



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 9TH MAY 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 |
| S Reed (SR) | Co-opted Governor S |
- In attendance:**
- | | |
|----------------|----------------------------|
| J Dunn (Clerk) | Local Authority Clerk |
| S Pellatt (SP) | Finance Officer (Bedenham) |
| S Kelly (SK) | Finance Officer (Holbrook) |
- Apologies:** None
- Absent:** 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 no apologies had been received and that I Wood was not present. The clerk confirmed a quorum was present.	
2.	Declarations of Pecuniary Interests: No further declarations were made for this meeting.	
3.	Agree Urgent Business: No items were requested	
4	Finance:	
4.a	Budget reviews including predicted outturns for 2015/16 and any significant variances: <u>Bedenham Primary School</u> SP confirmed that she had previously circulated the SAP budget reports and checked that all governors had been able to read through them. This was confirmed. SP tabled hard copies. SP confirmed that the final budget outturn for 2015/16 is:	

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<p>4.b</p>	<p>Total expenditure £1,558,625.00 (one million, five hundred and fifty eight thousand, six hundred and twenty five pounds). Total income £1,569,243.00 (one million, five hundred and sixty nine thousand, two hundred and forty three pounds). In year surplus £10,618.00 (ten thousand, six hundred and eighteen pounds). Surplus brought forward £51,000.00 (fifty one thousand pounds). Cumulative surplus carried forward £61,618.00 (sixty one thousand, six hundred and eighteen pounds).</p> <p>SP explained that the planned cumulative surplus had been £44,696 (forty four thousand, six hundred and ninety six pounds) and the difference was mainly due to the fire doors not being replaced in the 2015/16 financial year and postponed to 2016/17, less being spent on ICT than was planned and less spent on training than was planned. Income was less than expected and the £1,500 (one thousand five hundred pounds) grant for the apprentice had not been approved.</p> <p>SP asked if there were any questions. No questions were asked and the chair confirmed that the budgets had been discussed in depth within previous committee meetings.</p> <p>Review 2016/17 budget plans for FGB approval:</p> <p><u>Bedenham School</u> Previously circulated.</p> <p>Predicted Total Expenditure £1,581,019 (one million, five hundred and eighty one thousand and nineteen pounds) Predicted Total Income £1,525,703 (one million, five hundred and twenty five thousand, seven hundred and three pounds) Predicted in year deficit £55,317 (fifty five thousand, three hundred and seventeen pounds) Surplus Brought forward £61,618 (sixty one thousand, six hundred and eighteen pounds) Predicted Cumulative surplus carried forward £6,301 (six thousand, three hundred and one pounds)</p> <p>SP highlighted:</p> <ul style="list-style-type: none"> • Staffing costs have been slightly reduced under the supply budget, with less sick leave expected. • 4861 An additional £6,000 (six thousand pounds) has been allocated to music. • 4878 Additional £2,000 (two thousand pounds) allocated for PE. • 5932 An additional £3,000 (three thousand pounds) allocated for Hampshire Inspection and Advisory Service 	
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4.c	<p>(HIAS), as this is a true reflection of spending over the last two years.</p> <ul style="list-style-type: none"> • Income is lower with reduced budget share, Pupil Premium funding and Special Educational Needs (SEN) funding. • Pupil numbers are due to increase in 2016/17 but will decrease from 17/18 due to the high numbers in the current Year 5. • Should Universal Free School Meals (UFSM) cease there will be a negative impact on income as forecast. <p>SP asked for questions.</p> <p>Governor question to SP:</p> <p>Have you been told if there is a likelihood of UFSM ending? No, but governors need to be aware that we receive a surplus from providing these and if it was removed it would have a detrimental effect on our budget.</p> <p>Review 3 year strategic financial plans for FGB approval:</p> <p><u>Bedenham School.</u> Previously circulated.</p> <p>SP explained that that 2017/18 indicates a cumulative surplus but that 2018/19 shows a cumulative deficit of £68,079 (sixty eight thousand and seventy nine pounds). SP and the EHT confirmed that things will be put in place to correct that position.</p> <p>The chair confirmed that the governors are aware of the future year's deficit as shown in the budget plan and that they will take action to address it, if required.</p> <p>SP asked for questions.</p> <p>Governor questions to SP:</p> <p>Is this a slightly better position than you had expected for the 3 year plan? Yes.</p> <p>Why were we not eligible for the apprenticeship grant? We had some teaching assistants (TAs) who had gone through NVQ training and this counts as apprentices, which we were not made aware of.</p> <p>Under staffing how are we affected by the change in law in 2014, regarding protection of staff under temporary contracts and having to pay a penalty if we let them go after two years? The EHT explained that after two years staff on temporary contracts have the same rights as permanent employees but that a penalty will not be applied for up to four years. The EHT said that</p>	
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<p>4.a</p>	<p>she feels it is better to consider staff within the two year time period. SK confirmed that schools also need to consider if they have been employed by Hampshire County Council (HCC) during that time as this is the same employer.</p> <p>Looking at stationery do you ever consider joining forces as a federation to see if there are any savings to be had? Not as yet, but that is something we could consider.</p> <p>The stationery budget for Holbrook is £2,000 (two thousand pounds) less than at Bedenham, why do you think that is? We use different codes sometimes and this could account for the discrepancy. The EHT said that by using HCC supplies the schools will already have taken advantage of cost savings.</p> <p>Have you considered if one school is carrying surplus stock before ordering? We do sometimes borrow from each other.</p> <p>Capital Budget: Previously circulated.</p> <p><u>Bedenham School</u></p> <p>SP confirmed that the surplus brought forward is £117.22 (one hundred and seventeen pounds and twenty two pence). The allocation for 2016/17 is £7,082.50 (seven thousand and eighty two pounds and fifty pence). The balance is £7,199.72 (seven thousand, one hundred and ninety nine pounds and seventy two pence).</p> <p>CW confirmed that they are looking at upgrading the IT and will be considering if this could come out of the capital budget.</p> <p>There were no further questions and the chair thanked SP for her reports.</p> <p>The chair asked SK to present the agenda items 4.a to 4.c for Holbrook School.</p> <p>Budget reviews including predicted outturns for 2015/16 and any significant variances:</p> <p><u>Holbrook School.</u> Previously circulated.</p> <p>SK confirmed that she had previously circulated the SAP budget reports and checked that all governors had been able to read through them. This was confirmed. SK tabled hard copies.</p> <p>SK confirmed the final budget outturn for 2015/16: Total expenditure £1,792,907.00 (one million, seven hundred and ninety two thousand, nine hundred and seven pounds). Total income £1,714,270.00 (one million, seven hundred and</p>	
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<p>4.b</p>	<p>fourteen thousand, two hundred and seventy pounds). In year deficit £78,637.00 (seventy eight thousand, six hundred and thirty seven pounds). Surplus brought forward £148,680.00 (one hundred and forty eight thousand, six hundred and eighty pounds). Cumulative surplus carried forward £70,043.00 (seventy thousand and forty three pounds).</p> <p>SK asked governors to note that £3,655 (three thousand, six hundred and fifty five pounds) income belongs to another school and is yet to be taken by county. This has been accounted for in the 2016/17 budget. SK confirmed that the committee had discussed this in previous meetings.</p> <p>SK explained that the original planned cumulative surplus was £55,148 (fifty five thousand, one hundred and forty eight pounds). SK referred the governors to the notated budget report with explanations for significant variances. These included:</p> <ul style="list-style-type: none"> • Staffing costs higher than predicted due to a new learning support assistant (LSA) being employed to support a specific child and additional hours to cover staff absence and training. • 3740 efficiency savings on maintenance • 3860 labour savings made on building alterations • 4540 and 4407 more education supplies purchased • 4496 increased IT support • 4719 photocopying less than expected • 5414 higher than expected due to more day trips and delayed payments from parents • 5932 additional support from HIAS • 6552 additional grant income from the cluster • 7003 increased income due to the subsidy for music lessons being reduced • 7127 increased funding for the minibus from HCC • 7203 funding for the School-Centred Initial Teacher Training (SCITT) student • 7418 income belonging to another school as previously mentioned • 7691 additional SEN funding • 7694 additional Pupil Premium funding <p>SK said that the cumulative surplus will provide a cushion for the next three years, with falling income and rising staffing costs. SK asked for any questions and none were received.</p> <p>Review 2016/17 budget plans for FGB approval:</p>	
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	<p><u>Holbrook School</u> Previously circulated.</p> <p>Predicted total expenditure £1,646,374 (one million, six hundred and forty six thousand, three hundred and seventy four pounds). Predicted total income £1,651,069 (one million, six hundred and fifty one thousand and sixty nine pounds). Predicted in year surplus £4,695 (four thousand, six hundred and ninety five pounds). Surplus brought forward £70,043 (seventy thousand and forty three pounds). Predicted cumulative surplus carried forward £74,738 (seventy four thousand, seven hundred and thirty eight pounds).</p> <p>SK confirmed that all staffing is in place at Holbrook and that supply cover has been reduced in the budget as they will be using Higher Level Teaching Assistants (HLTAs) to cover planned absence. There has been a small increase for other staff with additional lunchtime assistants in the Autumn term who are permanent. The EHT confirmed that this has led to a much calmer atmosphere at lunchtimes. An agency support teacher was used throughout most of the summer term, which is reflected in the budget. SK explained that the cost of the playground marking has been allocated in the revenue budget but she will be asking if it can come out of the capital budget. The cleaning budget has been reduced following discussions with the site manager. SK asked for questions.</p> <p>Governor questions to SK:</p> <p>Why is the budget for cleaning supplies so much higher at Holbrook than Bedenham? We have reduced the stock and the site manager has quotes for other suppliers than county to see if it reduces cost any further. ZD said that the two site managers have discussed this issue. The EHT said that they are comparing cleaning products over the next couple of terms as in theory the schools being much the same size, the budgets should be similar. The governors discussed and agreed that the comparisons should be brought back to the committee for review.</p> <p>Does the Bedenham budget include the Lennox Centre and do you get the costs refunded? SP confirmed that it does and they are reimbursed. The EHT said that this shows how much higher the spend is at Holbrook.</p> <p>Do either finance officers have any areas of concern they want to bring to the governors' attention? SP and SK said no.</p> <p>SK explained that the school has been successful in obtaining donations for the cross country team and for the football kit and are hoping to do more fund raising.</p>	<p>Bring comparison of cleaning supplies to Spring term meeting 2017 (EHT)</p>
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	<p>The governors discussed the contributions from the PTA and it was agreed that the chair of governors would arrange to attend another meeting to find out where their focus will be in 2016/17. It was noted that the PTA do not hold accounts at present.</p> <p>SK explained that the rent charged to Badgers pre-school has been reduced as they now employ their own cleaner. Another £6,757 (six thousand, seven hundred and fifty seven pounds) is due to come in from them but this has to be done by county and then passed on to Holbrook.</p> <p>SK said that the cumulative surplus appears high, however this is needed to support the budget in future years.</p> <p>Have we made a loss on day activities? Yes, we always do. We try to match the cost of the residential visits and will subsidise some pupil premium children.</p> <p>Why do we make a loss? Not all parents will pay and we also round down the cost. We have had a lot more expensive trips this year and it is a balance of giving the children experiences and not asking parents for too much. The EHT said that following the changes to parent contributions in 2015/16, it should be easier next year as the parents are more used to what will be asked of them and they can see the benefits for their children.</p> <p>Do you ask parents to cover the whole cost? We will always subsidise to a certain extent and not all parents will pay. We will try not to stop children from going unless the numbers are not viable.</p> <p>Are you expecting the loss to reduce in the future? Hopefully.</p> <p>How have you allocated the additional £14,000 (fourteen thousand pounds) for high needs top up funding? We have used it for additional teaching assistants (TAs) and spent more than the top up amount.</p> <p><u>Community Budget 2016/17</u> Previously circulated.</p> <p>Predicted Income £6,757 (six thousand, seven hundred and fifty seven pounds) Predicted expenditure £6,757 (six thousand, seven hundred and fifty seven pounds) Predicted in year surplus £0 (nil) Surplus brought forward from 2015/16 £448 (four hundred and forty eight pounds) Predicted Cumulative surplus £448 (four hundred and forty eight pounds)</p> <p>Governor questions to SK:</p> <p>Do we set our own rates for hire? Yes it is up to the school,</p>	<p>Meet PTA re their fund raising foci (GC)</p>
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<p>4.c</p>	<p>however no one is hiring the hall at the moment. What about at Bedenham? SP said that they used to in the evenings but are no longer competitive as the cost of the site manager increases the hiring fee. For both schools due to their size only one or two events could be held in an evening whilst for secondary schools several events can occur which means the caretaking costs are shared reducing the costs to each hirer.</p> <p>Review 3 year strategic financial plans for FGB approval:</p> <p><u>Holbrook School</u> Previously circulated.</p> <p>SK explained that the budget has a reduced surplus carried forward over the next three years. The excess balance from 2015/16 will be spent on improving furniture in the school hall and staffroom, new playground markings and offsetting the increased cost of staffing over the next three years. The school will continue to invest in staff training. There will be a small balance by the end of 2018/19 and the budget will be monitored closely in case action needs to be taken to prevent a deficit.</p> <p>SK asked governors to note that should Universal Free School Meals (UFSM) be stopped this would significantly affect the school budget as they currently receive around £7,000 (seven thousand pounds) per year.</p> <p>Governors commented that the forward budget position is a considerable achievement bearing in mind where the school was at the beginning of the federation. The governors congratulated the finance officer and management team.</p> <p>Governor question to EHT:</p> <p>I note that pupil numbers are down next year, is this reflected across other local schools? No, there is a geographical divide between the middle of Gosport and Fareham. There are only enough children expected to start in Year R in September 2016 for one teacher and it would therefore be ideal to pick up children within the other year groups.</p> <p>Capital Budget:</p> <p><u>Holbrook School</u> Previously circulated.</p> <p>Allocation 2016/17 £6,959 (six thousand, nine hundred and fifty nine pounds) Surplus brought forward £6,369 (six thousand, three hundred and sixty nine pounds)</p>	
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	<p>Balance carried forward £13,328 (thirteen thousand, three hundred and twenty eight pounds)</p> <p>SK said that they are getting quotes for changes to the First Aid room and the administration office. The remainder will be spent on IT hardware, playground markings and/or Year R iPads.</p> <p>Governor question to EHT:</p> <p>Do you have any plans for the reception area? We have talked through some ideas and I would like a porch but the cost may be prohibitive. The governors spent some time discussing ideas to address entrances and security and agreed that as this could be a safeguarding issue, that the EHT would contact Sue Dowson and see if there is any funding available from county.</p> <p>The governors unanimously recommended the following budgets as detailed previously in the minutes, to the FGB for approval:</p> <ul style="list-style-type: none"> • Bedenham Primary School Budget 2016/17 • Holbrook Primary School Budget 2016/17 • Holbrook Primary Community Budget 2016/17 • Bedenham Primary School Capital Budget and Spend • Holbrook Primary School Capital Budget and Spend • Bedenham Primary School 3 Year Strategic Financial Plan • Holbrook Primary School 3 Year Strategic Financial Plan <p>The chair thanked SP and SK for their budget reports.</p>	<p>Contact county ref funds for new Holbrook entrance/reception area (EHT)</p>
<p>5</p>	<p>Staffing Update and Recruitment:</p> <p><u>Bedenham School:</u> The EHT confirmed that the school is fully staffed from September 2016 apart from a Year 6 teacher for which interviews are taking place this week. An agency teacher has been employed to cover Year 3/4 for the summer term and a newly qualified teacher (NQT) has been employed for Year 1/2 . There were twenty two applicants for the TA BESD provision and they will be interviewing seven.</p> <p><u>Holbrook School:</u> The EHT confirmed that they have employed an experienced Year 6 teacher and two NQTs, both of whom are through the local SCITT programme and consequently should be well aware of the demands of teaching. One of the NQTs is in fact the SCITT student they have had at Holbrook this year. The EHT confirmed that the school is fully staffed at the moment and there are contingency</p>	

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	plans if required.	
	The chair thanked the EHT for her update.	
6	<p>Health and Safety, Premises and Security:</p> <ul style="list-style-type: none"> • Health and Safety Newsletter (previously circulated). <p>The chair checked if there were any questions from the newsletter and none were asked.</p>	
7	<p>Minutes of Previous Meeting 7th March 2016:</p> <p>The minutes had been previously circulated, the confidential minutes were tabled.</p>	
7.a	<p>Approval:</p> <p>The minutes were amended on page 2 to read “Lexia” and the date on action point 16 to be the 31st July 2016. With these amendments both minutes were unanimously approved as a true record and signed by the chair.</p>	
7.b	<p>Matters Arising:</p> <p>Action number 16, agenda item 4.e: The chair confirmed that this action is not due for completion until 31st July 2016 and will be carried forward.</p> <p>Action 19, agenda item 4.a: The EHT said that they had decided not to advertise nationally for teachers, due to the good response obtained. If a Year 6 teacher is not successfully appointed by September 2016, the position will be looked at again.</p> <p>Action 20, agenda item 4.a: The EHT said that rather than put a pack together about why Gosport is “Great”, they added a line to the advert explaining how close Gosport is to Gunwharf and West Quay and similar.</p> <p>Action 21, agenda item 4.b: SP said that she had chased up the financial benchmarking report for Bedenham, but it had not yet been received. This action to be carried forward.</p> <p>The following conversation was confidential and is recorded on a separate document.</p> <p>There were no further matters arising from the minutes.</p>	
8	<p>Communications:</p> <ul style="list-style-type: none"> • DfE Guidance on schools financial efficiency (previously circulated). <p>The governors commented that these guidelines had been very useful and the chair confirmed that she had asked the HoS’ what their top three priorities for spending are in 2016/17, apart from staffing.</p> <p>Holbrook School – ZD confirmed these are:</p> <ol style="list-style-type: none"> 1. Training and support 	

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	<p>2. ICT hardware 3. Building work – first aid room</p> <p>Bedenham School – CW confirmed these are:</p> <p>1. ICT 2. Staff training for new staff including team teach 3. New doors for the hall</p> <p>The EHT said that training and support are the key priorities in light of the reduced budgets as they have to concentrate on teaching and learning.</p>	
9.	Agreed Urgent Business: None.	
10	Confirm Date of the next meeting: The chair confirmed that the next meeting will be held at Bedenham School on Monday the 20 th June 2016 at 6pm. SR gave her apologies for this meeting as she will be in on the Holbrook residential visit. Apologies were accepted.	
11	Items for Next Meeting: <ul style="list-style-type: none"> • Budget reviews • Terms of Reference Review • Staffing structure for the next academic year <p>The chair thanked everyone for their attendance and inputs and closed the meeting at 7.15pm.</p>	

Agreed action points from the meeting

Action Number	Agenda item	Action Required	Responsibility	Completed
16	4.e	Complete asset register checks for both schools by 31/7/16	GC and JH	
21	4.b	Investigate benchmark report card for Bedenham	SP	
22	4.b	Bring comparison of cleaning supplies to Spring term meeting 2017	EHT	
23	4.b	Meet PTA re their fund raising foci	GC	
24	4.c	Contact county ref funds for new Holbrook entrance/reception area	EHT	

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Date: 13th June 2016

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