

DRINGHOUSES PRIMARY SCHOOL



Minutes of the Finance Committee Meeting held on Wednesday, 29th January 2020 at 8.45am

Present: Gill Williams (Headteacher) Matt Boxall
Diane Grayson (Chair) Claire Neal (SBM)
Michael Noakes Claire Scott-South

In Attendance: Dawn Gledhill (Peripatetic Bursar)
Isabella Kvist-Hansen (Governance Support Officer and Clerk)
Samantha Vince (Observer, CYC Governance Support and Development Service)

| | | Action | | | | | | |
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| 1. | <p>Apologies for Absence and Declarations of Interest Matt Boxall reported that he had agreed to Chair the previous meeting in Diana Grayson's absence, but he did not wish to take over permanently as Chair of the Committee.</p> <p>Diane Grayson expressed that she was happy to continue as Chair. Resolved: Governors unanimously elected Diane Grayson as Chair of the Finance Committee for the duration of 1 year.</p> <p>Apologies were received with consent from Pat Wilson. There were no declarations of interest.</p> | | | | | | | |
| 2. | <p>Minutes of the Last Meeting 20th November 2019 - Previously Distributed. The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.</p> | | | | | | | |
| 3. | <p>Committee Terms of Reference A Governor queried about the bullet point in which it was stated: 'To ensure the existence of and adherence to a suitable framework of financial controls'. Discussion then followed on what the Committee currently did to ensure this. Action: It was agreed that the wording should be amended to: 'To review the framework for financial controls'. Resolved: Subject to the above amendment, Governors approved the terms of reference.</p> | SBM/ Clerk | | | | | | |
| 4. | <p>Action Points and Matters Arising</p> <table border="1"> <thead> <tr> <th></th> <th>Action</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The Bursar to circulate updated monitoring report with correct figures.</td> <td>Carried forward. To be completed following audit update.</td> </tr> </tbody> </table> | | Action | Status | 1. | The Bursar to circulate updated monitoring report with correct figures. | Carried forward. To be completed following audit update. | Bursar |
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| 1. | The Bursar to circulate updated monitoring report with correct figures. | Carried forward. To be completed following audit update. | | | | | | |
| 5. | <p>Budget Monitoring Report - Previously Distributed. The report was taken as read and questions were invited.</p> <p>A Governor asked about heading E09 Staff Development and Training and noted that £8k had been included in the start budget but only £3k was expected in the current budget. The SBM reported that the additional allocation of £5k had not been required as the new Site Manager came with most of the required qualifications.</p> <p>A Governor queried about heading E22 Administration Supplies.</p> | | | | | | | |

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| | <p>The Bursar explained that the variance was due to office equipment purchases following the burglary. The SBM added that this totalled £4.7k. Reimbursements to cover some of this expenditure is expected.</p> <p>A Governor asked about the cumulative carry forward at year end. The Bursar replied that it was expected to be over 8%, so the cumulative carry forward might have to addressed going forward. She advised that from April 2020, the revenue reserves clawback provision from the LA was no longer applicable, so she was not currently sure what the LA would do at year end. She added that the LA might ask the school for a plan for spending.</p> <p>A Governor raised that they should be mindful of spending the cumulative carry forward on the children and teaching and learning. The Headteacher assured that the right amount of money was spend on all children, also to address SEN or other needs for additional support. The Bursar added that they had been cautious and prepared for a worst case scenario.</p> <p>A Governor asked if it was correct that capital could not be moved into revenue. The Bursar confirmed that this was correct.</p> <p>A Governor asked if recruitment of a new Headteacher was reflected in the budget currently. The Bursar replied that this was not yet accounted for so this could erode some of the surplus revenue. She advised that following the health and safety visit, they might also have to allocate spending, and in addition, they currently incurred high weekly charges for supply cover. The Headteacher added that a reception teacher was absent due to personal family circumstances. A supply teacher was in place and had settled in well. The supply teacher received good CPD provision from the supply company. The Headteacher advised that it was important to get the right teacher in reception and this would impact on the budget. The Bursar reported that they were likely to see a final outturn at year-end close to the revised budget.</p> <p>A Governor asked about the review of parent pay in terms of trips and visits. The Bursar replied that this had to be carried forward, as they had to sort out the budget codes for trips and visits expenditure, to avoid missing any as there were various budget codes used.</p> | |
| 6. | <p>Capital Plan The SBM reported the following:</p> <ul style="list-style-type: none"> • Window replacement was to be carried out by the LA and would take place during the summer period. • They had to keep some contingency capital to support the provision of school meals coming in-house and any unforeseen set up costs. • Expanding the lettings meant that the school playground was used for parking, which would result in wear and tear, so contingency for this was needed going forward. • Upgrades to early years and the corridor might be funded by the LA and could take place during the summer of 2021. <p>The SBM concluded that capital was looking healthy overall.</p> <p>A Governor asked if money was to be spend on the after school club. The SBM replied that this was to be funded by the LA.</p> | |
| 7. | <p>Policy Review There were no polices for review at this meeting.</p> | |
| 8. 8.1 | <p>Financial Management Documents for Review/Approval</p> <p>- Updated SFVS for approval – Previously Distributed Governors considered the SFVS, which was also tabled at the meeting. The Bursar reported that</p> | |

this was a new template for this year.

A Governor asked where, and to whom, the SFVS went.

The Bursar replied that submission to the LA was a statutory requirement. The Headteacher added that it was a tool for auditing and monitoring by Governors.

The Bursar advised that deadline for submission was end of January 2020, but the LA would accept an unsigned copy, so Governor inputs could be included and considered at the coming FGB meeting. Discussion followed on whether the full matrix had gone to a FGB meeting. The Bursar clarified that the last one was presented to the FGB, was the 2018/19 SFVS and agreed to add this for notion.

The Chair suggested that the Committee took some time to go through the SFSV step-by-step at the meeting.

The following were the outcomes of the in-depth review:

4: the date of completed business interests needed to be added. *Update needed.*

3: Discussions followed around number of monitoring reports per year. The Bursar advised that the LA had oversight of three termly reports. The Headteacher added that this might only be raised by the LA if schools were in deficit. *No update needed.*

18: The Bursar reported that they were awaiting guidance on procurement from the LA, which was to be implemented once received. *No update needed.*

20: It was agreed that they could add catering and other examples of cooperation with other schools. *Update needed.*

21: Currently blank. *Update needed.*

23: It was agreed that it should be added that reviews were done by the Finance Committee. *Update needed.*

24: It was raised that there was no narrative against this point. The SBM advised that Governors completed declarations of interests and they were asked to declare interest at the beginning of at all meetings.

A Governor asked if teachers declared business interests.

The SBM replied that finance staff and SLT members did. She added that procurement processes were duly followed and bids for tender always went out appropriately. It was noted that Governor business interest forms were published on the website and that the CYC Governance Support and Development Service held copies of the forms in addition to the physical copies held in school. The Bursar advised that the forms were reviewed during audits. It was agreed that these notions should be added as commentary. *Update needed.*

28: Following discussion, it was noted that updates on voluntary funds were currently not brought to meetings but were available upon request. It was agreed that, starting with immediate effect, the voluntary funds would be reviewed by the Chair of Governors and presented to the Finance Committee at the first meeting of any academic year.

A Governor asked how much income went through the account.

Discussions followed on audit by the Charity Commission. The SBM reported that a couple of grants a year went through the account. She advised that annual returns were done in August at year-end and that the Charity Commission return was done in June. *Update needed.*

It was agreed that the plan for the Finance Committee going forward was:

- Charity Commission return to be reviewed at first meeting of the academic year.
- Autumn term; review of voluntary funds account.

Bursar

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| <p>8.1.1</p> | <p>Action: The Clerk agreed to provide an annual schedule of business for the Finance Committee to outline what should be considered, reviewed or discussed at the meetings over the course of an academic year, and would send it to the Chair for review.</p> <p>SFVS Dashboard The Headteacher drew Governors attention to the points marked in amber on the dashboard. Average teacher costs: it was noted that the average teacher costs were in the lowest 20% of similar schools. The Headteacher advised that they had a young staff body at the school and added that two teachers on the leadership scale were teaching but their salaries were not included in this figure. It was agreed that this was to be presented at the staffing committee the following week.</p> <p>Senior leaders as a percentage of workforce: it was noted that this was in the highest 20%. The Headteacher reported that generally, there were two senior leaders in primary schools but at Dringhouses there were three. She advised that the school previously needed to attract leaders and it had been agreed then, to have both an Assistant Headteacher and a Deputy Headteacher to meet the needs of the school.</p> <p>Pupil to adult ratio: it was noted that this was in the highest 20%. The Headteacher reported that they had low numbers of SEN children overall and added that the school's ethos of inclusion meant that children were not removed from lessons to be taught separately by TAs. She emphasised that they had highly skilled staff at the school so teaching did not take place outside of core teaching sessions. The Chair asked the Headteacher to add her notes.</p> | <p>Clerk</p> |
| <p>8.2</p> | <p>- Services for Schools – Previously Distributed A Governor asked the SBM to outline any changes. The SBM reported that catering was to change, following the move to an internal provider. She advised that they did not plan to buy into any additional services.</p> <p>A Governor raised secure emails for governors and suggested that this could be cancelled. Action: The SBM agreed to look into this.</p> <p>Resolved: The Committee approved the services for schools plan.</p> | <p>SBM</p> |
| <p>9.</p> | <p>Any Other Business</p> <p>Catering Update The SBM reported the she had looked into the current model, in which expenditure was £77k per year with staffing expenditure of about £31k.</p> <p>She reported that the current meal uptake was 33% and FSM uptake 46%. It was projected that for the new internal provision, 50% of children eligible for meals would use the provision. She advised that the price of meals could be raised slightly as parents had expressed that they were more interested in organic food being served from local suppliers than costs. She added that to accommodate this, they really needed to get the right candidate in place as school chef.</p> <p>The SBM further reported that the current staff would TUPE over and that the additional chef on a CYC contract would be on grade 6, which meant that they would incur staffing costs of £50k.</p> <p>A Governor queried about increased uptake at other schools that had changed to an in-house provider. The SBM replied that the chef would be on a fixed-term contract until the following year, and if there had been no increase in uptake, they would have to review the contract.</p> | |

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| <p>The SBM outlined that consultations and the TUPE process had started, and staff had expressed that they were happy to TUPE over, if the hours remained the same. She added that the current staff would be able to apply for the role as chef. She advised that they were hoping to get the right person in place from June 2020.</p> <p>The Staff Governor raised that it would be good to have a chef who could attend parent evenings to get parents fully on board. The SBM added that they could have taster evenings where parents and children could come in and try the food. Discussion followed on how to get more children to eat school dinners.</p> <p>A Governor suggested that it would be useful to do different models that showed what would happen if the income from FSM and income from meals decreased against the current projections.</p> <p>The SBM responded that they had to balance off costs, but catering did not have to make a surplus. She agreed to work on such models and added that in the current calculations, £30k was left for purchasing ingredients.</p> <p>A Governor asked if they could get figures from other schools.</p> <p>The SBM replied that they could get some ideas from other schools, but it was difficult to get actual costs. She added that they could potentially get discounts, if they used the same supplier as other schools, but it was also likely that the new Chef would have some contacts. It was hoped that the new chef would run the catering in school as a small business.</p> <p>Action: The SBM agreed to circulate her report and calculations.</p> | SBM |
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The meeting closed at 10.04am

APPROVED AT THE DRINGHOUSES FINANCE COMMITTEE ON 25TH NOVEMBER 2020 – NO SIGNATURE DUE TO COVID RESTRICTIONS.

Mrs Diane Grayson
Chair

Date

**DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Finance Committee
held on Wednesday, 27th January 2020**

| Action | Item | Responsible | Timescale | |
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| 1. | Update Terms of Reference. | 3 | SBM/Clerk | Before next Committee meeting |
| 2. | The Bursar to circulate updated monitoring report with correct figures (Carried forward). | 4 | Bursar | Following audit |
| 3. | Updates to be added to the following areas of the SFVS: 4, 20, 21, 23, 24 and 28 | 8.1 | Bursar/ | Before presenting to FGB |
| | Headteacher to add her notes. | 8.1.1 | Head | |
| 4. | Send a suggested annual schedule of business for the Finance Committee to the Chair for review. | 8.1 | Clerk | Before next Committee meeting |
| 5. | The SBM to look into cancelling of secure emails for Governors. | 8.2 | SBM | Before next Committee meeting |

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| 6. | The SBM to circulate her report and calculations on catering in terms of intake and FSM income. | 9. | SBM | Before next Committee meeting |
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