

## STANFORD INFANT SCHOOL: Finance & Staffing Committee

16<sup>th</sup> November 2017, 5.00pm – 6.00pm

**Present:** Madeleine Denyer (MD) – Head Teacher; Kirsti Cox (KC) – Parent; Natasha Cruse (NC) – Co-opted; Damian Fisher (DF) – Parent, FGB Chair; Wil Mackintosh (WM) – Parent, Finance & Staffing Committee Chair; Hannah Parker (HP) – Bursar. **Quorate: 4/5 until 5.45pm**

**In attendance:** Anna Johnson (AJ) Clerk

Item	Objective
1	<p><b>Welcome and Apologies for Absence</b> Attendees were welcomed by Damian Fisher who <b>took the Chair</b>. Apologies were accepted from Wil Mackintosh.</p> <p><b>a. Declaration of any Interest in the Meeting</b> There were no declarations of any interest in the meeting.</p>
2	<p><b>a. Accuracy of Minutes</b> The minutes from 27<sup>th</sup> September 2017 were <b>agreed</b> as an accurate record of the meeting.</p> <p><b>b. Matters Arising &amp; Action Log</b> All actions from previous meetings are complete except for Finance Committee shadowing.</p> <p>Head reported on school roll: 3 pupils have joined (1 in each year) since the last meeting leaving 3 spaces unfilled. The school understands that there are fewer families coming to the city and the admissions context is more challenging than in previous years.</p> <p><b>Q.</b> Is the Local Authority (LA) following their Admissions Policy? <b>A.</b> Not in a consistent way and it is a standard method to place pupils after the cut-off date when funding is finalised according to the roll.</p> <p>It was confirmed that on the day of the meeting that there are 6 pupils on the waiting list and 3 spaces available. The LA had previously suggested there were no pupils waiting for a place at the school. <b>Action:</b> Head to email council regarding this situation.</p> <p><b>Action:</b> HP to fill in Planner in response to Financial Audit</p>
3	<p><b>a. 17/18 Budget Update</b></p> <p>Underspend remains just over £8,000</p> <p><b>Q.</b> Does underspend take into account staff leavers? <b>A.</b> No, as supply/cover costs have to be found</p> <p>Breakfast club numbers are improving but still down, particularly on Friday (but fewer staff are present). Governors suggested following promotion ideas: tickertape on website, mentions at parents' social events, posters and use of children's testimonies. <b>Action:</b> Head</p> <p>It was commented on that children very much enjoyed the Breakfast Club, many continuing to attend after moving to the Junior School.</p>

## **b. Staffing Update**

**LA Pay Policy was discussed:** 1% had been awarded across the board and 2% on the bottom and top points of the main range (i.e. points 1 and 6) to improve recruitment which posed a challenge due to cost of living in the city. Late notice had been given of an extra award of 2% across the main scale (to include 2-5). The school had only two staff to which this extra award would apply.

**Q.** What financial impact would this extra award have?

**A.** Approximately £2,000

LA has offered licensed school budget deficits resulting from the Policy as it is understood that some schools will be put under severe pressure by this additional award.

Heads across the city have protested that non-adherence to the Pay Policy by some schools would be very problematic for movement of staff between schools. A meeting of the Heads was taking place on 21<sup>st</sup> November.

**Action:** Head to report to committee and if necessary call an extra-ordinary meeting.

Government has allocated an additional 1.1% to school's block baseline funding. Locally this equates to around £1.5 million for schools across Brighton & Hove. LA has proposed that 0.5% be reserved for the high needs funding block because of the increased demand, this has to be considered and voted for by the Schools Block working group in order to be actioned. However, a lot of the information surrounding this is unclear as they have included data from special schools who receive funding differently to mainstream. This will also be discussed at Head's meeting next week.

**Action:** Kirsti to meeting with Head and Bursar to review school budgets.

Due to financial pressures the Head is providing staff cover on a regular basis. **Governors requested** that the Head let them know if this was becoming unsustainable.

Head Teacher stated that supply teaching is often of a poor quality and the school is looking at other options for cover (e.g. using Teaching Assistants)

One member of staff is on jury service which is difficult to cover due to the way costs are retrieved through the Courts system and less than 24 hours' notice is given for days when they are not required in court.

**Confidential:** Two members of staff resigned after half-term and will be leaving at the end of term. Both posts have been advertised with interviews taking place later in the month.

The class teacher is the Maths Lead and **governors asked** how this subject would continue to receive special focus. The Head said that curriculum working groups would continue to meet and the Maths Lead role would be given to the most suitable member of staff, which would not necessarily be the new appointment.

## **b. Verbal Report on the Provision for Disadvantaged Children (Pupil Premium)**

This budget is still allocated to staffing and the pupil numbers remain the same as at last committee meeting.

***Wil Mackintosh joined meeting at 5.45pm***

## **c. Verbal Report on the Provision of PE/Sport (PE and Sport Premium)**

PE Lead, NC and Head had an inspiring and useful meeting with Nick Chellel, School and Community Sports Officer, Active Sussex. PE Lead has been given release time to write an

	<p>action plan for expenditure of extra sports funding. A staff questionnaire has been issued to assess where there are sports activity needs in the school.</p> <p>Governors hoped that one off celebratory events would be introduced and the funding would not just be allocated to 'across the school week' teacher support. Space is the main issue for sports in the school while there is already a good range of equipment.</p> <p>Q. What is the timescale for spending? A. Quick fix activities such as 'Kids fit' workshops had already been arranged; while the Withdean day would require long-term planning</p> <p>Governors emphasised the need for evidencing of expenditure according to DfE guidance.</p> <p>The PE Lead was applying for a National Lottery grant to introduce an 'outdoor gym' for the playground. This would replace the climbing frame which has been a problem. A quote had suggested this would cost approx. £10,000. The committee <b>agreed</b> to support the application.</p> <p><b>d. Policy - Appraisal Policy / Pay Policy</b></p> <p>The Appraisal Policy was <b>approved</b>. The Pay Policy was on hold until Heads of schools meeting.</p> <p><b>e. Governor expenses (with specific reference to childcare)</b></p> <p>A current governor had asked if there was any money to cover child care for governors in the school budget - there had been £50 allocated in the past. In the current context the committee <b>voted against</b> taking money from the school budget for this purpose.</p> <p>It was emphasised that the board would make every effort to plan meetings efficiently and with childcare needs in mind and it would be understood if some meetings were missed by governors on this account.</p> <p><b>f. Health &amp; Safety Audit</b></p> <p>This discussion was postponed as the audit was taking place on the 27th November.</p>
<b>4</b>	<p><b>Items for information only</b></p> <p>A review of a pupil with an Educational Health Care Plan had led to an additional award of £4,400. <b>Action:</b> Bursar to check when this would be received.</p> <p>One of the school boilers was not working and a quote for repair for £557 had been received from the LA's contractor. Governors discussed whether it would be possible to obtain a contract with a warrantee in future. During the winter period there was a risk that the school would be closed if the other boiler failed and it was <b>agreed</b> that this work go ahead.</p>
<b>5</b>	<p><b>Date of next meeting</b> 17.01.18</p>

ACTION LOG				
Date	Action	Owner	Progress	Due
27.09.17	WM to contact Esther Randall, Finance Governor at the Junior School, to arrange to shadow a Finance & Staffing Committee Meeting at the Juniors and vice-versa.	WM	Ongoing	17.01.18
16.11.17	Head to email Local Authority to regarding waiting list and remaining spaces on roll. Copy DF.	Head		Asap
16.11.17	HP to fill in Planner in response to Financial Audit	HP		17.01.18

16.11.17	Breakfast Club promotion	Head		Asap
16.11.17	Head to report to committee and if necessary call an emergency meeting re Pay Policy meeting on 21.11.17	Head		22.11.18
16.11.17	Kirsti to arrange to meet with Head and Bursar to review school budgets	KC		17.01.18
16.11.17	Check when Education Health Care plan funding will be received	HP		17.01.18