

Finance and Personnel Committee							
Tuesday 13 th June 2017	15.00	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>
Elaine Hopkins	EH	Parent (Chair)	Arrived 3.10	Jill Mahon	JM	Headteacher	
Anne Lambie	AL	Co-opted		Peter Coleman	PC	Co-opted	Left 4.15
Abigail Read	AR	Parent	Left at 3.15	Joanne Tisdall	JT	LA	

Apologies	Initials	Reason (Category of Governor)
Tony Gregg	TG	Foundation

Absent without Apology	Initials

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

Minutes to
FGB
FIPS
Website

Documents shared or referred to:

- Questions for Sarah Creedy - as emailed in advance
- Month 2 (May) Detailed Budget Monitor
- Detailed Budget Monitor Notes
- Teaching Staff 2016-17 and 2017-18
- Catering Income & Expenditure 2017-18
- School Lunches spreadsheet - April 2017
- School Lunches monthly totals - April '16 - March '17
- Pupil numbers to propose class structures 2017-18
- Financial Audit Action plan 2017
- Excellence for All
- Model exit interview procedure for schools (April 2009)
- Policy on Finance

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Agenda Number	Details of discussion	Decision or action
2.	Apologies.	Recorded
3.	Declaration of Pecuniary or Business Interests.	None
4.	<p>To approve all minutes of the last three Finance and Personnel meetings, held on Tuesday 23rd May 2017.</p> <p>PC requested a small addition into the opening paragraph. This was Approved. YE to update for EH to sign.</p>	<p>Minutes approved pending amendment EH to sign when updated</p>
5. 1	<p>Budget Monitor 2017-18 to date</p> <p><u>Review current Monitor</u></p> <p>SC introduced herself and explained the work that she does through Babcock to support approximately 30 schools across Devon - independent financial advice and training & basic HR advice. SC considers Dartington to be unique due to high pupil mobility and the impact this has on Census Day for school income. SC recommended a separate cost centre for Apprenticeship Levy - this will not affect the bottom line. Governors approved this.</p> <p>EH questioned the reduced income from HNB. MS clarified that this has been separated out to Interventions Staffing because that's what the money pays for. Governors agreed to change this back to a new income cost centre (Interventions) for easier visibility. EH asked that income and expenditure be kept on separate budget lines and not be 'netted' off to retain clarity in the budget.</p> <p>PC asked about Leadership Expenditure and the requested allocation to Resources. SC explained the cost centre/ledger code/CFR code system and why figures cannot always be linked back simply. A CFR report will be done at the end of the year to show budget variances. EH raised concern about a lack of clarity on budget phasing, which makes it hard to see if we are on-track at specific snap-shots in time. The Budget Monitor Report only shows the annual variance. JT asked how the variance figure is worked out? SC explained that this is a best guess for the first 6 months, then from October onwards it's based on historic trends. PC raised concerns about how this can be managed on a monthly basis, but accepted that the largest expense (staff costs) will have an accurate variance reported.</p> <p>MS is using the Notes to highlight lines that might not be as expected. Governors agreed MS can try SC's reporting format.</p> <p>JM asked for clarity of dates moving forward. The Monitor will be shared with F&P Governors and FIPs by 10th of each month, with a meeting to follow and minutes to be shared shortly afterwards. Meeting dates need to be agreed for the coming year.</p>	<p>MS to create new Interventions cost centre</p> <p>MS to try SC's reporting format</p> <p>F&P committee meeting dates need agreeing</p>

	<p>Our projected end of year deficit budget figure was £27,124 and is currently showing £28,163. JT raised concerns about this but SC stated this is a worst case scenario. For example, in the Notes MS has shown that SCITT income is expected but as this figure is unknown nothing has been entered yet. JM highlighted that SCITT trainees are not always in school and the allocations are currently unknown but having additional adults in class is positive for the school even if expenditure is incurred.</p> <p><i>JT questioned that Governors should be making changes in light of the Monitor in order to be helpful to the financial situation due to the risk of exceeding the deficit limit. SC confirmed that it is too early in the year to be making changes and highlighted the statutory function of the school to educate children, regardless of whether funding has been received. SC stated that DCC would prefer an overspend if it meant children were being supported, if necessary and our current figures are "nothing to worry about". SC stated that the variance has been worked on by MS and SC to show every overspend and assumes that every other line is spent to budget so that we can show that the school is monitoring spending carefully and we should be able to show a reduction in overspend as the year goes on.</i></p> <p>Catering figures were shared by Sarah Maunder.</p> <p>Questions for SC, as emailed prior to the meeting, were discussed. In terms of preparing a school budget, SC confirmed that DCC do not share school income figures until February, so her time is not bought in earlier in the year (particularly to avoid duplication of work at additional cost to school budget). MS is regularly updating scenarios which makes future predictions easier. Known pupil numbers are also helpful and the new school building is likely to increase these figures. SC recognised that our projected deficit was almost cleared until DCC Pensions costs were added in. <i>PC asked if this is definitive now as we have budgeted for these costs? SC stated that there may be some extra support for schools but this won't be decided until it goes to Cabinet next week. PC asked if we could budget earlier in the year next year? SC confirmed that existing data can continue to be updated (as already being done by MS) but the system for 2018-19 may not be available earlier. School funding is also unknown due to current political uncertainty.</i></p> <p>EH and JT expressed concern that the original budget must remain as approved by FGB and not amended throughout the year unless virements are approved. <i>PC asked if we can't control external influences, what can be done internally? SC comes into school to help with the end of year close down, but budgets tend to be finalised at the beginning of May. MS stated that from talking to other administrators, some set their budgets as early</i></p>	
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<p>2</p> <p>3</p>	<p>as March but there is the benefit of additional information by doing this later in the year. <i>JM asked how many schools have struggled with budget setting this year? SC confirmed that 60-70% of schools have a deficit budget this year.</i> <i>JM asked about the roles and expectations on staffing and Governor involvement. SC stated that Governors should have access to total staffing costs but not individual personal data as this can be a data protection issue. EH wished to seek further clarification on this matter from DCC.</i> <i>EH thanked SC for her time as she left the meeting.</i> <i>EH requested printouts showing all the items coded against each Supply line, Leadership income and Leadership expenditure each month moving forward.</i> <u>Update on current pupil numbers</u> <i>JM shared an update on pupil numbers, showing several new starters and some leaving due to relocation or moving into home education. Year group totals have been adjusted accordingly and we are now set to have more pupils than our highest predicted number, so an 8 class structure will suit this situation well. New inductions will take place this week (27 children due into F2).</i> <u>FIPs communication</u> <i>Nothing new to report.</i></p>	<p>EH to seek further clarification from DCC on access to staffing data</p>
<p>6.</p>	<p>Audit Action Plan YE reported that all staff with financial roles have now completed declaration of business interest forms.</p>	
<p>7</p> <p>1</p> <p>2</p> <p>3</p>	<p>Personnel The committee moved to Part 2 minutes. AR and JT to invite staff to attend exit interviews before leaving. EH to contact previous Chair of Governors regarding exit interviews carried out last year. Governors agreed that information, with the agreement of the individual, should be reported to the committee so the school can understand the positives and negatives (agreements with staff prior to interviews about which questions are confidential and what gets reported back). YE to prepare templates and YE/JT/AR to arrange dates with staff. (See item 8.2 below: model templates). EH requested anonymised staff absence reports for every member of staff as part of the monitoring of expenditure on supply, including the time spent Thrive training by JM and AP. JM asked if the Supply breakdown fulfils this requirement?</p>	<p>YE to prepare template documents. AR & JT to invite staff to exit interviews.</p>
<p>8.</p> <p>1</p>	<p>Policies <u>Finance Policy (updated):</u> changes were all suggested by the Auditor. Governors requested additional time to review this updated version - bring to next meeting.</p>	

2	<p><u>Model exit interview procedure for schools (DCC Version April '09):</u> Governors did not adopt this policy but agreed to use Appendix templates. JM requested a consistent approach to carrying out the exit interviews, so Governors agreed to continue to undertake this work, rather than the Headteacher.</p>	
9	<p>Strategy Governors worked through the Excellence for All spreadsheet looking at the Finance section. All but one line was agreed to have moved up a level, with the strategic aim to continue improving to the next level, as follows:</p> <ol style="list-style-type: none"> 1) Moved to 'good'. Aim to continue undertaking more financial planning for the coming years. 2) Moved to 'good'. Aim to continue reviewing the staffing structure in line with projected pupil numbers to move to 'outstanding'. 3) Moved to 'good'. Aim to continue with benchmarking work - this should be easier now as the school structure is more comparable to last year. Benchmarking as July agenda item for F&P. 4) Moved to 'good'. Aim to continue with good reporting and updates. 5) Moved to 'good'. Aim to continue Governor challenge and start reviewing this. 6) Moved to 'outstanding'. More work can be done to show clear links between budget spend and development plan priorities. 7) Deficit continues, so still 'requires improvement'. Aim to reduce deficit. 8) Moved to 'good'. Aim to continue reviewing audit report and ensure no items cause concern at next audit. 	<p>Benchmarking on July F&P agenda</p>
10. 1 2 3	<p>Matters Arising <u>YE to update and file ratified policies</u> - Done. <u>MS to reissue invite to JT for online access</u> - JT to determine appropriate date for this. <u>AR to write to Sophie Hope about approved sabbatical leave:</u> Done</p>	<p>MS to reissue invite to JT for online access</p>
11.	<p>Actions, Questions and Next Steps Continue strategic budget monitoring.</p>	
12.	<p>Evaluate Impact on School Improvement We have agreed a budget that supports the best model for teaching and learning and the best staff in place. This ensures the best possible impact for school improvement, with good leadership in place.</p>	

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	<p>JT stated that due to limited budget and resources it is very hard to move forward financially and as such we are left in a fairly neutral position.</p> <p>EH summed up that we are doing the best we can to maintain school improvement progress, bearing in mind our limited financial resources.</p>	
13.	<p>Date of next meeting Wednesday 12th July, 9am.</p>	