**Pensby Primary School –minutes of Governors’ Personnel and Finance Committee Meeting**

**on Friday 15th February 2019 at 9.15am**

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| **Governors in attendance** | **Others in attendance** |
| J Evans: co-opted governor (Chair) | Joanne Barker: Bursar (in attendance for item 5) |
| D Spencer: co-opted governor | K Yeardsley-Jones, Office Manager |
| S Evans: co-opted governor | J Gibson: clerk |
| J Lawrence: parent governor |  |

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| 1 | **Welcome; apologies for absence**  **YC**  **KB** | All members in attendance |
| 2 | **Declarations of interests** | No additional interest declared in respect of today’s agenda items. |
| 3 | **Minutes of last Finance meeting held** | Agreed true and accurate record. |
| 4 | **Matters arising**  All auctioned.  Leak caused by incorrect installation by L.A. approved contractors and now repaired – L.A. to meet the cost, including additional claim for reimbursement of water bills paid. |  |
| 5  5.1 | **Period 9 report**  JB reported £120,000 credit at end of current financial year, £5k more than projected. Governors acknowledged the savings made to ensure balanced budget next financial year (Yr1) but with a reduced surplus. |  |
| 5.2 | Concerns were raised that the following two years presented challenges due to the government’s ongoing austerity measures. JE reminded governors that without carrying credit forward we would have projected current deficit of £88,000 and it was pointed out that many schools across the country were already in budget deficit. The financial year 2020/21 was highlighted as the first year when the school would feel the effect of budget cuts and JB pointed out that the new funding formula should have been rolled out by then. |  |
| 5.3 | ***Query***. How much is school expected to pay out on adjustments to support staff and teachers’ pensioin contributions? JB confirmed amounts and explained that the amount increased for years 2 and 3 in respect of the pension contributions because the government had not agreed to provide funding contribution beyond year 1. |  |
| 5.4 | JB proceeded to report on budget headings and highlighted areas where there had been under or overspends.  JB reported that additional income was due under SEN |  |
| 5.5 | The government’s £10,000 capital funding grant was discussed. DS advised restrictions on expenditure but anticipated that the money could be put to good use. |  |
| 6  6.1 | **RPJ3 presentation to governors**  K Motley RPJ3 group and S Humphries, school’s catering manager, joined the meeting.  KM circulated a report to governors.  It was reported that sales were above budget and that costs were being kept down. Governors were reminded that the school catering was never intended to produce profit, with main focus on providing affordable meal for as many children as possible. SH was praised for managing the catering budget with quality products. |  |
| 6.2 | A query was raised as to labour costs noted in the spreadsheet. KM and KYJ agreed that details about labour costs could be refined to include charges to Stanley.  It was confirmed that the budget for Universal Infant Free School Meals was on target. |  |
| 6.3 | The numbers for paid dinners were discussed as well as numbers for children entitled to free school meals beyond year 2. Parent taster days and theme days were proposed to encourage further uptake, particularly of paid meals. SH explained that children at Stanley had more personalised requirements and didn’t respond so well to change. It was proposed that theme days could take place when Stanley School on inset, alternatively SH could modify an existing meal to make it a theme day for Pensby. SH expressed that she was keen to try out theme days. | Agreed to arrange theme day with KB (JE?) |
| 6.4 | The cost of meals per labour hour for Stanley was identified as higher, due to the time taken to deliver and set up more bespoke meals at Stanley and then collect plates etc. Governors were reminded that the charges for UIFSM were now £2.30 across both schools as agreed last Finance meeting. |  |
| 6.5 | It was established that other schools charge higher for a school meal and that the charge was usually the same regardless as to whether UIFSM, FSM (pupil premium) or paid dinner.  Acknowledged that no intention to make a profit and KB had always expressed wish to provide affordable meal for as many children as possible and never an intention to make profit. |  |
| 6.6 | Proposed put charge up for free meals (those eligible for pupil premium) to £2.30 in line with UIFSM and review charge for paid meals only after consultation with KB and with no expectation that there would be an increased charge for paid meals. | Governors unanimously agreed charge of £2.30 for free meal beyond Year 2 to bring in line with UIFSMs. Action – add to agenda for full governors – to discuss kitchen and have liaison governor for kitchen. |
| 7 | **New Oven for kitchen**  It was confirmed that the oven would be fitted in Easter holidays with payment to come out of shared contingency pot for the kitchen. It was pointed out that the purchase of the oven had been agreed at the last Finance meeting. |  |
|  | *KM and SH left the meeting at this point* |  |
| 8 | **Report from children’s club.**  YC had given apologies in advance for today’s Finance meeting but it was noted that she had met with HLJ and that there were no areas of concern. JE confirmed that HLJ had also shared financial figures with KYJ and herself, with no issues to report. |  |
| 9  9.1 | **Solar panels – consideration of cost of Complete Eco proposals circulated by KB to governors on 16.01.19**  JL provided an update following discussions with Stanley School. Governors accepted that the 50kWp was the most viable option for the school. The cut-off date to claim government incentives was confirmed as 1st April 2019 . It was confirmed that a survey company not associated with Complete Eco had confirmed that the roof was suitable for solar panels. A questions and answer session followed. |  |
|  | ***Query:*** How long before the school generates money? The school would generate profit after 8 years . |  |
|  | ***Query***: What if the school is tied in with an electricity provider? It was clarified that being tied in with an electricity company did not affect participation in the scheme because the school would get paid 4p from the government and 5.24 from the solar firm for electricity generated  ***Query:*** Do the costings take into account the winter ?  Yes and DS explained that electricity generation was not adversely affected by winter conditions.  ***Query*** Does the solar panel initiative get KB’s backing? Yes, she’s driving it.  ***Query*** can Pensby go ahead without Stanley . Yes. KYJ would still charge Stanley for their electricity separately.  ***Query:*** Time taken to install panels. A few weeks – could be installed over the Spring holiday  ***Query:***  Impact on budget when we go ahead and say yes?  Interest free credit terms queried. How many years? Amount per year?  Established that once solar panels paid off, the value of energy generated would be profit for the school.  ***Query***: Maintenance costs? Established self-cleaning |  |
|  | Costings were circulated which indicated that the school would break even on the solar panels after 8 years, with worthwhile savings to be made thereafter. Total benefits over 25 years were noted. |  |
|  | It was proposed that the school goes ahead with purchase of 50kWp solar system at £49,000, in order to qualify for government incentive by 1st April, subject to confirmation that the interest free period is 8 years or more and subject to consideration of the impact of the loan repayments on the budget. | JL to JL to find out repayment terms and email governors prior to decision at Full governors meeting on 28/02/19 |
| 10  10.1 | **Tucasi** **payments system**  JE reported that the parents’ focus group had identified Tucasi as not being user friendly for families with more than one child and it had been decided to investigate other online payment systems before signing up to Tucasi for another year. |  |
| 10.2 | Governors discussed whether it would be better to have one payment system that encompassed all transactions, or separate schemes, depending on how competitive in terms of efficiency, admin fees and transaction charges. |  |
| 10.3 | It was proposed that companies were invited in to provide demonstration of their systems. The capabilities of Seesaw were considered and it was put forward as a possibility for contacting parents via smartphone. | Agreed KYJ to arrange report to governors on changes to Tucasi by 28th February (Full Governors meeting). |
| 11 | **Avoid high supply agency fees – new DfE guidance for consideration by governors (non-statutory)**  DfE guidance to help schools get value for money, avoid fees and find local agencies who complete thorough background and safeguarding checks.  [Hiring supply teachers and agency workers](https://www.gov.uk/guidance/deal-for-schools-hiring-supply-teachers-and-agency-workers)  It was acknowleged that the school was often able to cover sickness in-house and had part time staff who were flexible and could work extra hours if required. The benefit of having student teachers was noted, beneficial to the student and to the school. |  |
| 12  12.1 | **Financial policies and procedures**  *Schools Financial Value Standard*  Governors were satisfied that there were no areas where the school did not meet the standard. | JE agreed to sign the SFVS form so that KYJ could submit to LMS |
| 12.2 | *Inventory check* – KYJ confirmed this had been completed and signed off in line with audit requirements. |  |
| 12.3 | *ICO for data protection renewal* – KYJ reported that the renewal certificate had been obtained. |  |
| 12.4 | *Conflict of interest forms* for staff and governors.  KYJ confirmed that all forms had been signed off by KB/DS. |  |
| 13 | **AOB**  DS confirmed that extra funding had been made available for electronic tablets following the implementation of Seesaw. It was confirmed that KB was looking into the leasing of equipment including tablets. |  |
|  | The standard of wifi coverage around the schools was raised as a concern and DS asked that an inspection be carried out to check whether every classroom has wifi. | KYJ to arrange for wifi check in classrooms. |
| 14 | **Date of next meeting** | Friday 21.06.19 9.15 am |

**SCHOOL IMPROVEMENT PRIORITIES 2018/2019**

**Key improvement priority 1** - To review the framework of our school curriculum to ensure the aims of the education for our pupils, including the knowledge and understanding to be gained at each stage are set out clearly.

**Key improvement priority 2** - **To improve pupils’ independent understanding of reading, writing and mathematics through developing the effective use of manipulatives and resources across the whole school to ensure national standards at expected and greater depth are consistent in all 3 subjects.**

**Ofsted Priorities**

**1. Ensure that leadership and management become more effective by:**

**– including precise success criteria in the school’s action plans for improvement that evaluate the impact of actions taken with reference to pupils’ achievement**

**– developing the skills of leaders of subjects other than English and mathematics so that they have a firmer understanding of standards in their subjects across the school.**

**2. Accelerate pupils’ progress, and especially that of the most able pupils, further by:**

**– ensuring that lessons are more consistently demanding and engaging to avoid lost learning time through occasional misbehaviour**

**– more consistently providing work for the most able, especially in writing, that is challenging and deepens their knowledge**

**Terms of reference Personnel and Finance Committee**

**General**

* To liaise and consult with other committees where necessary
* To contribute to the School Improvement Plan
* To consider safeguarding and equalities implications when undertaking all committee functions.
* To meet at least once a term and report to the next full governing body (provide copy of minutes)

**Personnel**

* To ensure that the school is staffed sufficiently for the fulfilment of the **School Development Plan** and the effective operation of the school;
* To review staff pay and conditions of service annually
* To agree the longer-term salary costs relating to personnel.
* To establish and oversee the operation of the school's **Appraisal Policy**– including the arrangements for the Headteacher;
* To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation and safeguarding procedures.
* To consider the **Whole School Pay policy** annually and recommend its approval to the Full Governing Body;
* To adopt a **Staff Discipline and Grievances** policy, and make recommendations to the governing body for approval of any amendments
* To incorporate the terms of reference for the Pay Committee specified in 3.8.2 of Whole School Pay policy
* To receive reports from the Children’s Club meeting via YC regarding staffing at the school’s childcare facilities

Finance

* To adopt the **L.A.’s Scheme for Financing Schools**; to review any amendments to the Scheme and refer to next Full Governing body for approval.
* To set and monitor the school budget, reporting back to the full Governors with its recommendations.
* To ensure completion of the **Schools Financial Value Standard** self-assessment to evidence the effective financial management of the school’s resources; to address any actions points, and to recommend the completed SFVS assessment to the Full Governing Body meeting for approval in the Spring term
* To monitor the ongoing financial performance of the school (including Pensby Children’s Club) at least on a termly basis, with regular input from bursar and Office Manager, and to report back to the full Governing Body
* To respond to the financial situation in terms of staffing
* To review and set expenditure limits
* To review and approve the following additional statutory finance policies/documents:
* **Charging policy**
* **Governors allowances**