

Finance and Personnel Committee

<i>Finance and Personnel Committee</i>							
Wednesday 15 th March 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/lef t if not present for full meeting</i>
Elaine Hopkins	EH	Parent (Chair)	Arrived 3.15pm	Jill Mahon	JM	Headteacher	
Anne Lamble	AL	Co-opted		Joanne Tisdall	JT	LA	
Peter Coleman	PC	Co-opted					

Apologies	Initials	Reason (Category of Governor)
Abigail Read	AR	Parent
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

Minutes to
FGB
FIPS

Documents shared or referred to:

- Month 11 Monitor - February 2017
- Notes to accompany Monitor
- Devon Portfolio of Services letter
- Supply breakdown
- Catering income & expenditure 2016-17
- School Lunches February 2017
- School Lunches monthly totals 2016-17
- CFR Benchmarking charts
 - Supply staff percentages
 - Supply staff £ per pupil
 - Supply staff overview of charts
 - Admin staff percentages
 - Admin staff £ per pupil

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- Dinner Money Arrears Policy
- Email from Auditor regarding DCC Finance Policy changes
- Managing Sickness and Absence Policy & Procedure (DCC V. 27-06-16)
- Staffing & Employment Advice for Schools (DfE, Feb 2017)

Agenda Number	Details of discussion	Decision or action
2.	Apologies.	Accepted
3.	Declaration of Pecuniary or Business Interests.	None
4.	<p>To approve all minutes of the last two Finance and Personnel meetings, held on Tuesday 31st January and Thursday 9th February 2017.</p> <p>It was not felt that there were enough Governors present who had attended the January meeting to approve the minutes and EH is still required to share minutes from February as YE was absent for that meeting.</p> <p>Concern was raised that these minutes have not been shared with FIPS because they haven't been approved. YE to send draft versions.</p>	<p>Deferred to next meeting</p> <p>YE to share draft minutes with Gov's and FIPS and EH to make alterations as required</p>
5. 1 2	<p>Finance</p> <p>FIPS communication</p> <p>MS informed Governors of her conversations with Warren regarding the licenced deficit form for FIPS. A final deficit figure had been requested which MS has estimated to year end provided. Warren's confirmation email was discussed (JM to share with YE). MS to make adjustments to CFR codes in April.</p> <p>February Budget Monitor for FIPS</p> <p>Headlines</p> <p>JM reported that the deficit figures used at the end of January had not included Supply at the time so an estimated figure had been used. At the end of February the actual deficit figure had come down by over £2,000 which is good news. The main reasons for this were:</p> <p><u>Income</u> - Additional Thrive income compared to the actual figure which had been used last month, as well as numerous small savings.</p> <p><u>Expenditure</u> - PP funding reclaimed, recalculations of figures since Sarah Cready's visit (known figures now), invoices from Jenny Core, maths release costs and staff development costs for a staff conference.</p>	<p>JM to share Warren's email of 28/02/17 with YE</p>

Pupil Numbers

Governors were updated that 3 children from a single year group will be leaving due to family relocation. *JT asked if we have figures for in-year transition?* These figures need updating, but still show inward mobility for the year.

Staffing

Admin: Staff member on part-time return from sick leave is now back full-time. *EH asked if cover staff have now been stopped?* This is ongoing as there is still an admin vacancy for 15 hours, but roles and tasks are now being reallocated and flexibility of staff has allowed for cover when needed with a good skill set. *EH asked about the current workload?* MS confirmed that workload is high but manageable with the cover in place.

Sickness - January and February saw high levels of staff sickness but this has now settled.

Supply

This has mainly been sickness cover this month. £1,585 spent out of an estimated £2,000. Journal entries last year were done differently so comparison of this line is hard to track. *EH asked for a Supply breakdown for April-July 2016* but it was agreed that this takes time to prepare and JM & MS were confident that the Summer and Autumn term were at similar levels and AL reminded Governors that we had a larger staff team last summer. *JT asked for an estimate for Supply costs for the year?* This has been projected as £19,394.

Professional Development

Governors reviewed costs over the last two years, which shows a significant reduction in costs for the current year. JT shared benchmarking graphs for ballpark comparison, although caution was given due to the unknown parameters of the schools we get compared to and the exact periods for comparison was also not clear so the staffing structure may have been different then. Admin benchmarking shows falling costs in 2015-16 then rising again 2016-17. A discussion took place around the reasons for this. Governors were reminded that workload might increase again in September following the introduction of the 30hours funding for 3-4 year olds.

Services

During the current year our estimated costs for electricity were increased from £20k to £29k based on early invoices. We

	<p>have not used all of this budget and oil has, as predicted, cost less this year than last year.</p> <p>Resources We are now managing on small budgets.</p> <p>Income <u>Early Birds</u>: This has brought in an additional £875.</p> <p><u>Pippins</u>: This has brought in approximately £200 less than predicted.</p> <p><u>Nursery</u>: This has brought in £576 more than predicted.</p> <p><u>Catering</u>: There have been increased costs but also an increase in the number of children taking school lunches. Approximately 60% of those entitled to UFSM take them up or approximately 60% of each year group are entitled to UFSM. <i>AL asked if our UFSM income is based on Census and this was confirmed. JT asked how children who are entitled to free meals are identified? All KS1 children have free meals and others book meals on the day and the admin team charge families accordingly.</i></p> <p><u>Thrive</u>: JM reported that there was further income than the actual recorded last month which has improved the bottom line. There are still some costs and expenses that need taking out.</p> <p>Conclusion Looking back at 2016/17 our budget was set at the end of May then redone in July when our new staff structure was known. Deficit figures grew throughout the year but now with MS managing the budget and improving the journaling of entries, this figure has been reigned in again. PC requested short written reports to demonstrate the variance since the last Monitor rather than verbal reports which are harder to follow. JM agreed to concentrate on headline information and can provide this at the beginning of each meeting. <i>PC asked why catering figures were shared but not on the agenda? EH confirmed that this has previously been a volatile line and Governors have requested data monthly as a standing item. MS reminded Governors that the spreadsheet shared is an amalgamation of various lines from the Monitor but will ask Sarah Cready if there is a way a coded report by cost centre</i></p>	<p>MS to ask S Cready about printing a coded report for Catering</p> <p>MS to see if Monitor</p>
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<p>3</p> <p>4</p>	<p>could be created? <i>JT asked if it is possible for the Monitor to be printed showing the most recent month alongside the full year for easy identification of variance. MS to see if this is possible to save Governors creating their own spreadsheets.</i> <i>PC asked why there is a variance in the cost of supply for teacher absence? JM confirmed that some cover costs more, such as an Early Years Specialist.</i></p> <p>SFVS MS confirmed that this form has been completed and signed by AR. MS to send off. SFVS action plan to become a standing item on future agendas.</p> <p>Devon Portfolio of Services MS reported that we will be buying this service again, like last year. <i>EH questioned whether we need all the same things? JM confirmed that last year we cut back on the services we bought and MS has been through the list again to confirm this. Only the essential services will be purchased and these will be built into the budget.</i></p>	<p>can be printed as a month in isolation + year</p> <p>MS to send completed SFVS form off</p> <p>SFVS Action Plan as standing agenda item</p>
<p>6.</p> <p>1</p> <p>2</p> <p>3</p>	<p>Matters Arising (if not already covered above) Governors to email YE with preferred meeting times so that a timetable to the end of the year can be planned. MS to arrange online access details for F&P Governors ASAP. Staffing list has been shared with F&P Governors. EH has requested additional information about contract types and multiple contracts where there are different terms of engagement. EH to send previous format for this information to MS.</p>	<p>Gov's to email YE with preferred meeting times MS to arrange online access for Gov's MS to send updated contract info. EH to share previous format.</p>
<p>7.</p> <p>1</p> <p>2</p>	<p>Personnel <u>Staff Development strategy:</u> JM covers staff performance management but a strategy for this needs drawing up (new budget setting and SIP to determine this strategy). YE to investigate templates. <u>Review staffing structure & needs:</u> JM confirmed that the staffing structure will remain as it is now (see Headteachers Report from February FGB meeting) and this informs our salaries budget. Attached TAs will also be known.</p>	<p>YE to investigate templates for staff development strategy</p>
<p>8.</p> <p>1</p> <p>2</p>	<p>Policies <u>Dinner Money Arrears policy:</u> to be deferred to the next meeting. <u>DCC Finance Policy updates:</u> The changes as proposed by the Auditor in his email to MS in January were reviewed and ratified.</p>	<p>Dinner Money Policy on next F&P agenda</p> <p>YE to update and file ratified policies.</p>

3	<p><u>DCC Managing Sickness Absence policy & procedure (Version 27-06-16)</u>: delegated responsibilities were agreed and this policy was ratified.</p>	
4	<p><u>DfE Staffing & Employment Advice for Schools (February 2017)</u>: this advice was adopted.</p>	
9.	<p>AOB</p> <p>EH reported that there is an expectation that the 5 year Recovery Plan also serves as our budget for the coming year and that this should only require minor alterations as income figures etc are known. JM understood it was a projection regarding the licenced deficit and budget setting would only be starting to be worked on now. Clarification on this is required from Warren.</p> <p>EH stated that the Recovery Plan needs to be approved by Governors and they need to be confident that the 5 year plan is accurate and achievable. It was agreed that the input from Warren, Sarah and Alison Miller to multiple staff/Governors at the school is causing confusion as different understandings are reached as a result of these conversations.</p> <p>JM stated that it is MS's job to prepare the budget, with JM's input. Governors should oversee this. EH countered that she understood there should be no significant changes to the Recovery Plan figures.</p> <p>A discussion took place around the scheduled meeting to consider the Recovery Plan and it was agreed that Governors still don't have enough information to accurately and meaningfully agree this.</p>	<p>JM to seek clarification from Warren regarding budget for 2017-18</p>
10.	<p>Date of next meeting Tuesday 25th April, 3 - 4.30pm</p>	