

STANFORD INFANT SCHOOL: Finance & Staffing Committee

2nd May 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>Welcome and Apologies for Absence There were no apologies.</p> <p>Declaration of any Pecuniary Interest in the Meeting There were no declarations of any interest in the meeting.</p>
2	<p>a. Accuracy of Minutes</p> <p>The minutes from 14th March 2018 were agreed as an accurate record of the meeting.</p> <p>b. Matters Arising & Action Log</p> <ol style="list-style-type: none">1. Outturn spreadsheet to be amended to incorporate previous forecast automatically – Damian Fisher (DF) to set date with Bursar when the Admin Assistant returns from leave.2. The Business Continuity Plan has been reviewed and agreed by DF who requested that accountability in the document is more specific (to tie in with Critical Incident Policy)..3. Financial Benchmarking Report presented at meeting.4. Pupil Premium and PE & Sports' Funding Reports have been circulated.
3	<p>a. Staffing Update</p> <p>The new Year 1 Teacher/Year Leader has started. A new Admin Assistant has been employed, following a two-day handover and comprehensive notes from the previous Admin Assistant. The School Office will be under pressure, as the school is honoring Emma's previously booked two-week holiday from next week.</p> <p>A Reception Individual Needs Assistant came back on a phased return, mornings only, but has ongoing health problems and is due to have an operation next week. As she has only been employed since Sept' 17, she no longer qualifies for statutory sick pay. The child she supports is being supported by another INA who is not required to support their child, as he is receiving treatment abroad.</p> <p>One member of Support Staff is starting Jury Service on 14th May, possibly for 2-weeks. Strictly Confidential - one member of teaching staff is pregnant and is likely to go on maternity leave at October half-term.</p> <p>The staffing structure for 18/19 is in progress taking into account all the information received to this point.</p> <p>b. Forecast Outturn 2017/18</p> <p>The school was issued final reports for 17/18, whereby final budget notifications with carry forward last week. The outlook is much more positive than a month ago; with a £35,000 underspend mainly due to money returned from the School Meals Team in relation to the provision of Universal Infant Free School Meals at our school. The underspend of £13,341 is shown in the central report for May. This return of funding is always announced very late in the financial year.</p>

Q Should a line be put in the budget in anticipation of this or a prediction made on this income?
A. The income can't be relied on and so the LA would not allow this within the budget submitted.

Q Is it possible to get information on which children don't use the Free School Meals provision?
A. It is not necessarily the case that it is the same children continuously not accessing the provision, and so the LA would not be able to provide this data.

Q. Why is PTFA income included if they bank funds separately?
A. It falls into the school's income so should be included in the budget.

The PTFA have £14,000 in the bank and quotes have been obtained ranging from £11,000 to £25,000 for the shelter in the top playground to facilitate outdoor learning in Reception. It has been decided to accept the lowest quote so that the installation can go ahead and to spend surplus on other items.

Governors commended the financial efficiency that had produced the underspend improving the outlook for the next 3 years considerably.

Photocopying was noted as an area for reducing costs. The Head stated that Papercut Software should bring a reduction in this area.

Q. Has the Breakfast Club promotion brought results?
A. It has been promoted on the School's Website and Newsletter and numbers are going up. Following a drive to request payments in March, the predicted overspend is now £1,500, which is a big improvement on forecasts earlier in the year.

Q. How was the underspend on grounds maintenance achieved?
A. Devolved Formula Capital (DFC) was used for this work.

Q What falls within the general resources budget line?
A. Items used by the whole school (rather than particular years or subjects) such as project books, workbooks and display paper.

Q. How was the underspend on Continuing Professional Development (CPD) achieved?
A. Staff have received many training opportunities, but much of it was free of charge via the Hove Partnership and we were fortunate to be in the third round of the Maths Hub, Teacher Research Group, which was also FOC. Other training opportunities have been provided for the whole school, e.g. through INSET Days; visiting other schools and having a guest speaker.

Q: Do schools have to pay the Apprenticeship Levy?
B: The Head explained that the LA must pay the Apprenticeship Levy by law and this cost is passed on to schools, although it is difficult for small schools to make use of the scheme.

Governors noted the £5,500 saving on supply achieved by the Head and Deputy covering staff for training, etc.

It was agreed that Governors would thank staff for their contribution in this area in the next Governor Newsletter.

Action: Natasha to coordinate next Governor Newsletter with this item for inclusion.

d) Final Budget Plan 2018/19

The school's DRAFT Budget for 18/19 was submitted to the LA on 27.04.18 and the Head provided a commentary on the basis for the predicted costs, including the council; allocated amounts and ring-fenced grants. The forecast surplus at the end of Year 3 is now £673 in comparison to March's prediction of an overspend of £21,000, due mainly to the surplus from the 17/18 financial year. Higher roll numbers will also bring increased funding.

The 2018/19 budget for staffing is now 90% because of a revision of the numbers of INAs. In Year 2 of the budget the staffing percentage is listed as 88%. The Head reported that the 19/20 and 20/21 budget is more fictional; we have tried to predict the 'know unknowns'; however, this is near on impossible due to constant changes.

There are currently two children on Educational Health Care (EHC) plans in Year 1 and one in Year 2. The Deputy Head (Inclusion Leader) is currently undertaking EHCP reviews after which, children might 'come off' the plan because of the progress they have made. There is likely to be one EHC child entering Reception in September 2018; the Inclusion Leader has been invited to the co-collation meeting.

Q. Can planning for entry of EHCP children be made more in advance compared to last year?

A. Information regarding the requirements of the EHCP were received incredibly late. The school relies on parents/carers or other professionals giving them information. However, last year was unusual as the child's needs were so complex.

Nurseries have to let schools know by 8th May of any children with SN/D. We know we have one child joining with an EHCP; our Inclusion Leader is attending the co-collation meeting on 21st May, where the funding tier and level of additional support required will be determined.

Q As a deficit is now not forecast, is a staff restructure off the table?

A. Planning will go forward as a solution should be in place should circumstances change - a draft should be agreed.

Action: Finance Committee will review staffing structure in the September meeting.

Q. Is the LA's allocation of children to places influenced by the budget position of a school?

A. Richard Barker has explained that the number of Primary aged pupils in the City has begun to fall. Richard stated that it is understood that Governing Bodies will wish to ensure that schools admit as close to their Published Admission Number as possible and parents/carers have an entitlement to seek a place in a school that is not full. However, the impact of schools attempting to admit additional pupils could be negative for other schools in the city family of schools and School Leaders are asked to consider this.

The Head suggested that the school arranges for phase 3 of the tree work to be completed by RW Greens, using the DFC. This would enable us to complete the works quoted. We would then arrange of RW Greens to undertake an annual survey of the Trees, to avoid so much work being required in one go.

Governors **agreed** that work on playground trees costing £2520 could be funded from Devolved Formula Capital Fund. However, the LA may contribute to this.

e). Pupil Premium (PP) Report PE & Sports' Funding Grant

There is no new PP report because the funding amount of £22,290 has only recently been confirmed and therefore a new PP Expenditure Report will begin.

PE and Sports Funding in the academic year has £3 left in the budget.

The Outdoor Gym will be installed in the Summer Holidays. This is to allow the school to remove the old frame, achieving savings and because the installation will be noisy.

Q. A £300 charge for a motivational speaker seems high?

A. The speaker is highly recommended and will be at the school all day, signing a copy of his inspirational book for each class.

The PE and Sports' Page on the School's Website has been updated and reviewed by Nick Chellel, Community Sports Officer, and he has asked to use our school as a case study to demonstrate the impact of the 5 key indicators of the funding.

4	<p>Items for Decision</p> <p>a) Lettings Governors agreed that the unsatisfactory administration of the Football Club on a Friday had reached a point where another provider should be sought. This will be put in place for after half-term.</p>
5	<p>Items for Information Only</p> <p>a) Financial Benchmarking</p> <p>Governors noted that the level of school income compared well with other similar schools. Spending on fulltime teachers is however comparatively high but not when compared with similar schools nationally, rather than in the Local Authority.</p> <p>Q. Why is the school's spending on services at the upper level of benchmarking? A. The school provides a Counselling Service and this budget includes attendance monitoring and admin supplies. Action Head to review what is included in this budget section compared to other schools.</p> <p>Kirsti's visit to the Junior's Finance Meeting Postponed to next finance meeting. Action: Clerk</p> <p>The school has successfully secured funding from the LA's Bids process for the lower ground floor boys' toilets to be refurbished. The School Council has agreed the floor plan and chosen the colours, etc. The Head has completed the Construction Design and Management Regulations (CDM) pre-construction information for the works to be undertaken during the summer holidays.</p>
6	<p>Date of Next Meeting 11th July 2018</p>

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	11.07.18
2	02.05.18	NC to coordinate next Governor Newsletter and include item thanking staff for flexibility in providing cover.	NC	11.07.18
3	02.05.18	Finance Committee will review staffing structure in the September meeting.	Head, Clerk	09.18
4	02.05.18	Head to review what is included in the services budget section compared to other schools (re Benchmarking).	Head	11.07.18
5	02.05.18	Kirsti's visit to the Junior's Finance Meeting next agenda.	Clerk	11.07.18

Signature of Chair: