



Finance & Resources Committee

Minutes of Finance & Resources Committee Meeting Friday 12th October 2018, 3.45 pm

Present: Claire Frohnwieser (Chair) (CF), Michelle Masters (MM), Becky Stewardson (BS), Nicola Penny (NP)

Apologies: Stephanie Leary (SLeary)
Graham Rayner (GR)

	Action
<p>Apologies for absence: Apologies were received from Stephanie Leary.</p>	
<p>Minutes from previous meeting and matters arising</p> <p>Outstanding actions arising from minutes of 16th July 2018:</p> <ul style="list-style-type: none"> • SB has almost completed the latest benchmarking review. SLeary to follow up. • Due to a lack of co-operation from the school neighbour, the gate which opens onto school premises is still not secure. This needs to be nailed shut to avoid safeguarding issues. MM to pursue. • Lagging project to be completed during October 2018 half term. SL to confirm to Committee that the capital budget was used to fund the work • The windows in the hall that are thought to be the cause of the leaking roof have been removed and re-installed with no effect. WBC have gone out to tender for the cost of replacement windows. MM to advise when the work is complete • Governor meeting dates to be added to the school calendar <p>The minutes were approved by the Committee and signed by CF</p>	<p>SLeary</p> <p>MM</p> <p>SLunn</p> <p>MM</p> <p>S Lunn</p>

Budget Monitoring

The budget monitoring document was issued to Committee members prior to the meeting showing reasons for variance between the latest forecast and the budget.

CF sent some queries to SLunn prior to the meeting which Sue kindly responded to (below in italics):

- Regarding the underspend on maintenance work, what isn't being carried out and is this just deferring work that will need to be done next year? *We have made some general savings but the planned maintenance not yet carried out is the painting and decorating, the hall storage and new window blinds. Yes, this is just deferment.* MM added that the parents could be approached to see if they would be willing to help decorate the school and the PTA could be asked to fund the paint. MM to speak to the PTA.
- What is the reason for the unfilled post in E03. *E03 relates to support staff and when a Teaching Assistant resigned; the post was not filled*
- Why didn't we recruit an apprentice? *The decision was taken not to recruit this new post in order to save funds*
- Regarding the underspend on staff training, is there any that needs to be undertaken this year? *We have experienced staff requiring less training and that undertaken has often been twilight courses, the cost of which is already included in our purchased support packages*
- E20 ICT resources – why is there such a large underspend? *The budget remaining relates to the funds allocated to the rolling programme and will be carried forward to next year. We do not anticipate any major spend this year unless we need a replacement server*
- What is the main reason we have used up £43k of our carry forward from last year? *As previously discussed, our planned expenditure simply exceeds our income. The majority of our expenditure is staff costs and with the introduction of the minimum wage and the pay cap being removed, the total cost of the payroll has increased without the corresponding rise in budget. The cost of the SEN provision is still high.*

MM

MM queried the forecast for the Education Support Staff as being high. SLunn to confirm.

The budget monitoring was approved.

SLunn

<p>Three Year Budget Plan</p> <p>It was noted that the pension increase needed to be added to the 3 year budget plan and the proposed salary increases per the Pay Award agenda item.</p>	<p>SLunn</p>
<p>Finance Terms of Reference</p> <p>These were updated prior to the meeting and issued to Committee members. Approved.</p>	
<p>Risk Register</p> <p>To be updated by GR in November and then sent to the Committee for approval.</p>	<p>GR</p>
<p>Inventory Register</p> <p>This was issued to Committee members prior to the meeting. Approved.</p>	
<p>E-Safety Policy</p> <p>MM to add comments about governors use of the policy in relation to GDPR and electronic handling of school information. A governor to be nominated at the next FGB to ensure GDPR compliance by governors.</p>	<p>MM BS</p>
<p>Pay Policy and Teachers Pay Award 2018</p> <p>The Pay Policy will be approved by the FGB at a later date as it is expected to be updated by WBC in the near future.</p> <p>Regarding the Teachers Pay Award, the DfE have announced a pay increase of 3.5% to Main Pay Scales, a 2% increase to Upper Pay Scales and 1.5% to Leadership Scales. A grant will be awarded to schools to fund the pay increase guaranteed for the next two years only - but less 1% (they assume schools will have budgeted 1% anyway). There is a further increase in employers contributions of ~ 8% to the teachers' pension scheme which will be funded by the DfE for the next two years. It is unclear what will happen after the two years.</p> <p>There was a lack of clarity from the DfE around the pay increases as they stated they would be applied to the highest and lowest pay point for Main Pay Scale and Upper Pay Scale teachers. Schools have been left to decide their scales between the minimums and maximum. The Committee agreed to apply 3.5% across all points in the Main Pay Scale and 2% across all points in the Upper Pay Scale.</p> <p>SLunn to revise the budget monitoring and 3 year budget plan accordingly.</p>	<p>SLunn</p>

<p>Premises Report</p> <p>The report was issued to Committee members prior to the meeting.</p> <p>A discussion was held on the cleaning contractors. MM hasn't paid them for 3 months because the service has been so poor. MM has tried to speak to the Cleaning Manager without success (no response from phone calls/messages). The cleaners are leaving an hour earlier than they should and are not providing a good service. They are also thought to have been taking fruit and toilet rolls from the School.</p> <p>CF asked what their notice period was. MM replied that it is 3 months and she was happy to provide them with 3 months pay in lieu of notice once a new contractor can be found. MM to source quotes from 3 cleaning companies asap so that the cleaners can be replaced.</p>	MM
<p>School App</p> <p>The eSchool app is still proving problematic and texts sent to parents can often take 24 hours to arrive. There is also a low uptake by parents to the App (50%) so other methods of communication are still required.</p> <p>A discussion was had on the benefits of moving to Parentmail. It would require less admin time, parents would prefer it as it can be used to book parents evening appointments, pay for school trips etc and is very reliable. There would be an additional annual cost of £967 (eSchools would be retained for website services) but the Committee felt that this was a worthwhile investment and that the benefits/time savings would outweigh the costs.</p> <p>SLunn to arrange for Parentmail to be purchased and the eSchools app to be removed.</p>	SLunn
<p>Any Other Business</p> <p>No further business.</p> <p>The meeting closed at 4.45pm.</p>	

Signed.....Position.....Date.....