

Lindale CE Primary School

MINUTES

Finance and staffing meeting
Wednesday 23 March 2016 at 4.15 pm

Agenda item		Action
1	<p>Attendance Paul Bond Helen Churchill – Chair Sarah Coleman Heather Keating – Clerk Bill Wearing Wendy Wood – item 6</p>	
2	Apologies - None	
3	<p>Declaration of interests PB – Castle Head Field Studies Centre</p>	
4	<p>Minutes of last meeting The minutes of the last meeting held on 13 January 2016 were approved and agreed.</p>	
5	Matters arising not on the agenda	
6	<p>Budget SC gave an update:</p> <ul style="list-style-type: none"> • Website <ul style="list-style-type: none"> ○ Production of new website by ‘Make us a Website’ has been confirmed and full payment made – see also item 9 • Staffing <ul style="list-style-type: none"> ○ Further to the last meeting SC has progressed a redundancy and gave feedback from a meeting held on 7 March for which a Committee A was formed comprising HC/LJ/JL. A compromise agreement was reached during this meeting for an extra month’s payment to be made. This is now being finalised by solicitors. Governors thanked those involved in the meeting and HR for their good support. ○ The person recently appointed for After School Club has since withdrawn. At present, this is now being covered by Mrs Lishman. • Year end <ul style="list-style-type: none"> ○ Completed this week and copies of the ISBD/F statements were circulated. Budgeted and final totals for all headings were considered and WW gave a detailed breakdown of income and expenditure where there were variances: <ul style="list-style-type: none"> ▪ Additional income had been raised through: <ul style="list-style-type: none"> Reading intervention course - £5k School for school support provision - £4k Special needs provision at Allithwaite - £4k Additional special needs funding - £13k • Reduced funding received from: <ul style="list-style-type: none"> Music tuition - £200 Swimming - £1k 	

		<p style="text-align: center;">Lettings - £1k</p> <ul style="list-style-type: none"> Budget 2016-17 currently ongoing and should be available for governors after Easter 	
7		<p>Class structures and staffing 2016-17</p> <p>The budget for next year is being prepared. The number of classes was discussed and governors agreed with SC that we should aim to retain 3 classes.</p> <p>SC confirmed that, as agreed, those staff who reduced hours in this current year will go back to their contracted hours. Governors agreed that SC will speak to staff regarding their hours for next year.</p> <p>It is anticipated that there are 2 children coming into reception with eligibility for special needs funding.</p> <p>SC may have an opportunity to deliver another Reading intervention course. Governors discussed the potential for SC to teach more hours should the budget contain a shortfall. SC confirmed her agreement.</p>	<p>SC 29/04/16</p>
8		<p>Pupil premium</p> <p>SC will update the website report for the current year. SC gave an update on numbers:</p> <ul style="list-style-type: none"> 2 children who are not looked after – part of Ever 6 3 looked after children – funding received termly Additional funding for 1 child – not expected to meet outcomes <p>Pupil premium funding goes on additional support and counselling. Children have been offered reduced costs for school trips and music lessons.</p>	
9		<p>Website</p> <p>SC demonstrated draft pages now received from the website developers. The home page is now complete and the next stage will be to specify menu tabs and sub headings. It is anticipated that a trial website will be available by May.</p>	
10		<p>Finance training for Governors – feedback</p> <p>HC and HK attending a training event recently at Kendal College, ‘Finance for Governors’. The presentation slides have since been emailed and a summary will be produced to cascade to all governors. HC and HK summarised the main messages from the training:</p> <ul style="list-style-type: none"> Essential that all governors are aware of how funding is allocated Regular finance updates at governing body meetings <ul style="list-style-type: none"> Short, easy to follow income and expenditure statements as at relevant month Use of new benchmarking tools on government website <p>Governors discussed these recommendations and agreed that:</p> <ul style="list-style-type: none"> Quarterly reports to be presented at finance committee meetings with ISBQ statements circulated showing comparison of planned/actual expenditure Feedback to FGB meetings WW will be invited to attend relevant meetings 	<p>HK 20/04/16</p> <p>HK/SC/WW</p> <p>SC 10/05/16</p>

11	<p>Terms of reference</p> <p>The terms of reference had been circulated prior to the meeting and were approved by the committee. Governors also agreed the following agenda setting:</p> <p>Standing items:</p> <ul style="list-style-type: none"> • Staffing -current establishment, absences • Budget - figures to date, %actual against planned expenditure • Pupil Premium <p>Autumn term:</p> <ul style="list-style-type: none"> • Review charges and remissions policy • Performance management • Review 3-year budget plan • Monitor ISBQ • Calendar of meetings for year • Review Terms of Reference <p>Spring term:</p> <ul style="list-style-type: none"> • Annual SFVS • Monitor ISBQ • 3-year budget plan <p>Summer term:</p> <ul style="list-style-type: none"> • Monitor ISBQ • Benchmarking 	
12	<p>Any other business</p> <p>SC asked that the committee review the Breakfast Club provision. This had started informally due to road issues when it was said that doors would open at 8.30 am and children would be supervised. More recently a Breakfast Club has been available from 8.15 am for which a charge is made.</p> <p>SC asked governors to consider whether a charge should be made for all care and supervision before school start time as staff are being paid. Governors asked for details of uptake of both the 8.15 breakfast club and those arriving at 8.30.</p> <ul style="list-style-type: none"> • 2 children always come to breakfast club and pay • 6 children regularly come in at 8.30 am and receive free child care <p>Governors were in agreement with the proposal and discussed a range of options regarding start times and amounts. To be confirmed at the next meeting.</p> <p>SC raised an item regarding the Clerk to the Governors who left the meeting at this point. The Clerk was invited to return and asked to minute that the Clerk's salary had been reviewed and updated in line with CCC scales.</p>	
13	<p>Date and time of next meeting</p> <p>The next meeting will be held on Tuesday 10 May 2016 at 4.00 pm</p>	