

Shirley Community Nursery and Primary School Governing Body

Minutes of the meeting of the Governing Body's Resources Committee held at school on Wednesday 25 January 2017 at 6.00pm

Members of the Committee:

Martin Campbell
Heather Cook
Karl Grenz (Chair of Committee)
Angela Leach
Angela Mason-Bell
Iain Smith
Clerk: Harriet Owen

Invited attendees (non voting):

Hannah Kidney (Deputy Head)* currently on maternity leave
Suzanne Wernham (Deputy Head)
Gillian Elwood (School Business Manager: SBM)

Present: Martin Campbell, Heather Cook, Karl Grenz, Angela Leach (Head), Angela Mason-Bell, Iain Smith (GB Chair).

Invited attendees: Suzanne Wernham (Deputy Head), Lorna Bingham (School's Finance Officer)

In attendance: Harriet Owen (Clerk)

1. Statutory responsibility

• Apologies

No apologies. (The Head noted Mrs Elwood is currently on sick leave: Mrs Bingham is instead attending).

• Declaration of interest

None declared.

• Approve minutes of the last meeting (23 November 2016)

Mrs Cook proposed, Mr Smith seconded the minutes of 23 November 2016 should be accepted. Agreed by all.

• Actions arising

None to report.

2. Finance Monitoring (SBM)

Mrs Bingham gave a financial update, based on the December BCR prepared by Mrs Elwood, to the Committee. Mrs Bingham asked members to note that the figures she is presenting could only be to the best of her knowledge, as she has had no previous part in planning or building the budget. Forecast variance figures are an estimate and are made on the assumption that all budgets are spent as planned.

Mrs Bingham gave an outline of key budget areas. The majority of staff costs are as predicted. The overall outturn is set at £10,000 higher than the budget due to a current overspend for associated TA costs. However, the supply teaching budget could be underspent by £10,000, if current levels continue. This saving has not been built into the outturn.

Budget holders were asked to submit outstanding curriculum orders by 31 January 2016. All orders received have been placed in January, with a pre-order checking system to ensure budgets were not overspent. The predicted outturn for curriculum has been set approximately £21,000 higher than the budget; however, this includes school trips costs of approximately £11,000. These costs are nearly covered by the unbudgeted income from parental contributions.

Approximately £9,500 of the increased outturn is due to payments to sports coaches relating to the last financial year. These costs are paid from Sports Premium funding. In answer to a Governor's question, Mrs Bingham said the Sports Premium is funded for a school year. The school is due a further 5/12th of the yearly £9,704 i.e. £4,052 in May/June 2017. This will cover the last three months of the school year. Mrs Bingham confirmed the first installment of the Sports Premium funding for 2016/17 was received into the budget in the Autumn term, and was based on the January 2016 census figures. However, £10,000 expenditure was not budgeted as invoices were received late by the school. Therefore, the carry forward reflects the sports premium costs, arising from late invoices. A Governor asked that for future reference, the school requests a schedule of anticipated invoices.

In answer to a Governor's question about further outstanding invoices, Mrs Bingham said the school is still waiting for invoices from Cambridgeshire Music. The meeting discussed other committed costs built into the budget e.g. utilities payments. Mrs Bingham said water costs, at £11,500, were slightly overspent; however, other utilities costs were on track. The meeting discussed the rolling programme for ICT purchases. Mrs Bingham said the ICT Leader continues with the purchases agreed under the ICT budget. However, the new hall amplifier failed in November 2016 and has been replaced. New hall speakers were also fitted.

Mrs Bingham discussed the use of the Shirley Centre and the user groups currently using the premises. The lettings income has been higher than budgeted this year. There has been an increase of use of the Shirley Centre Hall by families for special occasions and children's parties. The Zumba class is not using the Hall this term; however, the school has had more bookings from the County Council for evening meetings. The Cambridge Day Nursery ended their rental of the Activity Room at Christmas 2016. Regular income and regular recharges are made to the school from the Children's Centre, the Specialist Unit, and an orchestra who use the hall on a weekly basis.

The meeting discussed the predicted carry forward for the end of the 2016-17 financial year. Mrs Bingham said the budgeted carry forward was £34,465. The carry forward at the end of December 2016 was £56,272. However, Mrs Bingham said that following review of the December 2016 BCR, the predicted carry forward at the end of this financial year is £25,664.

In answer to a Governor's question, Mrs Bingham confirmed the school fund (£6,500) is within the overall carry forward.

In answer to a Governor's question, Mrs Bingham said the budget should be updated regularly, to give Governors the most up to date figures. This includes updating the staffing profile that feeds into the budget updates.

The Chair thanked Mrs Bingham for the effort she had made to ensure Governors' had the most up-to-date figures for this meeting. The GB Chair said the summary report Mrs Bingham had presented, enabled Governors, if necessary, to locate further details in the BCR if any particular areas were of concern.

The Chair said as carry forward was now predicted to be £10,000 less than previously forecast there was a need to focus on gains and losses against the plans of the school. The Head noted the school's financial advisor, Mr Byford, is visiting the school on 6 February, so he may have more information to inform budget predictions. The staffing toolkit will also be scrutinised during his visit.

The meeting noted that income from e.g. work that the Head or teachers undertake (supporting schools or students), is important to help bolster income into the budget. Any increase in lettings income was also welcomed. Mrs Bingham said Mr Byford would look at the TA budget that is currently overspent by £13,000 and the staffing profile as year-end approaches. Whilst the supply budget is underspent, primarily due to savings made by in-house cover arrangements, the school will be expected to reduce this underspend. The meeting agreed income that the school can generate, is essential to the budget. The meeting noted that next year's budget is expected to be reduced; the school roll is lower, therefore less funding will come into the budget.

In answer to a Governor's question, Mrs Bingham said the **BCR** has three income and expenditure reports:

- the **CFR** (Consistent Financial Reporting) uses codes that feed into County Council reports and then to DfE reports;
- the **Cost Centre** Report that shows the cost centres (areas of expenditure e.g. catering, lettings school trips etc). This is useful to the school, as the school can see the overall balances on different areas of expenditure e.g. school trips, school meals, lettings etc.
- the **Fund Report** that shows the income and expenditure from each different source of fund of money the school receives.

Ledger codes refer to the type of expenditure / income e.g. paper, rent, pupil premium funding.

The CFR is groups of ledger codes e.g. 109 (income from catering) includes ledger codes e.g. school meal payments from parents and fruit shop sales.

The meeting discussed school meal catering costs. Mrs Bingham confirmed that currently the school is covering catering costs. The school is responsible for the kitchen equipment costs and kitchen maintenance e.g. cost of deep cleaning.

The Head said the GB Chair would attend the meeting scheduled with Mr Byford on 6 February. An area of funding concern for the school is the Nursery. There are many pre-school providers in the area but provision exceeds demand. The meeting noted that locally, there is a considerable number of providers. The new government initiative of offering 30 hours a week childcare, to parents who both work at least 16 hours a week each, does not reflect the current situation of the majority of children in the school's Nursery. In answer to a Governor's question, the Head said a Nursery has to have a qualified teacher. Due to recent staff changes the school's Nursery is temporarily being lead by an experienced Early Years Practitioner. The Head and GB Chair will explore the school's options with Mr Byford i.e. whether the school will continue with a Nursery, or whether the school should change its category and become a Primary school with its own pre-school facility. The Head explained the reasons for exploring these options and said any proposals would be taken to the FGB. A pre-school provision is hugely beneficial for preparing children for entry into the Reception year and the school would want to keep a pre-school provision. Numbers of children generates funding in the Nursery: there are 22 children in Nursery and current funding is not covering current expenditure. The meeting agreed Mr Byford is best placed to advise the school about its options.

3. Premises

The replacement of the taps is still ongoing. The premises budget is predicted to be underspent at present but any savings and carry forward must allow for the programme of essential maintenance and refurbishment that is needed. The Head noted that the taps in the toilets were replaced during the Christmas holiday; other taps in the classrooms are scheduled to be replaced during half term.

Mrs Bingham said she was unable to confirm if the cost of the replacement taps had been built into committed costs.

The heating in the old part of the school has failed this year and needs to be repaired, or replaced, as soon as possible. One heater has been repaired. The Chair noted that next year's carry forward would be extremely important, as the budget grows tighter; however, the heating needs to be repaired as necessary, so that bookings can be accommodated.

The Shirley Centre needs redecorating and the toilets updating.

The rotting wooden blocks around the playground planters need to be replaced. A Governor noted this is an urgent action and one that has been discussed at earlier meetings.

The Chair thanked Mrs Bingham for her reports.

4. SFVS 2016-2017

After discussion, the Committee and GB Chairs agreed to prepare this year's SFVS. It will come to the next Committee meeting before going to the FGB for approval.

5. Headteacher's Report

The Head said there are further changes to the roll numbers. Families have moved out of Cambridge and the intake of pupils from Eastern European countries has slowed down. Twenty-two children left in the Autumn term, whilst ten joined the school. In January, a further seven pupils joined the roll: five in Nursery. The census in 19 January 2017 had 409 pupils on roll: in January 2016 the census roll number was 434. Currently the school has 47 pupils in Year 6. This September, the school is expecting a Reception intake of 60. The school currently has 29% EAL pupils and 21% SEND pupils. The Head said two new TA appointments have been made, to provide the necessary support in the Nursery. The Head said she has met with five teachers who are currently on maternity leave to discuss their plans for returning to work. The Head is also meeting with current teachers to discuss their plans for September: this will enable her to construct a draft-staffing plan before the budget is set in March.

Appraisals for support teams will take place this term.

The school had a planned Invacuation Drill on January 10th. All children, parents, staff and group users were notified in advance of this exercise. The Head said the exercise had gone well. The fire alarm system will be reconfigured, so a different alarm using the existing system can be given for an Invacuation. A Fire Drill will take place after half term. The Head has met with Mrs Cook to review the Health and Safety Policy. The Schools Nursing Service is no longer sending nurses into schools to deliver face-to-face training on conditions such as diabetes, anaphylaxis etc. Instead, schools must register and arrange for relevant staff to access the training on line. The Head said she was grateful to Mrs Cook for co-ordinating this process.

The Head reported that Mr Grenz has two planned meetings identified to visit and monitor the school's safe recruitment practices. The school is holding a Keeping Safe Week 6-10 February 2017. All classes will take part in age-appropriate curriculum activities focused on e-safety and other aspects of personal safety during the week. Several visitors will be coming into school to talk to the children: assemblies will also focus on keeping safe. Tuesday 7 February is national ESafety Day. The school has arranged an Esafety session for parents at 2.30pm on 9 February: governors are welcome to attend this session.

Angela Mason-Bell and the Head worked together on the annual CP record keeping audit on 23 November 2016. This will go to the GB in due course. The report and the accompanying monitoring report from Mrs Mason-Bell are included with the papers for this meeting. The school had a Safeguarding Review on 2 December conducted by Chris Meddle (LA). The Report is included with the papers for this meeting and will go to the FGB. The Head has invited an auditor from the ECPS to carry out an independent audit on 9 February. This is a free service that is offered to schools.

The GB Chair asked if other schools were seeing fluctuations in their roll numbers. The Head said she was unable to comment about other schools but it is noted EAL pupils made very good progress at this school. The Head will feedback to the GB and Resources Chairs about possible options for the Nursery, following Mr Byford's visit. The Chair thanked the Head for her report.

6. Health and Safety

A Report is given at the B meeting.

7. Strategy

No matters for discussion.

8. Safeguarding

Mrs Mason-Bell discussed the monitoring report of her visit on 23 November 2016 to carry out the annual audit of the school's child protection files, with the Headteacher. Mrs Mason-Bell she and the Head carried out the audit using the County's ECPS assessment tool. For all areas, the assessment was the requirement was 'in place'. Mrs Mason-Bell said she made two minor recommendations for improvement to the files. As noted earlier under her Report, the Head has invited an auditor from the ECPS to carry out an independent audit on 9 February. The Head noted that Mr Grenz has two planned meetings identified to visit and monitor the school's safe recruitment practices. The Head discussed Mr Meddle's report of his Safeguarding Review on 2 December 2016. It was a positive report. A recommendation was to add non-statutory items to the SCR. The school uses the LA (proforma) SCR to ensure it is fully compliant. A Governor asked if the school had a security review. The Head said building security is considered during the Health and Safety inspections carried out by Mrs Cook.

9. Statutory Responsibilities

Two policies: the Lettings and Pay Policy are held over.

Mrs Cook has revised the existing Health and Safety Policy. Mrs Cook said she has used the model Policy and has personalised it where necessary. The model Policy said PAT testing should be carried out annually; however, the LA states two years is acceptable providing visual inspections take place.

Mr Smith proposed, Mr Grenz seconded the Policy should be adopted. Agreed by all.

The Chair thanked Mrs Cook for her work with this Policy.

10. Conclusion items

Any other business:

The Head discussed the risk assessments and arrangements for the forthcoming annual residential trip to Hilltop in Sheringham (1-3 February 2017). Four members of staff (two female, two male) will accompany 40 children for a three day, two-night visit. Mrs Cook undertakes the preparatory medical needs for any children going on the visit. The party will travel by coach. The journey is risk assessed by the school: the remaining risk assessments are provided by Hilltop. The Head said every aspect of the visit is risk assessed to ensure the children can access all activities safely. In answer to a Governor's question, the Head said the school has used Evolve in the past but she wanted Governors to be assured that risk assessments were in place for the visit. Mr Grenz will undertake a detailed scrutiny of the risk assessments when he visits on 31 January.

Mr Grenz noted he is currently compiling updates to the EPM autumn document for Governors and senior staff.

Date of the next meeting : Wednesday 15 March 2017 at 6pm.

7.45pm: staff governors and visitors left the meeting.

Minutes of the 2 November 2016

Minutes from this meeting were distributed to those (non-staff) Governors who had attended this meeting. The meeting had discussed the recommendations from the Headteacher, following the teachers annual appraisal process.

Mr Grenz proposed, Mr Smith seconded the minutes be accepted. Agreed by all those who had attended the meeting on 2 November 2016.

7.50pm the meeting ended.