


Finance and Personnel Committee							
Friday 7 th December 2018	11.00	Dartington C E Primary School		DRAFT MINUTES			
<i>Attendees</i>	<i>Initials</i>	<i>Category of governor Any office held</i>	<i>Time they joined/left if not present for full meeting</i>	<i>Attendees</i>	<i>Initials</i>		<i>Time they joined/left if not present for full meeting</i>
Abigail Read	AR	Parent		Jill Mahon	JM	Headteacher	
Mike King	MK	Foundation		Joanne Tisdall	JT	LA (Chair)	

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

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

Minutes to
FGB
FIPS
Website

Documents shared or referred to:

- Month 8 Budget Monitor - November
- Budget Monitor Report (as at 30th November)
- 5-Year Recovery Plan (06/12/2018)

Agenda Number	Details of discussion	Decision or action
2.	Apologies. Recorded.	
3.	Declaration of Pecuniary or Business Interests. No new declarations.	
4.	To approve all minutes of the last Finance and Personnel meeting, held on 20th November 2018 As this is an additional meeting to deal with the Recovery Plan, minutes of the previous meeting will be dealt with next week at the scheduled combined Premises and F&P meeting	

5.	<p>Finances</p> <p><u>Review 5-Year Recovery Plan</u></p> <p>MS shared the November Monitor and updated 5 Year Recovery Plan. This shows an improved situation since last month, largely due to increased income. Nursery numbers were better this year than predicted and further income is projected as possible - Governors approved a further increase to this line of £7,000. Nearly 800 fewer school dinners have been booked this year compared to 2017-18, so there is currently a projected loss on catering for the year. AR asked if this is due to KS1 parents not claiming their FSM entitlement? MS did not think so and attributed it purely to a lower uptake of school dinners. Governors agreed that dinner prices should not be increased as a method of raising income and YE will invite Danielle to the January F&P meeting to discuss ideas and ways to improve the end-of-year balance on this line, such as Parent Lunches, themed lunches and improved marketing.</p> <p>JT asked if MS has seen GB's utilities dashboard and predictions for utility bills? These have been received but not yet included in the forecast. MS to update.</p> <p>JT asked why the deficit has reduced so much since last month? MS confirmed this is a combination of increased Nursery income, an extra £5k from USF to help cover Supply costs and a reduction in teaching costs due to staffing changes for the Spring Term. She also confirmed that our insurance policy covers long-term sickness costs beyond 5 days. The end of year deficit is now projected to stand at £2k and it was agreed that by increasing the expected catering income (as a result of making changes) this would be mitigated and our current and future year carry forwards become positive. AR stated that all communication with FIPS has suggested that they were confident our financial position has been moving in the right direction.</p> <p>AR asked if there is an issue with resources in the school, following a comment from AA in the FGB meeting? MS confirmed that the budget was very tight and class budgets have been spent. It was agreed that further funds of C £1,000 be allocated to this line for everyday classroom consumables.</p> <p>Governors commented very positively on the improved financial situation and MS was thanked. Governors resolved to approve the 5 Year Recovery Plan, subject to the agreed amendments.</p> <p>JM informed Governors that 40 LA's, including Devon, look like they will be reducing SEND budgets so it's an across affecting many schools. Contentious spending decisions around SEND etc are necessary.</p>	<p>YE to invite Danielle to Jan mtg</p> <p>MS to include utilities projections in forecast</p> <p>MS to make agreed amendments to Forecast</p>
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6.	<p>Matters Arising</p> <p>As this is an additional meeting to deal with the Recovery Plan, matters arising from the previous meeting will be dealt with next week at the scheduled combined Premises and F&P meeting</p>	
7.	<p>Actions, Questions and Next Steps</p> <p>YE to invite Danielle to the January F&P meeting and to consider strategies for increasing uptake of school dinners. Quotes are also required from her for oven leasing as an option for the kitchen.</p> <p>Governors are awaiting figures on capital budget and when this is known, decisions can be made around spending e.g. new oven, IT infrastructure etc. MK suggested that JM prioritise the needs of the school and consider the life expectancy of existing items.</p>	JM to prioritise capital spending needs
8.	<p>Evaluate Impact on School Improvement</p> <p>There is good understanding of the figures and the reducing deficit so in-year savings will not be required moving forwards which will ease financial management.</p> <p>The school is in a stronger position as a result for future partnerships.</p> <p>Extra resources have been allocated to classrooms which has a direct impact on T&L.</p> <p>Evidence of secure financial management can be seen from the Governors and school.</p>	
12.	<p>Date of next meeting</p> <p>Tuesday 11th December, 1.30pm. A combined meeting with the Premises Committee. Extended to 2 hours.</p> <p>Meeting closed at 11.50am.</p>	