



The Federation of Bedenham & Holbrook Primary Schools

Minutes of the Finance Committee meeting held on Monday 4th March 2019 at Bedenham Primary School 5pm

Present: Sarah Duffy (EHT SD) Interim Executive Head Teacher
Summerton (EHT SS) Interim Executive Head Teacher (Arrives 5:15pm)
S Reed (SR) Co-opted Governor
R. Dickson (RD) Co-Opted Governor
H. Manfield (HM) Parent Governor
G. Cull (GC) Co-Opted Governor (Chair for this meeting)

In attendance: C Harman (Clerk) Local Authority Clerk
S Pellatt (SP) Finance Officer Bedenham
S Kelly (SK) Finance Officer Holbrook

Apologies: J Heath (JH) Co-opted Governor
K Lethbridge (KL) Local Authority Governor (Chair)

Absent: None

Quorum: Present: 3 required

GOVERNORS KEY ROLES: Support and Challenge

Agenda		ACTION POINTS
1.	<p>Welcome and Apologies for Absence: GC opened the meeting at 5:05pm.</p> <p>GC confirmed that apologies were received and accepted from JH and KL. EHT SS was running late for the meeting. GC explained that as JH and KL had both sent their apologies, he would chair the meeting.</p>	
2.	<p>Declarations of Pecuniary Interests: None</p>	
3.	<p>Agree Any Urgent Business None</p>	
4	<p>Finance</p> <p>Review/monitor spending against current budget plan</p>	

Approved at Committee and signed by Chair:



Draft outline Budget plan for next financial year(s) to meet School Improvement Priorities

Bedenham

Balances as at 25.2.19

Expenditure £1,482,308 (one million, four hundred and eighty-two, three hundred and eight pounds)

Income £1,562,505 (one million, five hundred and sixty-two thousand, five hundred and five pounds)

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

Current balance: £ 113,950 (one hundred and thirteen thousand, nine hundred and fifty pounds)

Predicted outturn 18/19

Expenditure £1,619,741 (one million, six hundred and nineteen pounds, seven hundred and forty-one pounds)

Income £1,588,786 (one million, five hundred and eighty-eight thousand, seven hundred and eighty-six pounds)

In year deficit £ 30,955 (thirty thousand, nine hundred and fifty-five pounds)

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

18/19 est carry fwd £ 2,798 (two thousand, seven hundred and ninety-eight pounds)

SP handed Governors copies of the documentation sent out before the meeting. She explained that the blue document is the CFR report which she has made notes for Governors. The white paper is the more detailed report going through the budget line by line. SP talked through her notes on the blue paper and brought to Governors attention:

- I01 Funds delegated by the LA – 1 x Unit pupil funding to be received for Summer 2018 term
- I03 SEN Funding – SENSA funding has reduced (child moved key stage).

Approved at Committee and signed by Chair:



	<p>Governor questioned why this could have not been applied for earlier or was it not feasible because of the child. SP explained that due to SENSA funding ending the school must apply for an EHCP. If the SENSA funding continued the SENCO could have applied early for it to continue but not in this circumstance. EHT SD added that she contacted the SEN team to chase up an EHCP and they informed her that their department had received over 300 requests for EHCPs in 7 weeks. Governors appreciated the position the school was in with regards to applying for EHCPs.</p> <ul style="list-style-type: none"> - I05 Pupil Premium - Child in care left Nov 18 - I07 Other grants and payments – Lennox centre contribution still to be received. - I08 Income from facilities and services – Reduction in uniform sales. - I09 Income from catering- Balanced by expenditure - I12 Contribution to educational visits – Less than anticipated, this is because the school has not booked the Stubbington trip yet as they have only just received a date. - E02 Supply Staff – Included in teaching costs budget- SP explained that some additional work the teachers do, such as booster sessions have to be costed as supply which is why it is separate here. - E03 Education support staff – Additional TA in Y5, and another in Y3/4 to cover absence - E04 premises staff – Caretaker to cover Dec 18 when one site assistant was on holiday and one was absent. - E06 Catering Staff – Anomaly with cleaning staff. - E09 Development and Training – Training related expenditure less than anticipated. - E16 Energy – Less than anticipated. <p>Governor queried what was happening with the heating system because at a time this was coming on at the wrong time and was a waste of hours. SP will get an update from the Caretaker to see if the timing issues have been resolved.</p> <ul style="list-style-type: none"> - E18 Other occupational costs – Slight reduction in H&S, fire safety and refuse costs. - E22 Administrative costs – Photocopier costs higher than expected. - E24 Special facilities – Reduction in uniform sales - E25 Catering costs – adjusted to match costs - E26 Agency supply teaching staff – A supply teacher is covering in year R for two days a week. It was anticipated that the teacher returning from maternity leave would take their place. But due to a teacher being absent they have been asked to cover there, so the need for a supply to cover in year R is still needed. EHT SD added that there are too many children in 	<p>Speak to site assistant about heating issues - SP</p>
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	<p>year R and the school must make sure that there is the right amount of staff to cover.</p> <ul style="list-style-type: none">- E27 and E28 – SLAs less than anticipated. <p>This therefore means that the carry forward was due to be £22,072 but is £2,798. SP explained that last year the school was awarded additional funding for SEN, but this was in April. If the county does this extra funding again it is likely that Bedenham will qualify for this again and it should take the carry forward to approximately £10,000.</p> <p>Governor asked whether the plans for the teacher to change from part time to full time will have any effect on the budget? EHT SD explained this change starts from September 19, and therefore will affect next years budget. She added that there are so many unknowns at the moment.</p> <p>The budget share figure has now been received, and is as expected, £1,171,927 (One million, one hundred and seventy-one thousand, nine hundred and twenty-seven pounds). Pupil Premium funding for next year is still to be announced. SP showed governors 2 scenario's for next year's budget. Scenario 1 left a carry forward of £6546 which reduces support staff. EHT SD explained that she has started to look at this with the new EHT. Currently Bedenham has 12 classes with a 45 PAN, in some year groups there has been two classes per year. She has been looking at new scenarios with the new EHT looking to reduce to 11 classes and looking at where the support staff are allocated. EHT SD added that it has been good for Bedenham to have two classes per year group but this has had an impact on the budget.</p> <p>The next paragraph is contained in the confidential minutes of the finance committee and is the section "first paragraph".</p> <p>SP explained that scenario 2 shows a deficit which the school and GB cannot plan for this. If the school receive funding for the EHCPs this will help the budget dependant on the number of hours funded for.</p> <p>EHT SD wanted to assure governors that the budget implications were not being ignored and were being planned for. EHT SS added that all schools are in the same position. Governors recognise it will be tight and they are not planning for a deficit, but they do recognise the risks involved.</p> <p>Bedenham Capital budget</p> <p>Additional funds have been received from Chancellor's budget statement which is £12,630 (twelve thousand, six hundred and thirty pounds), current balance</p>	
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Approved at Committee and signed by Chair:



£13,745.03 (thirteen thousand, seven hundred and forty-five pounds and three pence).

Bedenham plans to spend this on IT next year so it does not come out of the main budget.

Holbrook

Budget Plan 2018/19 – Main Budget

Predicted income: £1,622,701 – one million, six hundred and twenty-two thousand, seven hundred and one pounds.

Predicted expenditure: £1,646,064 – one million, six hundred and forty-six thousand, and sixty-four pounds.

Predicted in-year deficit: £23,363 – twenty-three thousand, three hundred and sixty-three pounds.

Surplus brought forward from 2017/18: £66,312 – sixty-six thousand, three hundred and twelve pounds.

Predicted cumulative surplus: £42,949 – forty-two thousand, nine hundred and forty-nine pounds.

SK handed governors the Holbrook information and talked through the blue document, highlighting to governors:

- I01 Funds delegated by the LA – Teachers pay grant received
- I05 Pupil Premium – LAC funding for pupil received from previous LA.
- I11 Other insurance claims – Insurance claims for long-term support staff absence
- I12 Contributions to educational visits – Money received in advance for Summer 2019 residential trip.
- I13 Donations/and/or voluntary- PTA raised less money than anticipated.
- E01 Teaching Staff – new interim exec head only 2 days a week
- E04 Premises staff – Cover for caretaker holiday – same as Bedenham
- E07 Other staff – Additional breakfast club assistant employed.
- E10 Supply teacher insurance and E11 other staff related insurance – Reduction in SLA Cost
- E13, E15, E18, E22, E25 – adjusted to match actual costs.
- E20 ICT Learning Resources – Increase in software license costs
- E24 Special Facilities – Reduction in uniform stock levels – parents are encouraged to buy uniform online.
- E26 Agency supply teaching staff – Cover for absent teachers and support staff (insurance income offset by some of the cost)

Approved at Committee and signed by Chair:



- E27 Bought in Prof Services – “Oarsome chance” project to support individual pupils.

SK explained that this will leave a carry forward of £42,949 (forty-two thousand, nine hundred and forty-nine pounds). It has been a good year at Holbrook. Last year 12 support staff left or were made redundant which has impacted the budget.

Holbrook – community budget

The community budget is the same as last year.

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.

Holbrook - Capital budget

Holbrook received some additional capital funding from the government in February. The total amount available in the capital budget is currently £25,283 (twenty-five thousand, two hundred and eighty-three pounds). This is likely to be spent on renewing the computer server and a number of PCs and laptops over the summer.

Governor asked what the cost of the server would be? SK explained £10,000- with half coming out of the Capital budget and the other half out of the main budget.

Budget share for 2019/20 has just been released but the planning software has not yet been updated by Hampshire. The budget share is very close to what was expected.

Draft budget plan for 2019/20 currently shows a deficit of approx. £20,000 (twenty thousand pounds), however Holbrook are waiting to receive final confirmation of some additional SEN funding for 2018/19 (last year they received over £50,000 (fifty thousand pounds) on 9th April, backdated to 31st March).

The next paragraph is contained in the confidential minutes of the finance committee and is the section “second paragraph”.

Approved at Committee and signed by Chair:



Governor asked if year R is filled for next year? SK explained this will not be confirmed until April.

Agree training budget for staff development

EHT SD explained that this will depend on what the new EHT wants. At the moment a lot is being spent on HIAS support but when the schools move to good this will be reduced.

Review implications of school census for funding

Bedenham currently have 282 pupils on roll, a reduction of 2 pupils since Spring 2019 Census.

On time first-choice applications for Year R Sept 19 is 36 and has been estimated at 35 rolling forward.

Estimated pupil numbers rolling forward: Oct 19 - 271 Oct 20 – 265 Oct 21 - 260

Holbrook has reduced its PAN to 30 so this will mean a reduction in number on roll for the next few years.

Holbrook had 235 pupils on roll at the Autumn Census (counted for funding purposes for 2019/20). This compared with 253 the previous year. The school expect to have approx. 225 pupils on roll in Autumn 2019. The majority of the funding is on a “per pupil” basis so this means a fall in funding.

Governor asked if the reduction in PAN for Holbrook would impact Bedenham?

SP explained that she put the Year R class intake as 35 from September 2020 but agreed that the reduction in PAN for Holbrook could affect Bedenham. EHT SD explained that the LA are coming to Bedenham to discuss PAN, this will be to discuss whether it is viable for Bedenham to stay at 45 or reduce. **Governor asked EHT SD what her opinion would be?** EHT SD said that a PAN of 45 is difficult to work with because of the split classes, **Governors agreed and could see how it could be difficult.**

Review any outstanding invoices not yet paid

Bedenham have no outstanding invoices. Holbrook have 1 unpaid invoice (Badger Pre School) for £1,236. This is due to be paid before 28th March

Discuss SFVS and recommend to FGB

KL went to both schools and answered all the questions on the SFVS. Very little has changed from last year and there are no areas of concern and no actions.



	<p>Therefore, the finance committee will be recommending this to the FGB for approval.</p> <p>Maintenance Plan</p> <p>Governor asked, considering the budget figures, was there still a plan for renovation and repair of both schools? EHT SD explained that some of the work for Bedenham will have to wait and it may not be carried out. For example, the replacement of the doors is not a priority and will have to wait. There was a plan to replace the staff toilets at a cost of £10,000 but this is not needed. Therefore, the maintenance plan has been cut to reflect this but the ongoing painting and up keep will continue.</p> <p>EHT SS said that in Holbrook the flooring in KS1 corridor will be replaced. There are windows that do not shut which need to be replaced but he is hoping the county will pay for this. The conservatory remains condemned but it still safe to use. There are no plans to replace this.</p>																									
5	<p>Minutes of Previous Finance Committee Meetings 5th November 2018: Approval</p> <p>The minutes were unanimously approved by the committee and the minutes were signed by the chair.</p> <p>a) Matters Arising and Actions Agreed</p> <table border="1" data-bbox="260 1357 1171 1939"> <thead> <tr> <th>Action Number</th> <th>Agenda reference</th> <th>Action Required</th> <th>Who By</th> </tr> </thead> <tbody> <tr> <td>18</td> <td>4</td> <td>EHT to ask Site manager to adjust development plan and get update on conservatory costs</td> <td>EHT – Complete</td> </tr> <tr> <td>2</td> <td>3</td> <td>Add bank account decisions to the next FGB</td> <td>Clerk – Complete</td> </tr> <tr> <td>3</td> <td>4</td> <td>Check on threshold for benefit of kind</td> <td>SP – Complete</td> </tr> <tr> <td>4</td> <td>4</td> <td>Speak to RD and arrange SFVS</td> <td>KL – Complete</td> </tr> <tr> <td>5</td> <td>4</td> <td>Look into report about condemned conservatory</td> <td>CW and ZD – Complete</td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	18	4	EHT to ask Site manager to adjust development plan and get update on conservatory costs	EHT – Complete	2	3	Add bank account decisions to the next FGB	Clerk – Complete	3	4	Check on threshold for benefit of kind	SP – Complete	4	4	Speak to RD and arrange SFVS	KL – Complete	5	4	Look into report about condemned conservatory	CW and ZD – Complete	
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	6	4	Speak to property services about conservatory	ZD – Complete		
	7	4	Review maintenance plan for Jan FGB	CW and ZD – Complete		
	8	4	Speak to GC about H&S walkaround	CW – Complete		
	9	5	Add approval of minutes to Nov FGB	Clerk – Complete		
	<p>Action 3 – SP has investigated this and has found out that it is not considered a benefit of kind if it is under £50, which the tea and coffee provide for teachers is.</p>					
6	<p>Any urgent business:</p> <p>None</p>					
7	<p>Items for Next Finance Committee meeting 13th May 2019 at 5pm at Bedenham School:</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 • Review outturn from previous financial year and ensure any significant variances are understood. 					

Agreed action points from the meeting

Action Number	Agenda reference	Action Required	Who By
10	4	Speak to site assistant about heating issues	SP

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