

Finance and Personnel Committee							
Monday 27 th November 2017	1.30	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 1.50pm	Anne Lamble	AL	Co-opted	
Tony Gregg	TG	Foundation		Jill Mahon	JM	Headteacher	
Abigail Read	AR	Parent		Peter Coleman	PC	Co-opted	

Apologies	Initials	Reason (Category of Governor)
Joanne Tisdall	JT	LA

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
Website

Documents shared or referred to:

- Month 7 (October) Detailed Budget Monitor
- Budget Monitoring Report - as at 31st October 2017
- Babcock Model TORs - Finance & Personnel Committee
- Budget Dashboard - 3 x Scenarios (decreased pupil no's, increased pupil no's and May '17 approved budget)
- PC's 'Further Questions / Notes for Marea re FIPS recovery plan 5-year budget, Nov 17'
- Upgraded copy of budget plan for FIPS Nov 17
- Income & Expenditure CFR Analysis 16-17
- 2 x Emails between Marea and Warren Smart
- Exeter DBE School & Academy Services 2017-18

Agenda Number	Details of discussion	Decision or action
2.	Apologies.	Recorded
3.	Declaration of Pecuniary or Business Interests.	None
4.	To approve all minutes, including Part 2, of the last Finance and Personnel meeting, held on 16th October 2017. Approved and signed by the Chair.	
5.	Babcock Model TORs PC noted the differences between these and the NGA model TORs. It was agreed that the Babcock version be recommended to FGB in a move to bring all committees in-line using the same versions for consistency. Quorum was agreed as 3 Governors. Review date September 2018. All Lead Governor names to be included in an appendix.	Recommend to FGB
6. 1	Finances <u>To review the 5 year recovery plan</u> MS explained that there had been a glitch with the HCSS budget planner upgrade and this has resulted in her losing lots of work. Governors were presented with a copy of the updated plan (from a printed version prior to the error) but this now requires re-inputting by MS. MS reported that income has increased by C. £60k for 2018-19 since our original budget due to the pupil increase from the October census. Warren has also indicated that Dartington will benefit from the new national funding formula as an uplift will apply. Warren will work out our budget for 2018-19 and share this early with us and this news was greeted positively by Governors. <i>AL asked about our predicted pupil numbers moving forward and if FIPs accept the use of historic trends? MS shared 3 budget scenarios including falling and increasing pupil numbers. TG asked how increased numbers have been determined? MS confirmed that this is speculative, but based on this year having 20 additional pupils. PC asked what the difference is between the original and decreasing pupil numbers scenarios? MS confirmed that the decreasing numbers is the worst scenario, even though the original shows a falling roll. MS clarified that it is only the income figure that has been changed, as there is a huge amount of work to amend each cost centre that would also be impacted by pupil number changes, such as staffing, resources etc. PC thanked MS for her first draft of different scenarios and their visual explanation of impact and trajectory, but suggested that the cumulative carry forward figures are not realistic at year 5 and updated material and significant items in key cost centres</i>	MS to update figures to include cost centres impacted by pupil numbers

	<p>would be great using the most up-to-date figures. TG noted that the worst case and original budget have the same income figures for 2018-19 but we now know from Warren that this will not go down, but could go up. PC referenced Babcock's suggestion of using an extra 0.25 pupils per new house built in the area as an appropriate prediction, but TG countered this as being historically unrealistic and totally dependent on the type of development.</p> <p><i>PC noted that many income items (early years, high needs, pupil premium, facilities and services, catering income, UFSM and sports grant) remain constant despite a falling roll and questioned that these should also reduce because income is being overstated. AL countered that if Reception and other current children are known to be HNB, this funding would continue throughout their schooling. EH reminded Governors that the school will be expected to fund more of this and MS confirmed that a 20% reduction in certain elements of HNB is already included in the figures.</i></p> <p><i>PC questioned why most support staff costs (admin; catering; other) remained constant despite the heavily falling roll, noting that both admin staff costs and total staff costs already benchmark high for the school (implication being that if roll falls as shown, those support staff costs ought fall too).</i></p> <p>MS explained that we have higher SEN than many schools and this significantly impacts staffing costs. TG asked PC if his implication of reducing the staffing budget lines would result in cuts? JM clearly stated that these are just example budgets and the school already manages staffing so that there are some already on temporary contracts. EH suggested that only temporary contracts are considered for Admin appointments for the time being. JM has been managing this but needs to ensure that the workload can be covered. Governors questioned the supply forecasts being too low as we have previously underbudgeted on this line. PC reiterated that he had concerns with the budget when it was previously set and is currently still not happy to approve it as it is.</p> <p>Governors discussed the forecast pupil numbers over the next 5 years. EH asked about a typical Reception class size? JM confirmed that they constantly vary year on year and pupils continue to join year groups across the school. AR reminded Governors that the new school will be attractive to parents and may increase pupil numbers. PC highlighted the need for a strategic plan for pupil numbers and he asked JM what she would like to see? JM confirmed that pupil numbers have gone up, but we have large class sizes at present. She felt that ratios were more important than pupil numbers in order to make us a good</p>	<p>MS to consider how falling roll will impact on these other income lines and process accordingly</p> <p>MS to consider and propose appropriate reductions to 'admin', 'catering', and 'other' staff costs</p>
--	--	---

<p>2</p>	<p>school and we have the added pressure of having to clear our deficit. AL asked for records of inward mobility. JM confirmed that 4 children have left and 6 arrived in the last month. We had predicted 235, had 269 at census and have 267 now. Based on current year group sizes we know we will have a falling roll over time. AL suggested that years 3,4 and 5 of the recovery plan show a continuous pupil roll of 232 to account for some inward mobility. This was unanimously agreed by the Committee.</p> <p>AR queried some of the future projections for Premises staff (MS to check) and Education Support Staff (MS confirmed NI as the reason). AR asked why Licences and Subscriptions is reducing? MS confirmed that this reduces as pupil numbers fall. AR requested a breakdown of items included in this line.</p> <p>AR questioned what Governor Expenses covers? Training, Headteacher appraisal, NGA membership etc. YE suggested reducing NGA membership at renewal in June as this is not being fully utilised at present.</p> <p>AR asked why Repairs costs reduce? MS confirmed that a new building should not require the same budget.</p> <p>EH asked if contracts would stay the same -renewals and inflation to be considered. MS confirmed a small reduction is anticipated in the new school. PC felt it rational not to include inflation to any of the figures as this would impact both income and expenditure equally.</p> <p>AR questioned the ICT Loans Pool forecast reduction. MS confirmed that this, and office machines, will be coming to an end. The PTA is supporting new laptop purchase.</p> <p>MS will update the Recovery Plan with the information agreed above and bring it back to Governors. The current interim version - which has not been approved by Governors - should be sent to Warren with Committee minutes ready for the FIPS meeting on Thursday. The updated version will be reviewed in the new year for formal Governor agreement.</p> <p><u>Review the current Monitor</u></p> <p>PC stated that the rising deficit continues to be a concern. MS attributed the additional costs to long-term sickness cover (able to recoup from insurance after 5 days), SENCO increased hours from January (from pupil premium funding) and 1:1 TA cover where income does not cover provision. JM confirmed that these are all additional costs adding and reiterated that there is very careful and mindful spending. EH asked if the Monitor includes the cost of the TA for a new pupil? JM confirmed that it is does not because this has happened in the new month. EH reminded the Committee that Governors had expressed reservations about</p>	<p>MS to update recovery plan with agreed pupil numbers for years 3-5</p> <p>MS to provide breakdown of items under Licences & Sub's</p> <p>Interim Recovery Plan and minutes to be sent to FIPS by Thursday 30th Nov.</p>
----------	---	--

	<p>some low or unrealistic lines when the budget was set and this was warranted.</p>	
3	<p><u>Update on current pupil numbers</u> JM reported 267 pupils, including Nursery.</p>	
4	<p><u>FIPs communication</u> MS reported on conversations with Warren. He has queried our extra deficit and MS shared her emails in which she explains the reasons (listed in 6.2 above). <i>EH questioned increasing SENCO hours when we can't afford this?</i> JM confirmed that this would come out of Pupil Premium funds in order to ensure an impact on these pupils and Governors agreed this. <i>TG asked what the September 2018 class size situation will be?</i> JM is hoping for improvements with smaller class sizes as this year is forecast as the trickiest period for us.</p>	
5	<p><u>Diocese Service Level Agreement</u> Governors agreed that we cannot currently afford to take this up. YE to inform Diocese.</p>	<p>YE to inform Diocese that we cannot afford SLA at present</p>
7.	<p>Delegated Responsibilities - Finance Policy PC reported that he has not yet completed this work and is now in a position to request staff input on his work to date. This will be a large agenda item so PC suggested that this may be best dealt with by a working party. Feedback to be brought to F&P Committee in the new year.</p>	
8.	<p>Matters Arising</p> <ol style="list-style-type: none"> 1. <u>YE/AR to amend & sign 18/09/17 minutes</u> - Done 2. <u>MS to seek clarification from Warren on Governor approval</u> - this is required for the Recovery Plan. 3. <u>MS to share benchmarking data 2016-17</u> - Emailed to all. 4. <u>AR to investigate personnel contract query</u> - this is no longer an issue. 5. <u>All Governors to complete & return SFVS forms to MS</u> - ongoing. 6. <u>AR to check personnel files re: Financial Audit</u> - ongoing. 7. <u>YE to update ratified policies</u> - Done. 8. <u>JT to give interview feedback</u> - Ongoing. 	<p>All Gov's to return SFVS forms to MS by Monday 11th December</p>
9.	<p>Actions, Questions and Next Steps Increased scrutiny of the 5 year Recovery plan and working together for accuracy and improved figures.</p>	
10.	<p>Evaluate Impact on School Improvement Provision of best value for money for the school from a limited budget under challenging constraints.</p>	
14.	<p>Date of next meeting</p>	

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	Monday 11th December at 1.30pm (followed by Spring term agenda planning - EH, AL, JM, AR & YE). Meeting closed at 3.15pm.	
--	--	--