

## Pensby Primary School

### FINANCE, PAY AND PERSONNEL COMMITTEE MEETING

Friday 13<sup>th</sup> November 2015

Apologies: Dave Spencer (DS), Kirsty Harland (KH)  
Present: Julie Evans (JE), Kim Yeardsley-Jones (KYJ), Kate Brown (KB), Joanna Barker (JB) LA Bursar, Sue Evans (SE)  
Chair: Julie Evans  
Minute Taker: Kate Brown

#### 1. Welcome

The meeting began at 9.30am. JE welcomed everyone.

#### 2. Apologies

See above

#### 3. Declaration of Business and Pecuniary Interests

None to declare.

#### 4. Any Other Business to Declare

Audit tool - KJ

Appraisal report - KB

Children's Club - JE

#### 5. Minutes of the Last Meeting

Accepted as accurate.

#### 6. Budget Report

JB led the committee through the Budget report. Discussion took place on the following items:

For all areas, we have stated full spend to the end of the year.

- Bottom line - overall credit is £89K. At period 9 this will be more accurate, with billing more up to date
- Income - £28k more than originally set
- Staffing - £22K overspend. Some due to cover long term sickness and courses etc
- Premises - some confusion in sub headings and if they are in the correct section. JB and KYJ will be working on this.
- Water charges- it has been brought to the schools attention by United Utilities that surface water has not been charged since opening. This

cannot be forced in retrospect, only from April. A contingency amount has been built in.

- Transport to baths - this has been taken out as we don't use this. JB and KYJ will be looking at areas and making decisions on where things are best coded.
- Gas - is very high due to the biomass heating issues. This was discussed at length.
- Supplies and Services - £1K in credit overall
- Field Courses - heavily overspent. Another heading JB and KYJ will be looking into.
- TUCASI - this was discussed. It is going well and the full system is now implemented.
- Staffing - the committee looked at the grades of staff and noted there is not much movement in the scales. 1 teacher can apply for UP1 and this will be approved. Has been built into budget.
- TAs - temporary contracts ran to the end as discussed in the last meeting. This saved a considerable amount.

## **7. Headteacher's Report to Governors**

Staffing information was given to governors as part of the Headteacher's Report to Governors which was presented as a mini report to the committee. Discussion took place. KB explained about the TA advert and the new funding received for some 1:1 children. The HT report does not have up to date staff absence figures. These will be provided at the next meeting.

## **8. Audited accounts**

School fund, school direct, SCITT and uniform account have all be audited. Children's club is in process. Uniform account is to be closed, SCITT will also close, as will children's club. KYJ had audits. JE will sign these off. Any credits will be paid into the main budget - this will be approximately £3 to £4k. KYJ fed back that all staff are now paying £2.40. KYJ stated that we do need to be clear on what school fund is spent on. We do use school fund to send flowers to staff if ill etc. This is hospitality and needs to be captured. It was proposed that the Headteacher could authorise this up to a limit of £30 and this to be captured through the completion of a petty cash sheet. This was agreed by the committee.

## **9. Policies and procedures**

In the light of TUCASI must needs to be updated. KYJ is working on this.

#### **10. Audit tool**

KYJ shared information on an online audit tool. This is something we do need to improve as it is difficult to manage. Everything is photographed, depreciation value is calculated etc. The quote we have is for £2k, this includes a set up cost. The committee asked for 2 more quotes for the period 9 meeting where this will be discussed again.

#### **11. Appraisal report from Headteacher**

KB gave her report for 2014/15 to the committee. This was accepted.

#### **12. Children's Club**

KB gave an update on club costs and long term view of staff to overall school running costs.

#### **13. Date and Time of Next Meeting**

Dates have had to be moved - these are confirmed for the remainder of the academic year as:

Budget Setting Meeting:	Mon 8/2/16 9.30am
	Mon 6/6/16 9.30am

Finance Committee Meetings:	Fri 12/2/16 9.15am
	Fri 10/6/16 9.15am

#### **14. Any Other Business**

None orders - this had been an issue particularly in terms of site orders. It has reduced but some things are still none orders. This will be identified in Audit. JE will oversee none orders and sign these if happy with them.

