



Finance & Resources Committee

Minutes of Finance & Resources Committee Meeting Thursday, 21st April 2016, 3.30 pm

Present: Claire Frohnwieser (Chair), Phillipa Chan (Acting Headteacher), Becky Stewardson, Simon Brooks, Suzanne Davies (Joint Deputy Headteacher) Stephanie Leary (School Business Manager), Sue Lunn (Bursar)

Apologies: Rebekah Brumby, Ashley Harrison, Viktoria Honigh, Rob Nicholls

	Action
<p>Minutes from previous meeting and matters arising</p> <p>Outstanding actions arising from minutes of 19th October 2015:</p> <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. The Site Controller will be asked to review the lighting or investigate painting the speed hump. <p>The minutes were approved by the Committee and signed by CF</p>	SL
<p>2015/16 Budget Review</p> <p>The final Income & Expenditure Report was circulated to the Committee prior to the meeting as well as a variance analysis (see appendix).</p> <p>In 2015/16, £760k was spent against an income of £880k including a carry forward of £60k. The under-spend of £120k will be carried over to the 2016/17 financial year.</p> <p>S Lunn explained the main areas of variance between the budget and expenditure for 2015/16. These are summarised in the attached table.</p>	
<p>Setting of 2016/17 Budget</p> <p>A budget of £809k has been allocated by WBC for 2016/17 which is in line with the 2015/16 budget. The £120k carry forward has been added to the budget and allocated per the attached table.</p>	

S Lunn explained queries about the budget raised by governors:

- 1. There has been £8,467 spent on sickness supply in 2015/16 (E02+E26), but £12,500 has been allocated for 2016/17. Wouldn't you assume that sickness supply would remain at the same level?**

The school was relatively fortunate last year and not hit with any major illnesses such as flu. The budget allows for this scenario however.

- 2. On the 2016/17 budget, can you let me know why the reserve amount has doubled?**

In previous years we have always been restricted to a maximum amount that we could place on reserve and prior to that they were clawing back high reserves. As a result the carry forward tended to be 'spread' across different budget lines. Steph has contacted Wokingham and they have confirmed that we can place a higher amount on reserve now if we wish. The amount on reserve earns interest but you cannot draw down from it during the year.

On the reserve, if we can't draw down during the year, what would we do in the event we needed the money? *The budget lines do include additional amounts to cover eventualities such as staff changes, overtime and sickness and the resources budgets are fairly generous. Unexpected spend on premises would be taken from our Capital Budget if it was not covered by the Reactive Maintenance Scheme that we buy into. If there was sudden unexpected expenditure, we would have to vire the budget from other lines and/or overspend on the applicable budget line. If the committee feels that this is not appropriate we can adjust this now. An increase in the contingency to 1% of budget ie £8093, for example?* **The Committee agreed to reduce the reserve by £10,000 and allocate this to the contingency line item. SL to adjust budget accordingly.**

S Lunn

- 3. Why is less budget being allocated to the site controller? I used the estimate generated by the finance system. It is accurate but did not calculate on-costs as it assumes this is the only employment. However the Site Controller also works at the Junior School and therefore exceeds the limits for Superann and NI. This was an error on my part and the budget should be increased to £4542 SL to adjust budget accordingly.**

S Lunn

- 4. Why are maintenance costs expected to decrease?** *In the previous year there was additional expenditure on re-sanding the hall floor and on the main gate which will not reoccur. The level of expenditure on general maintenance is expected to be of a similar level.*

5. Why would electricity and gas costs and rates decrease? *The rates are determined by the Local Authority and they have quoted a lower figure than last year. With regard to energy, the bills were incorrect last year and we were expecting an adjustment this year. However we can certainly increase the estimates if you wish. The Committee decided not to increase the estimate but review later in the year.*

6. What is causing the £21,353 increase in teaching staff costs? *At the point of setting the budget the costs of the HT and DHT appointments are unknown. I have therefore included the costs of appointing staff at the maximum salaries applicable for this school. In addition we have allowed for pay progression and the increase in National Insurance.*

7. When you say that the ICT Suite is going to be replaced (in the budget comparison), does this mean that all the PCs and laptops are being replaced or is this a room refurbishment project? *This is the replacement of the workstations and monitors etc. No refurbishment of the room or furniture has been planned at this point.*

8. On the 2016/17 budget, can you let me know why supply staff has increased? Admin supplies has gone up quite a lot too? *Supply Staff: Due to staff changes there is a possibility that the school may be employing more inexperienced staff or an NQT and we have allowed for more PPA and time for a mentor. Additionally the hourly cost has risen. Admin Supplies: A new telephone system has been fitted and was budgeted for last year but the installation was delayed and the budget for this was carried forward. Also there is £1500 for a rolling programme of replacement for Office PCs. However they do not require renewing at the moment.*

CF asked PC if there was the right mix of permanent staff and TA's within the school as the TA budget is quite high. PC advised that the TA requirement was in line with the needs of the school and included special needs assistants that may be needed for new children in September.

CF suggested that a carry forward of £100k looked likely in 2016/17 and asked if consideration needed to be given to any other items of expenditure. PC advised that nothing further was required currently but this would be reviewed going forward. SL advised that future budgets might be less than this year's so a carry forward may be needed at that point.

All present approved the allocation of funds for the 2016/17 budget once

<p>the requested changes had been made. A meeting to ratify the budget allocation with the FGB is planned for Monday, 25th April 2016.</p> <p>CF thanked S Lunn and S Leary for their hard work in preparing the budget.</p>	
<p>SFVS</p> <p>It was noted that the SFVS was approved by email on 29th January 2016.</p> <p>CF thanked SL and S Lunn for their hard work in preparing it.</p>	
<p>Benchmarking Review</p> <p>The Benchmarking review was completed by SB. The review benchmarks Willow Bank Infants against other infant schools in England of a similar size. SB presented it at the meeting.</p> <p>It was noted that training costs were low. PC advised that all staff have attended all requested training and costs are kept low by collaborating with other schools.</p> <p>Cleaning and caretaking costs were above average. CF asked PC how the cleaning contractors had been performing recently. PC advised that the Area Manager attends regularly to check up on performance which is satisfactory.</p> <p>CF thanked SB for his hard work in preparing the review.</p>	
<p>Any Other Business</p> <p>S Lunn advised that hirers of the School Hall sometimes change the hours they require or cancel the booking without out the contractually required 3 days notice and expect the fees to be reduced accordingly. The Committee advised that the clubs need to stick to the contractual terms.</p> <p>S Lunn suggested that the Benchmarking Review be completed in September/October rather than March/April so that it is in line with submission of the SFVS and can inform budget setting. The Committee agreed. SB kindly agreed to continue preparing the Review.</p> <p>The meeting closed at 4.00.</p>	

Signed... *C. H. Aire* Position... *CHAIR* Date... *14.10.16* ...
OF F+R

2015/16 Summary	2015 Budget	2015 Spend	2015 Budget vs Spend	% Variance	Reason
Total Income	-808,160	-820,372	-12,212	2%	
Brought Forward	-59,570	-59,570	0	0%	
Expenditure					
Teaching Staff	345,000	334,640	-10,360	-3%	Staffing Changes
Supply	33,240	33,978	738	2%	
Education Staff	93,095	84,684	-8,411	-9%	1:1 SEN Support not required
Premises Staff	4,000	4,497	497	12%	
Admin Staff	51,000	52,474	1,474	3%	
Other Staff	20,750	20,529	-221	-1%	
Indirect Employees	2,993	1,820	-1,173	-39%	
Development	5,000	4,138	-862	-17%	
Supply insurance	8,887	8,887	0	0%	
Staff insurance	248	247	-1	0%	
Building maintenance	16,362	17,437	1,075	7%	
Grounds maintenance	4,745	2,850	-1,895	-40%	
Cleaning	13,100	12,458	-642	-5%	
Water and sewerage	2,500	1,881	-619	-25%	
Energy	8,000	6,825	-1,175	-15%	
Rates	15,867	15,867	0	0%	
Other Occupation expenses	1,900	1,780	-120	-6%	
Learning resources	43,745	29,173	-14,572	-33%	Amount for project & additional SEN not spent
ICT learning	33,496	11,886	-21,610	-65%	Rolling programme of hardware replacement
Admin supplies	9,065	4,609	-4,456	-49%	Purchase of new telephone system rolled over into 2016/17
Other insurance	13,820	13,828	8	0%	
Special facilities	9,990	10,697	707	7%	
Catering supplies	58,579	55,034	-3,545	-6%	
Agency supply	6,000	2,232	-3,768	-63%	Budgeted amount not required + in-house supply used was cheaper than agency
Professional Curriculum	19,105	10,105	-9,000	-47%	Amount allocated for SIMP not used
Professional services	15,243	16,945	1,702	11%	
Contingency	2,000	0	-2,000	100%	
Reserve	30,000	0	-30,000	-100%	
Total Expenditure	867,730	759,500	-108,230	-12%	
Total Income less Expenditure	0	-120,442	-120,442		
2016/17 Summary	2015 Spend	2016 Budget	2016 Budget vs 2015 Spend	% Variance	Reason
Total Income	-820,372	-809,331	11,041	-1%	
Brought Forward	-59,570	-120,442	-60,872	102%	
Expenditure					
Teaching Staff	334,640	355,993	21,353	6%	Staffing Changes - top of scale assumed for HT and DHT
Supply	33,978	40,372	6,394	19%	To cover sickness, PPA and Training
Education Staff	84,684	100,515	15,831	19%	Provision for 1:1 SEN Support if required
Premises Staff	4,497	4,839	342	8%	
Admin Staff	52,474	54,597	2,123	4%	
Other Staff	20,529	21,059	530	3%	
Indirect Employees	1,820	2,550	730	40%	
Development	4,138	5,300	1,162	28%	
Supply insurance	8,887	8,956	69	1%	
Staff insurance	247	244	-3	-1%	
Building maintenance	17,437	14,135	-3,302	-19%	
Grounds maintenance	2,850	4,250	1,400	49%	
Cleaning	12,458	12,500	42	0%	
Water and sewerage	1,881	2,250	369	20%	
Energy	6,825	6,000	-825	21%	
Rates	15,867	14,537	-1,330	-8%	
Other Occupation expenses	1,780	2,300	520	29%	
Learning resources	29,173	29,971	798	3%	
ICT learning	11,886	40,154	28,268	238%	ICT equipment to be replaced this year
Admin supplies	4,609	9,976	5,367	116%	New telephone system
Other insurance	13,828	13,856	28	0%	
Special facilities	10,697	9,070	-1,627	-15%	
Catering supplies	55,034	76,642	21,608	39%	Full amount of UFSM
Agency supply	2,232	5,000	2,768	124%	To cover sickness
Professional Curriculum	10,105	16,605	6,500	64%	Additional £5k for HT support
Professional services	16,945	15,537	-1,408	-8%	
Contingency	0	12,565	12,565		
Reserve	0	50,000	50,000		Higher than previous years for higher interest
Total Expenditure	759,500	929,773	170,273	22%	
Total Income less Expenditure	-120,442	0	120,442		