



The Federation of Bedenham & Holbrook Primary Schools

Meeting of the Finance Committee meeting held on Monday 23rd April 2018 at Holbrook Primary School 5pm

Present:

K Lethbridge (KL)	Local Authority Governor (Chair)
T Potter (EHT)	Executive Headteacher
S Reed (SR)	Co-opted Governor
J Heath (JH)	Co-opted Governor
G. Cull (GC)	Co-Opted Governor

In attendance:

C Harman (Clerk)	Local Authority Clerk
S Pellatt (SP)	Finance Officer Bedenham
S Kelly (SK)	Finance Officer Holbrook
Z Dudley (ZD)	HOS Holbrook

Apologies:

R. Dickson (RD)	Co-Opted Governor
C.Wood (CW)	HOS Bedenham

Absent: None

Quorum: Present: 3 required

GOVERNORS KEY ROLES: **Support** and **Challenge**

Agenda		ACTION POINTS
1.	<p>Welcome and Apologies for Absence: The chair opened the meeting at 5:00pm.</p> <p>The chair confirmed that there were apologies that had been received and accepted from RD and CW.</p> <p>The clerk declared that the committee was quorate.</p>	
2.	<p>Declarations of Pecuniary Interests: None</p>	
3.	<p>Agree Any Urgent Business EHT wanted to discuss the Holbrook restructure, the chair agreed this could be discussed.</p>	
4	<p>Finance</p> <ul style="list-style-type: none"> • Review outturn from previous financial year and ensure any significant variances are understood. 	

Approved at Committee and signed by Chair:



- Review budget plan and 3-year plan

Bedenham

SP explained to Governors that the out turn was nearly £34,000. The school was expecting this figure to be £13,000 but received additional funding for SEN which was not expected.

Final figures for 2017/18 are

Total expenditure: £1,603,672 (one million, six hundred and three thousand, six hundred and seventy-two pounds)

Total income: £1,610,915 (one million, six hundred and ten thousand, nine hundred and fifteen pounds)

In year surplus: £ 7,243 (seven thousand, two hundred and forty-three pounds)

Carry forward 16/17 £ 26,510 (twenty-six thousand, five hundred and ten pounds)

Total carry forward 17/18 £ 33,753 (thirty-three thousand, seven hundred and fifty-three pounds)

Governor asked, in relation to the additional SEN funds, is this able to be spent on additional equipment, training etc.?

EHT explained that it had already been built into the carry forward and was not available to be spent. Infact it was additional SEN funding for what had already been spent that financial year.

SP told Governors that the main variances were:

- Additional £7,328 SEN funding received. This was additional funding where spend on pupils with EHCP/SENSA exceeds 3.75% of budget share.
- Outdoor Classroom fundraising of £7,813 is included, offset by expenditure of £10,500 in 18/19.
- Payments have been received in advance for Wales Residential trip of £3,720
- Teaching costs £9,000 less than anticipated (UPS teacher resigned December, and maternity leave)

SP talked Governors through the CFR report and talked through the key notes that had impacted the budget.

Approved at Committee and signed by Chair:



Governor asked in relation to E12 Building Maintenance and Improvement, when can the school utilise the capital budget?

EHT explained that the capital budget can only be used for significant building work or refurbishment to the school or for computing hardware

Governor asked, last time, it was identified that there was a problem with the heating, what has been done to resolve this?

SP explained that heating costs were lower despite this. There is plans to get this fixed, but it could cost the school an additional £150. It was agreed this would be money well spent in the long run.

Governor asked in relation to E25 Catering Supplies, does this include free school meals?

SP told Governors E25 was for paid school meals and free school meals is shown in I18 and !17.

EHT told Governors that the school had spent less than expected. **Governors were pleased to see this and were happy with the explanation given by SP from the CFR report.**

SP gave the figures for the three-year plan which are:

In year deficit 18/19	£ 791 (seven hundred and ninety-one pounds)
Carry forward 17/18	£33,753 (thirty-three thousand, seven hundred and fifty-three pounds)
Cumulative Surplus 18/19	£32,963 (Thirty-two thousand, nine hundred and sixty-three thousand)

Due to the additional SEN funding this year it has meant the carry forward has reduced the deficit in 18/19. However, the deficit is currently quite high for year 3, but there are so many variables that could impact this.

Bedenham has received 27 Year R 2018 applications. Therefore, the school reduced the number in following years within the finance package for joining Year Rs from 40 to 30 in case the trend continues.

It is still unknown whether the SENSA funding will continue and if the sports premium will continue.

EHT added that this year the school could cope with the in-year deficit of £791 but if year 2 remains at £33,753, the school may need to consider a restructure. EHT suggested we would look at this in more detail at budget review.

SP then ran through the report of what expenses and income had significantly



changed from moving into the new financial year.

Governor asked in relation to E20 ICT Learning Resources, is the school continuing with Agile as the provider for the website?

EHT explained they did get quotes from other providers but found Agile to be the best option. The school will be paying Agile £1000 to design a new website as a recent audit demonstrated that despite the current website being compliant with statutory requirements it could be more user friendly

SP gave Governors the figures for the capital budget which were:

Carry forward balance 17/18:	£ 2984
Committed spend:	£ 3610
Balance (deficit):	£ 626

She explained that allocations for 18/19 are still to be advised but are expected to be similar to 17/18 at approximately £7,000.

Governors thanked SP for the report and had no further questions.

Holbrook

SK gave Governors the figures for the budget outturn for 17/18. They were:

Total income: £1,694,978 – one million, six hundred and ninety-four thousand, nine hundred and seventy-eight pounds.

Total expenditure: £1,677,049 – one million, six hundred and seventy-seven thousand, and forty-nine pounds.

In year surplus: £17,929 – seventeen thousand, nine hundred and twenty-nine pounds.

Surplus brought forward from 2016/17: £48,382 – forty-eight thousand, three hundred and eighty-two pounds.

Balance carried forward to 2018/19: £66,311 – sixty-six thousand, three hundred and eleven pounds.

She explained that the budget is looking healthy and the school received additional SEN funding of £56,000 that impacted this. The county will not commit to the school receiving this amount next year and has told the school to put £20,000 within the budget.

Governor was frustrated by the fact that this money was received at the end of the



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<p>school year. If it was received upfront the school could use this for the SEN children.</p> <p>EHT agreed and said that it was the reason the restructure had to go ahead as the school could not count on these additional funds.</p> <p>SK then explained to Governors the details of the budget. Highlighting the notes on the pink sheet. In addition to this she explained:</p> <ul style="list-style-type: none">- E15 Water and Sewerage were additional water costs. The school thought that they may have had a leak which is why this may have gone up, but this has been investigated and there isn't one. The school will continue to monitor this.- E16 Energy – The new gas metre was not connected but it due to be shortly, so there will be a charge. <p>Governor asked in relation to E22 Administrative Supplies Holbrook's photocopying costs are less then Bedenham's. Could Holbrook share best practise?</p> <p>SK and SP both agreed it was worth investigating.</p> <p>SK gave the figures for the budget for 18/19. They were:</p> <p>Predicted income: £1,609,694 – one million, six hundred and nine thousand, six hundred and ninety-four pounds.</p> <p>Predicted expenditure: £1,651,646– one million, six hundred and fifty-one thousand, six hundred and forty-six pounds.</p> <p>Predicted in-year deficit: £41,952 – forty-one thousand, nine hundred and fifty-two pounds.</p> <p>Surplus brought forward from 2017/18: £66,312 – sixty-six thousand, three hundred and twelve pounds.</p> <p>Predicted cumulative surplus: £24,360 – twenty-four thousand, three hundred and sixty pounds.</p> <p>She talked through the additional notes on specific sections of the budget.</p> <p>SK moved onto the three-year budget summary which showed that finances continue to remain tight, and at the moment the school is forecasting a deficit from 2020-21. She explained:</p> <ul style="list-style-type: none">• Non-fixed costs e.g. resources, trips, training courses etc. are under constant review and value for money is a priority.• The school is undergoing a staffing restructure with significant cuts to staff numbers at the end of the summer term.• The school is planning to implement a reduction in PAN to 30 (reduced	<p>Investigate into high photocopying costs for Bedenham and share best practise with Holbrook – SP and SK</p>
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Approved at Committee and signed by Chair:



	<p>from 45) to avoid mixed-year classes and uncertainty over teacher requirements in the future. This will take several years to feed through to all year groups in the school.</p> <p>EHT told Governors that she has been told by county that the PAN can now be changed from September 2018. If they receive any additional allocations it will be recommended they go into Bedenham.</p> <p>Governors were very pleased with this. However, there is still major concern from Governors and the leadership team over the restructure and the reduction in staff. There is a worry that this will impact negatively on the children.</p> <p>SK gave Governors figures for the Community Budget which were:</p> <p>Predicted income: £4764 – four thousand, seven hundred and sixty-four pounds. Predicted expenditure: £4,764 – four thousand, seven hundred and sixty-four pounds. Predicted in-year surplus: £0 - nil Surplus brought forward from 2017/18: £449 – four hundred and forty-nine pounds. Predicted cumulative surplus: £449 – four hundred and forty-nine pounds.</p> <p>And for the Capital Budget which were:</p> <p>Allocation 2018/19 (provisional): £??? – likely to be between £6,000 and £7,000 Surplus brought forward from 2017/18: £7,055 – seven thousand, and fifty-five pounds.</p> <p>Governors thanked SK for a good report and had not further questions to add.</p> <p>Governors unanimously voted that they will be recommending these budgets to be approved at the next FGB meeting.</p>	
4.1	Maintenance Plan <p>EHT explained that the site manager has created a maintenance plan which goes up to 2027. It is a planned cycle which outlines what work is to be carried out, where and when. The site manager has analysed carpets and documented when they will need to be replaced.</p>	

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	<p>Governors were very impressed by this document and commented how it was easy to track.</p> <p>Governor asked if the cost for the carpets could come out of the Capital Budget?</p> <p>EHT said unfortunately no.</p> <p>EHT told Governors that she has never seen anything like this report before and says that it was very good piece of work.</p> <p>EHT told Governors that there is also a development plan which is a wish list of work to be done. This could come out of the Capital Budget. EHT went through the list and said she will be asking the site manager to add the Outdoor classroom and the conservatory to this.</p> <p>Governors then discussed the replacement of the conservatory. EHT explained that she would like to take it down and replace with a canopy, but this would cost around £50,000. EHT will ask Site manager to investigate this further and will discuss this with Governors when she has an update.</p> <p>Governors agreed that this maintenance plan should be reviewed and tracked.</p>	<p>EHT to ask Site manager to adjust development plan and get update on conservatory costs - EHT</p>																								
<p>5</p>	<p>Minutes of Previous Finance Committee Meetings 6th November 2017 and 5th March 2018: Approval</p> <p>Both sets of minutes were unanimously approved and signed by the chair.</p> <p>a) Matters Arising and Actions Agreed</p> <table border="1" data-bbox="244 1413 1158 2020"> <thead> <tr> <th>Action Number</th> <th>Agenda reference</th> <th>Action Required</th> <th>Who By</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>4.3</td> <td>Arrange date to do benchmarking</td> <td>KL and JH – Carry forward</td> </tr> <tr> <td>8</td> <td>5</td> <td>Write to PTA about account</td> <td>JH – Carry forward</td> </tr> <tr> <td>10</td> <td>4</td> <td>Break down further the CFR budget to show how much comes from pupil premium etc</td> <td>SP and SK - Complete</td> </tr> <tr> <td>11</td> <td>4</td> <td>Break down further the SEN budget to show how much comes from pupil premium etc.</td> <td>SP and SK - Complete</td> </tr> <tr> <td>12</td> <td>4</td> <td>Speak to caretaker about cleaning costs</td> <td>EHT – Carry forward – awaiting feedback from</td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	3	4.3	Arrange date to do benchmarking	KL and JH – Carry forward	8	5	Write to PTA about account	JH – Carry forward	10	4	Break down further the CFR budget to show how much comes from pupil premium etc	SP and SK - Complete	11	4	Break down further the SEN budget to show how much comes from pupil premium etc.	SP and SK - Complete	12	4	Speak to caretaker about cleaning costs	EHT – Carry forward – awaiting feedback from	
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				caretaker		
	13	5	Add approval of Finance Committee to next FGB	Clerk - Complete		
	14	5	Ask Richard Dickson to join the Committee	KL – Complete		
	15	5	Hold and review car insurance certificates of staff	SP and SK – Carry forward		
	16	5	Put Debt approval policy on agenda for next FGB	Clerk - Complete		
6	<p>Any urgent business:</p> <p>EHT told Governors that all audits of staff for the restructure had been completed and were almost analysed. The audit works by giving staff points for experience and qualifications. EHT will be sending this to EPS to make the final checks. The staff who are successful will receive a letter and the staff with the lowest scores will continue through to the next stage. EPS, along with school will support staff in the process of redeployment and staff will be able to attend a course on this. Once final analysis of the audits are completed and staff have been selected for potential redundancy they receive a letter to this effect and need to let us know if they want to attend a governors' hearing. EHT to keep governors informed as appropriate.</p> <p>Governor asked would it be taken into consideration that some of the staff do not drive so would not be able to take a job further afield?</p> <p>EHT said that EPS would take this into account.</p> <p>By the end of this week staff involved will know the outcome. Originally 4 were due to be made redundant as part of the restructure but one has resigned so therefore that leaves 3.</p>					
7	<p>Items for Next Finance Committee meeting 16th July 2018 at Bedenham School 4pm:</p> <ul style="list-style-type: none"> • Review/monitor spending against current budget plan • Consider budgetary implications of staffing structure for new academic year • Evaluate value for money 					

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Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
17	4	Investigate into high photocopying costs for Bedenham and share best practise with Holbrook	SP and SK
18	4	EHT to ask Site manager to adjust development plan and get update on conservatory costs	EHT

Approved at Committee and signed by Chair:

Date: 16/07/2017

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