

## STANFORD INFANT SCHOOL: Finance & Staffing Committee

24<sup>th</sup> January 2018 5.00pm – 6.00pm

**Present:** Madeleine Denyer, Head Teacher; Kirsti Cox; Natasha Cruse; Damian Fisher; Wil Mackintosh, Chair: **Quorate: 5/5**

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

Item	Objective
1	<p><b>Welcome and Apologies for Absence</b> There were no apologies</p> <p><b>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 16<sup>th</sup> November 2017 were <b>agreed</b> as an accurate record of the meeting.</p> <p><b>b. Matters Arising &amp; Action Log</b></p> <p><b>i)</b> The Head reported that 2 pupils will join Reception, leaving 1 place, Year 1 still has 6 places and Year 2 is full. After half-term the school roll will be 263.</p> <p><b>Q.</b> Will the admissions be after the census deadline? <b>A.</b> Yes, as census was 18<sup>th</sup> January but entry into Reception is positive as this will boost the roll in the following years.</p> <p>The Head explained that she had received the initial count of preferences for Reception applications for September; these numbers should be treated confidentially and cautiously, as they come with a number of caveats. As previously noted, the Council reports that there is a lower birth rate and fewer families are coming to the city.</p> <p><b>ii)</b> Head shared current Breakfast Club numbers. These have improved but Friday is still low. Further promotion on website and newsletter is upcoming. There are 5 staff employed for a potential roll of 60.</p> <p>The Head confirmed that 'drop-in' sessions are available paid for by Bacs if attending on other days and cash if not. <b>Action:</b> Head to promote this facility as some parents/carers are not aware.</p> <p><b>iii)</b> KC had a productive meeting with the Bursar and was investigating ways to develop software so that manual input was no longer necessary.</p> <p><b>Q.</b> Is it possible to set up budget report templates so that previous forecast figures are shown next to current figures? <b>A.</b> Yes this should be possible. <b>Action:</b> DF to explore this development.</p> <p><b>iv)</b> Full funding for the child with an Educational Health Plan is now being received.</p>
3	<p><b>a. Staffing Update</b></p> <p>The new Year 1 teacher will start after Easter and has been awarded a temporary TLR2a (Teaching and Learning Responsibility Point). The Head is negotiating with the Head and Executive Head of her current school to allow her to be released to attend Stanford Infants for 1</p>

day a week after half-term to facilitate an effective transition.

A replacement for Helen Reynold's TA post has been found but the Council has not been able to appoint a School Control Patrol Officer (SCPO) for the school.

The Head reported that expenditure on Continuing Professional Development (CPD) had been £1242 (£515 of which was spent on supply cover) and a good amount of useful training had been undertaken for this small outlay.

#### **b.17/18 Budget Update & drafting the 18/19 Budget**

The current underspend is £16,000 an increase of £8,000 on the autumn forecast.

**Q.** How has this large difference arisen?

**A.** Following discussions with the finance team at the LA, it became clear that the 'contingency' line within the budget monitoring forecast should never be allocated for spending. This had previously been understood as a carry forward from the last financial year and as the school was in deficit we had accounted for this as negative expenditure. As this amounted to just over £10,000, the school is able to go ahead with plans to improve the premises and the budget is looking positive for next financial year.

**Q.** Will the Pupil Premium and PE and Sports Funding be spent before April?

**A.** Yes, we have to detail how we have used the Pupil Premium Grant as it is allocated for the financial year. For the PE and Sports Premium, it is a requirement for schools to publish how they have spent or plan to spend it by April. Both reports can be found on the School's Website.

#### **c. Schools Financial Value Standard (SFVS) to include School Fund**

The Chair explained the process of completing the SFVS. An outstanding action on the previous year's SFVS included details on the School Fund; as such the Bursar presented the fully audited School Fund accounts for 16/17. The accompanying letter commented on how 'clear and easy the accounts were to audit and accurately represent the transactions of the period'.

**Action:** KC to arrange meeting for completion of the report by the end of February.

#### **d. Pupil Premium Report**

The Head provided an expenditure report on the use of the Pupil Premium Funding.

**Q.** Why is there an overspend showing?

**A.** More funding will be received in the academic year but spending must be accounted for in the budget. The Head explained that there are two reports produced for Pupil Premium funding: one based on the academic year and one for the financial year. Much of the school's premium is spent on staffing.

The Head described how case studies have been written for every disadvantaged child this year (this has been possible because there is a smaller number this year) and these are useful in reflecting positive outcomes achieved by interventions which do not always show in the data at this early stage.

**Q.** Do the case studies show the school's maths focus?

**A.** Yes, this is part of the support offered. The school has developed 'grab packs' for each disadvantaged learner and a Maths target is included.

	<p><b>e. PE &amp; Sports Funding Grant</b></p> <p>The Head provided an expenditure report on the use of the PE and Sports Grant to date and planned future expenditure. The Head reported that they are using a website reporting tool to detail planned expenditure and the impact on children’s PE and Sport participation and attainment. This is published on the School’s Website and will be reviewed and updated regularly. The PE and Sports lead is being provided with release time to develop this important area of the school’s work. Possible future expenditure is the installation of an outside gym, new wall bars for the hall and the purchase of Real PE, a whole school curriculum resource. The school is keen to inspire children with sporting role-models. The whole school ‘Kidz Fit’ workshops and assembly had proved very successful.</p> <p>NC is still trying to arrange school visit to Withdean for a potential Sports Day.</p> <p>The Head is hoping to have the monkey bars outside (which are currently closed due to safety concerns) lowered to a safe height and put back into use until resurfacing can be arranged.</p> <p><b>f. Health &amp; Safety Audit</b></p> <p>Governors congratulated the Head on an excellent result from the Health and Safety audit; substantial assurance – the highest category.</p> <p>Head noted that one outcome was the need to share the Business Continuity Plan with Governors.  <b>Action:</b> DF to review with the Head</p> <p>WM had attended a Termly Premises Inspection with the Head and Premises Officer in the Christmas Holidays. On the whole the premises are in good condition and any remedial works actioned quickly.</p>
4	<p><b>Items for Decision</b></p> <p><b>a. Pay Policy</b></p> <p>Governors <b>agreed</b> the Policy following agreement to the uplift negotiated by Local Authority and Unison.</p> <p><b>b. Annual Review of Charging Policy</b></p> <p>The Bursar confirmed that parents/carers continued to meet costs requested on a voluntary basis and the very low default is covered by the PTFA funds. The Head said she morally was opposed to asking families for additional costs to meet the educational provision for children at the school. The Governors <b>agreed</b> that the policy should continue unchanged.</p>
5	<p><b>Items for Information Only</b></p> <p>The Head will circulate the 16-17 Financial Benchmarking report which can be referred to when completing the SFVS. <b>Action</b></p> <p>A letter from the LA regarding proposed increases to the NJC scale in 2018-19 for non-teaching staff had been circulated. The Head reported that this had been useful in helping plan for next year’s budget and that these increases if implemented would be manageable but no extra local authority funding has been promised.</p>
6	<p><b>Date of next meeting</b> 14.03.18</p>

<b>ACTION LOG</b>			
<b>Date</b>	<b>Action</b>	<b>Owner</b>	<b>Due</b>
27.09.17	WM to follow up 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
24.01.18	Head to promote this Breakfast Club drop-in facility as some parents/carers are not aware of it.	Head	Asap
24.01.18	DF to explore amendment to outturn spreadsheet to add previous forecast.	DF	14.03.18
24.01.18	DF to review Business Continuity Plan with the Head.	Head/DF	14.03.18
24.01.18	KC to arrange meeting for completion of the report by the end of February.	KC	28.02.18
24.01.18	Circulation of the 16-17 Financial Benchmarking report (to be referred to when completing the SFVS).	Head/WM	ASAP

Signature of Chair: .....