



**Governing Body Meeting (Resources & FGB)
18 May 2017
Minutes**

Present: Mrs D Bedford (part), Mr A Corke, Mr P Cunningham (Chair), Mrs B Dewberry (part), Mrs Z Durrani, Mr G Huntley, Mr D Redington, Mr M Turner, Miss T Webster
Apologies: Mrs L Gawen, Mrs D Corke
In Attendance: Ms S Mansfield (Clerk)

No.	Item	Action
1.	<p>Apologies for absence/Conflict of Interest Apologies for absence were received and approved from Mrs L Gawen and Mrs D Corke. Mr S Rubra was absent.</p> <p>No conflicts arose during the course of the meeting.</p>	<p>Apologies approved</p>
2. 2.1 2.2	<p>To discuss and approve the proposed Budget for 2017/18. The Budget Report 2017/18 and 5 Year Projection were circulated in advance of the meeting.</p> <p>Budget Report 2016/17 TW ran through each line of the budget. The following points are of note:</p> <p><i>E01 Teaching Staff</i> Slightly lower than last year due to less Nursery teaching (0.5 to 0.4) and top of scale vacancy being filled by lower scale staff. Nursery currently has 22 children (not in at the same time necessarily) and 26 for September.</p> <p><i>E02 Supply Teaching Staff</i> Supply decreased due to previous year actual having a full time supply teacher employed.</p> <p><i>E03 Education Support Staff</i> The number of LSA's has been increased. Nursery Nurse increased due to pupil numbers. TA support across the school increased to further support PP/disadvantaged children.</p> <p><i>Q Governors requested that future Budget Reports also include previous year budget and actuals.</i> TW agreed to circulate this information asap.</p> <p><i>E04 Premises Staff</i> Increase in hours for the Caretaker. This appointment is working very well.</p>	<p>Previous year budget/actuals to be included in Budget Report. Action: TW</p>

	<p><i>E05 Administrative and Clerical Staff</i> Increased office hours to cover administration of After School Club and additional Nursery hours. It was noted that more parents are now paying online.</p> <p><i>E07 Other Staff.</i> Previous budget includes one staff member for the After School Club. This has been increased to two. This cost will be offset by ASC income which has not yet been included in the Budget. Midday staff have been increased by one to cover Nursery lunches.</p> <p><i>E08 – Indirect Employee Expenses</i> Increased expenditure due to the introduction of apprenticeship levy. This is payable as we are included in the Herts County workforce and payroll costs exceed £3m. This cost can be offset against training for any apprentice employed.</p> <p><i>E09 – Development and Training</i> Clerks support wasn't included, in error, last year.</p> <p><i>E11 Other Staff Related Insurance</i> No maternity expected this year. New malpractice medical insurance included.</p> <p>2.3 <i>Q We are paying Liability Insurance next year but do not appear to have paid this last year. Why?</i> Sorry, this is an error; last year we paid £362 which was 0.04% of the budget</p> <p><i>E12 Building Maintenance and Improvement</i></p> <p>2.4 <i>Q There are quite large sums for E12 Building Maintenance (£50K) and E20 ICT (£46K) – Can you clarify what these are for?</i> These two budgets include all the committed items brought over from the previous budget which had not been completed or paid for eg the update of the new server and IT equipment and the FS outdoor area and gates.</p> <p>2.5 <i>Q Have FOLS been asked for any contribution to this?</i> No.</p> <p><i>E15/E16 Water & Sewage and Energy</i> It was noted that accurate invoices are now being received in a more timely manner and this has allowed more accurate budgeting.</p> <p><i>E18 Other Occupation Costs</i> TW advised that 24 Hour Solutions had carried out maintenance prior to the Caretaker being appointed. His appointment has allowed more competitive quotes to be obtained and this has resulted in a cost saving of approx. £1,000.</p>	
--	--	--

	<p><i>E19 Learning Resources (not ICT)</i> A new photocopier contract has allowed cost savings to be made.</p> <p>2.6 <i>Q The Sports Premium and Pupil Premium have gone down. Is this because the amount per child has reduced?</i> These amounts are dependent on pupil numbers. Sports premium is set to double this year, but we have not been informed of the exact amount and as it is a straight in and out amount I have left it as an estimate based on how it has been worked out in previous years.</p> <p>2.7 <i>Q Have more parents come forward for PP following the article in the newsletter encouraging them t do so?</i> No . There are less PP children now.</p> <p><i>E25 Catering Supplies</i> There are less FSM children this year and therefore UIFSM costs are reduced. UIFSM and Free Sch Meals have been amalgamated into one item.</p> <p><i>E27 Bought in Prof Services - Curriculum</i> HIP Consultancy will continue with Des Stubbs coming in to carry out a review at the beginning of July.</p> <p>De-Delegation Additional School Improve Service is new this year and we are instructed what figure to include.</p> <p>2.8 <i>Q What does SITSS stand for?</i> It is HCC's Schools IT Services.</p> <p><i>E28 Bought in Prof Services - Other</i> School Comms is being used now rather than Parentmail. School Comms has a better app and also incurs a cost saving.</p> <p>2.9 <i>Q Why is Rhythmix Wake Up and Shake Up Club not included?</i> Wake Up and Shake Up is a direct in and out cost. Rhythmix Dance is covered from Pupil Premium.</p> <p>5 Year Projection TW advised that this is the first year that a balanced budget for 3 years has not been achieved. It was noted that we are still in a strong position compared to other schools who are unable to balance for 1 year. There has been a reduction of £70,000 in income under the predicted funding formula.</p> <p>TW reassured Governors that staff are aware of the need to make cost savings wherever possible and TW is certain further cost savings can be realised. Additional staff have been brought in to ensure maximum impact whilst funds allow.</p>	
--	---	--

2.10	<p><i>Q Governors raised the question of when the pension auto-enrolment cycle is due again as this may have an impact on expenditure?</i></p> <p>TW to investigate.</p>	<p>TW to investigate pension auto-enrolment date. Action: TW</p>
2.11	<p><i>Q Has any further progress been made on considering more cost efficient lighting?</i></p> <p>TW stated that she believed this would be worth doing and agreed to investigate.</p> <p>TW summed up by stating that education was reaching crisis point with regard to lack of funding. Staff are very committed and sickness rates are low. It is imperative to protect our staff who, in turn, protect our children.</p> <p>The Committee reinforced the need to monitor performance against the budget set, given that retaining a surplus at the end of 2018/19 is dependent on carrying forward the level of budgeted surplus as at the end of 2017/18</p>	<p>More cost efficient lighting to be investigated. Action: TW</p>
2.12	<p><i>Q Where on the pay scale are the majority of staff?</i></p> <p>TW advised the majority of staff are at the top of their pay scale now.</p> <p>DB/BD joined the meeting at 8.00 pm</p>	
2.13	<p>Approval of Budget 2017/18</p> <p>Following a show of hands, the budget for the forthcoming year was approved unanimously.</p>	<p>Budget approved</p>
3.	<p>Date of Next Meeting</p> <p>Resources Committee – 22 June 2017 FGB – 6 July 2017</p> <p>The meeting closed at 8.04 pm.</p>	