



DARTINGTON C E PRIMARY SCHOOL AND NURSERY

FINANCE & PERSONNEL MEETING - Part I Minutes

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Date/Time	Wednesday 7 th December 2016, 9.00am	At Dartington CE primary School.	In Meeting Room
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Attendees	Initials	Type of governor/ associate/ chair etc	Time they joined/left if not present for full meeting
Jill Mahon	JM	Headteacher	
Elaine Hopkins	EH	Chair & Parent	
Abigail Read	AR	Chair of FGB & Parent	

Apologies	Initials	Reason (Category of Governor)	Absent without Apology	Initials
Tony Gregg	TG	Illness (Chair of T&L & Foundation)		

In Attendance	Initials	(anyone who is not a governor / associate)	Minutes to
Yvette Elliott	YE	Clerk	FGB
Marea Sayer	MS	Finance Administrator	Website
			FIPS

Documents referred to:

- Updated F&P Committee Terms of Reference (TORS)
- Summary Budget Monitoring - Month 8, November
- Summary Budget Monitoring by Cost Centre - Month 8, November
- Additional Notes for Month 8
- Catering Income & Expenditure, to end Mar 17 (predicted)
- School Lunches Monthly Totals, from April 16
- Hospitality and Staff Development breakdowns
- Supply breakdown
- Updated Finance Policy
- DCC Shared Parental Leave policy
- DCC Flexible Working policy
- DCC Managing Sickness Absence policy



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	Details of discussion	Decision or action
1 & 2	Apologies TG sent his apologies due to illness.	Letter to be sent to TG
3	Declaration of Business Interests	None
4	Minutes of the last meeting held on Wednesday 9th November '16 Part Two minutes of the last meeting held on Wednesday 9th November '16 Following recent appointments, we will be welcoming three new Governors to the F&P committee after the January FGB meeting, which will increase the skillset and enable Governors to work together to monitor finances.	The minutes were approved and signed by EH



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5 1	<p>Finance</p> <p><i>November budget monitor</i></p> <p>Timings for the production and review of the monthly monitor for FIPs are very tight and with reduced Admin staff this has been managed very well.</p> <p>Governors are tracking the deficit month by month and a discussion took place around the current figures, which have increased by £2,808 since the last monitor. <i>JM stated that this is largely down to a PE bill from South Dartmoor coming in at £2,400 more than predicted, based on the previous years' invoice. EH asked if the reason for the increase was given? JM: No, but possibly due to fewer schools buying in this year. EH questioned if it still represented good value? JM: Leaders are evaluating the impact over the coming year, for which the cost relates, but it allows the school to work closely with KEVICC and enables different year groups to experience a variety of PE events and competitions. It has been good value for money previously. JM also explained that due to staffing changes this school year, we expected to be able to cover the predicted bill out of savings made. AR asked whether we need to buy into two schools for sports activities i.e. KEVICC and South Dartmoor?</i></p> <p>Pupil Numbers</p> <p>There are now 252 on roll, due to new starters. This is predicted to rise to 257 by January. This represents a slight reduction of 2 predicted starters who are no longer relocating to the area. <i>EH asked if class sizes are manageable with the additional children? JM confirmed that they are.</i></p> <p>There is a possibility of some additional funding for potential new families which will go towards additional staffing and support, as required.</p> <p>Staffing</p> <p><i>Catering:</i> A member of the catering team has been off sick, but this has been covered by existing staff and very well managed with no additional staffing cost.</p> <p><i>Admin:</i> Long term sickness absence continues. Temporary staff are currently providing some cover and light-touch contact is in place to ensure the wellbeing of the absent staff member.</p> <p>Supply</p>	
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<p>Supply and Professional Development costs can now be unpicked more easily as MS has broken these down to show which supply cover is a result of sickness and which are other areas.</p> <p>EH asked for a more detailed <u>breakdown spreadsheet</u> of <u>all Supply costs to date</u> from MS, <u>to be produced by the end of the first week of next term.</u></p> <p>Professional Development</p> <p><u>JM stated that the c</u>Costs include:</p> <ul style="list-style-type: none">• The known 'packages' paid for external consultants for English and maths.• Auditing of outcomes - this was a focus in the summer term, particularly with the impact of staff changes and new subject leadership.• Maths scrutiny.• Safeguarding updates; small staff updates; SENCO training (reported last month and <i>EH asked if this training has started?</i> JM confirmed that it has). <p>There is a small income of £1,200 towards the maths projects, out of which there are £300 of fees and the cost of 2 teachers' time.</p> <p>JM advised that in some instances we are planning to share the cost of Advisor's time with partnership schools to maintain the benefit at a lower cost.</p> <p>Services</p> <p>Geoff Breckin (GB), Chair of Premises, is monitoring our energy usage with Rob Salem <u>and Marea</u> to try and reduce our consumption and costs. EH to liaise directly with GB to see how the F&P committee can support this.</p> <p>Resources</p> <p>Spending has been cut back a little on resources.</p> <p>Photocopier</p> <p>This is the cheapest method of printing and as tight as we can get our costs.</p> <p>Hospitality</p> <p>MS shared a breakdown of this line. EH requested <u>a printout (or excel compatible export) from the accounts of all expenditure allocated to this code.</u> even more detail, with individual codes in a</p>	<p>MS to provide a more detailed Supply spreadsheet for EH to scrutinise <u>and to provide a printout of all transactions coded to the supply codes for the financial year to date.</u> <u>Printout requested by 9th December 2016, spreadsheet before next F & P meeting</u></p> <p>EH to liaise with GB regarding energy usage</p>
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~~spreadsheet for further scrutiny.~~

Income

Sarah Maunder is managing the receipt of income from parents for dinner money, nursery income etc so that it is received in a timely manner.

Catering: A catering spreadsheet with forecasted figures to year end was shared with Governors. *EH queried ~~that it appeared that whether~~ school holidays ~~had note~~ been taken into account to provide realistic income/expenditure in months where there are holidays. MS EH to investigate.*

AR asked what 'catering provisions' covers? MS: Food that has to be purchased. EH questioned whether our predictions were underestimated? MS reminded Governors that these figures include the carry forward from the previous year which needs to be repaid. The additional spreadsheet "catering income and expenditure 2016/17" relates specifically to the current year and takes into account all the lines relating to catering and meals.

Thrive: JM ~~reported that JM~~ and Amelia Poore generate income into the school through Thrive training and this enables the school to purchase items that might otherwise be unaffordable, such as additional library books. *AR questioned the monthly Leadership expenditure as it varies from month to month and JM explained that Thrive income covers much of this costs, so the balance is what is shown. EH asked for a printout (or excel compatible export) from the finance system to show all transactions allocated to the account codes for Leadership income and expenditure, more detailed figures on Leadership and Thrive for scrutiny (to be provided before 16th December 2016);*

Conclusion

AR questioned whether the increase in the deficit suggests that we aren't managing this effectively. This was countered by the longer-term view of working to the 5 year plan, as submitted in the Summer Term and a reminder that the deficit increases have been from unexpected larger bills, rather than mismanagement of budget lines, which are being held tightly. JM stated that realistically, there is no room to cut any budgets as these are already as tightly created as possible, but that we are holding our course on the bare minimum, maintaining a 'Good' and effective school.

~~MS will update figures in the 5 year plan in January following the Audit.~~

~~EH confirmed observed that that despite the increase in deficit increase could be attributed to, we can clearly see that this was from specific items which have been reported as being a higher~~

~~amount that than unexpectedly cost the school more than predicted, and JM stated that JM and the team are looking at where savings can be made.~~

~~MS will update figures in the 5 year plan in January following the Audit.~~

~~EH observed that the increase in deficit could be attributed to specific items which have been reported as being a higher amount than the school predicted. JM feels that the school is continuing to firmly hold its course and ensure that the money available is being used to the biggest impact possible.~~

~~AR acknowledged that we are working to a very tight budget and need to remain acutely aware of our deficit, show what we are doing about it and demonstrate that we can account for all changes.~~

MS to provide spreadsheet of codes for Hospitality expenditure.
EH to scrutinise.

EH to ask Sarah M if holidays are taken into account in catering forecast

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MS to provide printout or excel compatible export of leadership income and expenditure codes by 16th December 2016, detailed spreadsheet for Leadership and Thrive. EH to scrutinise.

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Signature of Chair

Gov's to complete and return SFVS forms to MS



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<p>2</p> <p>3</p>	<p><u>JM stated that JM and the team are looking at where savings can be made. JM feels that the school is continuing to firmly hold its course and ensure that the money available is being used to the biggest impact possible.</u></p> <p><u>AR acknowledged that we are working to a very tight budget and need to remain acutely aware of our deficit, show what we are doing about it and demonstrate that we can account for all changes.</u></p> <p>SFVS</p> <p><u>MS reminded Governors that they each need to complete and return their forms to her at their earliest opportunity.</u></p> <p>Audit</p> <p><u>Our Financial Audit will be taking place on 16th and 17th January and this will go through everything.</u></p> <p><u>AR will attend and EH will try to attend the feedback session.</u></p> <p><u>MS highlighted the requirement for our Finance Policy to include all named card holders and she has updated the policy to include her name. Governors agreed to recommend this amended policy, subject to the assurance that no alterations had been made to any schemes of delegation, to the FGB for ratification.</u></p>	<p><u>Govs to complete and return SFVS forms to MS</u></p> <p><u>Updated Finance Policy to FGB for ratification</u></p>
<p>6</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p>	<p>Matters Arising</p> <p>YE has updated TORs and will email to all.</p> <p>Meet with Danielle.</p> <p>Follow up catering forecast with Sarah M</p> <p>Benchmarking data web address was shared by MS. Still showing 2014-15 currently.</p> <p>Sarah M to write to hirers regarding price increase in April.</p> <p>Report back to committee on PD breakdown.</p> <p>Report back to committee on Hospitality breakdown.</p>	<p>YE to email our TORs</p> <p>EH + AR to meet Danielle</p> <p>EH</p> <p>EH to review</p> <p>Sarah M</p> <p>EH</p> <p>EH</p>
<p>7</p>	<p>Personnel</p> <p>Long-term Admin sickness continues but temporary cover is in place in addition to part-time support. There have been some slight swaps between TAs regarding the children they work with. <u>Employer's Superannuation payments have been made for a A</u> staff member on long-term sick has been receiving superannuation (pension) and MS has requested information from Payroll to clarify this is correct.</p> <p>The Head Teacher's appraisal may have to wait until January (recognised as a deviation from best practice) due to availability of an external advisor and Governor training. The additional cost of employing an Advisor was deemed necessary due to Governor changes and experience.</p>	



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8	Policies		
1	<u>Flexible Working</u> - The DCC June 2014 model policy was tabled. The committee agreed delegated responsibilities and the policy was ratified.	YE to personalise and file the 3 updated policies	
2	<u>Managing Sickness Absence</u> - The DCC June 2016 model policy was tabled. The committee agreed delegated responsibilities and the policy was ratified.		
3	<u>Shared Parental Leave</u> - The DCC June 2016 model policy was tabled. The policy was ratified.		
Actions, Questions, Next Steps			
<ul style="list-style-type: none"> • Continue detailed budget monitoring with a particular emphasis on specific lines to deepen our insight and gain a clearer understanding of the financial picture. • Ask T&L Committee to look at the current staffing structure arrangements and compare to the Summer term, regarding resources, leadership, pupil progress etc. • Question - Are we satisfied that we understand the steps being taken to reduce the deficit? • Question - Are these steps realistic and effective? 			
Evaluate the impact on School Improvement			
<p><u>JM stated s</u>School improvement is not being adversely affected at this point. We have a very experienced team work hard and creatively. We are still a Good school, but are acutely aware of the danger that we will fall from this is the impact of the budget worsens.</p>			
The meeting closed at: 10.40am			
Detail of next meeting			
Date/Time	Wednesday 11 th January, 3pm <i>(If FIPs give permission for an extension to Friday 13th January for submission of minutes)</i>	Location	Meeting Room