

St Benedict's C of E VA Junior School, Glastonbury

Minutes of the Finance & Premises Meeting

Held on Tuesday 21ST March 2017 in Leopard Classroom

Present: Steve Gumm (Headteacher- HT), Gemma Hazlehurst (Vice Chair- VC), Mellie Leggett (Elected Parent- EP Governor, Natasha Wardle (Foundation Parent- FP Governor), Sue Wootton (PCC Governor), Paul Winter (Diocese Education- DE Governor).

Also Present: Jane Daniels (Finance Officer- FO), Sarah Hamlet (Clerk).

The meeting started at 5:33pm. Gemma Hazlehurst (VC) chaired the meeting.

| | Agenda Item | | Action |
|----|--|--|--|
| 1. | Apologies for absence <i>Natasha Wardle arrived at 5:36pm.</i> | <ul style="list-style-type: none"> Jo Boughen-Hunt, Louise Fairbrother, Piers Ranger, Helen Roper and Sue Thurgood- all accepted. FO confirmed that the DBS for Louise Fairbrother is in hand. There was a discussion re: governor attendance. Chair of Governors has spoken with Louise Fairbrother. | |
| 2. | Declaration of Interest in any agenda item | <ul style="list-style-type: none"> None. | |
| 3. | Agree Finance & Premises Meeting Minutes of 6 th December 2016. | <ul style="list-style-type: none"> Agreed by governors and signed by Chair. | |
| 4. | Matters arising from minutes of 6 th December 2016. | <p><u>Item 4:-</u> <u>Total Power Cut & Door Opening</u></p> <ul style="list-style-type: none"> All automatic doors have a battery cut-in system which operates in the event of a total power cut and lasts up to 12 hours. Once the building is evacuated, these doors will lock. <p>(HT spoke re: the FO's recent workload due to Ofsted preparation tasks. These are almost complete. Governors thanked the FO for all her hard work.)</p> <p><u>Item 5:-</u> <u>Swimming- Cost Centre Figures, use of PE & PP funds, Strobe contract</u></p> <ul style="list-style-type: none"> Figures look healthy at present; Fusion invoices still to be received for Autumn 16 and Spring 17. May need to increase fees to cover. The Swimming Survey received over 50 responses; mostly positive. However, present situation not sustainable. It may be necessary to reduce sessions by half. Governors discussed how this may improve attitudes of better swimmers. The FP Governor remarked re: outcome of increased confidence as well as learning skills. HT reminded re: Government swimming expectations. FO reported that whilst 'termly payers' continue to pay, others do not. Governors discussed the possibility of using Greenbank Pool in summer. FO handed out a report re: PE and PP Funds. It was agreed to discuss this within the FO Report. <p><u>Minibus sponsorship</u></p> <ul style="list-style-type: none"> Neither Skanska nor Sparkes are willing to sponsor. Governors discussed other | <p><i>Govs. to contact poss. Sponsors as</i></p> |

| | | | |
|----|-----------------------------|---|--|
| | | <p>possibilities and agreed to contact any companies directly with ideas as appropriate.</p> <p><u>Playground Project Funding</u></p> <ul style="list-style-type: none"> St Ben's PTA has made a donation to the Playground Project, which will cost a total of approx. £4.5k. <p><u>Corona compensation</u></p> <ul style="list-style-type: none"> FO will continue to follow this up. | <i>appropriate.</i> |
| | Finance Agenda Items | | |
| 5. | Finance Officer's Report | <p><u>Cost Centres</u></p> <ul style="list-style-type: none"> <u>Supply and Education Support Staff</u>- FO clarified that these centres are not overspent; costs are due to be moved into appropriate areas. <u>Governors' Expenses</u>- Governors agreed to HT's request that a portable doorbell be purchased, for use at governor meetings. FO clarified use of this Cost Centre and re: separate Governors' Bank Account. <u>Pupil Premium</u> (PP)- FO will adjust and amend the Grant Expenditure as necessary. <u>Lighting works</u> costs have been paid to the Diocese although work is yet to be completed. <u>Water & Sewerage</u>- FO will check overspend. Another meter (water) without usage has been located and will be disconnected. At present costs £60 per year. <u>Energy</u>- one more bill each of gas and electricity to be paid; thus, most of this Cost Centre will be spent. <u>ICT Learning Resources</u>- not overspent; FO clarified re: new broadband service order. <u>Swimming</u>- some funds have been moved. FO explained re: adding to carry forward figures to cover next year's costs. <u>PE & Sports Grant Expenditure</u>- paid up to Spring 17. DASH now has 2 coaches due to increased pupil numbers. HT spoke re: other visiting coaches for sessions throughout the weeks. <u>London Trip</u>- fundraising was very good. May transfer some funds to Kilve Cost Centre. <u>Minibus</u>- will be overspent due to maintenance and MOT costs in excess of £500. St John's contribute to fuel costs and supply a member of staff at the moment. They will be contributing to other costs next year. <u>Working with Artists</u>- overspent; a late bill received for the Our Somerset mural. <u>Awards & Prizes</u>- may need to raise this next year. Governors agreed on the importance of rewarding pupil achievement. <u>Kilve 2017</u>- a large bill is due, but can be moved to next year's budget. Monies for the previous event are still coming in. The ET Governor proposed benefits of issuing payment cards earlier. FO to speak with Year 5 staff to discuss. <u>Photocopier</u>- paper costs have risen. Governors discussed emailing newsletters etc., identifying which families need paper copies and not duplicating to siblings. HT highlighted that more assessment papers | <p><i>FO to see Yr 5 staff re: payment cards. Clerk to add to next F&P agenda.</i></p> |

| | | | |
|----|-------------------|---|---|
| | | <p>are being printed. FO proposed moving Paper Budget into Photocopier Cost Centre. FO spoke re: leasing costs etc. It was agreed for newsletters to be posted on notice boards, with a 'push' for more parental email contact. FO will speak to the Administrative Assistant. HT to follow up.</p> <ul style="list-style-type: none"> • <u>Free School Meals</u>- there have been big savings now that meals are not provided for pupils who do not order one. • <u>Lunch Money</u>- FO clarified that this was monies received from Glastonbury Festival for St Ben's Christmas Lunch. • <u>Equipment/Furniture/Fix & Fittings</u>- new tables, chairs and lunch trolleys have been purchased. More items will need to be bought eventually. • <u>Text Messaging</u>- increased costs as now being used more. Will need more funds in next year's budget. It was suggested that newsletter information could be sent via text messages. • <u>Pupil Premium (PP)</u>- will be spent; monies are in other Cost Centres at present. FO had circulated an information sheet for discussion. HT clarified re: sections and range of expenditure. At present, approx. 28% of St Ben's qualify for PP. PP funds support minibus costs for transporting eligible pupils to school. FO gave further clarification re: St John's contribution. The ET Governor suggested that unclaimed Lost Property be made available to low income families; HT informed that this is already in place. • <u>Current Year End Position</u>- still some outstanding bills. There should be a carry forward of approx. £70K. • Governors expressed thanks FO for all her hard work. | <p><i>FO to move Paper Budget to P/Copier.</i></p> <p><i>FO to see AA; HT to follow up.</i></p> |
| 6. | Budget Plan 17/18 | <ul style="list-style-type: none"> • The FO clarified the position for the previous year and carry forward to next year's carry forwards based on current funding levels. This is driven by pupil numbers; 220 (2017/18) and predicted 225 for 2018/19. Next year's Budget Allocation is £926,486. • <u>Staffing</u>- costed with all inclusions. • <u>Insurance Premiums</u>- to be completed. • <u>Bought In Professional Services</u>- to be completed. HT informed that some savings will be made via in-house training. PP funds can be used for some training if it has an effect on those pupils' attainment. HT will propose amendments to be carried forward by FO at next FGB. He added that attainment has risen (especially in Year 4) through intervention programmes. • <u>High Needs Funding</u>- number of current Year 2 High Needs pupils coming to St Ben's (Year 3) needs clarifying. • The FO invited governors to contact her with any queries, highlighting that more work is to be done. She will email Jo Boughen-Hunt (JB-H) and Helen Roper (HR) next week. She clarified re: pensions and increased costs. | <p><i>Clerk to add C/F Amends to next FGB.</i></p> <p><i>FO to contact JB-H & HR.</i></p> |

| | | | |
|-----|-------------------------------------|---|--|
| | | <ul style="list-style-type: none"> Governors thanked the FO for all her hard work. | |
| 7. | SFVS 2016-17 | <ul style="list-style-type: none"> This is similar to last year. FO spoke re: the document format and requested further information from governors for areas still to be completed. Governors discussed governor training covered and training for Administrative Assistant (AA) of the FO's absence. Chair offered to cover general office duties to free up time for the FO and AA. Section 25 still to be completed. The FO asked governors to contact her re: queries and amendments. She will send information to JB-H and HR. Deadline is 31st March 2017. | <i>FO to contact JB-H & HR.</i> |
| 8. | Benchmarking | <ul style="list-style-type: none"> FO explained how the documents compared St Ben's expenditure and income to Somerset LA and to all UK LA schools. New data is released at the end of each Autumn term. FO will contact SIMS to clarify some entries. Figures for the all UK LA Schools vary widely due to different funding levels in e.g. London. HT and FO spoke re: St Ben's Lottery funding. Governors agreed it was beneficial to identify areas where St Ben's is above average in both Somerset and all UK documents. FO will email more information to governors. Governors thanked FO for all her hard work. | <i>FO to contact SIMS.</i> <i>FO to email info to govts.</i> |
| 9. | Summative Assessment | <ul style="list-style-type: none"> HT spoke re: GL Assessment for Years 3, 4 and 5, which gives a scaled score for better comparisons and detailed analysis. The cost is £1K but is budgeted for. | |
| | Premises Agenda Items | | |
| 10. | Premises and Health & Safety Update | <ul style="list-style-type: none"> A parent volunteer had a fall whilst painting St Ben's staff room. He sustained facial and fracture injuries, but is recovering well. It has been established that the incident occurred as a result of this parent's actions. St Ben's has submitted an insurance claim re: carpet replacement and lighting repairs, plus redecoration by a local firm. Tristan Cowell (Diocesan Surveyor) has visited re: the lighting project (4 phases). The Our World mural plaster is cracking and has been surveyed- repair is needed. There is some uncertainty re: ownership of the wall. The work with Chalice Well on the Garden of Tranquillity is progressing well. The area is cleared, plants have been chosen and compost delivered. | |
| 11. | Policies | <p><u>Finance</u></p> <ul style="list-style-type: none"> Governors discussed and agreed re: amendments to be made. <p><u>Staff Code of Conduct</u></p> <ul style="list-style-type: none"> HT to email this draft policy to governors for comments and amendments. <p><u>Social Media</u></p> <ul style="list-style-type: none"> HT to email this draft policy to governors for comments and amendments. <p><u>Staff Induction</u></p> <ul style="list-style-type: none"> HT to email this draft policy to governors for | <i>Clerk to meet with FO re: Finance Policy amends. Add to next FGB.</i> <i>HT to email S C of C, Soc. Media & Staff Induction drafts to govts. for comment & amends.</i> |

| | | | |
|-----|-------------------------------|--|--|
| | | comments and amendments. | |
| 12. | Any other urgent business | • None. | |
| 13. | Date and time of next meeting | Tuesday 16th May 2017 at 5:30pm. | |

The meeting closed at 7:23pm.