

STANFORD INFANT SCHOOL: Finance & Staffing Committee

15th November 2018 5.00pm

Present: Wil Mackintosh – Chair, Madeleine Denyer - Head Teacher, Damian Fisher, Natasha Cruse, Kirsti Cox

Quorate: 5/5

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

Item	Objective
1	<p>Welcome and Apologies for Absence There were no apologies.</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 27th September 2018 were agreed as an accurate record of the meeting.</p> <p>b. Matters Arising & Action Log Damian to meet with Bursar this month for amendment to outturn spreadsheet adding previous forecast.</p>
3	<p>a. School Efficiency Metric</p> <p>The metric does not work for Infant schools as it is partly based on progress (an average of Reading, Writing and Maths scores).</p> <p>b. 18/19 Budget Update</p> <p>A government grant for teachers' salary increases has been received so the underspend has been increased by £3,000 since the last meeting. The grant was based on pupil numbers.</p> <p>Q. Does the grant cover the whole amount required for salary increases? A. No, but it was unexpected income, which has assisted the school in avoiding a deficit.</p> <p>Q. What was the underspend from unpaid hours for the Learning Mentor? A. This was unpaid leave granted in May, which will not be repeated.</p> <p>Q. How has the work on the trees been funded? A. The council allowed capital to be used for work on grounds, as it fell under Health & Safety guidelines. The Bursar explained that devolved capital is lost if not spent after 3 years.</p> <p>The council BIDs visit gave another promise that money would be given for work on the trees. The Head had requested a maintenance plan with commitment of spending by the council in order to allow budgetary and works planning but the system remains that local authority funded maintenance is decided following an Autumn Term visit.</p> <p>Q. Does the school put maintenance work out to tender? A. Tree maintenance used to be done by a council team but this became unsustainable under the Services to Schools programme. The LA now recommends a company and it is advisable to use them as it significantly reduces timescales for work to take place. This is particularly the case as the trees are under a preservation order and the work on the playground trees was urgent as a health and safety issue. However, the school would normally ask other schools for recommendations for maintenance companies and obtain competing quotes.</p>

It was agreed that for future work on trees the school would obtain quotes. **Action:** HP

Q. What are the partnership transfers?

A. This covers the Hove Partnership and pays for the Chair's time and training provided. It also covers membership of the Sussex Coast Teaching School Alliance, which is proving very beneficial and cost effective to the school in terms of staff development opportunities. Offers of membership are dependent on what a school can offer the group and the quality of training high.

Q. What is the position on the new gym equipment?

A. The final cost was £11,900 with the funding spent in this financial year (invoiced July and September) but the PE and Sports' plan decided in the last academic year. In the same way, the next PE and Sports' Premium plan will be invoiced near or after the financial year end.

c. Pay Policy

It was explained that the B&H Model Pay Policy for Schools, which had been circulated in advance of the meeting, detailed the consultation, decision and timetabling arrangements, uplifts and DfE pay grant. The new 2018 Model Pay Policy contains the recommendation to apply 3.5% pay uplift to all points of the Main Teacher Pay Range (M1-M6) and 2% to all teacher points on the Upper Pay Range and 1.5% uplift to all points of the Leadership Pay Scale. The school's policy is in line with the Model Pay Policy. Teacher Pay Scales are statutory; applying the increase to the middle points of the ranges has been consulted and recommended in the B&H Model Pay Policy.

Governors **agreed** to adopt the 2018/19 policy.

An adjustment to NJC scales from April 2019 is expected affecting the lowest pay scales. The new pay scales will be built into the budget proforma, which will be provided by Finance by the end of November.

d. Staffing Update

One teacher started maternity leave at half-term and the job share covering the post is working very well. The maternity cover is an NQT and due to her only working a couple of days a week, her assessment periods will take much longer than usual.

The Year 1 teacher who joined at Easter has been placed on a permanent contract following a successful interim appraisal review.

Q. Are there any other staff who are in a probationary period?

A. Individual Needs Assistants are for children with Education, Health Care Plans, which means their posts exist whilst the plans are in place.

Q. Have you received any informal notifications of staff seeking other roles?

A. No.

The school is experiencing difficulty in appointing an INA for a child starting after Christmas who is coming from a special school: the quality of applications was low and the candidate appointed after interviews withdrew their acceptance of the post.

Q. Have you considered other ways of advertising this post?

A. The TES and other platforms, including agencies are very expensive. Governors suggested that adverts could be placed in local nurseries and the TontoTwo website be approached.

e. Report on the Provision for Disadvantaged Children (Pupil Premium)

An updated expenditure report was circulated in the meeting.

The Head noted that Pupil Premium funding is received in April but a different cohort of disadvantaged children enter the school in September requiring a refocus according to their specific needs. We currently have 19 disadvantaged children; however, there are other vulnerable families, who we support.

The main expenditure is on staffing; however, we are also addressing some of the recommendations from our Poverty Proofing Audit, therefore spare PE kits have been provided for each class, along with fruit boxes, etc.

f. Report on the Provision of PE/Sport (PE and Sport Premium)

Last academic year sports funding has just been spent and the Head and PE lead will meet shortly to draw up the sports plan for 2018/19. A 'wish list' was drawn up ahead of confirmation of funding on the 30th October, which included replacement of the wall bars in the hall.

On 5th December, the school has planned a whole staff training day. The lead contact from Create Development, Matt Alford, will spend the day team teaching with every Year Group, before delivering a Staff Meeting. This aims to ensure all our staff are trained to provide the best experiences for the children.

Q. What is the timeline for procurement and installation of the wall bars?

A. It should be possible for them to be installed in February half-term.

g. Asset Management Plan; inc Recycling List

The Head confirmed that the Business Continuity Plan contained an inventory, which had been updated, with IT serial numbers and included photos of school furniture to evidence numbers in the event of a claim. It was suggested that playground equipment should also be added.

The IT Technician had submitted a recycling list with IT equipment that had been decommissioned and taken off the inventory. They were collected by a company who fulfils the requirements of the GDPR. The certificate of data destruction was signed by the Chair.

4 Any Other Business

The Bursar explained that the school was seeking to replace SIMS with Scholar Pack, which would significantly reduce costs and provide a more user-friendly experience.

Stanford Juniors had joined the Infants for a demonstration of the software and it was confirmed that continuity would be possible even if the Junior School did not change from SIMS. The school was currently enquiring if there would be cost savings if both schools transferred.

Funding for installation of solar panels is available until April 2019 when it will finish and the school was looking into this option. **Action:** HP and WM to meet regarding this.

Date of Next Meeting 24th January 2019

ACTION LOG				
	Date	Action	Owner	Due
1	24.01.18	DF to set date with Bursar for amendment to outturn spreadsheet adding previous forecast.	DF	Asap
2	15.11.18	Quotes to be obtained on remaining work on trees in grounds	HP	January
3	15.11.18	Meeting re possible installation of solar panels	HP/WM	December

Signature of Chair: