

Bevendean Primary School

Minutes of the Finance, Personnel & Premises Committee

held on Thursday 16th April 2015

Present: Jo Whitmore (Chair), Mark Back, Rachal Daniels, Teresa Goble, Wendy King, Trudy Roberts, Jane Harrower (Business Manager), Glenys Harries-Rees (Clerk)

1. **Quoracy of meeting:** Meeting was quorate

2. **Apologies:** Mo Marsh

3. **Consideration of apologies:** All apologies were accepted

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

Staffing issue

5. **Minutes of last Meeting**

The minutes of the meetings of the meeting held on 26th February 2015 were approved.

6. **Matters arising**

(i) PP reports to include number of children for each intervention

This change will be implemented in the next report to this committee

(ii) Surveyor's inspection of water tower

This has taken place with no further deterioration being found. JH reported that the water tower is scheduled to be demolished in the summer holidays. It is a major project and could have an impact on works already scheduled for the kitchen: each party has been made aware of the other's work. A governor commented that the removal of the water tower, thereby putting the school directly on to a mains water supply, should be of benefit to the budget.

JH confirmed that the work on the kitchen is external and not funded out of the school budget.

JH also reported that repairing the wall ties is also on the Council's schedule as part of a rolling programme involving several schools.

In reply to a question concerning progress on the state of the kitchen windows, JH reported that she is still waiting to see whether the windows will be replaced as part of the refurbishment.

(iii) Quote for remedial work on potholes

This has not been done as the Council is hoping to do work on the KS2 playground, drawing from a separate budget. This will be confirmed or otherwise within 3 weeks. If the work goes ahead, the lines will be covered: it was agreed that the school's own line-marker could be used to remedy this in the short term.

(iv) Ongoing use of exercise books

Exercise books in subjects where they are less used (e.g. RE, Art)) will be carried through into following years.

(v) TLR changes

This were reported in a staff meeting and minuted. Staff did not question the changes.

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 has been reduced since the last report and now stands at £1,850,039
- b) £1,109 was reclaimed for 1 unused space in Nursery in the Spring Term which was taken from the Classroom Assistants budget
- c) Numbers applying for Nursery for September 2015 have dropped sharply with only 22 places so far out of a possible 50. This includes those already in Nursery who are staying on and is despite a lot of marketing. Asked why this is the case, it was explained that an increasing percentage of housing in the area is being offered for student accommodation, thus decreasing the number of young families. BECCA has the same problem and is struggling to gain enough numbers to be financially viable.

This will have a significant impact on the planning of the 2016-17 budget and it will be necessary to monitor the 2015-16 budget very closely.

- d) To draw down DFC, it is now necessary to give details of what it is to be used for, and to have booked the work. £8905 is available.

Discussion took place as to how this should be spent with the following possibilities being put forward:

- Windows: library, hall, ECAR room, Deputy Head's room
- Shade outside library to cover KS1 grass playing area
- Play equipment for KS1 in grass playing area as requested by School Council

It was agreed to replace the windows in the Deputy Head's and the second ECAR's rooms and then to purchase play equipment for KS1, leaving a minimum reserve of c£1000.

e) Staffing

- WK's written resignation had been received and accepted before Easter
- Martyn Giddens was appointed, starting in September 2015
- Governors agreed a request for reduction in hours from a member of the teaching staff. This will free up funding for more TA hours in the SEN department. A governor asked for confirmation that the current levels of SEN support will be maintained and pupils will not suffer. WK confirmed that this is the case
- A request from a teacher on maternity leave to come back on a part-time basis was also agreed
- After discussion with Martyn Giddens, the advert for the Deputy Headteacher post was withdrawn and prospective applicants informed. It was felt that MG should have time to get to know the school in order to be fully involved in the selection. The advert will therefore be deferred until the Autumn at the earliest. Meantime, Trudy Roberts has been asked and has agreed to continue as Acting Deputy Head

Out-turn (attached)

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

JH took the committee through the out-turn statement making the following points:

- a) Although this is month 12, there will be a number of items paid or received in April (e.g. overtime, additional hours) which will be put back into this year (in month 13), so these are not the final figures for 2014-15
- b) The surplus on clubs expenditure has risen because it has been possible to fund some clubs from Esport funding
- c) Agency staff overspend was predicted and is balanced by the income from Pupil Premium
- d) The surplus in Services to Schools includes a ringfenced amount of £14,040 which is to pay for the kitchen refurbishment
- e) LA contributions re staff included a last minute funding of £5000 for ECAR
- f) Other LEA contributions include a ringfenced amount of £15,000 which is to be returned to the LA. This was to fund a dedicated TA post re travellers, but it proved not possible for that TA to be based at Bevendean
- g) A cheque from a group which hires our premises has bounced. A letter has been sent threatening to refuse entry unless immediate payment is received
- h) The short-term contingency stands at £55,575
- i) The projected surplus at the end of the financial year of £108,774 includes c£30,000 which is ringfenced: (i) be returned to the LA and (ii) to be handed over for kitchen refurbishment

8. Budget 2015-16 including Pupil Premium expenditure

JH explained that she would be presenting 2 draft budgets to cover possible changing scenarios.

Scenario 1 is based on the following assumptions:

- No-one leaving
- Nursery numbers half a class from Sept 15
- DHT out of class and three Y6 classes (back to 2 in Y5)

Teachers - other

- New HT, Martyn Giddens, from Sept 15. WK leaves Aug 15
- 2 temporary teaching posts made permanent
- No new appointments. Deputy Head post to be advertised later in year
- Teacher on maternity leave Nov 14 to Nov 15, returns Nov at 0.4FTE (2 days pw) - maternity cover from Hays Sept to Nov 15
- Acting Deputy Head out of class (but doing booster work) plus KS2 leader
- Nursery numbers around 22 (including existing pupils coming through) for Sept 15. Therefore offering one pattern of attendance: 2.5 days (Monday and Tuesday all day plus Wednesday morning)
- Therefore teacher in Nursery Mon, Tues + Weds am. Rest of week pupil premium
- Nursery Nurse also Nursery Mon, Tues + Weds am. Rest of week pupil premium

Support Staff

- One TA reducing hours to mornings only (health reasons)
- Includes as many INAs as possible. There is still some uncertainty around whether all children currently needing INAs will stay at the school as several reviews are due.
- Using the additional Y1 TA from Sept in Y2 pms

Other:

- Training: £6k is included in first year to cover the LA Pie Corbett training
- Supply: split between 2 local providers and agency, modelled on 2014-15 plus continuing to cover vacancy and pupils premium work in the summer terms and the teacher on maternity leave 2 days a week from September to November
- No overlap day in the class share
- Premises: no projects except re-plastering & re-decorating (in-house) of classroom 5D
- RWILDLIFE - ring fenced grant c/f of £300 earmarked for wildlife garden in first year only
- DfE Sports Funding: new funding for 15/16 of £3963 for staff training projects & promotion of specific sports to children in summer
- HSF: Bevendean contribution of £15k each year from 2015-16 onwards
- Full funding of £15924 re INA for LG in R/Y1 all 3 years
- In second year. taken out INA ams for CO & one for ORB. Taken out pm TA Y2 (cover for this from existing staff)
- Councillor only in first year
- MSA lunch meals only - no-one else – first year onwards
- Capitation budgets very reduced
- Very little IT
- No projects
- No uplift in utilities
- No IT technician from Sept 16
- Zero furniture budget

Presenting the draft budget on Scenario 1, JH pointed out the following:

- 93.6% of the budget is spent on staffing
- Grounds maintenance has been increased to allow for £3500 for tree maintenance – a Health and Safety requirement by the Council
- The decreased premises budget reflects the fact that no projects are planned
- Curriculum (capitation) budget has been significantly decreased
- The LA has increased the Services to Schools charges by £8000 for long-term sickness and maternity leave cover (this is across the authority)
- Pupil Premium funding will decrease from £230,000 to approximately £222,000
- Early Years allocation from the Council reflects the drop in numbers, predicting 22 for Nursery in the first year and 40 for Reception Sept 2016. This was agreed with the Council's finance section
- The anticipated surplus for 2015-16 (£17,798) is significantly less than that for 2014-15
- The three year summary shows a break-even position in the second year, with a deficit of £134,164 in the third year
- The Council have been informed of the position and have indicated approval of the three year plan at this stage

Scenario 2 includes the following assumptions (otherwise Scenario 1 pertains):

- One teacher leaves Aug 15 (currently being interviewed)

- Teacher not replaced, Acting Deputy Head in class taking Y6 ams (the current arrangement)
- MG to appoint substantive DHT at appropriate time
- KS2 Leader TLR will be reinstated for Acting Deputy Head
- Duty meals for teachers (additional £1200) to be reinstated

Presenting the draft budget on Scenario 2, JH pointed out the following:

- There is a little more leeway in this budget
- The anticipated surplus for 2015-16 is £45,254
- The three year summary shows a surplus of £27,930 in the second year, with a deficit of £105,608 in the third year

Details of the proposed Pupil Premium expenditure in both scenarios were outlined.

Discussion took place with the following comments / questions being raised:

- What are other schools doing about falling numbers? What could we do?
One school went down to 1 form entry and had to re-structure;
Age groups could be mixed (vertical streaming) but the SLT do not consider this to be an effective approach;
It was agreed that it is important to remain calm at this stage as it is impossible to predict numbers. What has been presented is the worst case scenario and shows the budget holding its own in the second year. The situation will be closely monitored
- If the teacher does leave, does this mean we move on to Scenario 2?
Yes. If not, then Scenario 1 would be followed
- Is it possible to revert to Scenario 2 if Scenario 1 is being followed and a later resignation is received?
Yes, so long as the resignation is received before 21st May 2015 (next meeting of FPP)
- Staff duty meals: how have teachers / TAs reacted?
This has come to the committee first
- How has this worked in the past?
Staff must sit with the children to quality. They are not needed and it is their choice. However, the children do appreciate their presence and it can have beneficial impact on challenging behaviour and building relationships
- Could the potential saving be used to cover more counsellor hours?
It would be a saving of c£1400 which would not cover an additional 2 hours. The counsellor costs £9500 for 1 day per week
- It was agreed that, if possible, payment for staff meals should be retained. This will be revisited at the next meeting
- In Scenario 2, what happens with Year 6?
Whereas, in Scenario 1, the plan was to have 3 complete classes with the Deputy Head being completely out of class and doing booster work, Scenario 2 will retain the current position where she shares Y6 in the mornings and has DHT release time in the afternoon
- As the current Year 5, moving into Year 6 in September, is a challenging cohort, this will be an area to be monitored very closely

As a draft budget has to be with the LA within 2 weeks, governors were asked to approve both scenarios. JH will circulate notification of which scenario is to be submitted, when it is known if a teacher is resigning.

The governors approved both scenarios, together with the plans for expenditure of Pupil Premium funding.

JH was warmly thanked for all her hard work, particularly on such a fluctuating situation.

9. AOB

WK reported that a staffing issue had arisen which is likely to involve a restructuring process. Because of the time frame, this will be started in September under the new head - meantime a working party will consider all the options and bring proposals to the next meeting. WK confirmed that all concerned are being kept informed.

10. Date of next meeting

Thursday 21st May 2015 at 3.30 pm.

There being no further business, the meeting closed at 5.05 pm

Signed _____ Date _____

Action	By	Person responsible
Group which hires premises to be chased for payment	ASAP	JH
Payment for staff duty meals to be reviewed	Next meeting	GHR / JH
Committee to be informed which scenario is submitted to LA	On submission	JH
Working party to submit proposals re potential restructuring process	Next meeting	WK / JH / JW

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