

Bevendean Primary School

Minutes of the Finance, Personnel & Premises Committee

held on Thursday 26th February 2015

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

1. **Quoracy of meeting:** Meeting was quorate
2. **Apologies:** Rachal Daniels, Mo Marsh, Trudy Roberts
3. **Consideration of apologies:** All apologies were accepted
4. **Notification of A.O.B**
Pupil Premium
5. **Minutes of last Meeting**
The minutes of the meetings of the meeting held on 25th November 2014 were approved.
6. **Matters arising**
 - (i) Risk assessment re damage to tablets
A written plan has been put in place to ensure that the tablets will not be lost or stolen
 - (ii) Solar PV analysis
This has been put on hold for budgetary reasons
 - (iii) Training on Safer Recruitment
Jo Whitmore has completed training in safer recruitment. She and WK are now both fully trained
 - (iv) Consideration of outdoor gym circuit
This was to be considered if there was sufficient surplus at the end of the financial year. As this is not the case, the matter has been deferred
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 twice since the last report and now stands at £1,851,148
 - b) £3,849 was reclaimed for unused spaces in Nursery in the Autumn Term and £4,853 was taken for reduced rates (balanced by the reduction in the charge)
 - c) The core budget for 2015/2016 will be a slightly lower figure than for 2014/2015 and the carry forward is likely to be only half the previous year's figure
 - d) Subsequent to writing the report, WK's formal resignation has been received. She will be leaving at the end of the summer term
 - e) The advert for the post of Headteacher will appear in the Times Ed and on the B&H website on 27th February 2015, with a closing date for applications of 16th March 2015. Interviews will take place Wednesday and Thursday 25th / 26th March 2015

- f) Given the budgetary situation, it has been agreed to delay advertising for the Deputy Head post until the beginning of the summer term when there will be a clearer picture of staff movement generally
- g) Pupil Premium
- A report was circulated showing the expenditure from September – November 2014
 - Spending is well up to target and monitoring from both this committee and the curriculum committee continues to ensure it is spent wisely and correctly
 - It was requested that future reports should include the number of children involved in each intervention
 - Governors asked how many Children in Care attend the school. There are 5. Asked whether they are all automatically included in interventions, it was explained that they are all looked at and assessed for progress and any difficulties they may have. They are only included where it is indicated this would be helpful
 - Governors asked if traveller children attract more funding. This is not the case, although, because they were on roll at the time of the census, the school does have core funding for them for the whole of the year
 - Pupil Premium plus funding has been available for some children identified as needed 1:1 support
- h) B&H plans to remove the water tower over the summer for safety reasons. JH was asked to chase up the surveyor over regular inspection of the situation (at least every two months) while the tower remains in place.
- i) £14000 has been transferred into the school budget, ringfenced for the refurbishment and upgrading of the school kitchen. This will be carried forward into the new financial year
- j) With the uncertainty as to whether the council will resurface the playground, JH was asked to commission Murdo Skimming to cost out remedial work on the small potholes which are appearing. This should be kept to a minimum. MB agreed to advise

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) A surplus of approximately £7400 on clubs expenditure has arisen because of the difficulty in predicting how many clubs will take place and what they will cost
- b) Agency staff overspend was predicted and is balanced by the income from Pupil Premium
- c) Paternity leave has resulted in a forecast deficit of £3000
- d) Spending on pupil visits (clarified as external trips in response to a question) is difficult to predict and a deficit of £1248 is forecast
- e) The short-term contingency stands at £55,575
- f) It is anticipated that the whole of the curriculum budget will be spent by the end of the financial year
- g) It was asked if school is still accessing trust funds for help with residential trips. Yes, this has just started for summer 2015 and the office staff will be chasing parents to take this up

- h) Projected underspend is £66,473. However, £14000 is ringfenced for the kitchen, therefore the real figure is £52,473, showing that effectively the school has broken even on the budget for the year
- i) Asked if she is happy with the financial position, JH responded that she is happy not to be in deficit, but explained that Pupil Premium is crucial to the budget, carrying, as it does, several staff salaries
- j) Asked whether, with the change of eligibility for free school meals in KS1, parents of those who can attract pupil premium are still “registering” satisfactorily, JH confirmed that this is the case

8. Pay Appeal

WK reported that a teacher had appealed against a pay decision. Kathy Strulo-Brooks, Emma Warwick and Liz Wylie formed the panel for the appeal which was not upheld. The following recommendations were made:

- a) It should be made clear on the appraisal process paperwork as well as in the pay policy that a judgement of outstanding will automatically mean 1 point rise in pay but will not automatically mean 2 points. Two points may be considered.
- b) All teachers should be given the pay policy at the beginning of each year
- c) Every teacher should be made aware that progress is a key factor in the appraisal process

Asked how staff will be made aware, WK explained that the issues will be raised at a staff meeting and clearly minuted.

9. Single Central Record

WK reported that Rachal Daniels had audited the record and found no gaps or omissions.

10. Restructure plans

A restructure consultation document was circulated (attached). While the main structure will stay the same (Head, Deputy, Senior Leadership Team), a change to the structure of TLRs is proposed as follows:

- TLRs in Maths, English, Early Years and KS1 should remain
- The TLR for IT should go and be replaced by a TLR for Assessment. Asked why the IT TLR should go, it was explained that a lot of the IT work is done by JH and by Penny Hajduk (Resources Manager) and that IT is no longer equitable in learning terms
- The TLR for PHSE should go
- Temporary TLRs can then be put in place for project work

The governors asked the following questions

- How will this be implemented?
WK will talk to the staff concerned. If there is disagreement, this will be brought back to the governors
- When will it take effect
In September 2015
- Will it make any difference to the children
No
- Have these changes been covered in the budget?
Yes

The governors approved these changes which will be reported to the Full Governing Body at their meeting in June.

11. Statutory reporting

The LA had sent a link to advice as to what must be on the school website. WK reported that everything is in place except for the charging and remissions policy. This is in hand

12. Reported accidents

WK reported that, between March 2014 and February 2015, there had 7 reported accidents, 4 involving adults and 3 involving children. In 4 cases, someone had to go to hospital. When reviewing these cases, it became clear that processes for dealing with accidents (First Aiders, communications, decision making) are robust. Having 2 first aiders dealing with accidents has proved worthwhile.

Asked whether any accidents had happened in the same area, the answer was no.

There had been 1 change to a Risk Assessment and 2 reminders given concerning the process.

13. AOB

None

14. Date of next meeting

Thursday 26th March 2015 at 3.30 pm. However, please note that this may be subject to change as a result of the Headteacher interviews being held on that date. At the very least, the time will almost definitely have to be delayed. Please keep a check on your e-mails

There being no further business, the meeting closed at 4.15 pm

Signed _____ Date _____

Action	By	Person responsible
PP reports to include number of children in each intervention	Ongoing	JH / WK
Surveyor to be chased re inspection of water tower	ASAP	JH
Murdo Skimming to cost out remedial work on the small potholes in playground	ASAP	JH/MS
Ongoing use of exercise books into new school years to be considered	Ongoing	WK and staff
TLR changes to be reported to the Full Governing Body	FGB June meeting	GHR / JW
Revised time / date of next meeting to be advised	When possible	GHR / JW

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