

**MINUTES OF A MEETING OF THE FINANCE STAFFING AND
PREMISES COMMITTEE HELD ON 15th MAY 2019**

- 1. Present:** Mark Garrett (Chairman); Tim Awmack;
David Blamire-Brown; Pam Evans; Gillian Pratt;
Renee Pardoe (Business Manager)
Margaret Carey (Clerk)
- 2. Apologies:** Ken Pratt
- 3. Declarations of Interest relating to matters on the Agenda:** Nil
- 4. Minutes:** The Minutes of the Meeting held on 7th February 2019 were taken as read and signed as a true record.
- 5. Matters Arising:**
- Emergency Lighting; This has been replaced but there are still some problems which Renee was pursuing
 - Planter beds; This had been completed. There is a further working party this weekend
 - Tree work; This had been completed
 - GDPR Policy; This will go to the next FGs meeting **Action: GP**
A new Data Protection Officer had been appointed
 - School Strategic Financial Management Statement: This will be taken to the next FGs meeting **Action; GP**
 - Staff Handbook: This will be reviewed in October
 - Exit and Entry Register; This was now operational
- 6. Finance Report:**
- At the end of March 2019 there was a Revenue Surplus of **£9776.30**. The reasons for this included the way the staffing absences had been managed differently and there had been an underspend on admin costs. The Curriculum Resources was overspent as there are more children and the costs have increased
- At the end of March 2019 there was a Capital Rollover of **£16200.22**
- Renee reported that there had been an in year surplus budget of £200 which was an improvement on recent years. The number of children at the school will be over the PAN in September. There is a waiting list for Reception and Year 3 and 4.
- The Universal and Free School Meals had shown a profit of £2616
- The final CFR report was signed
- Q. Could the money generated out of activities ie surplus on school meals and income received for the work Pam does outside of the school be taken out of the school income budget?**
- A. Renee replied that the school does not actually get the money from the school means but this has to be shown on the system.**

Renee stated that the school can convert Revenue to Capital but could not convert Capital to Revenue

7. 2019/20 budget and cash flow forecast:

The draft budget was circulated and discussed. An increase of £15K had been included in teachers' salaries and 3% had been added to expenditure. The increase in the superannuation costs had not yet been built into the system.

The income was 0% increase across the board.

Q. Is there anything that the school can do to adjust the slight deficit forecast at the end of Year 3?

A. Not at the present time

Renee stated that when the budget was submitted to the Local Authority it would be stated that the School will continue to general external income.

No cash flow forecast was given as the bank balances are healthy.

7. Voluntary Funds account: These had been audited. There is a balance of about £13K which includes the money from the sale of the moonbase. Some chairs had been purchased out of this account.

8. SFVS; This had been submitted to the Local Authority and all the actions had been completed.

Thanks were given to Renee for all her reports.

9. Current staffing situation and future plans

Pam reported that she had not yet spoken to staff but she did not envisage many changes for September. She may be able to give more details at the Full Governors meeting.

10. Review of policies/contracts

- Health & Safety - Ken had reviewed this and there were no changes
- Whistleblowing – Time had reviewed this and there were no changes. David will take over from Tim as the Whistleblowing Governor in September

11. School Improvement Action Plan:

Pam reported that there was a focus on EYFS – she had been visiting Schools in Swindon. She had also been on a course for Thrive training

An Ofsted Inspector, Geraldine Tidy, will be carrying out training with subject leaders. More in depth training was needed

Money would be put in the budget for development of the Curriculum within the Ofsted Framework

12. Provision of IT;

David, Tim, Gillian and Pam had met with Austen (MARC Computers – the current provider) and Weston computers (specialists in Apple provision)

They had outlined a vision of how IT can be used in the classroom and in running the whole school

An overview on education provision had been received from Weston and this will be discussed with Austen to ensure that the provision could be met on the current system.

Weston Computers were offering free extensive training as the provision has to be able to be used properly.

There was a lot of potential in the proposals. There would be a Folder on the server where data could be saved from anywhere if using a laptop or iPhone

The following issues would need to be addressed:

- What would the model for the school be – would this be using the iPads in one classroom or across the whole school in different areas
- The argument for either Lease or Purchase
- A Long term investment strategy would be needed for the future replacement and provision and how this would be funded

Mark asked why it was decided to go with Apple and not Galaxy. It was felt that there was justification for going with Apple as there were more extensive programmes, full training would be given and it would provide training for future use in business.

A quote had been received. After discussion it was agreed to go with 35 iPads instead of the 32 quoted so the quotation would need to be revised to show this.

FoNS would contribute £8160 and the remaining cost of approximately £9148.29 would be paid by the school. The money can come from Capital monies if this is done as a project of over £2k. The cost of subscription can be spread over three years. It was agreed to ask FoNS to look at supporting future provision.

David, Pam, Renee and Austen will draw up the long term investment strategy on replacement ie how often the iPads would need to be replaced and how much extra these would cost.

There would be a pre-engineer visit to look at the lease line, fibre and WiFi signal etc – there would be no charge for this.

The issue of either Lease or Purchase was discussed and it was **recommended** that the school should purchase the provision. Under the terms of a lease the equipment would be handed back after three years. It was felt that the school may want this for more than the three years. Also there are Capital funds available plus money from FoNS to pay for this. If the provision was leased the money would have to be taken out of the Revenue budget.

Renee agreed to show the forecast of replacement costs year on year with the finance report for Full Governors. **Action: RP**

This will be discussed further at the next Full Governors meeting.

13. Grounds:

Pam and Tim had had a walkround of the grounds. There had been a successful FoNS working party in October and another is placed for this Sunday.

There is an Eco Club in the school – encouraging the children to have dedicated areas for planting. The five beds need clearing and the sandpit needs clearing out to provide two more beds. FoNS will spend £150 on plants for the beds

The Beech tree had been taken down and a seat created. The chippings will be used as mulch. A parent was helping with taking off some overhanging branches in the sunken garden. The willow needs cutting back. The picnic benches need power – washing.

FoNS to arrange the date for a future working party in October

Chairman

Meeting closed at 9.35 pm