirmed that a report could be run detailing each donation and how it was spent.

b. Draft Budget 19-20

The Bursar noted that Year 3 was very provisional and could change significantly as had the Year 2 projection (2019-20) from last year's budget.

The Bursar noted the difficulty of presenting the draft budget on the 1st March deadline as all necessary information had not been received from the LA. Government funding for staff pensions is assumed in the 3 year budget.

The school census had taken place in mid January and subsequently children qualifying for free school meals had joined the school who would attract extra funding but not until January 2020.

Q. Why is the Teaching Assistant provision predicted to decrease in years 2 and 3?

A. This is related to staff members employed to support children on an educational healthcare plan, who will be leaving the school over those two years.

The Bursar noted that the teachers Pension and Pay grants for 2020-21 and 2021-22 had been entered separately underneath other income as this could not be securely predicted at this point.

Q. How is curriculum expenditure allocated to subject?

A. Teachers put in 'bids' and accompanying information for their curriculum area and are very conscious of budget constraints and targeting resources that line up with school development.

There was a discussion in relation to the school changing cleaning providers fairly regularly due to a decline in the standard of the service from the start of each contract. Governors asked whether agency or directly employed staff would be more efficient, however it was agreed that this would not be the case.

Governors discussed the high percentage of income spent on staff costs acknowledging the high level of experienced staff members. Staffing costs were the least predictable area of the budget with turnover expected and affecting the budget significantly. The Head noted that the Every Child a Reader and counselling provision was predicted not to continue in last year's budget but it had in fact been possible to continue it.

c. Staffing Update

The Head explained that she was currently seeking cover for a staff member whose operation date had been moved forward giving little time to plan this. Another member of staff would also be absent for part of the following term for an operation.

d. Report on the Pupil Premium

Governors thanked the Head for the clarity of the report on PP expenditure and Wil Mackintosh confirmed he had recently completed a visit scrutinising this area and had been very satisfied that the funding was spent effectively. Funding was not always spent on PP children specifically but was consistently aimed at 'narrowing the gap'.

	<p>The Head explained that the school planned to further develop their evidencing of PP expenditure.</p> <p>e. Report on the Provision of PE/Sport (PE and Sport Premium)</p> <p>The Head explained there was currently £3,500 remaining in the Sport Premium budget to be spent by July. This would be decided with the PE Lead, with possible areas being extra participation in competitions or involvement in the TakePart programme.</p> <p>Governors were informed that the new wall bars would be installed in the gym over Easter and the Head described how equipment trollies had benefited delivery of PE lessons in the school.</p>
4	<p>Financial Benchmarking</p> <p>Action Clerk to send link to government school benchmarking page and add to agenda for next finance meeting.</p> <p>Schools Financial Value Standard 2019</p> <p>This had been sent to the Local Authority with very satisfactory findings overall. Governors completing the assessment had however queried whether the finance committee is fully appraised of the link between the school's budgeting and its plan for raising standards and attainment.</p> <p>Action: Clerk to add this area as an item to September finance committee agenda</p> <p>A discussion on receipt of goods procedure followed during which governors were assured of financial probity in the school's procedures.</p>
	<p>Date of Next Meeting 15th May 2019</p>

ACTION LOG				
	Date	Action	Owner	Due
1	01.04.19	Clerk to send link to government school benchmarking page and add to agenda for next finance meeting.	Clerk/All	1 st May
2	01.04.19	September/November agenda item on link between the school's budgeting and its plan for raising standards and attainment brought forward.	Clerk	September

Signature of Chair: