



CARLTON PRIMARY SCHOOL

**Minutes of the Finance and Resources Committee
held at the School on Tuesday 24th April 2018 at 5.30pm**

Attendance:

Tim Carew – **Chair**
Jacqueline Phelan – **Headteacher**
Sarah Kirkness - absent
Jessie Brill
Mandi Howells
Michael Hollis
Yiannos Theodoridis

Others Present:

Jo Lomax - Bursar
Flossie Del Santo – Governor Support Clerk

	WELCOME	Action
	The Chair welcomed the governors to the meeting.	
1.	APOLOGIES FOR ABSENCE	Action
1.1	Apologies for absence were received from Ms Kirkness due to work commitments.	
1.2	The Committee accepted the apologies for absence.	
2.	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	Action
2.1	There were no declarations of interest declared for items on the agenda.	
3.	MINUTES FROM THE MEETING OF 6th MARCH AND MATTERS ARISING	Action
3.1	The governors considered the actions arising from the previous meeting and noted:	

3.2	3.9 The Headteacher confirmed the School Fund would be on the governing body meeting agenda in May.	
3.3	4.21 It was confirmed The Chair, Headteacher and Bursar met and reviewed the 2018-19 Draft Budget and the School Business Manager included in her report a summary of the 2017-18 opening and closing balances and narrative for cost codes under-spent and over-spent at year end.	
3.4	4.7 the Headteacher noted the Sunshine room had been closed off and reported contractors would now be brought in to support completion of the work as MH was undergoing assessments for a shoulder problem. She confirmed there was resources in the budget to support hiring in a contractor. The work was still scheduled to be completed over the Summer holiday. The Chair reminded the Committee that there had been concerns of his workload and noted was help had been sourced to complete the project.	
3.5	5.2 The School Business Manger confirmed a draft SFVS form had been completed and reviewed by the Chair. It had been submitted to the LA by the end of March with an explanation that the SFVS would be approved at the next governing body meeting to be held in May Action: The SFVS form to be approved at the 8th May Governing body meeting and submitted to the LA.	
3.6	6.2 the Headteacher confirmed the Twitter account had been set up and the details emailed to the governors.	
3.7	Matters arising The GDPR was on the agenda and the updated Data Protection Policy would be approved by the governing body on the 8 th May. The SEND governor confirmed the SEND Policy would be reviewed by the SENCO and presented to the School Improvement Committee in July.	
4.	The minutes of the meeting held on 6 th March were agreed as accurate and were signed by the Chair.	
4.1	FINANCE REPORT: 2017-18 YEAR END BUDGET	Action
4.2	The Bursar presented the 2017-18 Period 13 report.	
4.3	The Period 13 final income figures for 2017-18 were reviewed by the Committee.	
4.4	Increases in income from the original budget for Nursery funding was noted as £14,162. The Pupil Premium Funding showed a reduction in the income received. The original budget had been based on the numbers in receipt of the funding in January 2017. The actual numbers of children eligible in 2017-18 was 17 less than the estimated figures.	
4.4	Income figures for 3 pupils with Education Health Care Plans was overspent in due to the cycle of payment of a term in arrears. The school funded the 1:1 support for a child before the payment was made. The Chair asked when the £3,000 would be received and it was confirmed it would be received in the following term.	

4.5	<p>A governor questioned whether all income due in 2017-18 had been accounted for or would some be credited in the 2018-19 budget. It was confirmed all income had been recorded.</p>	
4.6	<p>The Committee reviewed variances in expenditure and noted;</p> <ul style="list-style-type: none"> • The cost of redundancy payments had been estimated as £13,000 with the actual cost being £15,000. • Pension costs increased due to more staff opting in to the scheme in 2017-18. • Agency Supply Staff was overspent due to administrative staff leaving in July and cover being necessary from September to November. • The NQT budget had been set for 1 NQT and the school had 2 which increased the cost of the NQT SLA • Recruitment costs increased due to a teacher leaving and included the costs of DBS checks made throughout the year. • Teachers absences was overspent however this would be covered by the insurance. 	
4.7	<p>The Committee reviewed and noted the budgets which would be carried over to the next year and ringfenced for specific use. This included Premises refurbishment of £12,000, Devolved Capital £4,177 and EYFS funding to support the development of the outdoor space of £6,902.</p>	
4.8	<p>A governor asked if the savings in the Legal Fees budget could also be carried over. The School Business Manager confirmed it could not, but funding would be allocated in the 2018-19 budget to meet expected costs.</p> <p>The Committee noted that although some budgets had been overspent at year end there were others underspent. The Committee agreed the carry forward figure from the 2017-18 budget was £15,512 of which £11,079 would be ringfenced in the 2018-19 budget.</p>	
5	REVIEW OF 2018-2019 DRAFT BUDGET	
	<p>The Committee reviewed the Draft 2018-19 Budget figures.</p>	
5.1	<p>The School Business Manager confirmed the budget had been based on 292 pupils. The numbers of students would not be confirmed until the census on 25th September when the actual numbers would be known.</p>	
5.2	<p>The Pupil Premium Funding had been estimated on the numbers in receipt of the funding at the school on the January 2018 Census. This figure could change when the children start school in September and funding may be recouped in the next year.</p>	
5.3	<p>The Committee noted the fall in the number of children on roll in 2018-19 resulted in £4,000 less budget funding.</p>	
5.4	<p>A governor asked if the numbers of children was falling in all schools in Camden. The Headteacher confirmed other local schools had vacancies and one school, Hungerford had closed.</p>	

5.5	The Primary Sports Grant was budget to rise from £16,000 to £18,000 in 2018-19.	
5.6	The School Business Manager confirmed the Teaching Salary budget included a 2% increase as was expected to be recommended by the LA and Unions.	
5.7	A governor questioned why the budget for training was half that of the previous year. It was confirmed an increase in training would be coming from the SLA taken out with the LA.	
5.8	The Maternity leave had budget of £13,000 was confirmed would be repaid by the insurance.	
5.9	The increase in the Meals Supervisor Payroll. The Headteacher reported the LA had held a review of salaries across the LA and it had been recommended to set the level of pay at the London Living Wage. The result was 6 staff were moved from scale point 11 to 13 resulting in a cost of £10,000 for the year.	
5.10	The Support Agency budget was reviewed, the Headteacher confirmed 6 agency LSAs currently at the school who would not be hired in September as the budget could only support permanent staff salaries. The Chair questioned the impact of this reduction in support staff. The Headteacher confirmed the Deputy Headteacher had reviewed this and was confident cover would be provided in the new staffing structure to be reported on 8 th May.	
5.11	There were currently 4 children in Year 6 with EHC Plans and this would reduce the need for some SEN cover in September. There was expected to be more children with educational needs who would not qualify for EHC Plans.	
5.12	The Apprenticeship Levy was noted as mandatory and would be £9,000.	
5.13	Premises savings would be made due to the school leaving the BAM contract.	
5.14	The Health and Safety budget would be included in the Repairs and Maintenance budget and would include statutory checks.	
5.15	The Legal Fees budget was reviewed and confirmed the outcome of the Tribunal was unknown at this time.	
5.16	The Committee discussed the cost of school meals and the level the school was subsidising the cost to produce them. The Committee challenged the level of funding noted in the budget received by the school. The figures had been based on only 47 children being eligible for the Infant Free School meals when the actual numbers in Reception – Year 2 was 73 children. It was reported that 93 children in KS2 were also eligible for Free School Meal.	
5.17	The Committee asked the School Business Manager to review the numbers of children eligible for the Free School Meals as the school could not be continuing to subsidise the cost of meals at the current level.	
5.18	Action: The School Business Manager to review the numbers eligible for Free School Meals based on the figures from the October 2017 census.	

5.19	<p>The Chair queried the cost of postage and asked if texts to parents could be encouraged. The Committee agreed parents would be asked to load the app to receive texts and staff would remind parents in the school yard.</p> <p>The SLAs proposed to be taken out by the school in 2018-19 were reviewed by the Committee. The SLAs included those covering Finance, HR Services, R & M Management, Legal Services.</p>	
5.20	<p>The Headteacher recommended taking out an additional day for the Educational Psychology SLA as the school had increased need of this service.</p>	
5.21	<p>Action: The Committee agreed to increase the Educational Psychology SLA by an additional day in 2018-19</p>	
5.22	<p>The Capital Funding budget and expected works was reviewed. The headteacher reported the White Boards, TED and class PCs would need to be replaced. She had received quotes from the LA at a cost of £10,000 to be paid over 5 years. Not funding these areas would impact the teaching of the curriculum. The LA was researching the best price for the school and they understand the financial position of the school, so equipment could be replaced in phases. There were also wi-fi black spots around the school which would be addressed.</p>	
5.24	<p>The Committee agreed the expected carry forward figure at year end of 2018-19 would be £12,560.</p> <p>The Committee agreed to recommend the 2018-19 draft budget for approval by the full governing body at the meeting of 8th May.</p>	
6.	<p>PREMISES UPDATE</p>	Action
6.1	<p>The school was developing a Premises Plan which would include areas, issues, actions, timescale and costs and would be a live document. Areas already identified in the Plan would be the move of the Year 1 class and the improvement to the room to suit the needs of the PPA room. Also, the Nursery toilets and improvements to the layout of the room to support room for growth and a technical room was also required.</p>	
6.2	<p>The Premises Plan would also include a review of the needs of the areas covered by the link governors including SEND and Challenge Partners. The resources to be obtained to meet these areas of the curriculum. Send Challenge Partners.</p>	
6.3	<p>Action: Governors to put forward resources required for their link area to the Clerk by 18th May.</p>	
6.4	<p>The Deputy Headteacher noted the Safeguarding audit had raised a couple of areas around window locks in the meeting room and the hall which would be completed.</p>	
7.	<p>POLICY UPDATES</p>	
7.1	<p>The Evacuation and Lockdown Policy and the Fire Safety Procedures were circulated and reviewed by the Committee before the meeting.</p>	

7.2	The Evacuation and Lockdown Policy was approved by the Committee and noted was the school had held a Lockdown exercise.	
7.3	The Fire Safety Procedures was approved by the Committee and noted the procedures were included in the School Business Continuity Plan and had been updated to include the names of who would be contacted in the LA.	
7.4	The Headteacher confirmed the Capability Policy had been updated and was being reviewed by the LA legal team and the Medical Needs Policy would be updated. Both policies would be presented to the Committee in the Autumn term.	
7.5	The Headteacher confirmed the Data Protection Policy and Privacy Notice were being updated to meet the new GDPR legal requirements on 25 th May and would be presented at the next full governing body meeting for approval.	
7.6	The LA held a health check on the progress made by the school to date. Areas of clarification included the storage of children's records and reports and SEND records.	
7.7	To ensure areas of the GDPR were met the Headteacher confirmed she had drafted a letter of consent for the parents which included consent for use of photos and the use of videos on IRIS. The letter had been sent to the LA for review. The LA Legal Department was also asked to confirm whether the school must ask for permission to use photos for each time they may be used. Encrypted files would be set up in the school office for each child.	
7.8	A supplier letter would also be sent to cover all areas including IRIS, agencies, and Testbase.	
7.9	The Headteacher noted the majority of reporting by the school was covered by a public duty which the school had to comply with and no consent would be required for reporting this information.	
7.10	The new Policy would have to be closely monitored as a breach of procedure could result in a fine to the school. The Governors must know the protocols.	
7.11	The Headteacher would be attending the Headteachers forum and the GDPR would be the focus of the agenda.	
7.12	Part of the new requirements of the GDPR would be for each school to have a designated Data Protection Officer. The LA would be starting a new SLA where a member of their legal team would become the Data Protection Officer. The cost of this would be £2,600. Due to the legal requirements of the role the LA did not recommended a governor take on this role unless suitably qualified.	
7.13	The Committee agreed the governing body did not hold the skills to appoint a governor to fill the role of Data Protection Officer. It was proposed that Mr Theodoridis be the Data Protection Link Governor and he agreed to take on the role. Action: The Headteacher to review different providers to fill the role of Data Protection Officer to ensure suitable and good value for money.	

8.	ANY OTHER BUSINESS	
8.1	The School Business Manager reported the Bank Mandate for the school account required alterations. Ms Howells as the Deputy Headteacher was currently a signatory and would need to be removed from the Mandate as she was leaving the school. The name of the new Deputy Headteacher to replace Ms Howells as a signatory was not known at this time as interviews would be held the following day.	
8.2	Due to the length of time it would take to process the Mandate the Committee was requested to agree to change the Bank Mandate to remove Ms Howells and to also include 'the role of Deputy Headteacher' to be a future signatory. This would ensure the Mandate was in place for the beginning of the new academic year.	
8.3	The Committee agreed to amend the Bank Mandate to remove Ms Howells as a signatory and to include the person filling the role of Deputy Headteacher to be included as a future signatory.	
9.	CONFIDENTIAL ITEMS	
9.1	There were none.	
10.	DATES OF FUTURE MEETINGS	Action
	8 th May Governing Body Meeting (2018-19 Budget approval)	

The Chair thanked those present for attending and closed the meeting at 7.30 pm.

Chair  Date 26th Nov 2018