

STANFORD INFANT SCHOOL: Finance & Staffing Committee

15th May 2019 5pm

Present: Wil Mackintosh - Chair, Madeleine Denyer - Head Teacher, James Bates, Natasha Cruse and Damian Fisher

Quorate: 5/6

In attendance: Mark Topham, Hannah Parker – Bursar, Anna Johnson – Clerk

Item	Objective
1.	<p>Welcome and Apologies for Absence There were apologies from Kirsti Cox</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 1st April were approved.</p> <p>b. Matters Arising & Action Log Action: Benchmarking to be added to agenda following next publication of data on the Department of Education website.</p>
3.	<p>a. Staffing Update</p> <p>The Head reported that a music teacher had been appointed to fill the temporary absence of the music teacher who was recovering from an operation. Absence of the Individual Needs Assistant, also due to an operation, had been covered internally, and the INA had now returned to work.</p> <p>All teaching staff will be remaining in the same year group from September 2019.</p> <p>Support Staff were work in progress. One TA has secured her position on the Schools Direct Programme from September and another has informed MD she is pregnant, due in November.</p> <p>One member of staff is returning from maternity leave on 29th July (0.4FTE) while another is taking maternity leave from the 2nd October (0.6FTE). The Head proposed that the member of staff currently providing maternity cover be retained for the first 4 weeks of term and continue as a job share with the member of staff returning. As she will be providing continuous service, it is likely she will be entitled to holiday pay; however, on her 0.4FTE contract, therefore her 0.6FTE contract would begin in September. The teacher leaving in October will be used for intervention work during these 3 weeks, as the first 3 days are INSET days. This will cost £3,117.</p> <p>Q. What will be the impact on children? A. This will provide consistency and stability for Reception children and parents, the intervention activities will provide positive outcomes for children in Years 1 and 2, and potential cover for staff training will have a positive benefit on all children.</p> <p>Governors approved the proposal.</p> <p>b. Forecast Outturn 2018/19</p> <p>The underspend is £32,000 - an increase from the forecast in March which was £24,205.</p>

The total return from the School Meals team was £15,000 rather than £4,783 which is the main contributor to the underspend. It is expected that this income will bolster the budget in future years but school Finance does not allow the addition of this as projected income.

Governors **agreed** they would like to send a message to staff thanking them for their careful use of resources, which had assisted the school in avoiding a deficit. **Action**

The Head explained that the staffing budget percentage to total had been negatively affected in the first year of the 19-20 by the placement of children after the census day.

The Head reported that the school had been allocated 90 children in Reception and 4 had subsequently withdrawn; however, there are 12 children on the waiting list. Emma Whittington has regularly contacted the Admissions Team on this matter but the spaces are not confirmed.

Q. Can average numbers be used for pupil funding?

A. It is harder to predict, as there is more pupil mobility with pupil premium children joining in different years and children with EHPC's joining in September. This leads to deficits when costs for pupil premium and high needs pupils are not covered.

c. Final Budget Plan 2019/20

The Head noted that no staff mobility was expected, apart from the maternity leaves and one member of support staff training to teach, and so this budget area looked stable.

Governors **agreed** that the level of staffing costs at 97% was concerning. High needs income is based on previous levels balanced by staffing costs.

Q. How was the Teachers Pay increase offset?

A. This was partly offset by the 'Teacher Pay Grant'.

A discussion on PTFA funding followed, with Governors questioning whether money raised could be used to offset future deficits. The Bursar confirmed that this income is budget neutral with money raised allocated to long-term investments and pupil use.

Governors requested that inflation on services/utilities be added for years 2 and 3. **Action**

Q. What are the assumptions driving core movements? Can the budget be analysed to assist planning?

James Bates offered to draw up waterfall chart for this purpose **Action:**

Governors **approved** the budget for submission to the Local Authority.

d. Pupil Premium Verbal Report

The Head noted that the census was run in January and since then more pupil premium children had joined the school, increasing mobility presented the school with challenges.

Funding was outlined as follows:

14 children eligible for free school meals	£18,480
4 Pupil premium plus children	£ 9,200
<u>Total</u>	£27,680

Funding expected is £21,120 as per estimate.

There are now 18 FSM and 5 PP+ and 2x service children, which would equate to £35,260 of funding.

The Head and Deputy had included budgeted staffing costs to support these children such as Every Child a Reader support for literacy, Learning Mentor and School Counsellor.

	<p>PE & Sports' Funding Grant</p> <p>The Head presented an expenditure report. Funding allocated for the academic year was £17,740 – final spending focused on: Inset day on Real Gym following the success of Real PE Take Part Workshops for all Year Groups Entering Sports' Competitions Resources, including installation of the new wall bars</p> <p>£16,056 has been spent, leaving £1,683 The Impact Report will be updated for the next meeting.</p> <p>Governors commented on the very positive development of sport at the school and how much children enjoy it. Staff approaches to teaching PE have also been transformed.</p> <p>The Real PE scheme will continue to give input to PE teaching in the school with return visits planned.</p>
	<p>a. Lettings</p> <p>The Head informed Governors that a parent had been running an after school Spanish Club which was gaining numbers. It was proposed that the club be continued through the summer in the music room.</p> <p>BA Sports had requested to replace their Thursday Dance Club with a Musical Theatre Club following half term due to low numbers in Dance. Musical theatre would include – dance, singing and acting</p> <p>These were agreed.</p>
	<p>a. Financial Benchmarking</p> <p>Governors had accessed the DfE benchmarking website and reported that when compared with similar schools in the city, expenditure in all areas compared well and no particular area stood out as significant.</p>
	<p>Any Other Business</p> <p><u>Replacement of school gates</u></p> <p>The Head explained that the gates had been identified as a health and safety risk during the previous H&S audit and have significantly dropped. MD did contact the H&S Team regarding funding; however, they are the school's responsibility. They are often left open following deliveries. Installation of higher gates and keypad operation, would also improve security.</p> <p>The gates can be funded by Devolved Formula Capital funds currently at £18,443 (£11,500 carried forward from last financial year) with 3 quotes having been received in the region of £16,000. Governors suggested a competitive tender approach. DF made a recommendation of a company with competitive pricing, HP to approach for a quote.</p> <p>The Local Authority had funded renovation of the boys' toilets, trees in the school grounds had been attended to, IT was up to date, and so it was judged that the gates were the next priority for premises maintenance.</p> <p>Governors agreed that the gate replacement go forward.</p>
	<p>Date of next meeting: 18th July</p>

Signature of Chair:

ACTION LOG				
	Date	Action	Owner	Due
1.	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
2.	15.05.19	Benchmarking to be added to agenda following next publication of data on the Department of Education website	Clerk	TBC
3.	15.05.19	Governors agreed they would like to send a message to staff thanking them for their careful use of resources	WM	Asap
4.	15.05.19	Governors requested that inflation on services/utilities be added for years 2 and 3	Bursar	Asap
5.	15.05.19	Creation of waterfall chart	James Bates	July 19