

## STANFORD INFANT SCHOOL: Finance & Staffing Committee

18<sup>th</sup> July 2018 5.00pm

**Present:** Madeleine Denyer, Head Teacher; Kirsti Cox; Damian Fisher; Wil Mackintosh, Chair

**Quorate:** 4/5

**In attendance:** Hannah Parker, Bursar; Anna Johnson, Clerk

Item	Objective
1	<p><b>Welcome and Apologies for Absence</b> There were apologies from Natasha Cruse.</p> <p><b>Declaration of any Pecuniary Interest in the Meeting</b> There were no declarations of any interest in the meeting.</p>
2	<p><b>a. Accuracy of Minutes</b></p> <p>The minutes from May 2<sup>nd</sup> 2018 were <b>agreed</b> as an accurate record of the meeting.</p> <p><b>b. Matters Arising &amp; Action Log</b></p> <p>4. <b>Action</b> Clerk to provide comparison of items in section of other school's budgets 5. Kirsti distributed report from visit to Stanford Junior School's Finance Meeting.</p> <p><b>Action:</b> Clerk to share next year's finance meeting dates with SJS finance committee and invite them to attend.</p>
3	<p><b>a. Staffing Update</b></p> <p>All teachers are staying with the same year groups and this decision was received positively by the staff.</p> <p>There have been two late resignations from an Individual Needs Assistant and a Teaching Assistant leaving a short time to appoint replacements. Interviews are taking place</p> <p>The Head is working on TA and INA deployment across the school, to ensure There is one child with an Education Health and Care Plan (EHCP) entering the school in Reception from September.</p> <p>Q. Does the short notice period for TAs /INAs come from the council contract? A. Yes, it is 4 weeks' notice.</p> <p>Q. During the onboarding process are staff requested to give as much notice as possible? A. Yes, and if staff receive significant training investment they are expected to stay in the school for a year after the training.</p> <p>The council made an error in the closing date for the maternity cover position and therefore interviews are taking place this week. Applications were strong and the Head is confident of a good replacement and reasonable time for handover in the autumn term.</p> <p>The Head reported that the School Counsellor had resigned and there had been consideration of whether to continue the service. However, positive reports from families who had accessed the service were received and it has been decided to appoint on a 3-month basis, with the Counsellor working on Wednesday mornings 8.30am-12pm.</p>

The Head reported that the new Administration Assistant had fitted in quickly and was doing an excellent job in the School Office.

#### **b. Forecast Outturn 2017/18**

Q. What is the payment in relation to GDPR?

A. The school (along with other schools in the LA) have bought in a year's service to support the school in becoming GDPR compliant and to provide a Data Protection Officer until schools can provide this service for each other.

A discussion about Services to Schools provision from the Local Authority followed. The Bursar described the HR services provided which includes an advisory service and payroll. The Hove Partnership had discussed alternatives but it would require greater procurement capacity to source.

It should be considered that if a large number of schools in the city sourced private HR services the Local Authority could not sustain a Local Authority education system and academisation would become universal.

Q. What is the difference between budgeted and expected expenditure on the outturn?

A. Budgeted figures are based on the census at the time of setting but the expected column takes into account variances in income due to census changes.

Governor **requested** surplus figures from the previous two years which were provided following the meeting:

2017: £3,629

2016: £13,000

However, the Bursar noted that the 2016 figure might have been a less accurate reflection of the school's position, as she was new in post and experience has given her greater capacity to take into account local knowledge.

Governors acknowledged the risk posed by the small surplus available.

Any change, such as the entry of a child with significant special educational needs, which would cost the school at least £6,000, would not be covered by any income and therefore result in a deficit.

The school is currently engaged in a conversation with the Local Authority about placement of two children with significant needs, which the school believes it cannot meet after making the 'reasonable adjustments' which are statutory.

Q. Would issue of safety be an argument against their placement?

A. No, the school must make a case in relation to a wide range of factors.

Q. Why is the budget for Leadership and Development nil?

A. Development is received from the School Partnership Advisor and participating in the Teaching School Alliance will bring development opportunities.

#### **c. Pupil Premium (PP) Report PE & Sports' Funding Grant**

##### **Pupil Premium**

Funding is £26,020 this financial year, which is less than last year, due to less pupils being recorded on the January census as eligible. We already know that there is one child currently in Reception who is the formal adoption process and other children joining the school in September who are adopted from care. Therefore, this will be reflected following the census in January 2019. There is currently an overspend due to staffing requirements between April and July.

	<p>The Head noted that the school was fortunate that ECaR (Every Child a Reader) teacher was employed on advantageous terms. The school is training another Teaching Assistant to deliver the FFT programme to compliment ECaR.</p> <p>Q. Does the school use Literacy Support Services? A. No, it has been judged that the ECaR intervention is more beneficial for children's literacy development and outcomes.</p> <p><b>PE &amp; Sports Premium</b></p> <p>There is £1 remaining in the PE &amp; Sports Premium budget although some of the work is still to be completed over the summer. It has been decided to keep the climbing frame and the outdoor gym equipment will be added around the frame and playground markings redone.</p> <p>The 'Real PE' programme will be delivered to staff in September following the PE Lead's very positive assessment of the long term 'upskilling' benefits.</p> <p>Q. Why are 12% not achieving the government's physical education targets for 6 year olds? A. This is because of the specific targets in the national curriculum whereby some children won't achieve in every category for example skipping or ball bouncing. For example, this year there is one child who is competing in the gymnastics but has not reached other targets, such as throwing and catching.</p>
<b>4</b>	<b>Items for Decision - None</b>
<b>5</b>	<b>Items for Information Only</b>
	<p>It was reported that the Parent Teacher and Friends Association (PTFA) had spent £13,326 of the balance of £14,000 in the account. The majority of this was for the Top Playground Canopy, which has been received enthusiastically by Reception.</p> <p>Profit from the Summer Fayre has not yet been reported.</p>
<b>6</b>	<b>Date of Next Meeting</b> 27 <sup>th</sup> September 2018

### Action Log

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	10.09.18
2	18.07.18	Information on what is included in the services budget section compared to other schools to be sourced.	Clerk	10.09.18
3	18.07.18	Bursar to provide last two-year's surplus figures.	Bursar	10.09.18

Signature of Chair: .....