

STANFORD INFANT SCHOOL: Finance & Staffing Committee

15th July 2019 5pm

Present: Wil Mackintosh - Chair, Madeleine Denyer - Head Teacher, James Bates, Natasha Cruse, Mark Topham

Quorate: 5/7

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

Item	Objective
1.	<p>Welcome and Apologies for Absence There were apologies from Kirsti Cox and Damian Fisher.</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 15th May were approved.</p> <p>b. Matters Arising & Action Log</p> <ul style="list-style-type: none">• Hannah Parker confirmed inflation on utilities had been added to the 3-year budget plan before submission to the Local Authority.• Governors thanked James Bates for constructing 'waterfall charts' showing the projected in-year budget deficit as a percentage of the total budget. The charts for the current 3-year forecast did not reveal unexpected patterns but it was agreed it would be useful to revisit going forward.
3.	<p>a. Staffing Update</p> <p>The Head reported that the Premises Officer had been absent on sickness leave for a month and had now returned to work. Cover for his duties was taken on by the Head, Deputy and Office Staff placing a considerable burden on them. The Head thanked the Deputy and Office Team for their support with keeping the school running.</p> <p>Q. Will reasonable adjustments need to be made now the Premises Officer has returned? A. Occupational Health have not stipulated this according to the medical advice they have received. However, the Premises Officer is currently restricted to light duties.</p> <p>Q. Would it be possible to outsource ground keeping? A. The Bursar had received a quote for an overhaul of the grounds, which have become unmanageable due to the Premises Officer's absence and incremental weather over the last term. The quote received was £420 and it has been decided to proceed with service.</p> <p>Q. Has the school prioritised areas of the Premises Officer role most significant for health and safety? A. Yes while he was absent but a wider area of work is now being undertaken.</p> <p>The Music Teacher's absence had been covered by a combination of a temporary music teacher and a student teacher. A saving of £1,746 had been made following receipt of insurance money for teacher absence.</p> <p>The Individual Needs Assistant (INA) supporting a child with complex needs has resigned and following 6 rounds of recruitment over the year, there have been no applications following the latest recruitment process.</p>

The Head has confirmed with colleagues that INA recruitment is proving difficult across the city. The role is insecure as it is dependent on a child remaining at the employing school and the continuation of EHCP plans which must be applied for every year. INAs also need to be suitably experienced/qualified while receiving relatively low remuneration for the challenges of the job.

Emma Remnant has contacted the Casework Officer to ask if further funding would be available due to the complexity of the child's needs, so the school could offer a higher pay grade.

Q. Can INA supply cover be obtained?

A. This is not ideal for the child who needs continuity, it is also expensive.

A TA in Reception has unexpectedly resigned late in the year and the current position is that 2 out of 3 TA vacancies have been filled.

Q. What qualifications are required for the TA role?

A. Appropriate experience is the most essential quality.

a. Final Budget Plan 2019/20

This had been approved at the FGB and submitted to the Local Authority with addition of inflation on utilities as requested at previous Finance Committee.

b. Forecast Outturn 2019/20

The underspend was currently forecast as £1,087 and there was that required particular consideration in the outturn.

The school are waiting to hear the outcome of the situation regarding back paid holiday pay; it is not believed that there will be budgetary implications due to the small number of staff affected.

Q. Why is an underspend showing in the insurance budget?

A. This is due to the timing of renewal – this will be spent in the autumn.

c. Pupil Premium

The January Census confirmed funding for 16 pupils and there are now 18 PP pupils at the school. Currently there was a total of 24 children on the Pupil Premium register, which included 3 PP+ and 2 Service children. The Head provided an expenditure report - the sum of £29,220 had been received and £13,953 had been spent. The school would now report on how we spent the pupil premium allocation and the effect of the expenditure on eligible and other pupils for the academic year 18-19.

Q. Does the School Counsellor provide a report on PP children in her caseload?

A. Dialogue produces an annual report to detail the referrals over the year and the impact the counselling has had. This is circulated to Governors.

The Head described the bespoke service the school received from their ECaR teacher who also provided training to other staff. It was explained that the Fisher Family Trust intervention programme was complementary to the work of the ECaR teacher and is delivered by a Teaching Assistant.

d. PE & Sport Premium

The Head had previously circulated the expenditure report for this area, to detail how the £17.1740 had been spent. As a consequence of all the hard work in this area, the school had achieved the KS1 Quality Start Platinum Award, had been used as a Case Study for Active Sussex and was a real Legacy School. It has been recommended that the school apply for Active Sussex School of the Year in 19-20.

Governors suggested that the revolution in sport teaching at the school should be celebrated in the Governor Newsletter.

Q. How does the school plan to sustain the current great levels of impact once there are no longer big ticket items to spend on?

A. The school is committed to the objectives of 'real Legacy' to ensure that improvements made now will benefit pupils joining the school in future years. Continued professional development, mentoring, training and resources will be provided to ensure that the teaching of PE and Sport is effective and physical activity is embedded across the school.

The Head said that the school's PE Leader had met with the PE Leader from Stanford Juniors to explore whether real PE could be introduced at the Junior School providing continuity of approach for children between the schools.

Governors commented on the careful balance between different areas in the Sports Premium plan.

4. Lettings & Magic Booking

The Head announced that the Drumming Club had given notice due to falling attendance. A TA at the school had put forward proposals to offer Art Club and Yoga Club, which was being considered. The school aimed to create a balance between sport and other types of activities.

Q. Are the parents/carers consulted on clubs to offer?

A. They have been in the past but the feedback was not conclusive in any direction.

The Bursar reported that the school would go ahead with the use of Magic Booking platform for Breakfast Club payments, which would save admin time, be convenient for parents/carers and offer the possibility of reductions for block bookings/subscriptions in future. Cash payments can be inputted manually. The system was fully GDPR compliant.

Q. Was there a debit card fee attached to use of the platform?

A. Yes but it is very minimal and the savings in time outweigh this loss by a great margin.

5. Building Works over the Summer

The pre-start meeting for the refurbishment of the downstairs girls' toilets took place this morning. Work will begin on 29th July and take the duration of the summer holidays. Recommendations from the emergency lighting inspection testing report will be undertaken. School Grounds work will take place following the Premises Officer's absence.

The Bursar reported that a quote for a sliding gate for the bottom of the car park had been received and following negotiations with the contractor, the current price, which included CCTV, was £16,000. There would be a separate pedestrian gate and a trench would be dug to ensure there was no gap at the bottom of the gate.

Governors **agreed** to recommend this to the FGB for approval as it was over £10,000 and therefore needed higher approval as laid out in the Scheme of Delegation. **Action**

Date of next meeting: tbc

Signature of Chair:

ACTIONS OVERLEAF

ACTION LOG				
	Date	Action	Owner	Due
1.	01.04.19	September/November agenda item on link between the school's budgeting and its plan for raising standards and attainment brought forward.	Clerk	September
2.	15.07.19	Approval of gate replacement to be raised at FGB.	Clerk	15.07.19