

# **Bevendean Primary School**

## **Minutes of the Finance, Personnel & Premises Committee**

### **held on Thursday 5th November 2015**

**Present:** Mark Back, Rachal Daniels, Martyn Giddens, Teresa Goble, Mo Marsh, Martin Brown (Business Manager), Glenys Harries-Rees (Clerk)

1. **Quoracy of meeting:** Meeting was quorate
2. **Apologies:** Jo Whitmore
3. **Consideration of apologies:** All apologies were accepted

In Jo Whitmore's absence, Mark Back was asked to chair the meeting

#### 4. **Notification of A.O.B**

Parking

Identification of personnel

#### 5. **Minutes of last Meeting**

The minutes of the meetings of the meeting held on 8th October 2015 were approved.

#### 6. **Matters arising**

##### (i) Revised Scheme of Delegation (attached)

MCB presented the revised SoD, explaining that it is based on the model policy from Brighton and Hove. There has been no change to the figures; he outlined the other changes as follows:

- D7: a new clause relating to the review of debit card activity – this is already what is practised in the school

MCB was asked to explain how the debit cards were used. He explained that the school holds 2 cards which can be used by the Headteacher and the Business Manager. A purchase order must be completed before each use of the card. Asked what happens if the Headteacher is away, he replied that the Deputy Headteacher would also be able to use a card. This is not in the SoD, nor is there currently a third card available.

MCB was authorised to amend the SoD, before it is presented to the FGB, to include the Deputy Headteacher under D35 as a debit card holder. MCB will arrange an application for the card when the new Deputy Head is in post.

- D25: notification to B&H re payments to employees - already practised
- D26: new clause re authorised signatories for pay documents / time records
- D28 – D32: new section re security of assets taken from G&H model policy
- D33 – D34: Petty cash clauses

The clause A13 re ex-gratia payments was queried: the Children's Services Sub-Committee no longer exists. MCB was asked to follow this up.

The governors approved the revised Scheme of Delegation, subject to the amendment under D35, for recommendation to the Full Governing Body.

## 7. Finance

### Business Manager's report

The report had been circulated to, and read by, the committee. The following points / questions were raised:

- a) The budget share stands at £1,843,007.00
- b) Pupil numbers stand at 400 with future nursery numbers still giving cause for concern. The following comments were made:
  - Numbers in the whole of the BN2 4 postcode area are low
  - The profile of the school in the area must be raised, perhaps by leafleting
  - The new school website will help raise the profile
  - Care must be taken not to "poach" from other local schools

If the low numbers continue, it is possible we will be looking at a one form Reception intake in 2016.

- c) Mark Dally has been appointed as Deputy Head and will take up his post in January 2016
- d) Asked whether the use of Supply Desk is best value, it was explained that this has been investigated and a good rate has been secured
- e) An organisation is still defaulting on lettings payment. The committee agreed that, should they not meet the deadline given by MCB, the letting should be terminated and the gates locked
- f) A Year 6 teacher has resigned with effect from the end of the year. Procedures are in place to deal with this vacancy from within the existing staff

### Out-turn

***Please note that all governors may see a copy of the out-turn on request at the school office***

MCB presented the out-turn for Month 7 and made the following points:

- a) The figure for one group of salaries is incorrect, due to accounting errors in FMS. MCB has contacted B&H. It may be necessary to ensure that everyone has a contract, even if it is a zero hours contract
- b) Indirect staffing costs, which cover training, are already high. From January, it will be necessary to turn down requests for training. Asked whether the figure included the cost of the INSET days, MCB undertook to look into this. Concern was expressed that the figure had not been set high enough and it was suggested this should be reviewed when setting the next budget
- c) The e-sport is showing an underspend as an invoice from Brighton and Hove Albion is outstanding
- d) Utility costs are low, awaiting latest invoices
- e) Photocopying is overspent: the budget figure will probably only cover the use of the colour photocopier. Asked why this is the case, MCB explained that outstanding bills from the previous financial year have only just been received. There is also a problem of control and considerable wastage. Governors asked that steps be taken to enforce pincodes and investigation into the use of RISO should be made as a matter of urgency
- f) No concern with classroom budgets. MCB will remind budget holders of their allocation

- g) MCB confirmed that all forms applying for grants for school trips had been submitted and approved. It was explained that funding came from various charitable trusts and that the hardship and low income were the main eligibility criteria
- h) We have only received £500 of the £8000 due in capital funding. MCB will take this up with the Council
- i) Lettings income is low but payment from the Table Tennis club is expected. Enquiries have been made re the hire of the hall for indoor football. This will be looked at and reported on at the next meeting
- j) Contributions to nursery snacks have lapsed. It was agreed these must be enforced and the matter will be investigated
- k) Swimming income is variable as many parents do not pay the £2.50 per week. It is hoped that the on-line payment system, Parent Pay, will improve this situation.

MCB was thanked for all his hard work.

## **8. Performance Management Pay Awards**

- (i) Recommendations from the Pay Committee concerning the all eligible teaching staff salaries were agreed
  - (ii) Annual Statements of Salary
- MCB reported that these were prepared and could now be finalised and issued

## **9. Restructuring report**

MG reported to the meeting on progress made

## **10. School Fund**

The audit has not yet been done. MCB will organise it.

Revising the signatories is still proving problematic. MCB is working on it.

## **9. Summer Term Pupil Premium data**

It has not been possible to analyse the summer term data in a meaningful way. The spreadsheet has now been simplified to enable accessible analysis and reporting. This will be brought to the FPP once a term. The first report will be on Autumn Term figures and will be presented at the meeting on 11th February 2016.

## **10. Safeguarding Review**

RD reported that she had met with MCB and looked at the Single Central Record. The rolling renewal of checks is still in place, with an alert reminding when renewals are due. She reported that everything is up to date.

It was agreed that, while it is not mandatory to do DBS checks for volunteers (including governors), this is good practice and should be continued.

## **11. Capability Policy**

MG reported that this had been reviewed and no changes were recommended. The governors approved the policy.

## **12. SFVS**

This is still being brought up to date and will be brought to the next meeting.

**13. Date of next meeting**

Thursday 11th February 2016 at 3.30 pm.

**14. AOB**

- (i) Parking is becoming an increasing problem around the school at the start and end of the day. A letter to parents has been drafted (attached) which was read out at the meeting. Governors agreed this should be sent out to all parents both in hard copy and via e-mail. It should also be put on the website. It was further agreed that continuing offenders should be reported to the police with effect from a week after the letters go out.

MM offered to write to the Area Police Inspector. This was agreed

- (ii) It was agreed that, to avoid confusion, Mark Back should be identified by the initials MB and Martin Brown should be identified by the initials MCB. This has been implemented in these minutes.

**There being no further business, the meeting closed at 4.50 pm**

Signed \_\_\_\_\_ Date \_\_\_\_\_

\*\* Please note that all governors may see a copy of the out-turn on request at the school office

\*\*\* Please see Action Points from this meeting on the following page

**Action points from the meeting of the FPP committee held on 5th November 2015**

<b>Action</b>	<b>By</b>	<b>Person responsible</b>
Position re restructuring consultation to be reported at next meeting	11/2/16	MG
Scheme of Delegation to be revised to include Deputy Head as debit card holder	As part of revision	MCB
Revised Scheme of Delegation to be recommended to FGB	19/11/15	GHR
Clause A13 in Scheme of Delegation to be investigated	ASAP	MCB
Letting to be terminated if outstanding debt not paid by deadline	As appropriate	MCB
Pincodes re photocopying to be enforced and investigation undertaken into the use of RISO	ASAP	MCB
Indoor football hire to be investigated and reported at next meeting	11/2/16	MCB
Nursery snack charges to be chased	ASAP	MCB
School Fund Account signatories to be changed	ASAP	MCB
School Fund audit to be arranged	ASAP	MCB
Pupil Premium Report on Autumn figures to be brought to next meeting	11/2/16	MG / MCB
SFVS to be brought to next meeting	11/2/15	MCB / MG / JW