

Bevendean Primary School

Minutes of the Finance, Personnel & Premises Committee

held on Thursday 21st May 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**
None
5. **Minutes of last Meeting**
 - a) The minutes of the meetings of the meeting held on 16th April 2015 were approved
 - b) Matters arising
 - (i) Hiring premises payment
This had been received after a letter was sent threatening to refuse entry and a follow-up call made.
 - (ii) Review of payment for staff duty meals
It was agreed to take no action on this for the time being
 - (iii) Budget Scenario submitted to LA
Scenario 2 was submitted but much has changed since then. This will be covered under item 7, proposals for final budget 2015/16.
6. **Finance**
Business Manager's report

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

 - a) The final budget share stands at £1,850,039
 - b) Nursery was full at Census day
 - c) There has been an additional child admitted into the Hearing Facility with funding for an additional TA to work with the child in the afternoons has been negotiated on the Hearing Facility's behalf. Further negotiations might be necessary for another admission in September – details of progress will be passed on to the new HT and Business Manager
 - d) Numbers applying for Nursery for September 2015 now stand at 23. The warning about low Reception intake for September 2016 and the budgetary implications still stands
 - e) Work using DFC as agreed at the last meeting has been booked::
 - Windows for classroom 6R: £3229
 - ECAR reading room: £598
 - Play equipment for KS1/R in grass playing area £4078

- £1000 left in DFC as contingency

f) Staffing

- Jo-Anne Gibson leaves in August 2015
- Jason Persaud, Mary Wilkinson and Trudy Roberts will all also leave in August 2015. This was not known at the last meeting and has had significant impact on planning the budget for 2015-16
- Job interviews, following circulation to all B&H and East Sussex schools are being held on Friday 22nd May 2015

A governor stressed that care should be taken over appointments despite the urgency of the situation

- Martin Brown has been appointed to the role of Business Manager and we hope he will start on 22nd June 2015.
- Jane Harrower leaves on 12th June 2015 but will come back to hand over
- Jo Gatherer (JH's Finance Assistant) has a new job in West Sussex and will leave on 26th June 2015, theoretically having a 4 day overlap with Martin Brown. The advertisement for her post is already in place with the closing date 1st June 2015 and interviews being held on 5th June 2015
- Plans are being made to cover the gaps
- The Council has work on demolition of the water tower out to tender with a view to it being done during the summer break
- Refurbishment of the kitchen will also take place during the summer break although no plans have yet been seen
- Work to adapt the main drain in the car park to stop flooding has been booked
- Valves on heating system in the upper school are causing problems – investigations are underway with a view to replacing and perhaps isolating them, possibly with Council help on funding

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:

- Little has changed since the last meeting when the committee was shown Month 12
- The supply figure has changed significantly to include supply claims for March
- The short-term contingency stands at £55,575
- The projected surplus at the end of the financial year of £106,820 includes c£25,000 which is ringfenced: (i) be returned to the LA and (ii) to be handed over for kitchen refurbishment

A governor asked what the situation is concerning the IT Consultant. He is in post until July 2016 and this is reflected in the 3 year budget

7. **Proposal for final budget 2015-16**

JH presented a summary of the proposed budget for 2015-16, together with a three year summary (both attached)

She explained that staffing costs had had to be readjusted since Scenario 2 was submitted to the LA. Additionally, a more realistic figure for the Early Years allocation had been agreed with the LA, taking into account the lower numbers. These two factors had resulted

in revised surpluses of £32,724 and £9,295 for the first and second years and £121773 deficit for the third year. This has been accepted by the LA at this stage with a need for vigilance during the coming year and an awareness that it may be necessary to look at restructuring if Nursery/Reception numbers do not improve.

Apart from these issues, the premises governing the budget remained unchanged from those reported at the last meeting.

The governors approved the budget and agreed to recommend it to the Full Governing Body for final approval on 4th June 2015.

JH was again warmly thanked for all her hard work, in a situation which has grown ever more challenging

8. Pupil Premium November 2014 – March 2015

WK presented this report (attached), reminded the committee of its responsibility to ensure value for money and that they can be confident PP money is spent on PP children. The report now includes, as requested at a previous meeting, the number of children involved in each intervention.

The governors were encouraged to see the wide range of targeted interventions and the benefits they have produced.

Asked to explain the Year 6 tutoring intervention, WK explained that this was targeted at pupils who might reach Level 6.

Asked why the results for Reception were unclear, WK explained that the points system does not pertain in Reception. Data is available in a different form which shows the impact of this intervention.

9. Proposals re potential restructuring process

These were put to the meeting following discussions between the working group and HR at the Council. It was agreed that matters should proceed as advised by HR.

10. New Lettings request

JH reported that an evangelical group had applied to hire the hall and stage for 2 hours each Sunday morning for a church service. She has acquired security and bank account details.

Unease was expressed that not more was known about the group and MB undertook to look into them, including enquiring why they had left the Holy Nativity Church up the road. He will report back to the committee by e-mail.

The committee agreed in principle to allow the group to go ahead on a short-term trial basis, limiting them to 40 attendees only. During that period members of the committee could “drop in” to observe the activities.

JH was asked to ensure that the group understood they may not feature Bevendean School as anything other than a hired venue on their literature.

11. Social Networking Policy

There had been no changes to this. The committee approved the policy

12. Allegations against Staff Policy

There had been no changes to this. The committee approved the policy

13. AOB

The committee was very sad to say goodbye to Jane. She was thanked hugely for all her work over the years, especially this year, and everyone wished very well in her new role. She will be very much missed.

14. Date of next meeting

To be advised.

There being no further business, the meeting closed at 5.10 pm

Signed _____ Date _____

Action	By	Person responsible
Draft budget be recommended to FGB for approval	4th June 15	GHR
Group requesting hire of hall to be investigated	ASAP	MB
Group to be offered short-term hire in the first instance	ASAP	JH

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