

St Thomas' C.E. Primary School

*Finance Meeting*

*10<sup>th</sup> March 2016*

**Present:** Mrs Lord  
Mrs Umer  
Mr Cannon  
Mrs Manzoor  
Mr Fulat  
Miss Robinson  
Cllr Virmani  
Mrs Simpson  
Mr Noon

**Apologies:** Fthr Martin

**In Attendance:** Mr Caine  
Miss Bretherton

Minute No.	Text/Issue	Action
1	<u>Apologies For Absence</u> <ul style="list-style-type: none"><li>Fthr Martin</li></ul>	
2	<u>.Declaration Of Pecuniary Interest</u> <ul style="list-style-type: none"><li>None declared.</li></ul>	
3	<u>Minutes Of The Last Meeting – Matters Arising From Minutes</u> <ul style="list-style-type: none"><li>Matters arising from minutes – Cleaners have now been changed to a new company called Gemini from 01/02/16 now operational. CL has now met with Imran Khan the owner a few times regarding the finesse, currently working upskilling the current staff.</li></ul>	
4	<u>Policies – Staff Leave &amp; Sick Leave</u> <ul style="list-style-type: none"><li>IU - we are reviewing staff and sick leave.</li><li>Currently have LEA policies for sick management updated</li></ul>	

	<p>two years ago now.</p> <ul style="list-style-type: none"> <li>• CL would ask the committee to read through and approve the policy approved by the LEA and the Unions. CL gave copies out for the committee to read.</li> <li>• LEA policies for special leave for teachers and separate one for support staff.</li> <li>• For quite some time the school has had its own leave policy for support staff. The Governing Body at the time gave ten days to support staff.</li> <li>• One significant difference between the policies is teachers can have up to ten days leave for certain circumstances illness of a child, spouse or parent (dependents) etc. The school has allowed that for support staff as well, however the new policy allows five days for support staff which is to do with employee terms and conditions of their service.</li> <li>• CL is suggesting we adopt the LEA policies for special leave. AR - Do we still get reimbursements for maternity leave? CL – The council keep a proportion of funds back to refund maternity leave reimbursements.</li> <li>• If an employee requests special leave say two days for holiday this is where the discretion is. Challenges are the extra days. It doesn't allow for families if additional time is required you can request unpaid leave to qualify for paid special leave. IU - please could you clarify which family members as it is not clear. CL went through the list of what qualifies.</li> <li>• IU - In terms of the implications we are all human beings. CL - Often asked if people can go to funerals of a next door neighbour for example.</li> <li>• IU - understands the balance and feels we should be able to have some directives. Everybody to have closer read.</li> <li>• IU - Are all staff aware of the policy as part of the induction process? CL -The special leave policy is in the staff handbook. JV and IU requested it to go on the school website.</li> <li>• CL - With the staff sickness policy when the trigger points are hit then an employee will receive it. IU - staff should be made aware of it before.</li> <li>•</li> </ul>	<p>ALL</p>
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5	<p><u>Ofsted</u></p> <ul style="list-style-type: none"> <li>• Ofsted will pick up and question the budget and financial planning on their next visit to school.</li> <li>• Attainment staff development how our budgets are set on the agenda will also be scrutinized.</li> </ul>	ALL
6	<p><u>Financial Advisor's Review</u> - Andy Caine</p> <ul style="list-style-type: none"> <li>• Report shown to the committee showing the schools financial situation up to and including Dec 2015 nine months actuals and three months estimate.</li> <li>• Pupil premium presenting evidence to Ofsted of how the school has used the funds. Proportion on TA's for pupils with high needs and teachers.</li> <li>• FSM application forms are going out to parents to encourage families to take up FSM. KS1 parents need to apply for FSM our category in raise is very low. PE grant how we have spent that money? CL - It is on the website.</li> <li>• Catering income £2000.00 down.</li> <li>• Looked at grants £2.2 million.</li> <li>• £197,000.00 brought forward as reserve 12% of our budget is 196,000.00.</li> <li>• In terms of staff all staff changes built in.</li> <li>• Overspend in TLA's due to in year shifts.</li> <li>• Admin staff overspent due to sickness. IU – But you were aware of this absence when setting the budget.</li> <li>• AC - Overall the budget is right but due to how the council have coded the staffing some cost centres are over spent.</li> <li>• A lot of movement for welfare. Overtime payments</li> <li>• Overspend on supply. Overspend on cover.</li> <li>• One member of teaching staff has currently been of sick for five months so this will also impact on the budget.</li> <li>• Pension deficit, government plan to make sure there is enough money for non teaching staff. Need to allocate proportion of budget every year. Has it impacted on the other finances? Slightly yes.</li> <li>• Saving on water because water bill will not be produced until late in the financial year. Some SLA's not paid yet.</li> <li>• The committee discussed the possibility of outsourcing Dean Sillet. CL to speak DS to see how he feels.</li> <li>• RTC any income? Next financial year CL would like the RTC</li> </ul>	

	<p>to generate £10,000 minimum. Meetings next week about were we are going forward with RTC. DS – Quite hard to generate money and gave the Teaching School as an example, they generated £3000.00 in twelve months. Providing a service for the school. RTC is about free courses Yusra’s time Dean’s time building costs. IU - Is there going to be enough money to fund the RTC. CL – It is about us promoting apple in schools. What we were trying to do is piggy back that and make money as well, shouldn’t cost us.</p> <ul style="list-style-type: none"> <li>• Catering, AC deliberately set a high budget to buy food.</li> <li>• How will cuts impact on us it depends on how they change the deprivation band. Some schools will ‘win’ some schools will ‘loose’.</li> <li>• AC - The key thing is we need to set a budget not touching any reserves. The Mini bus will impact making a saving on travel. Pupil premium will stay at same rate UFSM and PE grant will continue. How national formula will impact. Managing reserves. CL - Traditional services we are now charged for by BWDBC. So there is going to be increasing things that we will be charged for.</li> </ul>	CL
7	<p><u>Long Term Financial Plan</u></p> <ul style="list-style-type: none"> <li>• Long term plan based on a reserve of £110,000.00. Figures produced at start of last term. Early years will go to offering thirty hours per week from 2017/18. The school is already over subscribed for nursery. Two sessions currently being offered one session could only be offered with the new scheme. Intake will not match reception class. CL - What we will have to decide is do we want to offer fifteen thirty hour places and the rest are half and half places.</li> <li>• Benchmarking – The committee were given the report in order so they can assess how the school is performing in comparison with similar schools nationally and locally. Low spend on clerical and admin staff, premises and catering staff. Below average with utilities and rates. Staff development spend below average CL said this is due to ‘in house’ training. Teacher to pupil ratio was showing above average as well as high teaching salary costs. CL said that the teaching costs was due to the number of teachers on the Upper Pay Scale. AC - The graphs are not much of an issue.</li> </ul>	

8	<p><u>Budget Setting</u></p> <ul style="list-style-type: none"> <li>• AC to meet with CL next Thursday (17/03/16) to go through the budget.</li> <li>• A number of teaching staff on temporary contracts and a number of TAs on temporary contracts.</li> <li>• Two Year 6 staff TLA's could be made redundant.</li> <li>• Three expensive TA's who we technically no longer need as the children will be leaving. IU - Are we getting no SEN children in the next intake? CL - Panel in April / May if they are successful we can redistribute the hour age we still have to find first £6000.00. Difficult decisions to be made based on the funding.</li> <li>• The committee will meet for the budget setting meeting on</li> </ul>	ALL
9	<p><u>SLA Review Of Services</u></p> <ul style="list-style-type: none"> <li>• Three companies are currently being asked to produce quotes for the building services contract.</li> <li>• CL looked through SLA's on screen with the committee.</li> <li>• IU - RB has been going on training.</li> </ul>	ALL
10	<p><u>SFVS</u></p> <ul style="list-style-type: none"> <li>• SFVS has been signed of by the committee.</li> </ul>	
11	<p><u>A.O.B.</u></p> <ul style="list-style-type: none"> <li>• CL - Currently the dinner money is £2.00 per day. Breakfast Club currently 60 p a day. The charge for breakfast club barely covers the costs of staffing and the food. It was agreed to bring it to the budget setting meeting food. The committee to discuss at budget setting meeting.</li> <li>• IU – In regards to the purchasing of KQF halal meat is this the only place we purchase our halal meat from? CL – yes. IU also informed the committee that Hopwells also supply Halal meat and they are HMC certified.</li> <li>• AR – With the new SENCO coming in how will the transition be? KB will be coming tomorrow to spend time with CRS and then when CRS has retired she will work with KB in order to help her in the transition stage.</li> </ul>	

	<ul style="list-style-type: none"><li>• Best Value Statement reviewed and to be taken to Budget review meeting.</li><li>• SIC signed and agreed by committee.</li><li>• 24<sup>th</sup> March 2016 Financial review meeting</li><li>• 1<sup>st</sup> April Budget Review Sign Of SLA's</li></ul>	ALL
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