



School budget discussion:

Proposed carry forward of £627.

Budget includes previously agreed preschool charges but does not reflect the proposed charges that have been recommended following discussions with Vicki Slattery and schools' finance officer. *SF asked about the school's dependency on the £12,000 reimbursement for the utilities and is this figure accurate?* SV reported that the figure may be marginally different but not substantial; however it is difficult to predict if we expect this to be reimbursed before the end of this financial year due to the volume of information and paperwork that needs to be looked at before a final figure can be reached and agreed. SV is confident this will be received but is unsure when.

Income on the budget does not include the additional income we may receive due to increase in numbers and DCC funding changes, Budget is based on original predicted numbers continuing forward, however we are anticipating higher numbers which will add further funding. *SF asked is the whole school meal income below what we expected? and should we be increasing meal costs again?* SV advised he has planned to increase the meal costs again from September to help support the meals income and reduce the annual deficit. *CH identified that the meals income this year has fallen below budget, is there a reason as to why?* SV reported that we have more Free School Meals that we had budgeted for, the income received from government funding is less than if these children weren't FSM. Catering expenditure was due to the issues with oven.

*SF asked do we do duct cleaning and is this included in these budget lines relating to catering?* NPS carry out 6 monthly procedures to clean the ducts and this is budgeted under the NPS budget line. *SF asked how long can deficit under school meals be sustained for?* SV advised we have to continue to provide FSM and Universal Infant Free School Meals, and this is where the income loss is generated, and does not meet the cost of supplying these meals. We are subsidising the FSM element where the funding is not adequate from the government. *CH asked is there another way to utilise the kitchen to increase the income?* By increasing the cost of meals this should reduce the deficit; however consideration for ideas of how to use the kitchen to generate further income would be beneficial. SF suggested considering if volunteers have any ideas that could make use of the hall and kitchen to increase the income.

Preschool budget discussion:

Budget monitor does not show the current agreed recharges, and the proposed recharges will still leave the pre-school in a health position to move into the next budget year. Forecast income for next year on known numbers is £36,000 (approx.) for summer term. Based on information an estimation of £47,000 in the following two terms. The ratio of children to adult varies depending on the age of the children, 2-year olds ratio is higher. Income is generated from government and parents that pay additional on top of their entitlement. Recharge will show other areas which currently do not have a budget line. *CH asked why do we not consider carrying across surplus in full to the school budget?* SV advised that once it has been brought across it cannot be moved back.

Already agreed the following recharges from the Pre-school budget - £2,000 for utilities and £2,667 to cover the TLR payment for the Early Years lead.

Given the healthy position that the Pre-school budget is in, in discussion with schools' finance officer it is recommended that governors consider the following recharges;

- Admin £2,284 (this is based on 1/4 of the costs for the member of office staff who deals with this - it was felt that this role does take up at least this proportion of her time)
- Rates £1,586 (this is 1/20th of the current school rates - Pre-school before moving into the building did pay their own rates)
- Broadband/Telephone/School Comms £701 (this represents 1/8th of these bills, previously they did have their own phone bills, but not broadband -as this wasn't

	<p>something they had until moving into the new school)</p> <ul style="list-style-type: none"> <li>• Caretaking £1,390 (this is 1/10th of costs, although the cleaning costs are already in the Pre-school budget, there is no reflection to cover any caretaking costs)</li> <li>• Food £800 (this is an estimate and may actually be higher - as they currently order bread, cheese and fruit through the kitchen which is currently in the school budget)</li> <li>• EY lead release time £1,400 (again an estimate of the costs involved for the release time for the EY lead to work with Pre-school staff)</li> </ul> <p>This gives an additional recharge figure of £8,161 for this financial year and this can be reviewed annually - this figure would then impact positively on the school's bottom line in the budget monitor. <i>JS asked could this be built into the pre-school budget with individual budget lines? Yes, it would make the budgets transparent.</i></p> <p><b>AGREED:</b> SF proposed, SI seconded and all governors in agreement for the above recharges to be transferred to school budget from pre-school.</p>	
<b>7</b>	<p><b>Identify Year-End carry forward and plan for use / recovery –</b> As discussed in item 6 above</p>	
<b>8</b>	<p><b>Make Budget recommendations for next financial year to FGB –</b> SV circulated provisional budget to committee, prior to meeting. This has not yet been finalised. Budget is based on data from current budget year, assuming staff will continue and staff on temporary contracts will continue to August 2020. SV will be updating governors with any changes to staff following Easter break. SV will bring full budget to FGB which should have impacted positively from the pre-school recharges as agreed above. This budget does not include any additional hours some staff are carrying out currently to support children that currently do not have an EHCP. <i>SF asked are we short on any PP or SEN funding? Yes, EHCPs' has now been submitted and we hope to receive funding in September if the EHCPs' are approved. 2 EHCP have been approved in this term, this additional income is not yet shown in the budget.</i> <i>JS highlighted the minimum funding is not in this year budget but is next year but not for any following years, and asked what does this refer to? SV will consult the finance officer and report back to committee.</i> SV will circulate budget once completed for full review and approval at FGB.</p>	SV SV/FGB
<b>9</b>	<p><b>Review projected admission numbers against budget plan –</b> SV circulated projected pupil numbers to committee prior to meeting, 2020-2021 is accurate to include children that we are expecting to leave and join. We have not anticipated any changes in the numbers moving forward. Which shows a small decrease moving in to each year.</p>	
<b>10</b>	<p><b>Review staff training requirements and agree costs –</b> SV reported as the budget is still being worked on, staff training requirements and costs have not yet been finalised. SV will report back with budget at FGB.</p>	SV
<b>11</b>	<p><b>Review DEC and report –</b> Report received from the NPS group along with DEC certificate, this has been circulated to committee prior to meeting. SV advised the school is already working on some of the recommendations. Governors were disappointed with results having recently had the new build and expected that energy efficiency would have been considered as part of this. SV has considered the installation of solar panels however it was confirmed the roof is not strong enough to take the weight. SV will seek further advice at the next meeting with DfE. SF advised there are charities that will help fund the capital out lay of installation of solar panels.</p>	SV

12	<p><b>Review brought in services and recommend SLA within delegated limits –</b>  Services brought annual from Babcock and DCC:</p> <ul style="list-style-type: none"> <li>• HR and payroll (offering 5% discount due to the issues with iTrent)</li> <li>• Health and Safety service</li> <li>• Audit and legal services</li> </ul> <p>Total is shown within the budget lines on provisional budget.  SCOMIS services are purchased for support with IT, licenses and technician days. Total cost £7,243.  Finance Support increased due to change in admin staff.  Performance Management - includes visit from Brad Murray  Brought in services have increase between 3-5% on this year's costs.  Insurance costs have reduced this year to £1,921.</p> <p>SV reported he is happy with the services received this year and that in reality we are unlikely to received similar support and consistency from external agencies outside Devon and Babcock</p> <p><b>AGREED:</b> SF proposed, CH seconded and all in favour of the purchase of the above services for 2020-2021.</p>	
13	<p><b>Agree New Schools Financial Value Standards Document –</b>  SFVS circulated to committee prior to meeting. Governors confirmed they have reviewed document individually prior to meeting. Minor typos to be amended by SV. <i>SF asked do you feel confident that we feel there is actions around progress for science and maths?</i> SV advised there is a clear comparison between the data in the SFVS and the data in ASP (Analysing School Performance). SFVS data shows we are below and ASP shows we are within average. The ASP data takes into consideration many different factors that the SFVS does not. SFVS is a very raw concept in comparison. Report from Brad Murrays visit on performance data will be covered at the next FGB.</p> <p>Governors agreed that the results on ASP are a true reflection of the schools' progress and results.</p> <p>Recommended to FGB for approval.</p>	<p>FGB</p> <p>FGB</p>
14	<p><b>Monitor staff absence - to identify any trends and impact on pupils and staff –</b>  Due to the difficulties with the newly introduced HR system, iTrent, SV has been unable to generate a report for governors to view. SV reported teaching staff absence hasn't been high, one member of non-teaching staff has currently been off sick for over a month. The remaining figures compare in line with the other years and no changes or trends in terms of absences to be reported.</p>	
15	<p><b>Health and Safety Update –</b>  SV reported the following to committee;  As detailed in the accident book statistics there was 1 reportable (RIDDOR) incident and there has been a further 1 this term. The incident in the Autumn term was an accident during a PE lesson and the second incident was caused by the individual themselves.</p> <p>Visit has taken place on 3<sup>rd</sup> March by 2 representatives of the DfE to survey the building - they have gone away with a fairly lengthy list of either issues they identified or raised by SV, which they stated will be discussed at a meeting with Elliots - their target date to meet is in the next 2 weeks – items consist of the following:  Crack in Bridge</p>	

	<p>Unsuitable surface for bridges  DDA issue with Ramp to Library - there is the need for a hand rail at an appropriate height for a wheelchair user  Leak from vent to Y3 classroom  Leaks in Hall - this is caused by the windowsills in the upper windows not extending out enough - therefore rainwater runs down inside the render and then into the hall  Fire exit signs in some locations, not correct  Leak in Server room  Issue with Fire Door seal being on the wrong door  Issue with Glass on stairs as it is compression type, further brackets are needed  Cracks in wall and skirting from movement  Issue with screen on kitchen windows  Issue with drainage by lower doors by stairs  Heating issues at the end of the building  Issue with no brackets to prevent upper windows opening fully.  SV walked around the building with governors to show where the issues are located.</p> <p><i>SI asked are these issues likely to be resolved as the DfE have raised them? SV hopes that is the case and there will be positive outcomes. CH asked are any of the issues considered urgent health and safety risks? Glass panel bracket installation, fire exit signs and issues with the fire doors would be considered as a priority. SF suggested signs to be installed under the stairs to warn children to not go in these areas. SV agreed to complete. MP asked are all staff considered to ensure that all children within their class are out in a fire emergency? SV explained the procedure for fire and who is responsible for classes and who sweeps the building. SI suggested having a nominated person for up and downstairs. Currently office member of staff sweeps the upstairs and SV / SLT in charge sweeps the downstairs. MP noticed the lines have been painted in the wrong location following new surface being down outside the school entrance. SV advised these should be rectified once the error has been reported. MP asked if the road layout is to remain the same? SV confirmed there have been no plans for this to change.</i></p> <p>Both previous issues with the lift and lightning protection are now resolved.</p> <p>SV asked are any governors if they had any questions relating information sent out about to the Coronavirus. SF asked are we taking any additional methods with regards to cleaning? Currently focusing on tables, toilets and all touch point surfaces during daily cleaning schedules. Children are being encouraged to wash hands more and have watched videos on how to do this effectively. Hand gels have not been purchased following the guidance that hand washing is the most effective. SF asked what is the procedure if symptoms are noticed? Currently we carry on as normal, if we have suspected case we need to report it and that individual needs to be tested and self-isolate. SV is receiving daily updates from DfE and will continue to monitor the advice. All events are going ahead as planned at present; however contingency plans are in place in the event the school will be closed or events are cancelled. SV will be installing signs across the building referring to hand washing. MP asked are the children talking about it? SV advised yes, the older ones have been discussing and asking questions around it.</p>	SV
16	<p><b>Review of the accident book for Autumn Term –</b>  SV circulated to governors prior to meeting, as mentioned in Item 15, 2 RIDDOR incidents have been reported. Governors recognised that the playtime accidents have decreased now there is more space available at play times.</p>	
17	<p><b>Governors training update and feedback –</b>  MP has been listening to the free webinars that have been available to include safeguarding</p>	

	<p>and safer recruitment. <i>MP asked how we assess health and wellbeing during recruitment?</i></p> <p>Following an appointment of a new member of staff, our wellbeing service makes contact with them to complete health screening questionnaire, this identifies any health issues that may impact on their job role and makes suggestions for equipment or support.</p> <p>Babcock governors' magazines have arrived and will be circulated after meeting. Governors to identify any training they wish to book on and let NM know.</p>	
<b>18</b>	<p><b>Policies for review:</b></p> <p>Capability Policy and Procedure – reviewed by SI, DCC model policy, union agreed and recommended to be ratified. Check dates</p> <p>AGREED: JS Proposed, SI seconded and all governors agreed to ratify the capability policy</p> <p>Redundancy – CH reviewed, Model DCC standard policy, recommended to FGB</p> <p>Whistleblowing – SF to carry forward</p>	
<b>19</b>	<p><b>Policies due for review at next meeting:</b></p> <p>DBS Disclosure and Barring Service</p> <p>Lettings</p>	<p>SI</p> <p>JS</p>
	<b>Meeting went into PART II</b>	

The meeting closed at 7:28pm