



Minutes of the meeting of the Finance and Personnel Committee held at Flora Gardens Primary School on 19th October 2016 at 6.00pm.

Members:
(*Absent)

	Name	Post
	Mr J Hamilton	Co-Chair
*	Cllr M Cartwright	
	Ms A Sanderson	Co-Chair
	Ms H Pickering	
	Mr A S Naismith	Head
	Mr J Gilchrist	
	Mr Andy Spooner	Associate Member

Ms J Elven	SBM
Mrs N Stroud	Clerk
Ms H O'Donnell	Head's PA
Barbara graham	Deputy Head

ITEM NUMBER	ITEM	ACTION OWNER
1/16	WELCOME AND APOLOGIES	
	Mr Hamilton welcomed everyone to the meeting and introduced Mr Spooner who was appointed as an Associate Member at the FGB meeting on 14 th September 2016. Apologies were received from Cllr Cartwright who was unwell.	
	RESOLUTION:	
	Apologies were received from Cllr Cartwright	
2/16	DECLARATIONS OF INTEREST	
	There were no new declarations.	
3/16	MINUTES OF THE PREVIOUS MEETING HELD ON 11TH MAY 2016	
	The minutes of the meeting held on 11 th May 2016 were approved as a true and accurate record of the meeting and were signed by the Chair.	
	RESOLUTION:	
	Minutes were approved and signed by the Chair	
04/16	MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE	

	ON THE AGENDA	
	<p><u>SIFO Report</u> The Chair had agreed to work with the SBM on this however it was not yet completed. The Chair advised that this was part of the overall master plan and once completed there would be templates to be used for all reports which would reduce the amount of paperwork at meetings. It was agreed that the SBM would work on this report and send to the Chair.</p> <p>The Clerk was asked to include this on the agenda for the next meeting.</p> <p><u>External Audit</u> The audit had taken place however the Chair had failed to forward the report. It was noted the only item identified was that the lettings policy should be reviewed annually and this was rectified.</p> <p><u>Cleaning Contract</u> The Head advised that 3 quotes were obtained and it was agreed to pursue with the middle quote of approximately £2,000 per month for the school and £400 per month for Children’s Centre. It was asked why the school hadn’t approved the cheapest quote. Governors were advised that the cheaper quote did not feel realistic.</p> <p><u>3BM Contract</u> This was reviewed however it was identified that the school had joined a 3-year contract therefore there was no scope to seek an alternative provider. Mr Spooner had reviewed the 3BM contract and could not identify any break clause. Over the next 6-12 months working with the SBM and Mr Spooner it will be considered moving forward if the school required the services of 3BM.</p> <p>The SBM and the Chair had met with Ms Anabel Roe at 3BM and they were advised that the school needed to take ownership of the financial management. This raised the question “what exactly are the school buying into with 3BM and what value do they have” the school would ensure that they were reporting in an acceptable format and further review the 3BM contract.</p>	<p>Chair & SBM</p> <p>Clerk</p>
	RESOLUTION:	
	<p>SIFO report to be included on the FPPC agenda for the next meeting</p> <p>Further investigation/review of the 3BM contract to take place and Chair to update at the next meeting</p>	
05/16	TERMS OF REFERENCE	
	This was deferred to the next meeting and would be approved alongside the standing orders at FGB.	
	RESOLUTION:	
	Deferred	
06/16	PERFORMANCE MANAGEMENT REPORT	
	The Head gave a brief explanation of the document included in the agenda pack and this was noted by Governors. Targets were set at the beginning of the year, if targets were met successfully staff could move up the scale. In	

	<p>response to a questions the Head explained the scales.</p> <p>Recommendations were reviewed by the Pay Committee who would ratify or decline the recommendations.</p> <p>It was explained that the GB had approved that pay increases were agreed to take place in September instead of having to be backdated.</p>	
	RESOLUTION:	
	Noted	
07/16	BENCHMARKING	
	<p>The SBM explained the purpose of benchmarking. On checking earlier in the day, this year's data was not yet available. Governors were advised that comparisons always ran 6 months behind.</p> <p>Ms Pickering attended a financial training course led by the Borough and gave a brief overview of the session. Attendees were given links to websites.</p> <p>It was agreed that the benchmarking report would be included with the agenda pack for the next meeting.</p> <p>A question was raised as to why the school received less than other schools. The SBM advised that she had made a typo with the previous submission, the grant funding had been incorrectly entered..</p>	SBM
	RESOLUTION:	
	Benchmarking report to be included for the next meeting	
8/16	CONFIRM FINANCIAL PROCEDURES	
	<p>Financial procedures were to be confirmed at the first meeting of each school year. In the absence of any change it was agreed that the GB were working in accordance with the Borough manual and the Schools Finance policy. Copies were available at the school office. It was noted that the borough had an updated manual however this was unavailable.</p> <p>The Chair agreed to confirm with Ms Collado that there had been no change in Financial procedures.</p>	Chair
	RESOLUTION	
	Chair to confirm that there had been no changes to the financial procedures	
9/16	LA AUDIT UPDATE	
	<p>The date was yet to be fixed. Documentation was received by the SBM. This item was deferred to the next meeting to ensure that a detailed report was available.</p> <p>The Asset register was to be updated before the audit took place. This could be completed either internally or externally but the timescale and cost was to be determined.</p>	SBM SBM

	RESOLUTION:	
	Deferred, detailed report to be available at the next meeting	
	Asset register to be updated and included on the agenda for the next meeting	
10/16	MONITOR BUDGET/FINANCE REPORT	
	<p>The SBM had produced a spreadsheet in a format that was easy for Governors to follow. Figures had been confirmed by the 3BM Officer, who had also advised that the School was reporting in an acceptable format. The Chair requested written confirmation from 3BM that they approved the format and figures. It was agreed the Chair would contact 3BM</p> <p>It was explained that since a meeting had taken place with Mr Rennison, Director of 3BM and Jane Rana, 3BM officer predictions had been updated.</p> <p>The SBM took Governors through the report. The Committee approved the new format for reporting.</p> <p>A Governor questioned the overspend in Line 9. This was due to redundancies. The Head had written to Mr McNamara but no response had been received. He agreed to follow this up.</p> <p>There was a slight overspend on payroll due to the initial set up. £1,500 per year was accurate. (unless price increase)</p> <p>Overspend in SMSCD – invoice for Life Bus came in later than anticipated. This should have been paid the previous year. This was linked with Science and could therefore be balanced.</p> <p>A discussion took place around the School Journey spend.</p> <p>The Head advised that the school had applied for the school travel awards and were in the top 5. This was based on children’s work and write up. If successful £1,500 would be awarded to enable more pupils to benefit.</p> <p>Another Governor questioned why School Meals had not spent anything. It was confirmed that the company had not yet invoiced the school.</p> <p>The Children’s Centre had spent 70-80% of its budget already and an explanation was requested. The Head advised that the re-structure process had taken longer than previously anticipated therefore salaries were paid out and then a member of staff put in a request for maternity leave and this had an impact. The head advised that the council’s policy for maternity leave was generous. The Head was asked what he planned to do about the £37,000 approximate overspend. It was hoped that due to savings elsewhere and the hiring out of the school this would balance out by year end.</p> <p>Overall it was an extremely tight budget but the prediction by year end would be £5,000 deficit or surplus.</p>	<p>Chair</p> <p>Head</p>

	<p>It was noted that the calculation was incorrect on Teaching Assistants. The SBM looked at this on the laptop and confirmed that the incorrect cell was picked up, she amended the spreadsheet.</p> <p><u>3-year Forecast</u></p> <p>The 3-Year forecast was noted. The Head explained that they had looked at a 1%, 3% and 5% increase in terms of inflation. It was important to show the worse-case scenarios. Governors felt that the percentages did not give a clear enough idea. A discussion took place and it was noted that the advice received was conflicting and there was also the possibility of the new funding formula and it was unsure how this would impact. The Head felt that it was difficult to do a 3-year prediction , it was a valuable exercise but priorities changed.</p> <p>Ms Pickering explained the advice received as part of the Finance training course she had attended and the expectations for a 3-year plan. She suggested that the SBM may find their courses helpful. It was agreed that this remain an agenda item for the next meeting. The GB were aware that they needed to address this however at present they were unable to do what was suggested at the Financial Management training.</p> <p>Mr Spooner advised that the school look at:</p> <ul style="list-style-type: none"> • What needs to be achieved in 3 years • Objectives • Strategies <p>It was agreed that Mr Spooner, Ms Pickering and the Head meet before the next meeting. The head would forward the updated spreadsheet with predictions.</p> <p><u>Sports Premium</u></p> <p>It was identified in the LA review that the premium plans be looked at. It was felt that the Sports Premium information was very vague and unclear. The Chair challenged the detail within the reports. It was felt that they did not hold enough information for example - increased pupil participation – how much? – the Chair suggested that the Head show a more detailed explanation of expectations, what is currently being achieved and the hard evidence not just a generalised expectation. The Head explained that the percentages would come out when this was reviewed in 12 months’ time:</p> <ul style="list-style-type: none"> • Number participating • What we want to achieve • How we increased <p>The Head advised that the school had reviewed the format used by other schools and this version was in fact more detailed. Last year’s spending and the impact wasn’t reported on and this was picked up in the LA review. Last year’s outcomes were needed as a starting point for improvements this year. It was noted that last year there were no school clubs and this had increased significantly this year.</p> <p>The Governors felt that the Chair raised a valid point, impact needed to be measurable. It was agreed that the Head obtain the figures of participation rates and the evaluation was to be completed as suggested by the LA review.</p>	<p>ASp, HP & Head</p> <p>Head</p>
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	<p>Sports Premium to remain an agenda item for the next meeting.</p> <p><u>Pupil Premium</u> Governors were satisfied with the level of detail in this report and figures related to interventions on PP children. The Head was happy with the figures and confirmed they were correct.</p> <p>There was a significant improvement in reporting. The Head confirmed that Ms O'Donnell had carried out huge amounts of work on this and comparing to other schools.</p> <p>It was asked if a comment on achievements would be required and this was confirmed. PP data would be validated in November 2016.</p> <p>It was agreed PP would be added to the CPPC agenda.</p>	Clerk
	RESOLUTION:	
	<p>Chair to contact 3BM seeking written confirmation that they approved the figures in the report and the new format for reporting</p> <p>3-Year Forecast to remain an agenda item</p> <p>AS, HP and SN to meet before the next meeting</p> <p>Head to forward updated spreadsheet with predictions</p> <p>Head obtain figures of participation rates and the evaluation was to be completed as suggested by the LA review</p> <p>Sports Premium to remain an agenda item for the next meeting</p> <p>Pupil Premium to be an agenda item on CPPC</p>	
11/16	DRAFT SFVS	
	<p>Governors noted that this was very informative.</p> <p>A question was raised around no.17 "Does the school maintain its premises and other assets to an adequate standard to avoid future urgent need for replacement" a Governor felt that this should say "No" due to the current issues identified in the building inspection i.e. roof. It was unsure if it was appropriate to amend the answer. It was agreed that the SBM liaise with 3BM and find out the exact purpose of this document and what happens if the school answered no to this question.</p> <p>10-year incremental drift spreadsheet to be ready for the next internal finance meeting.</p>	
	RESOLUTION:	

	<p>SBM liaise with 3BM and find out the exact purpose of this document and what happens if the school answered no to question 17</p> <p>10-year incremental drift spreadsheet to be ready for the next internal finance meeting</p> <p>Final version for approval at next meeting</p>	
12/16	SCHOOL FUND AUDIT	
	Noted.	
13/16	PETTY CASH AUDIT	
	<p>Noted.</p> <p>It was asked how often this should happen. The Head audited every month a Governor then reviewed and signed. Ms Sanderson reviewed this with Ms Collado.</p> <p>The Chair agreed to obtain the reports from Ms Collado.</p>	Chair
14/16	STAFFING STRUCTURE	
	Noted. This would be available for the Summer meeting in future.	
15/16	CPD UPDATE	
	<p>Noted.</p> <p>Due to the reduction in the CPD budget Governors wanted to review the training record. It was requested this remain an item for the next meeting.</p>	Clerk
	RESOLUTION	
	Item to remain on the agenda for the next meeting	
16/16	PRIORITIES FRO SCHOOL IMPROVEMENT AND 3-YEAR SCHOOL DEVELOPMENT PLAN	
	<p>A Governor asked how they could spend money to promote these goals when money was so tight. It was noted that the GB were doing everything possible to focus on the priorities. The working group would continue to review items and prioritise.</p> <p>It was asked how money was being spent to improve academic priorities. Short term it was looking at Ofsted gaps and these have all been met with Maths being the only exception.</p> <p>Governors were satisfied the current budget reflected the priorities in the SDP.</p>	
	RESOLUTION	
	The current budget reflected the priorities in the SDP	

17/16	PREMISES REPORT	
	<p>The Premises report was noted.</p> <p>The Head suggested in the long term that they review the Children's Centre and determine if it was financially viable to run on the SLA.</p> <p>He wanted to investigate:</p> <ul style="list-style-type: none"> • Consequences if the SLA was not renewed <ul style="list-style-type: none"> ○ legalities • Would the building revert to the school or Sure Start? • Could the building be used as a private Nursery? <p>It was a slow process but the Head would continue with this and when appropriate prepare a report for the GB.</p>	Head
	RESOLUTION	
	<p>The Premises report was noted</p> <p>Head to pursue with investigations regarding the C/C and produce a report</p>	
18/16	REFURBISHMENT WORKING GROUP REPORT	
	<p>The Head explained they were looking to decorate the school in the cheapest way possible. It was noted that there was no funding available and the school was looking to use volunteers. Mr Gilchrist agreed to contact the SBM advising of possible charities.</p> <p>This led to a discussion of income generation and it was noted that Science club had brought in approximately £1,500 and the school was currently touting for business. One of the SBM targets was to achieve a greater income.</p> <p>Cllr Cartwright was going to pursue Mr McNamara however there was no update due to Cllr Cartwright being unwell. As a community school money was available however this was determined on a needs basis and it was felt unlikely that the school would receive additional funding.</p> <p>The working group was currently researching Academy Conversion. It was found that the LA would need to ensure that the premises were fit for purpose however the advice received was to get all works required completed prior to conversion. A discussion took place on the responsibilities.</p> <p>Mr McNamara and Mr Heggs Assistant Director for Schools, were keen to meet to discuss academisation and this meeting would be arranged for information purposes.</p>	JG SBM
	RESOLUTION	
	<p>JG to forward list of charities to SBM</p> <p>SBM continue to achieve a greater income</p>	

	<p>Update at next meeting – Cllr Cartwright</p> <p>Meeting with Mr Heggs and Mr McNamara to take place</p>	
19/16	CONTRACTS REGISTER	
	<p>The Contracts register was noted.</p> <p>It was asked if there was any scope to break down the Tri-Borough SLA's. it was agreed that the SBM would undertake this task.</p>	
	RESOLUTION	
	SBM to provide a breakdown of the Tri-Borough SLA's for the next meeting	
20/16	POLICIES	
	<p>Pay Policy – Reviewed and recommended to the FGB for ratification. It was noted that the FGB had seen the model policy at the last FGB meeting but this had not been completed by the Head.</p>	FGB
	RESOLUTION	
	Pay Policy recommended to the FGB for ratification	
21/16	ANY OTHER BUSINESS	
	<p>Exit Interviews – Standard template given to staff. Noted by Governors</p> <p>Exit Interview policy to be reviewed at the next meeting.</p> <p>At the recent SEN visit Ms McAlister requested that it was checked that all SEN information was available on the website. This led to a conversation on website requirements. The Clerk offered to forward the website requirements however Ms Graham advised that she had a list of the documents and it was agreed this would be sent to Ms Pickering to review.</p> <p>Ms Pickering would produce a short report for the next FGB meeting confirming that the school met the statutory requirements with regard to the website.</p>	
	RESOLUTION	
	<p>Exit Interview policy to be reviewed at the next meeting</p> <p>Ms Graham to forward website requirements to Ms Pickering</p> <p>Ms Pickering to carry out the website audit and produce a short report for the next FGB meeting</p>	
22/16	CONFIDENTIAL	
	Staffing – See separate minutes	

23/16	DATE OF THE NEXT MEETING	
	The date of the next meeting was noted - 15 th March 2017 at 6pm	

The meeting closed at 8.15pm

CHAIR _____ DATE _____