

## Shirley Community Nursery and Primary School Governing Body

### Minutes of the meeting of the Governing Body's Resources Committee held at school on Tuesday 2 May 2017 at 6.00pm

#### Members of the Committee:

Dr Mark Abbas  
Martin Campbell  
Heather Cook  
Karl Grenz (Chair of Committee, Vice Chair)  
Angela Leach (Head)  
Mark Lewis  
Angela Mason-Bell  
Iain Smith (GB Chair, Committee Vice Chair)

**Clerk:** Harriet Owen

#### Invited attendees (non voting):

*Hannah Kidney (Deputy Head)\* currently on maternity leave*  
*Suzanne Wernham (Deputy Head)*  
*Lorna Bingham (Acting School Business Manager: ASBM)*

**Present:** Mark Abbas, Heather Cook, Karl Grenz, Angela Leach, Mark Lewis, Angela Mason-Bell, Iain Smith.

*Invited attendees: Suzanne Wernham (Deputy Head), Lorna Bingham (Acting School Business Manager)*

*Visiting: Ray Byford (school's finance advisor)*

In attendance: Harriet Owen (Clerk)

#### 1. Statutory responsibility

##### • Apologies

Martin Campbell (work commitment). The Committee agreed to accept the apologies.

##### • Declaration of interest

None declared.

##### • Approve minutes of the last meeting (15 March 2017)

**Mrs Mason-Bell proposed, Mr Grenz seconded the minutes of 15 March 2017 should be accepted. Agreed by all.**

##### • Actions arising

None to report.

#### 2. BCR Update from the Acting School's Business Manager (Lorna Bingham)

Mrs Bingham discussed the 2016-17 year end, referencing actual to date figures:

- The carry forward at the year-end 2016-17 is £54,762. Mrs Bingham discussed the summarized income and expenditure report submitted to the School Finance Team at the LA, for the year ending 31 March 2017. The budget has changed during the year, reflecting increases in funding and for expenditure that has not been predicted.
- The budget for learning resources (£58,450 on the original budget) was increased (£75,450 in the revised budget) to allow for more spend on ICT equipment
- Mrs Bingham noted her report contains a profile column that shows the expected revised budget balances at the end of the period reported (this is at year-end for this report).

Mrs Bingham then discussed the final year position compared to the predicted outturn as discussed at the Resources Committee on 15 March 2017:

- The forecasted carry forward at the last meeting of the Resources Committee was predicted to be £37,000. The reasons that the increased carry forward include:
- Premises spending is £15,203 less than budgeted
- Funding was £6,411 higher than the revised budget
- Staff curriculum budgets were slightly under spent around £2,000, compared to the prediction given at the Resources Committee meeting on 15 March 2017
- Lettings income was higher than expected
- After school club costs were less than budgeted due to a high uptake of places
- Claims made to cover staff sickness and maternity leaves were higher than budgeted.

Mrs Bingham then gave an **exception report** that included the following headings:

- The **total funding** was £6,516 higher than the revised budget
- Total funding includes a number of funding streams that are predicted at the start of the year, and can vary according to actual pupil numbers
- Funding that varied in the year, includes Early Years Funding, Early Years Pupil Premium, SEN funding and the Universal Infant Free School meal grant.

**Other income:**

- Other income was nearly £10,000 higher than budgeted, despite the write off of £11,179 for 'old debtors' that was discussed at the last Committee meeting
- Other income includes: lettings, school fund donations, After School Club income, school meal income, school uniform sales, fruit trolley sales, and deductions from staff salaries to cover child care voucher payments. These income streams were all higher than budgeted.
- Income from the school's bank account interest was lower than budgeted: this trend has been reflected in the 2017-18 budget.

**Insurance claims:**

- Claims made to cover staff sickness and maternity leave were higher than budgeted.

**Total contributions or donations** that are not shown on the original or revised budget:

- Total contributions or donations, include money received for school trips and PTA contributions. These items are not budgeted for, as the income is matched to non-budgeted expenditure on school trips or equipment.
- Income from contributions to visits etc: £9,815: donations and/or voluntary funds £8,331.

**Expenditure – exceptional items:**

- Employee costs were £13,307 higher than the revised budget. Mrs Bingham said that when additional SEN funding is received, the budget should be adjusted for additional TA hours that are required. However, additional TA hours can be necessary before the funding is received for a particular child. Some TAs carry out cover for teachers. Overtime payments also factor in to exceptional costs; this can be for e.g. from the whole TA/site staff attending the CP refresher training, claiming three hours overtime each, to the caretaker claiming for evening/weekend lettings. However, all overtime is agreed and approved in advance.
- Staffing costs at the extended schools provision were above budget (by £1,600). This reflects the high demand for the club this year and a similar increase from parents was seen. The increase in staff meal costs and for the schools childcare vouchers payments is matched to a corresponding increase in income for these items.

**Premises**

- Costs were £15,230 less than budgeted; however, a considerable amount of work has taken place since the financial year-end in April 2017. The 2017-18 budget has been kept at £30,000.

**Learning Resources**

- Additional spending, above the revised budget, was due to extra spending on PE tuition. This had been discussed at a previous Resources meeting; invoices of £9,876 for 2015-16, were paid in the financial year 2016-17.
- Additionally, £9,934 of the increase relates to school trip expenditure, which is covered by parental donations, Pupil Premium funding and from the IPC.

**Other Expenditure**

- This includes school meal costs, school uniform stock purchases, furniture and fittings, insurance premiums and admin consumable spending. Administrative costs were slightly under budget.
- The revised budget included expenditure for Universal Infant Free School meals (£45,071) that had not been in the original budget.

**Capitalising Revenue figure of £2,250**

- Capital items are items that cost more than £2,000 individually, or are part of a bulk order exceeding £2,000 that will be used for more than 12 months. It is important for capital items to be identified for financial accounts, as the cost of these items should be spread over the useful life of the item (depreciation). The school received £8,802 funding for capital expenditure in 2016-17.
- When capital items are identified, they should be coded as capital and the £8,802 funding used. The school's finance team should be contacted for guidance before capital items are ordered. If the capital fund has been used, and more capital items are ordered, then the school can pay for the items from its revenue income.
- Revenue income is used for purchasing revenue items. These are items for use in the year, not for long term use. If revenue income is used to fund capital items, it needs to be capitalised i.e. moved to the capital costs centre to match against the capital purchase.
- External donations e.g. from Team Shirley, can also be used to purchase capital items and this capital income has to be coded correctly to a capital income ledger code. (Team Shirley contributed 50% of the costs of new staging during the past year).
- Capitalisation needs to be completed when items are purchased and this should be done in good time before year-end.
- Mrs Bingham said at the end of the financial year, she had identified purchases that were of a capital nature and these were recorded with the assistance of the school's finance team. Mrs Bingham said the value of the capital items she had identified exceeded the devolved capital formula funding (£8,802) and the donations from Team Shirley. This meant £2,250 of revenue income was capitalised at the year-end.

Capital items purchased during the past financial year included: new staging (purchased jointly with school funding and a donation from Team Shirley); a projector for the Centre hall; laptops for staff.

**Mrs Bingham said that in relation to the 2017/18 budget, each line of revenue and expenditure in the budget has been analysed and the best prediction made for the budget carry forward at the end of 2017-18 is £31,337. The opening credit balance is £54,762.**

### **Shirley Centre Income Report (2017-18)**

Mrs Bingham noted the organisations that use the Shirley Centre on a regular basis, and the income generated from these bookings. These are the Chesterton Children's Centre; the Specialist Teaching Service and an orchestra based in Cambridge. The County and City Councils occasionally use the Centre Hall for meetings. Ad hoc bookings e.g. a booking for a new Headteacher's Induction course from the schools intervention service all contribute to the Centre's income. A performing arts school has expressed interest in using the Hall on a regular Saturday basis: Mrs Bingham is to meet with them shortly to discuss details.

### **Premises Report**

Mrs Bingham reported a considerable amount of work had been undertaken in April 2017 that had included:

- Taps replaced in the school and Children's Centre
- New roof panels outside the Nursery were replaced
- Condemned wall bars and ropes were removed by the site staff, with Mr West preparing a risk assessment beforehand
- A new battery was fitted after the failure of the entrance door security access system
- Routine inspection and testing of CCTV, emergency lighting and blender valves has been carried out
- The majority of the rotting outside wooden walls and seating around the flowerbeds have now been removed. Some of the remaining wooden walls will be strengthened and secured, to last a few more years.
- The roof gutters were cleared by an outside contractor. PCM is going to ensure fittings have been placed over the top of pipes to ensure balls do not go down them and block the pipes.
- Following an energy efficient inspection, the school is waiting for an updated certificate
- A member of the site staff has replaced the rotten boards of the raised beds in the school garden
- PE and outside playground equipment has been inspected.

However, Mrs Bingham said there is a considerable amount of work that needs to be undertaken in the summer. This includes:

- Repairs to PE equipment (identified in a recent PE equipment inspection)
- The fire alarm needs to be adapted, so that a second alarm is fitted to use as a signal for an evacuation procedure
- Removal of old storage sheds for the EY playgrounds
- Repairs are needed to the air conditioning unit in the server room on the first floor
- Remedial work on the emergency lights
- The hall projectors need cleaning. It is hoped the site staff can carry this out, with the appropriate equipment
- Sensor lights in the car park need fitting
- Wooden posts in the playground need to be secured
- Some metal edges in classrooms are showing signs of wear and tear. These are to be replaced with plastic edges. The rubber/plastic surface in the EY playground has gaps at the edges and has been identified as a trip hazard: fluid plastic surfacing has been ordered to remedy this situation
- Straps are to be removed from trees by the school's grounds man
- Mr Crook is to restore the Centre hall floor in the summer holiday.

The meeting noted Peter McKenny, the school's Property Manager, is to attend the next meeting of this Committee, to discuss longer term Premises projects at the school. Mrs Bingham said these include:

- Two new freezers required for the kitchens
- The kitchen needs repainting
- A new extractor system in the kitchen
- Quotes are being obtained to repair or replace the school's ventilation system that has been failing
- Refurbishing the Shirley Centre toilet corridors
- Servicing the equipment in the kitchen. Mrs Bingham said this is the school's responsibility and quotes are being obtained.

The Chair thanked Mrs Bingham for her excellent reports and the meeting discussed highlighted points. The Chair noted the importance of predicting the carry forward accurately, as the budget moved into the final three months of a financial year-end; if Governors wanted to commit additional funds then the GB must know what funds are available. Mr Byford said the budget last year

had been built with a closing balance of approximately £54,000. Additional costs, that had been predicted, did not come through; therefore, the closing balance remained at £54,000. The meeting agreed a continual scrutiny of the carry forward must be undertaken. Mr Byford said the school's financial systems have the capability to assess individual categories, so that when the monthly BCR is produced, a greater level of detail is available to inform budget predictions. In answer to a Governor's question, Mr Byford said a commentary behind the predictions would be possible to produce. The Chair asked how the school could improve the carry forward forecast. Mr Byford said within three months of closedown, major changes would not be expected but accuracy in the figures coming through need constant monitoring. In answer to a Governor's question, Mr Byford said the Premises costs had been a major factor in the opening (£54,762) and closing (£31,337) balances on the 2017-18 budget.

In answer to a Governor's question, Mrs Bingham said catering costs originally set at £63,000 had been revised to £79,000. Mrs Bingham said whilst the school is looking every month to predict more accurately, the costs are covered by income. In answer to a Governor's question about whether the costs of income had not increased proportionally in regard to catering supplies, Mr Byford said in the 2016-17 budget, the expenditure for UIFSM was not put into the budget until the funding was received. The funding is shown in the funding ledger code.

#### *6.25 Dr Abbas joined the meeting.*

In answer to a Governor's question, the Head said the staffing costs of the extended provision is difficult to predict accurately, as ratios of staff/children have to be maintained. If a member of staff is away ill, another member of staff is brought in to ensure ratios are maintained. In answer to a Governor's question, the Head said the costs of subsidising extended schools provision, this year, has fallen from £9,700 to £4,029.

The meeting noted that the considerable amount of remedial work completed at Easter and during the summer term, in effect, reflects two years of Premises work that needs to be undertaken. The budgeted costs reflect this work. Mrs Bingham said that where possible, capital formula funding would probably be used for Premises work. The capital within the budget is for capital items. It is a figure that sits within the budget structure, and moves in and out without any noticeable effect on the main budget figures.

A Governor asked if the school was confident that the correct amount of funding had been allocated for Premises and asked if £45,000 needed to be allocated, rather than £30,000 budgeted. Mrs Bingham said that whilst Premises show a saving of £15,000 in the 2016-17 variance this is, in reality, a deferment of £15,000 and she was confident £30,000 was more reflective of the normal expenditure during a year. A Governor asked if the school was confident that £30,000 would cover the school's Premises spending until March 2018. The Head said the school had allocated the funding to cover what the school thinks needs to be done. Whilst more funding could be set aside for Premises work, funding is not available to cover non-essential work. The Head said revenue funding of £30,000 and £8,500 in capital, is expected to cover the planned expenditure. Peter McKenny is coming to the next Committee meeting to discuss proposed Premises work, so that Governors may ask him Premises funding questions directly.

The Chair noted £13,000 has been generated from lettings within the Shirley Centre. Mrs Bingham said she is continually looking at ways to increase income, particularly as the Day Nursery left at Christmas. However, other groups are expressing interest in hiring facilities and she will keep Governors updated.

In answer to a Governor's question, Mrs Bingham said she was pleased the removal of old PE equipment in the Centre hall had been managed by site staff, thereby saving the costs of bringing in an external firm. The meeting discussed the details of this particular project, noting one member of the site team has the relevant skills to manage this type of work. This may be helpful when the playground needs resurfacing in two years time.

A Governor asked for a breakdown, for the next meeting, of key information for the proposed Premises projects, together with associated costs and timescales. Mrs Bingham will provide this.

A Governor noted that it would be helpful to have Premises proposals itemised as 'must do' and 'may have to do', in order of contingency funds.

### **3. 2017-2018 Proposed Budget including forecast for 2018-19**

The Chair thanked Mr Byford for visiting the Committee for this item. Mr Byford thanked Mrs Bingham for her report in the previous agenda item that had highlighted a majority of the budget items.

Mr Byford discussed the 2017-18 opening balance and carry forward. The opening balance (from the 2016-17 budget) is £54,762: the closing carry forward of the 2017-18 budget is £31,337. This means that the school has had to use £23,000 of the carry forward to balance the budget. The Chair agreed that changes made in 2016-17 have helped to achieve a balanced budget for 2017-18. Mr Byford discussed the staffing toolkit. This is a finance module that allows for additional costs e.g. overtime, to be built into the budget. Therefore, alterations to the budget staffing profile can be seen immediately and any decisions may be informed by having the most accurate figures available. A Governor noted that employee costs had decreased by 6.5%. Mr Byford said this reflects a twelve month saving (in twelfths) and takes into account the changes to the staffing structure that were put in place for September 2016. The structural changes had to be made to meet available funding.

A Governor noted ICT learning resources had increased in the 2017-18 budget. The Head said the school had allocated £28,000 into the 2017-18 budget; £17,000 had been allocated in the 2016-17 budget. This is to facilitate the hardware replacement plan i.e. laptops for teachers, new computers for admin, projectors. The Chair noted this had been an agreed rolling programme of expenditure that was discussed and agreed by the Committee last Autumn. The Head said it would be a false economy not to invest in replacing ICT hardware and she would not be prepared to cut back on the agreed hardware replacement plan. Mr Byford said the school would use devolved formula capital for capital expenditure e.g. building costs: ICT costs have been budgeted from revenue.

Mr Byford said that building this year's budget (2017-18) had been relatively straightforward. Structurally, all components are in place. A challenge for the school may be dependent on the outcome of the consultation about the school moving to a pre-school from a Nursery. The impact of associated costs of staffing and income are constantly under review.

In answer to a Governor's question about the increase in learning costs to £75,996 in 2017-18, from £58,450 in 2016-17, the Head said all individual areas of learning are considered and funding is allocated out at this actual stage. The school cannot allow more money to support the priorities within the SDIP but is managing to deliver basic needs. The Chair said there is little room for discretion with the constraints of the budget.

The meeting discussed the impact of a decreased budget. In answer to a Governor's question, the Head said the work carried out by Blue Smile is invaluable to the school. The school contributes £10,000 a year to this charity: the real cost is £30,000 a year. As it is a charity, Blue Smile can undertake their own fundraising and is therefore able to offer their service at a subsidised level. The Head said she would like to afford more speech and language work; however, a diminished budget means that whilst a range of input can continue, additional resources and services cannot be purchased.

In answer to a Governor's question, Mrs Bingham noted that teachers' bids for funding for their subject areas, are carefully detailed for all curriculum areas. In answer to a Governor's question, Mrs Bingham said an analysis of the outturn is undertaken. The Head said an analysis of all areas is undertaken, to ensure increases are acceptable. Mrs Bingham said she analyses all codes used, to ensure they are appropriate. Mr Byford said he was confident all increases are in line. Mrs Bingham has undertaken exemplary work to ensure accuracy within all budget areas. Mr Grenz said that whilst the income is lower than last year, as there are fewer pupils on roll and less pupil premium pupils, historically, this has often been the case for the school at the start of a financial year and income invariably increases as the financial year progresses. However, the school and GB need to proceed with caution.

Mr Byford said that a small Year 6 cohort will leave the school in July, with a full cohort of Reception children expected to join the school in September. The LA is cautiously hopeful that a new national funding formula will be in place for 2018-19 and bring financial benefits to Cambridgeshire schools. However, the outcome will follow a consultation and the forthcoming general election. Mr Grenz said an early scrutiny of the budget for 2018-19 suggests a balanced budget can be achieved but ultimately this will depend heavily upon school pupil numbers and the National Funding Formula.

In answer to the Chair, Mr Byford said he is confident the proposed budget will be similar to the budget forecast at year end.

The Chair said he would like to see the budget with a carry forward that would support the costs of one fulltime teacher. The original 2016-17 budget predicted a £53,000 carry forward. The 2016-17 revised budget included a £17,000 increase on ICT equipment; the carry forward decreased to £26,000. However, the 2016-17 actual carry forward was clawed back to £55,000. The Chair said whilst he was pleased that the 2018-19 budget forecast had a forecast closing carry forward balance of £30,000, he would not want to see it decrease. The GB must invest in the school's priorities but this carry forward figure should be protected, as a basic balance, to guard against any unforeseen eventualities.

In answer to the Chair, Mr Byford said he is confident the proposed budget will be similar to the (forecast) year-end budget.

Mr Grenz thanked the Head, SLT, Mrs Bingham and Ray Byford (the school's finance advisor) for their work in preparing this year's budget.

The 2017/18 Budget Summary has a total income of £2,144,640 and a total expenditure of £2,113,303.

**Mr Grenz proposed, Mr Smith seconded that the budget presented at this meeting is fit to go to the FGB for approval on 4 May 2017. Agreed by all. There were no objections and no abstentions.**

*7.30pm Mr Byford left the meeting*

#### **4. Finance Monitoring (BM)**

The meeting agreed this item had been covered earlier in the meeting.

#### **5. Premises (BM)**

The meeting agreed this item had been covered earlier in the meeting.

## **6. Staffing: Head's Report**

The Head discussed staffing changes. Staff are due to return from maternity leave at the end of this term and the start of next term. The number of children in Nursery increased recently. Therefore, it was necessary to alter the deployment of several TAs to ensure the level that required an additional adult to ensure the correct staff/children ratio was maintained.

Three teachers are due to leave the school at the end of July. The Head said each teacher has their own reason for moving on and three new appointments have been made, so the school has a full teaching deployment for September. All the newly appointed staff will visit the school for induction before the start of the new term. The role of Acting Deputy Head (for September 2017) has been advertised internally. The GB Chair will join the Head for interviews next week. Hannah Kidney returns to full-time work on 17 July: Christine Marsters will leave the school 14 July. The Head said she is very grateful to Mrs Marsters for the professional support she has given to the school. The Head and Mrs Kidney have a series of meetings planned over the next few weeks, prior to new arrangements becoming operational in September.

The Head thanked Mrs Bingham for stepping into the role of School Business Manager, following the resignation of the former SBM. A temporary finance assistant will continue in post until 31 August. The Head said she was sorry to say goodbye to Mrs Bingham at the end of this term, as Mrs Bingham is to return to teaching. The Committee echoed the Head's comments and Governors thanked Mrs Bingham for all the work she has done in her roles.

The request to start a consultation was approved by the LA during the Easter holiday and the consultation process started on 24 April. It ends on 21 May 2017. A letter which sets out the proposal has been sent to parents, governors, staff, community stakeholders and other local and city providers. During the consultation process, the school can survey parents about their childcare needs for September 2017.

Over 70 staff attended the Child Protection training on 18 April (training day). All members of staff have been trained or had their training refreshed, well within the three-year statutory period.

The Safeguarding Board is in the process of being updated following changes to the referral process that came into effect last month. Claire Fonseka will attend Designated Person CP refresher training on 24 May.

Mr Grenz and the Head will meet later this term to continue work on the safer recruitment toolkit.

In answer to a Governor's question, the Head said if there were an overwhelming response, indicating parents would like 30 hours a week childcare, then the school would consider it. A Governor asked if a preschool/Nursery would finish at 3pm. The Head said if care was offered between 8am-6pm, this would have implications for staffing. Whilst extended school provision is offered by the Breakfast and After School Care Club, this is a school, not a child care provision offering wrap around care.

The Head said she wanted to be as flexible as possible for working parents during the school day and what the school can offer may not be enough to meet their needs. Currently, the Nursery funding formula does not cover staff costs. The GB Chair said if the Nursery was asked by the LA to continue as it was i.e. a Nursery, then the GB may have to decide to close it, as there is not funding available to maintain a Nursery teacher in post. There is considerable childcare on offer on offer in this area; possibly, there may be more providers than children. The meeting noted operational costs of 30 hours might not make a profit for the school. The Head said she did not want a preschool provision to close at this school and hoped that the consultation outcome, and take up by parents, would be a success for the children in this area.

The Chair thanked the Head for her report.

## **7. Health and Safety Update**

No report - this is scheduled for summer B.

## **8. Strategy**

In response to the Chair, the Head said she trying not to make budgetary compromises that would impact on the SDIP for 2017-18. The school contributes to Blue Smile; Red Hen (£3,000) who work with 8-10 families in school; Premier Sport; PE in KS1 and a peripatetic music teacher. The SDIP for 2016-17 will be reviewed for inclusion in the SDIP 2017-18. There is a lottery funded puppet project that is to come in to Year 6.

## **9. Safeguarding**

No reports from the Safeguarding Governors on this Committee were given. The Head referenced Safeguarding updates given in her report (agenda item 6).

## **10. Statutory responsibilities**

Mr Grenz will bring the Best Value Statement and Statement of Internal Control to the next meeting before it goes to the FGB for approval in July.

Mrs Bingham will prepare the Statement of Internal Procedures for the next meeting in June. Mrs Mason-Bell offered to input into finance matters if required.

**Date of the next meeting:** 21 June 2017 at 6pm

There being no further business the meeting ended at 7:55pm