



## Finance & Resources Committee

### Minutes of Finance & Resources Committee Meeting Friday 14<sup>th</sup> October 2016, 3.30 pm

**Present:** Claire Frohnwieser (Chair) (CF), Michelle Masters (Headteacher) (MM), Becky Stewardson (BS), Rebekah Brumby (RB), Simon Brooks (SB), Stephanie Leary (School Business Manager) (SLeary), Sue Lunn (Bursar) (SLunn), Rob Nicholls (RN), Clare Randell (Clerk) (CR)

#### Apologies:

	Action
<b>Minutes from previous meeting and matters arising</b>  Outstanding actions arising from minutes of 21 <sup>st</sup> April 2016: <ul style="list-style-type: none"> <li>CF asked if more lights could be installed near the speed hump at the school entrance as it is very dark at night. The Site Controller will be asked to review the lighting or investigate painting the speed hump. MM to speak to Site Controller and follow-up if necessary with WBC</li> </ul> The minutes were approved by the Committee and signed by CF	MM
<b>Budget Monitoring</b>  The latest budget monitoring report was circulated to the Committee prior to the meeting including reasons for material variances (attached).  CF thanked SLunn for her work on this.  The following items were discussed: Learning resources is £16,270 overspent: budget includes expenditure on school trips, but this is partly offset by £9,300 income in another budget line. CF asked for an explanation of the remaining £7,000 overspend. SLunn explained that there is a £5,000 commitment to buy instruments for the school playground which will be reimbursed by the school association and a spend of £2,000 on curriculum assessment materials that wasn't	

<p>budgeted. SLunn mentioned that coding has to be in line with national requirements</p> <p>CF: Why are school meals take up lower than budgeted? SLunn: These are estimated at the beginning of school year and readjusted at each census (latest census 155 out of possible 180 school meals purchased) RB: What is being done to advertise / increase take up of school meals on census day? MM: The meal choice is changed to fish fingers and chips (most popular) and also advise parents that having a meal on census day will give the school more funds RB: Are you happy with the catering? MM: No. The portions are too small, especially for the last children getting their meals. SLeary mentioned that the kitchen is also understaffed. CF: What action can be taken? MM has already fed back to the managers but they say that instructions come from senior management. School is tied in to current contract until 2019 so MM suggested taking photos of unsatisfactory meals and escalating the complaint. Governors agreed.</p> <p>Large carry forward of budget to be discussed separately</p> <p>The budget monitoring was approved by the Committee and signed by CF</p>	<p>MM to follow up on meals</p>
<p><b>Terms of Reference</b></p> <p>CF circulated the Terms of Reference in advance of the meeting, which were unchanged from the previous year, apart from the date.</p> <p>The Committee approved the Terms of Reference.</p>	
<p><b>Schools Financial Regulations</b></p> <p>SLeary confirmed there were no major changes to the regulations The regulations were adopted.</p>	
<p><b>Risk Register</b></p> <p>The latest Risk Register was circulated to the Committee prior to the meeting with no major changes from the previous year.</p> <p>CF suggested adding that no recording of children should be allowed without parental consent</p> <p>Asbestos: the Committee agreed that the asbestos map needs updating (and wording in the register about the hall alcove flooring to be revised). SLeary to contact Rodney Hing at WBC</p>	<p>SLeary to contact WBC</p>

<p>CF noted that register says that TAs are responsible for testing plugs – BS offered to review the register as she has recently done a Health &amp; Safety walk round with MM,</p>	<p>BS to review and update Risk Register</p>
<p><b>Inventory Register</b></p> <p>The register is going to be computerised by next year. SLeary confirmed it is all up to date and Governors are always welcome to review.</p> <p>This was agreed by the Committee and signed by CF.</p>	
<p><b>School Funds Account</b></p> <p>SLunn advised that school trips will not show on this account going forward</p> <p>No queries raised.</p>	
<p><b>AOB – Use of Carry-forward of Funds</b></p> <p>RN requested this item was discussed next as he needed to leave the meeting early.</p> <p>There is presently £118,000 carry forward, The Committee considered what it could be spent on.</p> <p>CF asked about dining tables. MM advised they had already been donated some by Bulmershe school, who are raising funds to get new ones and can then donate some more. There will now be a staggered lunch so only need 4 more tables. The cost is around £850 each so a total of £3,400. RN said he would prefer that the available funds were used to buy the tables now rather than wait for more to be donated. The Committee agreed.</p> <p>Additional training and time to release teachers: MM advised that there is a budget of £5,000 for Headteacher training that won't all be used. She needs to check if her safeguarding training for teachers will be recognised (registered for safeguarding training in Bucks but not Berkshire). If not, all teachers will require safeguarding training. First aid training is also expiring soon so will need to pay for refresher courses</p> <p>MM proposed the following:</p> <ol style="list-style-type: none"> <li>1) a nurture room by the ICT suite for children with SEN and other issues.</li> <li>2) Close off the corridor between the hall and the offices using a glass partition</li> <li>3) New chairs for the staff room</li> </ol> <p>RN asked MM to put together a full proposal including any other items of</p>	<p>MM to follow up</p> <p>MM to put proposal together</p>

<p>expenditure being considered.</p> <p>RB suggested that Governors have their own account and budget to allow for teambuilding with staff. Committee agreed, £1,000 to be allocated.</p> <p>Governors agreed to provide wine for the staff Xmas meal. RB to arrange.</p> <p>SLearly pointed out that the carry forward funds had to be justified to WBC because they are over the 8% allowable threshold. CF advised that the additional expenditure proposal above should be included in the latest forecast before being submitted to WBC which should then take it under the 8% threshold.</p> <p>RN left the meeting at 4:10pm</p>	<p><i>Will be shown as an overspend on training</i></p> <p>RB</p> <p>SLunn to revise budget monitoring</p>
<p><b>Services for Schools Booklet</b></p> <p>The new booklet has not yet been received - should be January</p>	
<p><b>Pupil Premium &amp; Sports Premium Expenditure</b></p> <p>RB noted that Pupil Premium is a new focus for Ofsted. MM advised still working on it and establishing full needs of the Pupil Premium group. Some might need more occupational therapy.</p> <p>MM also advised that four families were on the cusp of needing PPG but didn't qualify.</p> <p>CF asked if the school could fund them</p> <p>MM confirmed that they could, cost would be between £1,100 and £1,700 per child, can use some of the underspend.</p> <p>CF asked what could be done with the funds</p> <p>MM confirmed interventions would be possible such as therapies, funding after school club etc.</p> <p>The Committee approved an allocation of £10,000, to be classed as 'School-Funded PPG'. MM will track actions and impact, SLunn to set up new cost centre</p> <p>MM would also like to section off part of the PE area, will get a quote</p>	<p>SLunn to set up new cost centre</p> <p>MM to track impact of School Funded PPG</p> <p>MM to get quote</p>
<p><b>Policy Updates</b></p> <p>MM reviewed the policies this week and they are to be emailed separately. CF commented that the critical incident plan is covered by</p>	<p>MM to email CPD and</p>

other policies and the Rainbow Plan and is no longer needed. The Committee agreed to delete the Critical Incident policy from the list.	Appraisal policies to CR
<p><b>Any Other Business</b></p> <p>BS discussed on her H&amp;S walk round. The subsidence is being looked into.</p> <p>SLeary advised any building issues should be sorted out before April '17 because WBC building services would not be available after this date. MM to take lead on this and report progress to CF.</p> <p>RB asked if Eric could be given more hours? It was agreed that overtime would be offered and if he doesn't want it then source external help.</p> <p>MM suggested looking into getting the roof replaced due to numerous ceiling leaks. SLunn advised they need to get a copy of the condition survey first. SLeary to follow up. Governors were agreeable to going ahead with the roof replacement if deemed necessary.</p> <p>Pay meeting was arranged for Friday 4<sup>th</sup> November at 3:30pm.</p> <p>The meeting closed at 4.30pm.</p>	<p>MM to follow up</p> <p>MM</p> <p>SLeary to get report</p>

Signed... CHL ..... Position. CHAIRMAN OF F + R ..... Date... 3.2.17 .....