



Finance & Resources Committee

Minutes of Finance & Resources Committee Meeting Friday 3rd February 2017, 3.30 pm

Present: Claire Frohnwieser (Chair) (CF), Michelle Masters (Headteacher) (MM), Becky Stewardson (BS), Stephanie Leary (School Business Manager) (SLeary), Sue Lunn (Bursar) (SLunn), Rob Nicholls (RN), Lucy Rayner (LR), Nicola Penny (NP)

Apologies: Simon Brooks (SB)

	Action
Minutes from previous meeting and matters arising	
Outstanding actions arising from minutes of 14 th October 2016:	
<ul style="list-style-type: none"> CF asked if more lights could be installed near the speed hump at the school entrance as it is very dark at night. MM advised that the speed hump will be painted white 	MM
<ul style="list-style-type: none"> MM was actioned to investigate the size of the school meals. The meals are now served to Government Portion Guidelines. 	
<ul style="list-style-type: none"> S Leary was actioned to contact Rodney Hing about updating the asbestos map. S Leary to follow-up following initial request made. 	SL
<ul style="list-style-type: none"> BS to update the Risk Register by end of Q1 - add item on recording of children and amend who is responsible for testing of plugs 	BS
<ul style="list-style-type: none"> MM to arrange Fire Safety and Safeguarding training for staff. Fire Safety has been completed; MM to arrange safeguarding 	MM
<ul style="list-style-type: none"> MM to get quotes for PE area 	MM
<ul style="list-style-type: none"> Caretaker asked if he wanted more regular hours to clear the backlog of jobs onsite - he declined. The backlog was completed, but the caretaker now has 5 weeks work owing in lieu. It was agreed that 3 of these weeks would be paid and 2 would be taken as leave. 	
<ul style="list-style-type: none"> SL to source roof condition survey. Completed and advised that roof does not need replacing at this time. MM advised that it was likely to need replacing in 5 years. The Committee agreed to get a quote for replacing the roof and a comparison quote for repair only. 	

<p>MM to arrange.</p> <ul style="list-style-type: none"> • The teambuilding for staff and governors is to be addressed at FGB • It was also noted that WBC were to install a new boiler during the February half term <p>The minutes were approved by the Committee and signed by CF</p>	<p>MM BS</p>
<p>Budget Monitoring (review of carry forward)</p> <p>The latest budget monitoring report was approved by email prior to the meeting. CF thanked S Lunn for her work on this.</p> <p>The 2016/17 forecasted carry forward (including capital funding) of £156,616 was discussed. Specific spend of £56,314 has been allocated to date and quotes are awaited for the hall partition and storage area. MM asked for agreement to repaint the school, put new carpets in the staff room and office and buy new Foundation Stage furniture. The committee approved these additions. S Lunn to incorporate them in the latest forecast.</p> <p>It was noted that if the school becomes part of a Multi-Academy Trust, any remaining carry forward funds may be allocated elsewhere within the Trust. CF asked if there were any further items of expenditure that could be allocated now or within the next budget year. S Lunn responded that the funds would be required in the coming years as the NQT's progress up the salary scale plus government funding is expected to fall by £8k in 2017/18 and £15k in 2018/19. Support staff salaries are expected to rise by 2% to bring them in line with the 'living wage'. There may also be an apprenticeship levy of 0.5% of payroll applied from 2017/18 (£3,000). The three year budget plan indicates that the carry forward would be spent by the 2019/20 financial year based on predicted spend and funds received.</p>	<p>S Lunn</p>
<p>Traded Services from WBC</p> <p>S Lunn distributed a proposal for WBC services for 2017/18. The Committee declined the following services:</p> <ul style="list-style-type: none"> • Staff well-being survey • Reactive maintenance • Catering audit • Cleaning audit <p>The Committee approved Performance Data Check and the other proposals indicated 'yes' in the table.</p> <p>It was noted that the WBC repairs and maintenance contract will no</p>	

longer be available from April 2017.	
<p>Pupil Premium Funding</p> <p>78 children have been identified as needing additional support using the seven criteria from the School Funded Pupil Premium Grant devised by teaching staff.</p> <p>MM asked that the £10k allocated by the Committee in October 2016 be used for an experienced teacher to work for a morning/week on a temporary contract to 'plug the gaps' for those children required additional support. The Committee gave their approval. This would free up time for a TA to develop the speech and language programme one morning/week.</p> <p>MM advised that an Occupational Therapist assistant would be used one morning/week.</p> <p>Any funds remaining from the £10k will be used after half term to work on behavioural issues with one of the children.</p> <p>Pupil premium children have been benefitting from horse therapy, mindfulness sessions and attendance at after school clubs.</p>	
<p>Foundation Stage Equipment</p> <p>Some of the outside equipment needs replacing and MM would like to re-develop the garden area. A landscaping company is going to quote for the work. It is planned to tarmac the paved area, replace the playhouses with 2 sheds that are accessible by the children, extend the garden lengthwise so that a pathway can be created, use planters as fencing, buy new equipment and containers, a water tray and seating around the sandpit. MM advised that the cost would be approximately £10k in total.</p> <p>MM suggested that the Year 2 area of the school be swapped with the Year 1 area to give Year 1's access to the FS garden and make the transition from FS easier.</p> <p>It was noted that the NQT's and experienced teachers would be swapped out across Years 1 and 2 so that pupils would have a mixture of teacher experience rather than retaining the same teacher for both years.</p> <p>NP to investigate possible funding of some of the equipment by the PTA.</p>	NP
<p>Benchmarking Review</p> <p>In his absence, SB was thanked by the Committee for completing the benchmarking review. SB to present at the next meeting.</p>	SB

<p>Any Other Business</p> <p>S Lunn advised that the SFVS deadline is 31st March. The Committee agreed to approve the documentation by email.</p> <p>MM advised that one of the NQT's requires additional mentor support as suggested by Gillian Cole. To cover the time for release of the NQT from class, approximately £3,000 will be required for additional cover. The Committee approved this expenditure. MM to advise if the cost exceeds £3,000.</p> <p>The meeting closed at 4.30pm.</p>	<p>MM</p>
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Signed C. Johnson Position CHAIR OF Date 24.4.17
FINANCE + RESOURCES