

St James's Church of England Infant School

Minutes of a meeting of the Finance, Staffing and Premises Committee held at the school on Tuesday May 17th 2016 at 9.00 am		
		Action
	<p>Present: Cedric Porter (Chairman), Mel Shackleton (Headteacher), Jim Stewart, Zoe Lund, , Ed Peacock, Bridget Radley</p> <p>Apologies: Matthew Atkinson, Ryland Atwood</p> <p>In Attendance: Sarah Cota (in attendance), Stuart Fleming (Caretaker) (in part), Lindsay Ayton (Finance Officer) (in part), Amanda Barlow (Clerk)</p>	
1	<p>Prayer</p> <p>The Chairman opened the meeting with a prayer.</p>	
2	<p>Welcome and apologies for absence</p> <p>The meeting opened at 9.00 am.</p> <p>Apologies were received from Matthew Atkinson (work commitments) and Ryland Atwood (work commitments) and accepted by the Governors.</p> <p>The governors noted that the meeting was quorate.</p>	
3	<p>Declarations of Business Interests</p> <p>There were no declarations of business interest relating to items on the agenda.</p>	
<p><i>It was agreed to take Agenda items 7 and 8 at the beginning of the meeting so Stuart Fleming (SF) could leave the meeting.</i></p>		
7	<p>Premises Report</p> <p>The Caretaker, Stuart Fleming (SF) reported as follows:</p>	
	<ul style="list-style-type: none"> • Two more windows will be replaced. • Toilets – the tenders will be sent out to replace all four toilet blocks during the summer holidays. Governors asked about the style and size of the toilets. SF confirmed that there will be cubicles in reception and year 1 and 2 will be in the same format as present. • Governors asked if the path was complete. SF confirmed that it had been finished with the signage and marketing. He confirmed that about 40% of parents were using it and they are hoping that the new intake will use it regularly. • Governors asked if there had been any security issues. SF advised that there had been a broken window as a result of a cricket ball. 	

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	<ul style="list-style-type: none"> • Governors asked if the cost of the heating had reduced. SF confirmed that it was quite a mild winter and the cost of fuel had gone down the school had spent less on oil. • Governors asked if there were any cameras at the school. The Headteacher advised that the school did not but the Junior School have cameras on various areas including the main entrance. 	
8	Health & Safety Inspection	
	<p>The Health and Safety Inspection report had been previously circulated and a copy is attached to these minutes.</p> <ul style="list-style-type: none"> • Zoe confirmed that the report included comments made by SF at Agenda item 7 together with completed items. • Governors asked the Headteacher if the school was compliant. The Headteacher confirmed that the school had met all the requirements. The Headteacher advised that the school are still waiting for the Legionella's Report. SF advised that there was only an issue over the 2 small water heaters and they were awaiting quotes for some new ones. 	
	<i>Stuart Fleming left the meeting.</i>	
4	Minutes of the last meeting	
	The minutes of the meeting held on 12 January 2016 were received and signed as a true record.	
5	Matters arising	
5.1	There were no matters arising.	
6.	Governor Matters	
	The Terms of Reference for the FSP Committee had been previously circulated and a copy is attached to these minutes. The Governors agreed that Mathew Atkinson should join the Committee and he was included in the membership. The Chairman agreed to recommend to the FGB that the TOR are agreed following the inclusion of Matthew Atkinson.	

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<i>Lindsay Ayton joined the meeting.</i>		
9	<p>Voluntary Fund</p> <p>The audit of the Voluntary had been previously circulated and a copy is attached to these minutes.</p> <ul style="list-style-type: none"> • The FO advised that overall the report was judged as Good. • There were 2 small comments. One to do with the School Trip. The Headteacher and Deputy Headteacher had agreed that the Voluntary Fund was going to contribute to the school trip and this was clearly noted. The FO advised that the Financial Statement clearly stated that school would contribute. • There was an issue over the payment for the DVDs at Christmas and one could not be reconciled. • There was an incorrect recording of postage by 50p. • There were 2 small amendments. A figure of £167 should have been included for the cost of the report. • Closing Stock value should have been included. <p>The Governors confirmed that they had reviewed the Audit Report and were satisfied with the outcome.</p>	
10	<p>Year End Monitoring</p> <p>The FO had previously circulated the Outturn report and a copy is attached to these minutes.</p> <ul style="list-style-type: none"> • The FO advised that everything included in the report by the Local Authority (LA) was correct. <p>The Governors confirmed the Outturn report was correct and it had been duly signed by the Headteacher and submitted to the LA.</p>	
10.1	<p>Revenue</p> <p>The FO reported that the year end revenue rollover is £96,107.06. This was slightly over the BCM but the school had warned Schools Financial Services of this. The Finance Officer has agreed that the amount over the BCM has been allowed as the school were waiting for works to be carried out and these had been delayed due to the weather.</p> <p>The Governors duly noted the year end revenue rollover figure and agreed that the Chairman would advise the FGB of the figure.</p>	
10.2	<p>Capital</p> <p>The FO advised that the year end capital rollover is £11,000 however this includes the travel grant of £3k which is being used immediately.</p> <p>The Governors duly noted the year end capital rollover figure and agreed that the Chairman would advise the FGB of the figure.</p>	

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10.3	<p>Variances</p> <p>The variances were very little compared to the budget. The FO reported that there is a good amount to carry over,</p> <ul style="list-style-type: none"> • The main variance was due to building projects • Support staff went down as a TA left mid year. • The teaching staff was fairly as budgeted. 	
11	<p>3 Year Budget</p> <p>The FO commented that at the last meeting the Committee discussed this is the six consecutive year of flat cash. The school are now designated as receiving minimum funding guarantee as they are not deemed to be in an area of deprivation. The Headteacher advised that the Group of Local Headteachers are taking up the issue of postcode deprivation with the LA.</p> <p>Governors asked if this has changed from previous years. The FO explained that the way of determining deprivation has changed.</p>	
11.1	<p>The FO commented as follows:</p> <ul style="list-style-type: none"> • The school are in a very good position as the rollover is large. • The FO advised that she has spoken to the LA as the budget is showing an in year deficit for year 2 and 3. • The Headteacher advised that the other local Headteachers had advised that their schools were in the same position. • 	
11.2	<p>Funding for 16/17 1.164m</p> <ul style="list-style-type: none"> • High needs Funding – the reason this is not shown in years 2 and 3 – as the children who receive this funding are leaving the school. • The income is down approximately £80k. • The FO explained that as the school are designated to receive the minimum funding guarantee for the forthcoming year they have to assume they will also be in this category in years 2 and 3. • There is also a reduction in pupil premium as some of the children who receive this funding are leaving the school. • The donations so far include the Church donation and the PTA donation for the outside classroom. • The FO explained that she is having a discussion with the LA over paying VAT for the outdoor classroom. Governors asked what the issues were over paying VAT. The FO explained that it was due to how the outdoor classroom was being designated. • The FO is expecting the income to go up slightly due to PTA donations and other funding streams. • There is no income and expenditure for maternity cover. Governors asked if the school have to report on maternity cover. The FO advised that they school have to include maternity in the budget when they receive the monies. 	

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11.3	<p>Expenditure- £1,181m</p> <ul style="list-style-type: none"> • Cost of teaching staff has gone up by £10k due to pay rises going through and National Insurance contributions. The FO advised that the school have worked hard on the structure to keep costs down and to make sure the structure is right for the school. • The Headteacher explained that it made very little different to the budget to continue with Forest Schools and she felt it was right for the school. • Supply teaching staff had gone up slightly by £700 to ensure that the school have PPA cover and sickness cover. • Educational support staff has seen a big saving as the 1:1 TAs contract have ended as the children have left the school. The TA hours have reduced. • The Support Staff costs have dropped as Forest Schools have only been planned for one year. • Admin and Premises have gone up by £1k each. • The midday meals supervisors have gone up as the school did not have enough cover last year. • Training has gone down as Forest Schools has been completed but enough to carry on training. • Supply teacher had gone up slightly due to a claim • Building maintenance has gone down significantly as car park project was completed last year. • Ground maintenance – the FO advised that this will probably be less but if the contractor completed everything included on the contract that would be the figure. • Water and sewage and Energy – similar to last year. • Rates set by LA. • Learning resources – down from last year but they could go up in the year. It depends on the PTA donations • ICT resources are lower as there is a new photocopier. The FO advised that the school might ask the PTA to contribute to some iPads. Governors asked if the iPads were helpful. The Headteacher advised that they had been very helpful and some more would be very useful. • Admin costs are slightly up as the school are planning to buy a new telephone system. The FO advised that the system was antiquated and was rented. There are better systems now available. • The FO explained that the EIS costs have been recoded. • Other insurance premiums – this is set by KCC. • Catering supplies – FSM and Pupil Premium meals and this is very similar to last year. • Agency teaching staff is predicted to be similar. • Bought in Services – last year was £28k and this year it has been reduced to £13k. However Educational Psychologist has been moved which was about £3k and accepted items has been moved. There was also a lot of expenditure for Forrest Schools last year. The school are doing less counselling as these children have now left the school. • E30 was £19k and this year £39k, This is moving the money from Revenue to Capital and there were examples of what the school are spending the money on are included in the attached papers.
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	<ul style="list-style-type: none"> • The FO explained that the school are working around replacing the windows and doors. • The FO explained that a lot of the capital projects will be coming out of the large rollover about which she has advised the LA. • The FO advised that the school are showing in year deficit of £16,872.52 and she will advise the LA. The FO explained that it is not a huge in year deficit. • The predicted year end revenue rollover is £79,234 for the revenue. • The FO advised that there may be issues by year 3 and the rollover will be needed to support the budget and there would still be rollover for the fourth year. • Governors asked if there were any major building works to do. The Headteacher advised that Clive Burrows has suggested the school apply to the Diocese for some funding to help with the cost of cladding the temporary classrooms. 	
11.4	<p>Capital</p> <ul style="list-style-type: none"> • Year 1 transferring in £39k from Revenue. Expenditure of £50k. This gives the school a deficit of £3k. The attached papers detail all the expenditure. • There will a rollover of £8,470 which is basically the DSC funding. • The FO explained that they receive this money in June/July and as there is not enough time to spend it they will rollover it over to the next year. • The Headteacher confirmed that the FO and SF have included all the projects in the School Improvement Plan. 	
11.5	<p>The FO advised that this is the 3 year budget the school would like to submit to the LA subject to approval by the FGB.</p> <p>The Chairman thanked the FO for her excellent work on the budget.</p> <p>The Headteacher advised that there may be some additional funding from children with EAL, pupil premium and high needs funding. The Headteacher explained that they have been more robust in encouraging families to advise the school if they are EAL or may be eligible for pupil premium.</p> <p>The Governors unanimously agreed to recommend to the FGB that they accept the presented 3 year budget. The Chairman agreed to recommend the approval of the 3 year budget at the next FGB meeting.</p>	

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12	<p>Capital Projects</p>	
	<p>The FO advised that the majority of projects have been discussed:</p> <ul style="list-style-type: none"> • Path has been agreed. • Windows – the prices have been guaranteed from last year. • Gates – the FO circulated at the meeting the 3 quotes for the gates. The companies advised that the existing gates can be used. She explained that one company wanted to open the gates inwards however this would mean the ground would have to be flattened. The other 2 quotes were very similar and the FO explained the items included. Governors asked about access for teaching staff. The FO explained that most schools open the gates at 7.30am and then closed at 8.40 am and remain closed until 4.30pm. The Governors discussed the quote and felt the cheapest quote was not the best option as they have higher maintenance costs. The FO explained that Osbourne have said it is wireless but there are sometimes issues. Tonbridge Fencing would do both wireless and wired. They are a local company and the staff are based locally which is helpful for any issues. Governors asked about compatibility with the card systems. The FO advised that Tonbridge Fencing confirmed the Infant School could use their cards and they will supply the Junior school with cards. Tonbridge Fencing advised that what would be the best system and they would be discreet and re tarmac everything to a high standard. Governors asked what contribution would the Junior School make. The FO advised that they would pay 50%. She explained that the Junior School do not pay VAT. The FO explained that the costs have been kept lower due to using the existing gates. The Governors unanimously agreed that the FO should advise the Junior School that the Governors would like to use Tonbridge Fencing. 	
13	<p>Financial Responsibilities</p> <p>The FO advised that it was noted these were the responsibilities detailed in SFVS.</p>	
14	<p>Statement of Internal Control</p> <p>The FO advised that this does not have to be submitted but it was advisable to have a copy on file at school. The Governors confirmed that it was distributed at the last FGB, agreed and signed by the Chairman of the FGB at a previous meeting.</p>	
<p><i>Jim Stewart and Lindsay Ayton (FO) left the meeting.</i></p>		
15	<p>Governor Training</p> <p>There was no updates.</p>	
16	<p>School Improvement Plan</p> <p>All items had been included in the above Agenda items.</p>	

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17	<p>Policies</p> <p>The Headteacher advised the Governors that she was working on the E-Safety Policy and it was agreed to discuss the policy at the next Committee meeting.</p>	
18	<p>Any other urgent business</p>	
18.1	The Headteacher advised that a planning notice has been received from a property behind the school.	
18.2	This item is in part 2 of these minutes, Items of Confidentiality.	
18.3	This item is in part 2 of these minutes, Items of Confidentiality.	
19	<p>Confidentiality</p> <p>The Governors agreed that Agenda item 18.2 and 18.3 should be in part 2 of these minutes, Items of Confidentiality.</p>	
20	<p>Date and time of next meeting</p> <p>FGB Tuesday May 24th at 7.30pm</p> <p>The meeting closed at 11.05 am.</p>	

Signed.....

Date

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**Minutes of a meeting of the Finance, Staffing and Premises Committee
held at the school on Tuesday May 17th 2016 at 9.00 am
Action List**

6.	Chairman to recommend to FGB that TOR be adopted.	Chairman
6.	Clerk to put TOR on next FGB Agenda.	Clerk
10.1	Chairman to advise year end revenue rollover to FGB.	Chairman
10.2	Chairman to advise year end capital rollover to FGB.	Chairman
11.5	Chairman to recommend 3 year budget accepted by FGB.	Chairman
17	Clerk to put E-Safety Policy on next Committee Agenda.	Clerk

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