

St Thomas' C.E. Primary School

*Finance Meeting
12th March 2015
9.00am – 11.00am*

Present: Mrs Lord
Mrs Umer (Chair)
Cllr Virmani
Mrs Robinson
Father Martin (Left at 10.30am)
Mr Cannon

In Attendance: Mrs Smith (minutes)
Mr Caine

Minute No.	Text/Issue	Action
1	<u>Apologies For Absence</u> <ul style="list-style-type: none"> None. 	
2	<u>.Declaration Of Pecuniary Interest</u> <ul style="list-style-type: none"> None declared. 	
3	<u>Minutes Of The Last Meeting and Matters Arising</u> <ul style="list-style-type: none"> Agreed as a true and accurate record and most of the issues have been dealt with. 	
4	<u>Financial Advisors Review of Period 9/10</u>	
5	<u>Financial Advisors Review of Reserves</u>	
6	<u>Financial Advisors Actual versus Budget Update</u>	
7	<u>Financial Advisors Recommendations</u> <ul style="list-style-type: none"> AC handed out the financial report for the Governors to look at and explained the content. Up to including January 2015 there has been a timing issue Period 11 print is due. Checked the funding only 2 months left every item due is on. Additional £4500 Pupil Premium. Under spend on teaching half of year. All staffing changes dealt with and the budget is accurate TLA's & Admin differences are due to the coding some have multiple jobs and the salaries are charged to one section. It is difficult to profile it but overall is right. It's also the same with the caretakers. Some 	

	<p>fortnightly cleaners not equal 12 profile. Will catch its self up. Looks like an under spend.</p> <ul style="list-style-type: none"> • IU mentioned the overspend on Admin. AC explained the reasons why. • Cllr Virmani mentioned the Pension deficit. CL added that it is costing a fortune. AC – lots of money which schools didn't know about and they are saying now there is not enough. Council do pay a subsidy. • AC would normally have looked through the commitments with RB. Supply overspend will be for cover. Overall £27,000. Under spend in staffing. When Period 11 has been done we can take it from there. • Cllr Virmani commented whether there was enough staff and that the school is not understaffed. AC added that one line salaries would be easier on the print. The report is not as clear as it should be. • £12,500 spent in Planned Maintenance AC will look at the commitments. • Reserves have changed and usually have to account. Council changed to 12% and will start next year. CL added that you don't have to have a reserved plan and explained and the school will get less and anything over will be deducted. AC can look at the reserves and make sure what the 12% is going to be. Reserves £223,000 at January 2015 expected to reduce under £200,000. Worth noting to keep a look at through next years budget. • Discussion re reserves £25,000 over. Will always have a sizeable reserve. CL – funding works in our favour. IU – requires good planning. Not a concern. Money given for the children should be spent on the children and think about what to spend it on. CL will come back to the school forum and needs careful thought. • Discussion re commitments on the report. IU mentioned the overspend on Reprographics. AC very expensive and for a school the size of school it is a true account. • Swimming is always a late charge and the last quarter of property services. Some charges for next year paid in this year will create under spend. • SIMS F6 report still not working properly. Will be additional costs. Bank reconciliation has never been correct. Balance is different and cannot work out what is wrong and does need looking at. CL – will cost £3500 with OSMIS but will make RB's job easier. Whole package needs proper overall including the 	<p>AC</p>
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	<p>cheque runs. Charge for call out SIMS includes the pupil data as well. AC could put adjustment in the system to rectify but might disrupt the council figures. Cllr Virmani suggested that all schools should get together to say it's not right.</p> <ul style="list-style-type: none"> • IU –noticed the overspend on CCTV CL explained. • Governor services cost centre is for the Clerking of disciplinary • The 4,500 Pupil Premium needs to be allocated to a cost centre. • Discussion re UFSM from September 2014. School can only claim if the parent fills in the forms get £2.30 per meal which is over what it costs. 12 month UFSM grant received this time. • AC will look at the budget over the next few weeks. Ensure payroll is ok. • 	
<p>8 13</p>	<p><u>I Pads</u> <u>SLA – Dean and Pip</u></p> <ul style="list-style-type: none"> • CL discussed what had been said at the Curriculum Meeting. School have applied to become a RTC - Regional Training Centre for Apple and will run Apple courses. Received good feedback from Apple regarding the application. Aim to get the badge. Comes with lots of benefits get to work with Apple providers in the wider community. Partner working with GBM. Can generate money would have to put on 12 sessions a year for free. Could be taster sessions and put on big training courses. Venues available to use. • Main benefit is what we can do for our children. Using Dean Sillett Designated Apple Educator. Could keep him on a SLA basis instead of Ad Hoc. He has presented a SLA. 110 days a year we could buy it from him and guarantees him work and secure for us. We could also sell him out to support other schools. 110 days will cost £35,000 and build in to the budget plan. • Training will be £110 for 5/6 hours it is cheap. If 15 people attend it would offset the cost for Dean. IU – will go in to the pot and be reimbursed. • The Redeemer didn't meet the the criteria and Apple was removed. There is only one primary and secondary in school in a 30 mile radius. Pleckgate is the high school in the area. 	

	<p>We get to use the logos but cant deviate and change the colour.</p> <ul style="list-style-type: none"> • Introduce 1:1 iPad. Every child in Yr6 will have an iPad. IU – can really see the benefit. CL will have to plan carefully if the iPads are going home. No heavy filtering. IU – when the child goes to high school the filtering comes in to place. We can offer support some parents might not agree. Cllr Virmani – important that we do advise the parents. IU – it will be welcomed by parents. CL – during the summer term we can test a few things and see how it goes with the children. • There will be a big launch and will need a venue. Very high profile to launch the start. • Quote to lease 70 iPads £4462 for the year. CL confirmed that they will be upgraded after 3 years. Will choose to pay 3 years up front if we have the opportunity. IU asked the price versus buying CL confirmed that it would cost £13391.81 value of the equipment to buy out right. AC added that Apple launch a newer brand every year. IU – works out the same as a 3year lease. CL will check if the price includes insurance and Apple care. • If it is successful could consider introducing another year group possibly year 5. Need to be careful though and use appropriately and just use the web browser. Amazing what the device can be used for. • IU – discussed experience with iPads at St Wilfred’s. Much better quality on the iPad and constructive use. • Discussion re the iPad and what it can do. • IU – commented that it will give our school the edge ready for high school. • CL asked the governors if they were happy and all the Governors agreed to go ahead. If we do become a RTC we will need someone to manage. Appropriate status at Assistant Head level. Will look at the structure during the summer Finance meeting. Employ a 2nd Assistant Headteacher couple of days out of class to get out and support teachers and get the funding for Dean. • AC – can show a separate area cost centre on Finance 6 showing the budget. • CL – need to make the money but it is 	CL
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	<p>retiring. We will have a vacancy and need to make a decision on who we decide to keep.</p> <ul style="list-style-type: none"> • Charlotte Metters will be going on Maternity leave soon. The baby is due SATS week and Charlotte is coming back after Easter. Zakiyah Kalu will go in to Charlotte's class as an Associate Teacher. • Cllr Virmani referred to the under spend on catering staff. AC explained the reasons. • Susan Yates was working in the library from September 2014 but it has not worked out. She is struggling and the job is too big and can't manage. Susan is back in the classroom and goes in the library before and after school. • CL suggested advertising for a Librarian. The governors agreed. CL has printed off a job description and was surprised how cheap a librarian is to employ and only £9000 per year. • Dave Davis has been here quite some time and doing a lot of work with sport currently TA in Year 6. Could develop his role and become a HLTA full time full year and work in the holidays running clubs. Level 2/3 split rate suggested job title Extra Curricular Coordinator. Organising children and parents during the holidays. Sport is his niche. Governors agreed and happy for CL to go ahead. PC suggested a title of Facilitator. • IU – fantastic to open the school in the holidays and weekends. Discussion re children having ownership of the school • CL - upset how all the plants grew during the summer last year and no one saw them and it became overgrown. Suggested the parents could use the vegetables if there was access during the holidays. 	CL
12	<p><u>Universal FSM – 2015 – Update</u></p> <ul style="list-style-type: none"> • AC suggested looking at FSM when he meets with CL to look at the budget w/e 20.3.15. Will be 12 months instead of 6 months 	
14	<p><u>Pay Policy</u></p> <ul style="list-style-type: none"> • CL- currently adopt the Local Authority Policy around performance related pay. Currently have midyear observations and midyear discussions with staff looking at targets met. • Cllr Virmani asked how it was going and CL confirmed everything is generally ok apart from one difficult situation at the moment which is being dealt with. 	

15	<p><u>Schools Financial Value Standard SFVS</u></p> <ul style="list-style-type: none"> • IU explained SFVS and the document. It is reviewed this time every 3 years. Use the same document this time and there are no changes. • CL – it’s an explanation of how the school finances are managed. • IU also mentioned and explained the Scheme of Financial Delegation. This has also been reviewed and the Choice of Suppliers and Contractors section item one figure has been changed to £5000 around inflation and the Headteacher may enter into contracts which do not exceed £5000 without the need to seek either written quotations or tenders provided that she is satisfied that value for money is being achieved. • Discussion regarding this policy. Any big expenditure would come to the governing body and CL added she wouldn’t want it not to. Safety on spending. • All Governors were happy with both documents CL and IU to sign at the end of the meeting 	
16	<p><u>A.O.B</u></p> <ul style="list-style-type: none"> • School Audit will be on the agenda for the meeting to be held in the Summer Term 2015. 	