

Pensby Primary - Agenda for meeting of Personnel and Finance on Friday 10th February 9.15am

Governors in attendance:

J Evans: co-opted governor, D Spencer: co-opted governor, K Brown: headteacher Y Clark: co-opted governor, S Evans: co-opted governor, J Lawrence: parent governor, H McCaulay: parent governor, Kim Yeadsley-Jones: office manager, Joanne Barker: bursar, J Gibson: clerk

ITEM	DISCUSSION	
1	Welcome; confirm committee membership and chair JE confirmed that she was willing to continue as chair of Finance Committee following her appointment as co-opted governor. She welcomed JL and HM who were observing the meeting as new parent governors.	
2	Apologies for absence Apologies were noted from DS who would be arriving later and from WF who was unwell and could not therefore observe as new parent governor	
3	Declarations of interests – There were no declarations of interest in respect of the agenda items.	
4	Terms of reference and reminder of school development plan priorities. JE read out the amended terms of reference and asked that benchmarking be added.	The terms of reference were agreed subject to addition of benchmarking – terms of reference to be referred to full governors for approval of the delegated tasks.
5	Any other business to declare The SED committee wished to recommend that Mrs B's request for a permanent reduction in hours be agreed.	
6	Minutes of last Personnel and Finance meeting 11.11.16	The minutes were agreed as a true and accurate record
7	Matters arising 8.2 and 8.3 split RJP3 reports for Stanley and Pensby on a monthly basis KYJ showed governors the monthly report she had obtained from RJP3 which included salary costs separately for each school. KB shared a comprehensive report produced by RJP3 in March 2016 which confirmed that the meals at Stanley School cost more to produce inclusive of all costings. The importance of regular governors meeting with Stanley was noted, particularly to discuss finances for a shared site where there were some financial inequalities. HMc asked whether the water supply was on a meter and it was confirmed that the site had not been set up with meters.	It was agreed that governors of Pensby Primary would get in touch with governors of Stanley Primary to arrange meeting which was overdue
	8.7 KYJ reported costs for gas, electricity and labour to help determine percentage cost for utilities for the kitchen only. JE reminded governors that the priority for school meals provision was not profit related but that costs needed to be split fairly between both schools and to ensure no loss made.	Percentage utility costs to be provided to RJP3 once figures apportioned correctly.

	<p>9.3 re grounds maintenance recorded as a forecast overspend. KB advised that this had been corrected as the school was not prepared to pay for doubling up of missed visits. She added that quotes for grounds maintenance were being sought and that the school was looking at tenders collaboratively with schools in the soft federation in order to benefit from economies of scale.</p>	
	<p>9.6 re alternative pest control quotes to deter urban gulls A competitive quote from North West Birds was put forward which involved double the amount of visits at a lower cost; governors agreed the extra visits would be particularly beneficial during the forthcoming breeding period. JE proposed that the SLA be transferred to North West Birds at renewal.</p>	<p>The Committee unanimously approved employing the services of North West Birds.</p>
8	<p>Headteacher's report to governors</p>	
8.1	<p>KB reported on staff absences which included several long term sicknesses. She confirmed that the sickness absence insurance paid out for all staff after 3 days absence and also covered phased returns to work.</p>	
8.2	<p>The criteria was discussed whereby KB would meet with staff to discuss absence. KB confirmed that the L.A. sickness absence policy is adopted by the school and she confirmed the procedures followed. Governors acknowledged the impact of staff absence and expressed the need to address formally as well as offer support and inform next steps</p>	
8.3	<p>KB reported that she had looked at the Service Level Agreements. She proposed that the school dispenses with the SLA for Facilities Management at a cost of £3,700 and the addition of two new S.L.A.s for staff training – Edsential £2,000 and ECM £3,000. The high quality training provided by ECM was discussed and KB proposed that they would be the sole training provider next year.</p>	
9	<p>Period 9 report from JB, Bursar</p>	
9.1	<p>For the benefit of new governors, JB explained the format of the report and explained that the forecast credit outturn of £144,000 was due to savings made in order to avoid a deficit balance in the next 3 years and to try and avoid redundancies.</p>	
9.2	<p>JE asked whether the report took into account the termination of temporary hours which had been discussed at the last budget meeting. It was confirmed that the adjustments had been made and that this was reflected in next year's budget within the report. JE asked governors to confirm their approval of this action.</p>	<p>It was unanimously agreed that staff working additional hours revert to their original contracted hours.</p>
9.3	<p>Under the report heading of staffing, and with reference to any other business noted in item 5, KB reported that Mrs B in Y3 had been working reduced hours for the past year due to exceptional circumstances and had now requested a permanent reduction in hours. Governors acknowledged the professionalism from both Mrs B and Mrs W in the way they managed the job share.</p>	
9.4	<p>It was recommended that the request from Mrs B for reduced hours be agreed due to exceptional circumstances and that it was important for staff to be aware that although requests can be made in certain situations, mainly child care situations, there was no legal right for the school to grant the request.</p>	<p>Governors unanimously agreed for Mrs B's contracted hours be reduced due to exceptional circumstances.</p>

9.5	JB confirmed that 4 percent had been built into the report for pensions deficit as well as a reduction in class size from 36 to 30.	
9.6	The school's financial situation in comparison to other Wirral schools was discussed.	
9.7	HMc queried restrictions on remit of PTA expenditure and KB confirmed that it had to benefit all children.	
9.8	KB reported that several organisations were interested in hiring the hall which would generate income once the field had been landscaped and this would involve a hire team for both Pensby and Stanley schools. She acknowledged a good relationship with leadership staff from Stanley.	
9.9	Governors acknowledged that difficult decisions would need to be made to ensure sustainability. JB confirmed that she would continue to work with KYJ to identify cost savings.	
9.10	JB was thanked for her report and left the meeting. DS arrived to the meeting.	
10 10a	Schools Financial Value Standard Review and agree authorised signatories list and delegated levels of authority KYJ produced the revised list which KYJ pointed out took into account separation of duties and the delegated limits of authority were also confirmed.	The authorised signatories list was approved.
10b	Review and agree charging policy including schools meals and milk KYJ confirmed minor amendments to the charging policy. The cost of dinners was confirmed at £2.00 with milk free up to age 5. It was pointed out that the meals cost less than they would be with Edsential (previously Metro Catering)	
10c	Compliance policy to be reviewed and agreed as part of Tucasi cashless system JE read through the questionnaire she had completed to confirm that school complied with requirements of Tucasi cashless system. KB thanked JE for completing the form and she summarised the benefits of a cashless system	
10d 10d.1 10d.2 10d.3	Review SFVS assessment form for recommendation to Full Governors The question relating to benchmarking was discussed and the difficulty of finding comparable schools due to the school being a new building. Maintenance of assets was queried and KYJ confirmed that this had been completed by the IT technician. It was confirmed that the budget made provision for any necessary replacement of kitchen equipment and that JB, Bursar would ensure that the £18,000 reserve for any kitchen equipment would not be included in the carry forward balance as it was earmarked expenditure.	DS agreed to look at further comparable schools. It was recommended that the SFVS assessment form be referred to the next full governors meeting for approval.
11 11.1 11.2	Pensby Children's Club Finance and staffing update YC confirmed that numbers attending all clubs were good and in line with forecasts. Holiday club was discussed and KB confirmed that it had been arranged for the Easter holidays 3 days first week and 3 days second week.	

11.3	YC put forward HLJ's proposal that the charges for each club be increased by 50p. It was confirmed that the last increase was two years ago and KB suggested that comparisons should be made with other clubs prior to increase.	An increase in charges to be looked into prior to next Finance meeting.
11.4	Additional admin duties for the Children's Club were discussed and HJ's increased hours were confirmed.	KB said she would discuss with HJ ways to manage admin time for Children's Club within contracted hours.
11.5	Payment of toast for the children's club was queried and it was confirmed that financial reports would be corrected to reflect the costs incurred by the children's club, not the school, in supplying and making toast for the children. An increase in the cost of providing toast was also suggested.	Any increase in charges to be looked into prior to next Finance meeting
11.6	'Funding the Future' document and Schools Funding Formula Consultation It was confirmed that both documents had been circulated to all governors. The impact of the new formula was discussed and governors expressed concern at the extent of the proposed cuts in funding for education.	
12	Apprenticeship Levy KB reported that JM Sports had put in an application for two sport apprentices which would offset against the levy imposed on the school.	
13	Staffing/UPS selection panel SE and JE volunteered to be on the panel which would look at recommendations from KB relating to teacher requests for movement to the upper pay scale. KB reminded them that any decisions must not be influenced by concerns about finance and affordability.	It was agreed that SE and JE would represent governors on the UPS selection panel.
14 14.1 14.2 14.3	Impact of 30 hours free childcare from September 2017 KB confirmed that she had expressed an interest in providing extra hours but had heard nothing further. It was confirmed that the Children's Club was not obliged to offer the extra hours. Governors recognised the need to consider the expense involved in having to employ a teacher if there were over 30 pupils at the school's nursery. The need to maintain numbers to guarantee the teacher's salary was noted and eligibility criteria was discussed. The possibility of expanding the Children's Club was discussed and it was concluded that there was scope for extending the facilities through use of formula capital funding of £12,500	
15	DfE benchmarking website - Governors were reminded of the survey link if they wanted to put forward suggestions for improvements: https://protect-eu.mimecast.com/s/Xlg7BFbWRf6	
16	Any other business There was nothing further to discuss as the recommendation from the SED committee had been covered in 9.4	
17	Date of next meeting	Friday 16 th June 9.15am