



The Federation of Bedenham & Holbrook Primary Schools

**MINUTES OF THE RESOURCES AND FINANCE COMMITTEE MEETING OF THE
FEDERATION OF BEDENHAM AND HOLBROOK PRIMARY SCHOOLS
HELD ON MONDAY 18TH JANUARY 2016 AT 6PM**

Held at Holbrook Primary School

- Present:**
- | | |
|-------------------|--------------------------------|
| T Potter (EHT) | Executive Headteacher S |
| K Lethbridge (KL) | Co-opted Governor (Chair) |
| J Heath (JH) | Co-opted Governor |
| G Cull (GC) | Authority Governor |
| A Foice (AF) | Staff Governor S |
| C Wood (CW) | Associate Member S |
| Z Dudley (ZD) | Associate Member S |
- In attendance:**
- | | |
|----------------|----------------------------|
| J Dunn (Clerk) | Local Authority Clerk |
| S Pellatt (SP) | Finance Officer (Bedenham) |
| S Kelly (SK) | Finance Officer (Holbrook) |
- Apologies:**
- | | |
|-------------|----------------------------|
| S Reed (SR) | Co-opted Governor S |
| I Wood (IW) | Parent Governor (Holbrook) |
- Quorum:** Present (3 governors with staff governors not outnumbering non staff governors)

AGENDA NUMBER		ACTION POINTS
1.	Welcome and Apologies for Absence: The chair welcomed everyone and started the meeting at 6pm. The chair confirmed that apologies had been received and accepted from SR and IW and the clerk confirmed a quorum was present.	
2.	Declarations of Pecuniary Interests: No further declarations were made for this meeting.	
3.	Agree Urgent Business: The chair asked the governors to consider the committee membership at FGB due to the number of vacancies and the likely difficulties of achieving quorum going forward. This was agreed.	FGB agenda item – committee membership (clerk)
4. 4.a	Finance: Budget Updates including the capital budgets: <u>Bedenham School:</u> SP confirmed that the budget summaries had been circulated previously and tabled the SAP and budget reports up to the 4 th January 2016. SP confirmed that there are no significant changes since her last report. Governor questions to SP:	

Approved in committee and signed by the Chair :

Date: 7th March 2016

Page 1 of 8



<p>4.b</p> <p>4.c</p>	<p>What is a “Golden Lunch”? This a reward for the children (good behaviour etc.) where they cook their own lunch, chose the menu and have it served to them by staff. Governors are more than welcome and it is very popular.</p> <p>Is this only at Bedenham? The EHT said that yes it is at present as Holbrook currently operate a “Top Table” system where they sit and chat to the HoS and this is also very popular. It has not been possible to put the Golden Lunch system in as it relies on someone being willing and able to come in and cook with the children every week. The EHT said that it may be possible to do the Golden Lunch in the future as someone is interested in setting it up. The EHT explained that there is a cost implication which the governors should be aware of.</p> <p>Please could you explain the budget for the “Rock Challenge”? This will balance out as the children contribute and they fund raise to meet the costs. Governors should order tickets from the EHT ASAP and it will take place on the 19th March at Portsmouth Guildhall. The EHT confirmed that they are participating as a federation this year.</p> <p><u>Capital Budget:</u> (tabled). SP confirmed that there were no changes since her last report and that there is a current balance of £117 (one hundred and seventeen pounds).</p> <p>Review any Outstanding Invoices Raised by the School:</p> <p><u>Bedenham School:</u> SP confirmed that there are no outstanding invoices at this time.</p> <p>Draft Outline 2016/17 and 2017/18 Budgets Using the Strategic Planning Tool:</p> <p><u>Bedenham School:</u> SP tabled the budget forecasts through to 2019-20. SP explained that there is a predicted cumulative surplus budget for 2015/16 and although there are predicted deficits from 2016-17 they are not too concerned at present as the budget allocations are not known at this point and there are potential staffing changes which should positively affect the budget.</p> <p>Governor questions to the EHT/SP:</p> <p>At what point would you are either feel more comfortable about the budget or you know you need to do something radical? The EHT said that by analysing this year’s budget they are more able to see any future issues that may arise. The National Insurance increases have been taken account of, but at this point they do not know how the funding will change in future. The minimum funding guarantee is hard to predict and when this is known they will be able</p>	
-----------------------	---	--

Approved in committee and signed by the Chair :



	<p>to see if they need to take any radical action. SP confirmed that it is a similar picture with other schools across the country.</p> <p>Would you say that the current levels of spending are not sustainable? The EHT said that there is enough flexibility at Bedenham at the moment with 2 members of staff out of class and some temporary teaching assistant (TA) positions, to consider changes if need be. The new budgets should be available at the March meeting to consider this in more depth.</p> <p>4.d Discuss the Financial Implications of the Pupil Level Census:</p> <p><u>Bedenham School:</u> SP explained the October 2015 census recorded 4 less children than anticipated at the beginning of the financial year and was updated at the mid-year budget revision. The numbers are improving with 6 more than originally anticipated due to a higher number of Year R applications for September 2016 (41 first choice so far) and new children since October 2015. Three children started today who are all free school meal (FSM). The January census takes place on Thursday 21st January 2016.</p> <p>Governor questions to the EHT/SP:</p> <p>Has the percentage of FSM children increased? The EHT said that the January census is what pupil premium is based on and will probably work out around the same percentage. SP explained that “ever 6” will have an effect on pupil premium but that she has not been able to calculate the figure yet. SP confirmed:</p> <ul style="list-style-type: none"> • Service children – number static at 16 • Children in care – increased to 2 • FSM – 62 (2 less than last year) • Pupils adopted from care – remains at 2 <p>The chair thanked SP for her updates.</p>	
<p>4.a</p>	<p>Budget Updates including the capital budgets:</p> <p><u>Holbrook School:</u> SK confirmed that the budget summaries had been circulated previously and tabled the SAP and budget reports up to the 31st December 2015. SK explained that there had been some changes in the teaching staff and they had built in extra support to Key Stage 1 (KS1) from Bedenham School for one day per week. They are also advertising for one teacher which will come out of next year’s budget. SK said that some expenditure is likely to be less than predicted and that the governors should note (as previously explained) that there are two amounts currently showing within the income that do not actually belong to the school - £3,665 (three thousand six hundred and sixty</p>	

Approved in committee and signed by the Chair :



	<p>five pounds) and £8,280 (eight thousand, two hundred and eighty pounds), currently under investigation.</p> <p>Governor question to SK:</p> <p>Have the Parent Teacher Association set up a separate bank account yet? Not yet but they have identified two people to be signatories. This should be set up by the end of term.</p> <p><u>Capital Budget:</u> (tabled). SK confirmed that there is a current balance of £6,369 (six thousand, three hundred and sixty nine pounds) with no major plans to spend.</p> <p>The governors discussed and agreed that some of this could be used for the playground markings.</p> <p>4.b Review any Outstanding Invoices Raised by the School:</p> <p><u>Holbrook School:</u> SK confirmed that the rent from Badgers Pre-school is still outstanding for the Autumn term, but that she has no concerns as this is usually paid in time.</p> <p>4.c Draft Outline 2016/17 and 2017/18 Budgets Using the Strategic Planning Tool:</p> <p><u>Holbrook School:</u> SK explained that she had prepared a three year plan and this was tabled. SK confirmed that 2017/18 predicts a small deficit but as previously discussed there are currently a lot of unknowns around the budget. There are contingency plans if required.</p> <p>The EHT said that there are contingency plans in place for both schools and until the new budgets are known they are unable to accurately predict the forward budgets.</p> <p>4.d Discuss the Financial Implications of the Pupil Level Census:</p> <p><u>Holbrook School:</u> SK confirmed that there are currently 253 children on roll which is 10 less than last year and these numbers have been built into the budget. There are 27 (first choice) applications for Year R and 19 (second choice) which is lower than the 41 last year.</p> <p>The EHT said that she will be asking SK to provide a list of the applicants to see if there is any duplication between the first and second choices and Bedenham school. This will give them a better indication of likely numbers. The EHT said that if there are only 27</p>	
--	---	--

Approved in committee and signed by the Chair :



<p>4.e</p>	<p>children in Year R in September, this would have an implication as they are already overstuffed. SK confirmed:</p> <ul style="list-style-type: none"> • FSM - 116 • Service children – 9 • Looked after children – 3 <p>These figures are similar to this year's.</p> <p>The chair thanked SK for her updates.</p> <p>Schools Financial Value Standard (SFVS) Update on Completed Questions 14-19:</p> <p>The chair confirmed that she had completed SFVS questions 14-25 in both schools with SK and CW at Holbrook and SP and CW at Bedenham. The chair thanked them for their support and guidance.</p> <p>The chair said that there were two outstanding actions:</p> <ol style="list-style-type: none"> 1. Completion of independent financial benchmarking. GC and JH confirmed that they will be completing this exercise in the summer term 2016. 2. Asset register checks are required every three years and there are no records to confirm when they were last checked. GC and JH confirmed that they will complete these checks when they come in for financial benchmarking. The chair thanked GC and JH for volunteering. 	<p>Complete asset register checks for both school by 31/7/16 (GC and JH)</p>
<p>4.f</p>	<p>Allocate Governors to Review SFVS Questions 20-25 and Associated Audits:</p> <p>The chair confirmed that these had already been completed and that the SFVS annual return is ready for approval at FGB. It was agreed that this would be sent to February's FGB and submitted to county by the 31st March 2016.</p>	<p>SFVS approval FGB agenda item 8/2/16 (clerk)</p>
<p>5.</p>	<p>Personnel Update:</p> <p>The EHT explained that the Pay and HR committee had reviewed staffing in detail with their meeting last week.</p> <p>The following discussion was confidential and is recorded on a separate document.</p> <p>The chair thanked the EHT for her update.</p>	
<p>6.</p>	<p>Health and Safety, Security, Premises and Refurbishment Updates:</p> <p><u>Bedenham:</u></p> <p>CW said Mr Dod is completing light duties only with weekend alarms and completing the legionella checks. Mr Charman has kindly volunteered to help with anything else such as salt spreading.</p>	

Approved in committee and signed by the Chair :



	<p>CW confirmed that new lighting is going in in February and that there had been no near misses.</p> <p><u>Holbrook:</u> ZD explained that they had requested a further quote for the playground markings and that she and Mr Plow had designed what they would like. The final quotes will be brought back to committee when received.</p> <p>ZD said that the site manager has reviewed the standard of cleaning with all cleaners having identified some improvements that were required.</p> <p>ZD said that they had previously been chasing the results of the county glazing survey and due to some problems by county they had had to repeat the survey on Friday. Due to the delay being down to county it is hoped that the school will be given some leeway with the timescales on remedial action. The EHT explained the risk assessments on the glazing that are required following the audit and that there is a high probability of there being big budget implications. The cost of replacing windows/glass and putting on safety film is down to the school.</p> <p>ZD confirmed that there had been no near misses and four accidents involving adults (none for children). Two violent incident reports had been completed and addressed.</p> <p>The chair thanked CW and the ZD for their updates.</p>	
7.	<p>Review Any Actions Required From The Accessibility Plans: Bedenham: CW confirmed that she had shared the accessibility leaflet at the last meeting and that this was the last action required at Bedenham although in the long term there may be a need to put in a hearing loop. The EHT said that she would like to put in new doors with low level visibility but as they cost approximately £1,000 (one thousand pounds) per door they have initially budgeted for three this year out of six.</p> <p>Holbrook: ZD said that the signs and marking refreshment works are ongoing and they will be looking at the leaflet prepared at Bedenham. The lighting rig has been completed and the taps are all now levered.</p> <p>The chair thanked CW and ZD for their updates.</p>	
8.	<p>Financial Skills Review: SK confirmed that under SFVS guidance she has now received skills forms from all committee members apart from SR and IW, which she will obtain and will look for any skills gaps.</p>	Obtain financial skills forms for SR and IW and complete skills gap analysis (SK)

Approved in committee and signed by the Chair :

Date: 7th March 2016



The Federation of Bedenham & Holbrook Primary Schools

<p>9.</p> <p>9.a</p> <p>9.b</p>	<p>Minutes of Previous Meeting 23rd November 2015: The minutes had been previously circulated, the confidential minutes were tabled.</p> <p>Approval: The minutes were unanimously approved as a true record and signed by the chair.</p> <p>Matters Arising:</p> <p>Action number 10, agenda item 4.c: SK confirmed that the link for financial benchmarking had been sent to committee members on the 24th November as requested. A benchmark report for Holbrook sent out by the DfE had been previously circulated.</p> <p>Action 11, agenda item 4.c: GC and JH confirmed that they will be carrying out financial benchmarking by the end of the summer term and for this action to be carried forward.</p> <p>Action 12, agenda item 4.d: The chair confirmed that SK will be obtaining the skills analysis forms for SR and IW, as previously discussed.</p> <p>Action 13, agenda item 4.e: The chair confirmed that all SFVS questions had now been completed.</p> <p>Action 14, agenda item 8.a: The chair confirmed that the outstanding items from the accessibility plans had been reviewed previously in the meeting.</p> <p>There were no further matters arising that are not already covered within the agenda.</p>	<p>Benchmarking activity (GC and JH)</p>
<p>10.</p>	<p>Agreed Urgent Business: None.</p>	
<p>11.</p>	<p>Confirm Date of the next meeting: The chair confirmed that the next meeting will be held at Bedenham School on the 7th March 2016 at 6pm.</p>	
<p>12.</p>	<p>Items for Next Meeting: The committee discussed and agreed that the next meeting should focus on the new budget settings. The charging and remissions policy for Holbrook should be reviewed and approved within the policy working party.</p> <p>The chair thanked everyone for their attendance and inputs and closed the meeting at 6.58pm.</p>	

Agreed action points from the meeting

Action Number	Agenda item	Action Required	Responsibility	Completed
11	4.c	Benchmarking activity	JH & GC	
15	3	FGB agenda item – committee membership	Clerk	
16	4.e	Complete asset register checks for both	GC & JH	

Approved in committee and signed by the Chair :

Date: 7th March 2016



The Federation of Bedenham & Holbrook Primary Schools

		schools by 31/7/16		
17	4.f	SFVS approval FGB agenda item 8/2/16	Clerk	On FGB agenda
18	8	Obtain financial skills forms for SR and IW and complete skills gap analysis	SK	

Approved in committee and signed by the Chair :

Date: 7th March 2016