

St Thomas' C.E. Primary School

Finance Committee Meeting

4 June 2015

2.00pm

Present:

Mrs C Lord
Mrs I Umer (Chair)
Mrs A Robinson
Mr P Cannon
Mr A Caine

In attendance:

Mrs G Rostron (Minutes)

Minute No.	Text/Issue	Action
1	<p><u>Apologies For Absence</u></p> <ul style="list-style-type: none"> Received for Father M Daniels. 	
2	<p><u>Declaration Of Pecuniary Interest</u></p> <ul style="list-style-type: none"> None declared. 	
3	<p><u>Minutes of last meeting and matters arising</u></p> <ul style="list-style-type: none"> Agreed and matters arising are in the Agenda. Electronic Asset register CL has a company SG World coming in to demonstrate. DD has been given a full-time contract – already putting things in place. 	CL
4	<p><u>Financial; Advisors review of period</u></p> <ul style="list-style-type: none"> As new financial year and previous year recently being closed will be Period 3 before this can be more accurate. 	
5 / 6 / 7	<p><u>Year End Report / Financial Advisors Review of Reserves / Financial Advisors Recommendations</u></p> <ul style="list-style-type: none"> New layout of report – same format as trust. This will be done monthly for new financial year. <u>Incoming Resources</u> <ul style="list-style-type: none"> Should not be any variance except for Early Years Funding and Pupil Premium (Early years could be different next year due to hours where children could attend Nursery for a full day). Sport funding to continue for another year. <u>Staff Costs</u> <ul style="list-style-type: none"> Under spend on Teaching Staff due to maternity leave and was expected. Under spend on Educational Support Staff due to maternity leave. Overspend on Admin due to coding and Agency. To monitor Other Staff. Premises Staffing could be due to allocation code. Pension Deficit Payments (these are made to top up the gap in Pensions and is worked out on everyone who pays into the Pension scheme – legislation possibly change to higher amount next year). Other employee expenses – covers training <p>AC confirmed that total under spend on Staff costs was £24,000.</p>	

	<ul style="list-style-type: none"> • <u>Non Salary Expenditure</u> <ul style="list-style-type: none"> - Other occupational costs – under spend due to invoices coming in after the end of the financial year and iPads ordered but late receipt of invoice. - Other suppliers and services – due to early payment of AC. - Other fund – salary missed for extended schools person. - Catering – wasn't too sure on costs will have a better idea of costs for this year. £20k needs to be added for yearend creditor costs. • Overall £31k surplus - £152k reserves have been brought forward. • <u>Surplus for the period</u> <ul style="list-style-type: none"> - No restrictions on this financial year. - The next school forum has yet to go to consultation. - 16/17 financial year will only allow 12% to be put into reserves for the following financial year. Any excess money over the 12% will be deducted from the next budget. - 14/15 reserves were £184k which is 11.3% (if iPads invoice had gone through would have been under – this was due to long term absence of the Bursar. 	
8	<p><u>School Fund Audit</u></p> <ul style="list-style-type: none"> • School fund is due for audit – due to absence of Bursar it has not been sent for audit. • Should be organised to be audited in July. • Should be completed for Autumn term meeting. 	
9	<p><u>Regional Training Centre (Apple)</u></p> <ul style="list-style-type: none"> • Would like to appoint an internal teacher to be lead teacher for RTC on leadership point. • CL suggested that RTC lead teacher ISR 1-5 on leadership scale. • Will be referred to as Leader of RTC. • It was agreed to advertise this vacancy. • CL & YA to go to Birmingham to orientation/training regarding RTC so then they can pass on information on their return. Opportunity to network with other school. Will allow gaining more knowledge of the possibilities. • Agreed to attend. 	CL/YA
10	<p><u>Staffing update</u></p> <ul style="list-style-type: none"> • <u>Retirement</u> • Jean Heap and Pat Taylor will retire at the end of this school year. • SLT looking at support staff and how to deploy. • CL wants to streamline support staff and use the best use of staff time. • Possibly allocate teams for intervention. • Decisions will be made before advertising positions and hoping not to recruit, would prefer to maximise on current staff and possible change hours to give a better way of working. • SLT have had 2 meetings and will continue to work on this. • <u>Shortlisting and setting process for interviews for vacancies</u> • CL has sorted through the applications and has 9 applications that fit the criteria. CL asked if the Governors would all view the applications (due to having 5 internal candidates). Agreed to view the applications on 5 June 2015 at 2pm., to allow letters to go out to the shortlisted candidates. • PC & YA to observe lesson (CL feels inappropriate for her to observe due to internal candidates). These to be held on Friday 12 June 10am-2.30pm and Monday 15 June 9am – 12noon. • Interviews to be held on 17 June starting at 9am and to last most of the day. CL/IU/PC/AR/DS to be present at interviews. 	SLT CL/IU/PC/AR/DS PC/YA CL/IU/PC/AR/DS
11	<p><u>Mini Bus</u></p> <ul style="list-style-type: none"> • LN had made some enquiries and found 2-3 year old mini bus for approximately £14,000. The Governors suggested purchasing a better and newer Mini Bus and agreed to a maximum of £20,000 and requested that a Council mechanic looks over a possible purchase. • LN found that the Insurance could be through the Council Insurance which would be added to current School Insurance. • Once purchased would get Midas to come into school to provide training for driving the Mini Bus. 	

12	<p><u>Curriculum Outdoor Provision – Outsourcing Help</u></p> <ul style="list-style-type: none"> • Emma – has dug the beds, worked with the children which has does not require Teachers due to her DBS check. • Radishes have been harvested and were available on the school salad trolley. • AR said would water the garden before children arrived at school each morning. • Photo's are now on the school website showing from seed to plate. • Beans are growing well which were planted with the parents. • Previous grown tomato's have had their seeds washed and dried and have been used to grow new tomato plants this year. • AR had been to B &Q but the Manager was off on sick leave so they had chosen what they would like for school – awaiting return of the Manager. • AR had found out that McDonalds are keen to be involved with local school gardening clubs. They want to support by supplying plants and also supplying volunteers to come and help who would be DBS checked. AR suggested that we ask them to come in and cover over the school summer holiday to keep the garden running. • AR asked if after the summer holiday we could put hanging baskets outside each class. • AR confirmed that the trees she had planted were growing well. 	<p>AR</p> <p>AR</p> <p>AR</p>
13	<p><u>A.O.B.</u></p> <ul style="list-style-type: none"> • The vacancy for Library Assistant has not been filled (Amina Phoplunker is on sick leave so could not attend her interview) neither of the other candidates interviewed were appropriate. Will re-advertise this position. 	