

**Finance and Personnel Committee**

| <b>Finance and Personnel Committee</b>        |                 |   |  |                   |                 |             |   |
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| Wednesday<br>17 <sup>th</sup> January<br>2018 | 1.30pm          | Dartington C E Primary<br>School                |  | DRAFT MINUTES     |                 |             |  |
| <i>Attendees</i>                              | <i>Initials</i> | <i>Category of governor<br/>Any office held</i> | <i>Time they<br/>joined/left<br/>if not<br/>present for<br/>full meeting</i> | <i>Attendees</i>  | <i>Initials</i> |             | <i>Time they<br/>joined/left<br/>if not<br/>present<br/>for full<br/>meeting</i>    |
| Anne Lamble                                   | AL              | Co-opted<br>(Vice Chair)                        |  | Peter<br>Coleman  | PC              | Co-opted    |   |
| Tony Gregg                                    | TG              | Foundation                                      |  | Jill<br>Mahon     | JM              | Headteacher |   |
| Elaine Hopkins                                | EH              | Parent<br>(Chair)                               | Arrived<br>1.40pm  | Joanne<br>Tisdall | JT              | LA          |   |
| Mike King                                     | MK              | Foundation                                      |  |                   |                 |             |   |

| Apologies    | Initials | Reason (Category<br>of Governor) |
|--------------|----------|----------------------------------|
| Abigail Read | AR       | Parent                           |
| Marea Sayer  | MS       |                                  |

| Absent without Apology | Initials |
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| In Attendance  | Initials | (anyone who is not<br>a governor/<br>associate) |
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| Yvette Elliott | YE       | Clerk   |
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| Minutes to |
| FGB        |
| FIPS       |
| Website    |

**Documents shared or referred to:**

- Month 9 (December) Detailed Budget Monitor
- Notes for Month 9 Monitor
- Catering income & expenditure spreadsheet
- SIP strategic priorities sheet
- PC 's notes for F&P: Budget setting process 2018/19
- Financial Audit Action Plan 2017
- Sarah Maunder's email from Scomis 09/01/18
- Staff redundancy (DCC V. Jan 16)
- Model recruitment & selection (DCC V. Feb 17)

| Agenda Number | Details of discussion  | Decision or action               |
|---------------|--|----------------------------------|
| 2.            | <b>Apologies.</b>  | Recorded                         |
| 3.            | <b>Declaration of Pecuniary or Business Interests.</b><br>AL reported that she no longer has any pecuniary or business interests   | YE to update records             |
| 4.            | <b>To approve all minutes of the last Finance and Personnel meeting, held on 27<sup>th</sup> November 2017, including Part 2</b><br>Amendments agreed to minutes. YE to update and reissue. Part 2 minutes approved and signed by the Chair.   | YE to update minutes for signing |
| 5.<br>1       | <b>Finances</b><br><u>To review the Monthly Monitor</u><br>A large reduction in the forecast deficit since December was noted positively, with increased income for EY block and HNB. EH asked if there is any further HNB money to come? AL confirmed that the figures shared are based on figures as known in December. PC asked if the Christmas Fair income from the PTFA was included? AL confirmed that funds are only received from the PTFA when requested as they have a separate account. AL explained that the increased Admin staff costs were due to MS's absence and a phased return to work of another Administrator, accumulated from September. PC notes that this line will be significantly over-budget by the end of the year. JT asked if PE income has to be spent this year? JM confirmed that it is ringfenced and needs spending, although there is a mismatch between when funds are received between financial year and academic year. JT noted that sickness supply will also be overspent and TG stated that the 2018-19 budget will need to be more realistic in this respect. EH reminded Governors that this was a contentious issue at budget setting last year. JM stated that we need to try and be reasonable with estimates, but this line is hard to predict.<br>AL reported that Sarah Creedy considers the next budget to be able to balance from anticipated income, but HNB is not yet known. PC felt that it would be prudent to set a deficit budget if necessary to demonstrate that we are not being unrealistic and can control spending. JM stated that variable income is the biggest challenge in setting the budget, rather than costs and felt that Sarah Creedy brings a wider perspective and moderated view, with her knowledge of other schools who are under the same pressures. It was suggested that her time is booked again to support the next monitor, which also ensures open working.<br>MK asked if we know how many other Devon schools have a deficit? An extract from the minutes of the 13 <sup>th</sup> June 2017 F&P |                                  |

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| 2 | <p>Committee confirm that <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></p> <p>MK commented that the new funding formula could work positively for us. These figures should be known during February. <i>PC asked what happens politically if we set a deficit budget?</i> This was unknown, but JM reminded Governors that we have been reporting monthly to FIPS and have a clear plan for redressing the deficit, which is key. JT reminded Governors that there is a 3 year allowable licence for deficit budgets and AL confirmed that we have one year remaining, so it could be used if necessary. JM stated that pupil numbers have been significant and we are still receiving new applications mid-year. AL stated that the running costs of the new school are not yet known, but should be lower and Mutual Fund figures may improve on our forecast as a worst case scenario has been budgeted for.</p> <p>A £50,082 deficit is now forecast.</p> <p>AL was thanked for her work in preparing the Monitor with Sarah in Marea's absence.</p>   |                       |
| 3 | <p><u>Receive monthly update on pupil numbers</u></p> <p>JM reported that there are currently 268 children on roll, excluding F1. The largest class has 35 children, but classes of 32 have had new applications. Year 6 has approximately 20 children more than the anticipated new Reception class in 2018, but in-year mobility reduces the fall in pupil numbers across the school.</p> <p>There is space in the new school for more children - the issue is staffing. There is currently only space for 3 more children in Reception with 1 teacher. <i>EH asked how close we are to needing an extra KS2 teacher?</i> JM stated that the school needs to determine what is manageable within each class as several statemented children already have 1:1 support so classes are full. We have to accept new applications until we reach our PAN (50 children per year group). EH stated that the cost of an additional teacher should be considered if this looks likely to be necessary. JT commented that although this would be bad for the deficit position, it may be positive for outcomes. <i>EH asked if funding for children with complex needs has been received?</i> JM confirmed that it has for those who have been with us over time, but not all children that require additional support are in receipt of funding.</p> <p><u>FIPs communication</u></p> <p>MS checked recruitment rules with FIPs and the email has been</p> | EH and JT to complete |

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|                  | <p>shared amongst committee members clarifying this. MS informed Warren of her impending absence.</p> <p>SFVS forms have still not been completed by EH or JT but MS has had to submit the form from the school.</p> <p>Sarah Maunder had shared an up-to-date Catering income &amp; expenditure report, which shows a forecast profit.</p>   | <p>and return SFVS forms ASAP</p>                                    |
| <p>6.<br/>1.</p> | <p><b>Personnel</b></p> <p><u>EYFS Staffing</u></p> <p>JM outlined the staffing structure of Foundation prior to the Early Years Leader taking maternity and subsequent sick leave. Maximum ratios are 30 children per teacher in F2 and 27 children with a teacher and Key Worker in F1. Because we have seen buoyant pupil numbers, a teacher was not able to teach F1 and F2 so there is now a full-time teacher and a full-time teacher on supply in Foundation. A recruitment process will be required at Easter for a part-time teacher. There are cost implications, but only C. £6,000 additional costs over the year (excluding general overheads / admin time etc), which was considered acceptable. EH asked if an adjustment has been made to the budget to account for staffing changes? AL confirmed this has been included for estimated pay scales. JM reported that the school has a clear statement that MPS3 is used for all supply staff and MK felt this was responsible budgeting.</p> <p>PC asked if Fran Butler's suggestions for improving pupil numbers have been considered? JM confirmed that they have. Many parents are now taking up the 30 hours funding and from September the school plans to move to booking by session, rather than by the hour as currently occurs (this gives parents appropriate notice of the change). No decision has yet been taken on whether the provision is extended to 2 year olds - this age group requires a 1:4 ratio, but this may enable us to better utilise our Key Workers. Approximately 50% of children attending Nursery go on to join the school (with children from other pre-schools coming here). It was agreed that increasing the pupil numbers in Nursery / Reception would be positive for the school and for teaching &amp; learning in general.</p> | <p>Recruitment for new part-time teacher in Foundation at Easter</p> |
| <p>7</p>         | <p><b>School Improvement Plan / Governor Action Plan</b></p> <p>TG shared a SIP sheet to the committee and invited involvement from all Governors in creating committee priorities in order to inform Lead Governor roles and the strategic direction of the Board. A discussion took place around potential priorities, including deficit budget management, best quality teachers in classrooms, increasing pupil numbers etc. The link between our deficit and standards was considered and it was agreed that there needs to be clarity about the reasons for our</p>   |  |

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|     | <p>standards and how we move forward positively. It was agreed that income needs to increase in order to deal with the deficit as cost reduction alone will not achieve this - income would increase through increased pupil numbers.</p> <p>Committee members were asked to complete and return the forms (YE to email an electronic version) at the next FGB meeting on 31<sup>st</sup> January, in order for YE to collate and share responses in advance of the next committee meeting.</p>  | <p>YE to email SIP forms to Ctte for completion by 31<sup>st</sup> January<br/>YE to collate responses for next F&amp;P meeting</p> |
| 8.  | <p><b>Review and plan timings and objectives for the committee</b><br/>PC's note regarding the budget setting process of 9<sup>th</sup> January was shared. Governors need to be aware of the impact of MS's absence on her ability to prepare draft budgets within the timescales indicated. <i>EH proposed that this document is adopted by the committee as a procedure for the year. Seconded by TG. Agreed.</i></p>   | <p>PC's budget setting note to be referred to at F&amp;P meetings as an agreed procedure</p>  |
| 9.  | <p><b>Financial Audit action plan</b><br/>YE reported on an outstanding item - 'Purchasing and payment systems'. The Auditor suggested that whilst our level of payments against orders was OK, it could be improved upon. Sarah Maunder has been in touch with Scomis to investigate the potential to monitor this figure and they confirmed that there is no system in place to do so. Sarah is confident that the figure is currently good, but <i>EH asked YE and AL to investigate if any administrative processes have been changed since the audit to actively improve on this?</i></p> | <p>AL and YE to investigate changes to administrative procedures for making purchases against orders</p>                            |
| 10. | <p><b>Policy Review</b><br/>1. Staff redundancy (DCC V. Jan 16) - Ratified<br/>2. Model recruitment &amp; selection (DCC V. Feb 17) - Ratified.</p>  | <p>YE to update and file ratified policies</p>  |
| 11. | <p><b>Matters Arising</b><br/>1. <u>Include list of monthly variances in £ with Monitor Notes</u> - MS absent.<br/>2. <u>Check recruitment rules with FIPs</u> - Done and shared.<br/>3. <u>Ask JT to take on benchmarking work</u> - JT will be sharing a report in advance of the March F&amp;P meeting (although she has sent her apologies for the meeting).<br/>4. <u>Update and file ratified policy</u> - Done.<br/>5. <u>Update Recovery Plan by the end of January</u> - MS absent.<br/>6. <u>Inform absent committee members of change of meeting date</u> - Done.</p>               | <p>JT to share benchmarking report in advance of March F&amp;P meeting</p>  |
| 12. | <p><b>Actions, Questions and Next Steps</b><br/>Benchmarking, SIP priorities and budget setting as agreed above. YE to consult with MS about the proposed timescales in PC's budget setting note on her return to work.</p>  | <p>YE to consult with MS about budget setting timescales</p>  |
| 13. | <p><b>Evaluate Impact on School Improvement</b></p>  |   |

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

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|            | <p>It was agreed that <i>Governors</i> are moving in a positive direction by planning the structure and framework of the F&amp;P committee and considering a more strategic way forward. The potential for increasing income by increasing pupil numbers could have a significantly positive impact on school improvement.</p> |  |
| <p>14.</p> | <p><b>Date of next meeting</b><br/> Monday 19<sup>th</sup> February at 1.30pm. Meeting closed at 3.10pm.</p>   |  |