



The Federation of Bedenham & Holbrook Primary Schools

## Meeting of the Finance Committee meeting held on Monday 5<sup>th</sup> November 2018 at Bedenham Primary School 5pm

**Present:** K Lethbridge (KL) Local Authority Governor (Chair)  
S Reed (SR) Co-opted Governor  
J Heath (JH) Co-opted Governor  
G. Cutter (EHT GC) Interim Executive Head Teacher (left 6:12pm)

**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 (left at 6pm)  
C.Wood (CW) HOS Bedenham

**Apologies:** R. Dickson (RD) Co-Opted Governor  
Sarah Duffy (EHT SD) Interim Executive Head Teacher

**Absent:** None

**Quorum:** Present: 3 required

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

Agenda	ACTION POINTS
<p><b>1. Welcome and Apologies for Absence:</b> The chair opened the meeting at 5:05pm.</p> <p>The chair confirmed that apologies were received and accepted from RD and SD</p> <p>The committee was not quorate and it was decided to continue with the meeting as the committee would not be approving the budget but would be recommending it to FGB. The minutes from the last meeting would not be able to be approved and would be approved at the next FGB. It was suggested that another Governor be added to this committee to ensure this doesn't happen again.</p>	<p>Add Pay committee members to FGB agenda - Clerk</p>
<p><b>2. Declarations of Pecuniary Interests:</b> None</p>	
<p><b>3. Agree Any Urgent Business</b></p>	<p>Add bank</p>

Approved at Committee and signed by Chair:



	<p>SK wanted to discuss with the committee the removal of the previous EHTs name from the bank account and the adding of a replacement name. However, the meeting would need to be quorate for this approval, so it will therefore need to be approved at the next FGB.</p>	<p>account decisions to the next FGB - Clerk</p>
<p>4</p>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Review/monitor spending against current budget plan</li> <li>• Consider budgetary implications of number on roll for current year</li> <li>• Propose budget revisions to GB to approve before 30 November</li> </ul> <p><b>Holbrook</b></p> <p>SK handed Governors copies of the documents sent in advance. She explained that the white sheet is the summary and the cream sheet is the detailed breakdown. She talked through the main changes.</p> <ul style="list-style-type: none"> <li>- I03- SEN Funding – This has reduced due to a pupil that has moved to a special school.</li> <li>- I05 – Pupil Premium – adjusted for 2 pupils</li> <li>- I08 – Income from Facilities and Services – small adjustment to match likely income.</li> <li>- I09 – Income from Catering – reduced up take of FSMs</li> <li>- I10- Supply teacher insurance claims – claims due to staff sickness</li> <li>- I12 – Contributions to Educational Visits - small adjustment to match likely income.</li> <li>- I18 – Additional Grant For schools – Confirmation that PE premium will continue for 2018/19.</li> <li>- E01 – One experienced teacher has resigned since the budget was set and has been replaced with a less experienced teacher.</li> </ul> <p>Governor asked which teacher left?</p> <p>SK confirmed it was Mark Burt.</p> <ul style="list-style-type: none"> <li>- E03 – Education support staff - small adjustment to match likely income.</li> <li>- E04 – Premises staff – site manager resigned</li> <li>- E07 – Other staff - small adjustment to match likely income.</li> <li>- E08 – Indirect employee expenses – Redundancy payment and exec head advert</li> </ul> <p><b>Governor asked if the EHT costs were split across the Federation?</b></p> <p>SK confirmed it was and this was Holbrook’s share.</p> <ul style="list-style-type: none"> <li>- E12 – Building maintenance and improvement - small adjustment to match likely income.</li> </ul>	

Approved at Committee and signed by Chair:



- E13 – Grounds maintenance and improvement – Purchase of storage shed for early years.
- E14 – Cleaning and caretaking costs - small adjustment to match actual costs
- E18 – Other occupational costs – increase in refuse collection costs as now must pay for the collection of the paper bin.
- E20 – Learning resources not ICT - small adjustment to match actual costs
- E22 – Administrative costs - small adjustment to match actual costs
- E24 – Special facilities – reduced uniform stock as now encouraging parents to buy online.
- E25 – Catering supplies – reduced uptake of school meals.
- E26 – Agency support staff – 2 LSAs to support children who are on a temporary contract.

This means that the school has a healthy surplus of £39,226 (thirty-nine thousand, two hundred and twenty-six) to carry forward.

#### **Budget Plan 2018/19**

Revised Main Budget Predicted income: £1,613,765 – one million, six hundred and thirteen thousand, seven hundred and sixty-five pounds.

Predicted expenditure: £1,640,851– one million, six hundred and forty thousand, eight hundred and fifty-one pounds.

Predicted in-year deficit: £27,086 – twenty-seven thousand and eighty-six pounds.

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

Predicted cumulative surplus: £39,226 – thirty-nine thousand, two hundred and twenty six pounds

The three-year plan however is a different picture. In year 2019-20 the deficit is predicted to be £25,382 (twenty-five thousand, three hundred and eighty-two) which is manageable, but the deficit becomes larger in year three. It is important that the school keeps a close eye on the budget, but the school is not anticipating a re structure.

**Governor asked does the budget take into consideration the reduction in PAN?**

SK confirmed it did.

**Governor asked did it take into consideration extra money that would be awarded by the Government?**

Approved at Committee and signed by Chair:



EHT GC confirmed that the average primary school will be receiving £10,000 but it is ring fenced for buildings and IT.

SK said that she has also received the official announcement that the SENSEA funding will stop. CW added that the funding will continue for EHCPs. Schools were using SENSEA to bridge the gap until an EHCP was awarded, but there will now just be funding for EHCPs. EHT GC said that the county hoped to reduce the EHCPs with SENSEA, but it has only increased the EHCPs.

EHT GC said that he has reviewed the budget with SK and found it to be very lean.

**Governor asked whether EFS would need to be involved because of the deficit?**

SK explained that EFS are concerned if the deficit is in the current year.

**Governor said that the school could potentially be in this position next year.**

EHT GC said that in the second year if the sports premium is due to continue then this will counteract the deficit.

**Governor also added that when the previous EHT was recruited a salary premium was paid but in the current recruitment this premium will not be offered, so will give a saving.** CW said that E08 which is the redundancy will also not be included in next years budget. EHT GC said that year 2's budget prepares for the worst-case scenario for the salary of the new EHT, as an EHT could be recruited who is higher up the scale.

SK continued through the pack explaining that the lilac sheet is the community budget/badger's preschool. There are no changes and it remains the same as it was at the start of the year.

### **Budget Plan 2018/19**

Community Budget 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.

The green sheet is the Capital budget. The school has received £6,914 (six thousand, nine hundred and fourteen). Together with the carried forward balance

Approved at Committee and signed by Chair:



	<p>of £7,055 (seven thousand and fifty-five) there is £13,969 (thirteen thousand, nine hundred and sixty-nine) available to spend on areas such as IT hardware. Holbrook are planning to replace some laptops that have reached the end of their useful life.</p> <p>The meeting was not quorate, so those Governors who were at the meeting agreed to recommend the budget to the FGB. The committee is aware of the future year deficit and will take action to address it.</p> <p><b>Bedenham</b></p> <p>SP explained there has been a change to the budgets recently as the school has received funding for the pay rises and is now £4000 (four thousand) better off.</p> <p>She handed Governors the new copies explaining the blue is the budget and she talked through the changes.</p> <ul style="list-style-type: none"><li>- I01 – Funds delegated by the LA – Funding sum term 1 and unit pupil to be received but won't be until the end of the financial year.</li><li>- I03 – Sen funding – additional funding</li><li>- I09 – Income from catering – balanced by expenditure</li><li>- I12 – Contributions to educational visits – Offset by expenditure</li><li>- I13 – Donations and/or voluntary funds – Additional sponsorship commissions</li><li>- I18 – additional grants for schools – Sports funding to continue</li><li>- E01 – Teaching Staff – additional 0.6 teacher</li><li>- E02 – Supply staff – additional hours for teachers such as SATS booster has to be claimed under this.</li><li>- E03 – Education support staff – Additional TA for 2 SEN pupils</li><li>- E04 – premises staff – site manager retired and was replaced.</li><li>- E05 – Administrative staff – staff member moved on and was replaced with staff on fewer hours.</li><li>- E07 – Other staff – change to senior lunchtime supervisor.</li><li>- E08 – Indirect employee expenses – saving on duty meal/Exec head advert costs – instead of the duty meals which only benefited some staff this has been replaced with tea and coffee for all staff.</li></ul> <p><b>Governor asked would the free tea and coffee be considered benefit of kind for tax purposes?</b></p> <p>SP thought that there was a threshold for this but will check.</p> <ul style="list-style-type: none"><li>- E12 – Building maintenance improvement – Additional expenditure – electric lighting tubes.</li><li>- E16- Energy – reduced electricity by 1K and gas by £500.</li></ul>	<p>Check on threshold for benefit of kind – SP</p>
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Approved at Committee and signed by Chair:



- E18 – Other occupational costs – Change to swimming calendar nothing further this year.
- E19 – Learning resources (not ICT) – Residential trips less than anticipated.
- E20 – ICT Learning resources – additional SEN software purchased.
- E25 – Catering supplies – Offset by income/£500 for staff tea and coffee.
- E26 – Agency supply teaching staff – Member of staff was on compassionate leave and year R has 32 pupils so additional support was needed for two days a week November – February. A teacher is returning from maternity leave in February which will do the job when the temp leaves.

SP said that the carry forward is £23,758 (twenty-three thousand, seven hundred and fifty-eight pounds)

**Balances as at 29.10.18**

Expenditure	£ 960,168 (Nine hundred and sixty thousand, one hundred and sixty-eight)
Income	£1,501,273 (One million, five hundred and one thousand, two hundred and seventy-three)
Balance carried forward 17/18	£ 33,753 (Thirty-three thousand, seven hundred and fifty-three)

Current balance: £ 574,858 (Five hundred and seventy-four thousand, eight hundred and fifty-eight).

**Predicted outturn 18/19**

Expenditure	£1,614,832 (one million, six hundred and fourteen thousand, eight hundred and thirty-two)
Income	£1,624,826 (one million, six hundred and twenty-four thousand, eight hundred and twenty-six)
In year deficit	£ 9,994 (nine thousand, nine hundred and ninety-four)
17/18 carried forward	£ 33,753 (Thirty-three thousand, seven hundred and fifty-three)

Current balance: £ 574,858 (Five hundred and seventy-four thousand, eight hundred and fifty-eight)

**Governor asked with regards to the 0.6 teacher where do they work and are they temporary?**

SP confirmed they were on a temporary contract and are working in year 3/4.

**Governor asked why were they needed?**



CW said one teacher has come back from maternity leave part time and this is to cover the other 0.6.

SP said the three-year plan is looking healthy. She did the report for Governors up to 5 years as she wanted Governors to see that for year 4 and 5 it is not as healthy. It is currently showing carry forward of £23,759 (twenty-three thousand, seven hundred and fifty-nine) for this financial year and £24,963 (twenty-four thousand, nine hundred and sixty-three) for 19/20, and £4,398 (four thousand, three hundred and ninety-eight) for 20/21. Sports Premium funding is to continue for a further year. SENSA funding will end in March 2019 as expected.

**Governor asked why does Bedenham's budget look healthier than Holbrook's?**

SP said it is to do with pupil numbers.

**Governor asked would this even out for Holbrook due to the reduction in pan as not as many staff would be needed?**

ZD said it would but it would take 7 years to get to that position.

CW said that she hoped that Bedenham's would look even better when the staff who have returned from maternity leave and gone part time increase to full time once children are older. This will remove the need to recruit teachers to work 0.6.

SP said that she has also only included the cost for the interims EHT up until April. EHT GC said he is waiting for the Governing Body to confirm if he will be able to continue for another term. EHT SD has been confirmed as staying in post up until April.

The meeting was not quorate, so those Governors who were at the meeting agreed to recommend the budget to the FGB. The committee is aware of the future year deficit and will take action to address it.

### **Benchmarking**

SK said that Hampshire County Council have developed a new Comparison Tool which she used to carry out a benchmarking exercise, using the most recent data available (financial year 2017-18). However, she found it difficult because the SEN funding for the school was not a part of this tool. **Governor agreed and explained the body had tried to do it before but found it difficult to benchmark as you couldn't compare SEN.** SK explained that she decided to benchmark against schools with similar pupil premium and the fact that they had a resource provision.

SK talked through the results. For grant funding Holbrook came out the highest out of 5 schools because their figure included SEN. For self-generated income



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	<p>again, Holbrook were the highest, but this was because their figure included insurance for long term absence.</p> <p>CW asked if the premium for the insurance goes up?</p> <p>SK said it didn't because the school bought into the SLA.</p> <p><b>Governor asked whether Bedenham had looked into this insurance?</b></p> <p>SP said they had but they didn't find it to be cost effective.</p> <p>SK continued, for education support staff Holbrook had the highest spend and they were significantly above the average but the resource unit influences this. For supply teachers both schools were below the average. Both schools manage supply in house well. They have HLTAs that can be used, and this benefits the children. For learning resources both schools were broadly average not wasting any resources. However, it is difficult to draw on conclusions from this and it doesn't details what schools spend their money on. For ICT learning resources, Bedenham comes out higher than Holbrook. This is because Holbrook have used capital when purchasing ICT. EHT GC said it was very important to contextualise this data when reviewing it.</p> <p>SK said that the Department for Education have published a School Efficiency Metric Tool which rates individual schools on a scale of 1 to 10 according to how much progress pupils make in relation to how much income the school receives. 1 is classed as the most efficient, 10 is least efficient. Holbrook is ranked 6 out of 10. Bedenham is ranked 8 out of 10. CW confirmed that this was based on 2016/17 data.</p> <p>Governor said that the schools would hope for an improvement next year. CW also added that when she reviewed the data one child could impact the average, for example one child had high absence and low progress and really impacted the data.</p> <p>Governors agreed that it would be useful to review this again in a years' time and thanked SK for the report.</p> <p><b>SFVS</b></p> <p>KL will undertake this again this year and it has been suggested that RD join her.</p> <p>ZD needed to leave the meeting and gave Governors an update on action item 18.</p> <p>Action 18 – ZD confirmed they had received a quote of £32000 to replace the conservatory. The biggest job would be changing internal doors and walls to</p>	<p>Speak to RD and arrange SFVS – KL</p> <p>Look into report about</p>
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Approved at Committee and signed by Chair:



	<p>external. ZD said she now intends to speak to the property services manager. EHT GC said. <b>Governors were concerned as the conservatory had once been described as condemned therefore there was urgency to get this done.</b> CW and ZD were not sure where this came from and will try and find out.</p> <p>ZD left the meeting at 6pm.</p> <p><b>GDPR</b></p> <p>SP and SK have nothing to report.</p> <p><b>Maintenance Plan</b></p> <p>CW said that some actions have not been done on the plan due to cost.</p> <p><b>Governor recommended that the school has a contingency plan. If they don't get the money for the conservatory through a grant, then they would need to look at what work is planned and what would need to be cancelled so that the money could go towards the conservatory.</b></p> <p>The committee agreed and EHT GC suggested rag rating the plan. HoS's will review the plan and bring it to the next FGB.</p> <p>EHT GC also recommended that a Governor do a health and safety walk round. GC is the H&amp;S Governor therefore CW will speak to him to arrange.</p>	<p>condemned conservatory – CW and ZD</p> <p>Speak to property services about conservatory- ZD</p> <p>Review maintenance plan for Jan FGB – CW and ZD</p> <p>Speak to GC about H&amp;S walkaround - CW</p>																
<p><b>5</b></p>	<p><b>Minutes of Previous Finance Committee Meetings 16<sup>th</sup> July 2018:</b> Approval</p> <p>The meeting was not quorate therefore these minutes will be agreed at the next FGB.</p> <p>a) Matters Arising and Actions Agreed</p> <table border="1" data-bbox="260 1581 1171 1993"> <thead> <tr> <th>Action Number</th> <th>Agenda reference</th> <th>Action Required</th> <th>Who By</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>4</td> <td>Speak to caretaker about cleaning costs</td> <td>EHT – <b>Complete</b></td> </tr> <tr> <td>15</td> <td>5</td> <td>Hold and review car insurance certificates of staff</td> <td>SP and SK – <b>Complete</b></td> </tr> <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 – <b>Carry Forward</b></td> </tr> </tbody> </table>	Action Number	Agenda reference	Action Required	Who By	12	4	Speak to caretaker about cleaning costs	EHT – <b>Complete</b>	15	5	Hold and review car insurance certificates of staff	SP and SK – <b>Complete</b>	18	4	EHT to ask Site manager to adjust development plan and get update on conservatory costs	EHT – <b>Carry Forward</b>	<p>Add approval of minutes to Nov FGB – Clerk</p>
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Approved at Committee and signed by Chair:



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	<p>Action 12 – CW said that there is fewer cleaning costs due to a change in site staff. Governors suggested reviewing this again in July.</p> <p>Action 15 – SP said she has sent an email to all staff and has warned them they will not be covered if they do not have business insurance. Governors discussed whether it was their job to monitor this. CW said she would be concerned if they were not covered and had children in the car. <b>Governor asked whether it was written into the contracts.</b> SK confirmed it was not but was on the mileage claim form. Governors agreed they had done their best to warn staff.</p> <p>EHT GC left the meeting at 6:12pm.</p> <p>Action 18 – Discussed before ZD left the meeting.</p>	
6	<p><b>Any urgent business:</b></p> <p>None</p>	
7	<p><b>Items for Next Finance Committee meeting 4th March 2019 at 5pm at Bedenham School:</b></p> <p>Finance:</p> <ul style="list-style-type: none"> <li>• Review/monitor spending against current budget plan</li> <li>• Budget planning for next financial year(s) to meet School Improvement</li> </ul> <p>Priorities</p> <ul style="list-style-type: none"> <li>• Review implications of school census for funding</li> <li>• Review any outstanding invoices not yet paid</li> <li>• Agree training budget for staff development plan</li> <li>• Receive new staff development plan for current year</li> <li>• Discuss Issues arising from strategic financial planning</li> <li>• Complete and approve SFVS return for LA by 31 Mar.</li> <li>• GDPR</li> <li>• Maintenance plan</li> </ul>	

**Agreed action points from the meeting**

Action Number	Agenda reference	Action Required	Who By
1	1	Add Pay committee members to FGB agenda	Clerk

Approved at Committee and signed by Chair:



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2	3	Add bank account decisions to the next FGB	Clerk
3	4	Check on threshold for benefit of kind	SP
4	4	Speak to RD and arrange SFVS	KL
5	4	Look into report about condemned conservatory	CW and ZD
6	4	Speak to property services about conservatory	ZD
7	4	Review maintenance plan for Jan FGB	CW and ZD
8	4	Speak to GC about H&S workaround	CW
9	5	Add approval of minutes to Nov FGB	Clerk

Approved at Committee and signed by Chair:

Date: 04/03/2018

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