

**Pensby Primary School - Agenda for Governors' Finance Committee Meeting  
on Friday 10<sup>th</sup> November at 9.15am**

Governors in attendance	Others in attendance	
D Spencer: co-opted governor	Kim Yeadsley-Jones: office manager	
K Brown: headteacher	Joanne Barker: bursar (in attendance for agenda item 6)	
S Evans: co-opted governor	B Embery: nursery teacher H Lloyd-Jones: nursery manager L Grant: reception teacher	in attendance for item 11
J Lawrence: parent governor	J Gibson: Clerk	

	Agenda item and discussion	Agreed/action point/impact
<b>1</b>	<b>Welcome and Apologies for absence</b> Apologies had been received from JE and YC. DS was asked to chair the meeting.	Members consented to the apologies
<b>2</b>	<b>Declarations of interests</b> There were no further declarations of interest in respect of the agenda items.	
<b>3</b>	<b>Minutes of last Finance meeting held 16/06/17 and extraordinary meeting held Friday 21/07/17</b>	It was agreed that the minutes were a true and accurate reflection of the meeting.
<b>4</b>	<b>Matters arising from previous Finance meetings</b> Re item 12, KYJ confirmed that the photocopier was now being rented instead of leased, which had resulted in savings.	Agreed that any other matters arising had been dealt with or were included on today's agenda
<b>5</b>	<b>Period 6 report from LA Bursar J Barker</b>	
<b>5.1</b>	JB reported an adjusted year end surplus of £140,500 which was similar to that put forward at budget setting. She explained that the additional income of £28,000 was due to additional nursery funding now costed in.	
<b>5.2</b>	KB reported that nursery staff had met to consider options following increased demand for provision since the introduction of 30 hours funding. Mrs Embery, Ms HY Jones and Ms Plant to present to the Committee later in the meeting.	
<b>5.3</b>	JB reported that the overspend on routine maintenance was being investigated and could be due to a journal entry outstanding from Stanley School. KYJ confirmed that some money had recently been paid in from Stanley.	
<b>5.4</b>	The additional sport premium funding was discussed and KB reported that staff had expressed interest in Fitness Friday afternoons with additional PE activities on top of golden time	
<b>5.5</b>	A query was raised re utilities fully spent and JB reported that schools had not yet received the reduction in charges which had been agreed for schools. KB informed the Committee that a possible water leak at night was being investigated and that the site manager was trying to isolate it by checking meters at both schools.	
<b>5.6</b>	JB identified the need to check codings for supplies and services and DS asked if it would be possible for RPJ3 to produce a	It was agreed that RPJ3 would be invited to present at the next

	financial audit for the kitchen.	Finance meeting (KYJ)
5.7	Under the heading of third party expenditure, KB reported that a saving was being made in the provision of first aid training through an alternative provider. Provision of health and safety training was discussed and KB said that she was looking into provision across Pensby and Stanley schools.	
5.8	The new path to the top garden was discussed under the heading of formula capital and KB said that she was in communication with the head of Stanley Garden regarding its design. The valuable role of the Parents Association in raising funds was acknowledged.	KB to speak to PA about their proposals for contributing to the developments.
5.9	JB clarified that the income for next year was based on the old formula because figures had not been released for the new formula. Members acknowledged receipt of the new national funding reports circulated by DS. JB was thanked for presenting to the committee and she left the meeting at this point	
6	<b>Headteacher's report to governors (circulated prior to meeting)</b>	The Committee was satisfied that the appraisal process had been completed in accordance with pay and appraisal policies.
6.1	KB reported that the change in hours for mid-day staff had been updated at budget setting.	
6.2	DS asked if there were any members of staff on UP3 plus TLR. KB confirmed no but that two teachers would be eligible next year, also two teachers on UP2 with TLRs who could possibly increase to UP3. KB and KYJ left the meeting at this point so that governors could discuss leadership pay (recorded as confidential item under section 2 in line with regulations when discussing individuals).	
7	<b>School Funding revised National Formula (circulated by D Spencer)</b>	It was agreed that this item had been covered in sufficient detail in item 8
8	<b>Updated Whole School Pay policy</b> It was pointed out that this policy was drafted in consultation with unions and that LA maintained schools were expected to accept recommendations. Members had been made aware of the main changes in terms of pay uplifts and no objections were raised.	The policy was approved.
9	<b>Review of Appraisal policy</b> It was established that there had been no changes to the L.A.'s policy which had been adopted by the school.	The policy was approved for 2017/2018
10	<b>Site Management</b>	
10.1	DS reported that Pensby Primary had agreed to take on the day to day management responsibility for the site staff so that the site manager would now report to KB instead of Stanley School.	
10.2	KB said this arrangement was beneficial to all parties and had prevented the transfer of site management to an external agency. Eillis Whittingham, HR Consultants, had made recommendations regarding legal document to confirm that payment of salaries for site staff were chargeable to Stanley School. KB added that Wirral HR had agreed meet in order to amend contracts until 31.12.18 during which time half termly	

	meetings would take place with the Headteachers and Chairs of both schools.	
<b>10.3</b>	SE asked if the site manager was satisfied with this arrangement and KB confirmed that he welcomed the opportunity to have access to a central pc and storage area.	The new arrangement for management of site staff was welcomed by the Committee
<b>10.4</b>	KB reinforced the benefits of having an efficient site management team ready for when the field was ready to be hired out .	
<b>10.5</b>	SE reported the lucrative benefits of astro turf for all weather use and asked if this was an option. It was concluded that the cost of astro turf would be prohibitive and KB said that if maintained properly the field should be usable throughout the year. DS left the meeting.	
<b>11</b>	<b>Minutes of last meeting of Children's club/updated report from Children's Club</b> HYJ joined the meeting with BE and LJ.	
<b>11.1</b>	Governors asked how staff had coped with the transfer to the new childcare rotas following introduction of 30 hours funding. BE responded that despite careful planning, it had been difficult at the start of the term because parents had phoned up late for places and there had been delays from the L.A in providing information necessary for administering the new childcare places. She added that by October half term, things had settled and emphasised that the children had not been affected in any way.	
<b>11.2</b>	BE provided data comparing October 2016 to October 2017 which confirmed that only 41% of children were working below expected targets this year compared to 80% last year and she attributed this to the extra hours provision.	
<b>11.3</b>	Governors enquired about the responses to the staff survey following the meeting with early years staff. LG said that the responses had been positive with 8 out of 9 surveys returned and all had agreed positive impact on children. The survey had also confirmed the importance of regular communication; LG said that that it had been a learning curve for everyone including leadership.	
<b>11.4</b>	BE circulated information to illustrate proposals for F1 and Wrap within the combined nursery provision. These proposals took account of the staff questionnaires.	
<b>11.5</b>	It was noted that due to the popularity of the 30 hour provision, F1 would be full from January 2018. <i>Option 1</i> meant that F1 places would remain capped at 32 places with no impact on the current staffing and no additional costs but no option to offer provision to rising 3s and no places available for wraparound care.	
<b>11.6</b>	Concern was expressed that families would be turned away and KB expressed that she would be reluctant to turn children away because Pensby Primary school prided itself on being a community school. BE acknowledged relationships built up with families who have older siblings in school.	

<b>11.7</b>	<i>Option 2</i> focused on increasing numbers to allow for 4 permanent rising 3 places, 36 places in total in F1, with some additional staffing costs. The committee considered the knock on effect of there being no subsequent availability in F1.	
<b>11.8</b>	<i>Option 3</i> was presented which involved refurbishment of the nursery to increase the size of F1 provision which would lead to increased applications for F1/reception places. It was concluded that the renovation would not be costly as it involved knocking a wall down rather than building work. Only reservation was if the 30 hours provision was withdrawn by the government	
<b>11.9</b>	LG reported back from the consultation she had attended re SEN funding allocation for early intervention team where it had been suggested that 30 hours funding would stay	
<b>11.10</b>	LG reported advantage of being able to track the current cohort from nursery until year 6 to establish proof of link with progress of 30 hours cohort.	
<b>11.11</b>	<i>Option 4</i> was presented with increase of numbers in F1 but with no rising 3 places.	
<b>11.12</b>	<i>Option 5</i> involved reverting to F1 and Wrap as two separate provisions, resulting in a financial loss due to additional staffing costs, also less demand for wrap care following introduction of 30 hr provision.	
<b>11.13</b>	KB said that the school was part of a federation and expressed the importance of community in terms of federation.	
<b>11.14</b>	LG highlighted the fact that Pensby Primary was the only school in the federation with its own pre-school and qualified nursery teacher, which placed it in an advantageous position.	
<b>11.15</b>	SE asked which option was most popular with staff. HLJ responded that all staff were passionate for the children and believed that all children could flourish in option 3 with the advantage of a nursery teacher and wrap staff. LG reminded governors that an SEN policy was in place in F1 with the ability to access SEN provision which had not been accessible in the past.	
<b>11.16</b>	The benefits of flexible staff were acknowledged, including teachers, HLTAs and TAs who could transfer to and from nursery/school depending on which area oversubscribed. It was agreed that working as a unit reduced supply costs in school and cut down staffing costs in nursery. SE highlighted the benefits of sharing new skills and empowering staff.	The benefits of the nursery and the main school working as a unit were agreed.
<b>11.17</b>	BE expressed passion for her job with the added benefit of better bonding and provision for the children following the introduction of 30 hours funding.	
<b>11.18</b>	It was proposed that governors attend the next staff meeting on Tuesday 14 <sup>th</sup> November so that a decision could be agreed as to the best way forward for the nursery in terms of admissions.	JL and SE to attend meeting
<b>11.19</b>	HYJ reported that she had met with YC re debt reports. KB proposed that outstanding debts should be shared with other primary schools and schools contacted to ask parents if they received the debt letter.	Phone calls to be made (office staff)
<b>11.20</b>	The last meeting had discussed parents being challenged re	

	lateness. HYJ was asked whether there had been any problems and she confirmed that some charges had been made for late collection or emergency requests with no objections.	
11.21	SE recalled that WF had raised difficulties making bookings with vouchers due to his varying shift patterns. KYJ acknowledged that there were admin problems with the Tucassi system and that allocation of money to one pot was being looked into for voucher payments.	JE to be invited to attend the meeting on Tuesday as she had a good understanding of the childcare voucher scheme (KB to invite contact with JE and YC)
11.22	KB reported that HYJ was drafting a Lettings Policy which would be reported to the next Finance meeting.	
12	<b>Schools Financial value Standard</b>	
12.1	KYJ reminded committee members that the SFVS annual timetable indicated a review of the financial skills of governors and finance staff in the Autumn term.	No gaps in finance skills across the Committee had been identified.
12.2	KYJ presented details of financial procedures which needed approval by the committee.	
12.3	Charges were discussed, currently £2.00 for a school meal and 16p for milk. Scope for increasing the charge for school meals and toast at nursery was raised.	The charges were agreed subject to review at next Finance meeting following report from RPJ3
12.4	It was proposed that nursery late charges be added to the procedures for financial charges.	KYJ to add to financial procedures
12.5	KYJ confirmed requirement for a Lettings policy in the SFVS assessment questionnaire and acknowledged that a policy had been drafted.	
12.6	KYJ confirmed that payroll procedures had all been set up on Self Serve but that it had been necessary to retain forms used previously to ensure better audit trail.	
12.7	It was confirmed that the school fund had been audited. KYJ explained that Tucassi payments were made through the School Fund account and proposed that a second account be set up.	It was agreed that a separate bank account be set up for Tucassi transactions.
12.8	KYJ confirmed that JE had checked the financial procedures manual and would be signing off	The committee was satisfied that sound financial procedures were in place.
12.9	KYJ noted that the Scheme for Financing Schools was still awaiting approval by the Schools Forum and would be circulated to schools once agreed	
13	<b>School's financial benchmarking site updated in July 2017:</b> <a href="#">Schools financial benchmarking site</a> Members confirmed receipt of the link and it was recalled that a benchmarking exercise had been completed in the Summer term.	
14	<b>Authorised signatory List</b> KYJ pointed out there had been no changes and added that the delegated levels of authority were the same.	The authorised signatory list was approved
15	<b>Staff mental health and wellbeing</b>	
15.1	KB reminded the committee that the school had a stress management policy and provided counselling support services as well as access to occupational health. She added that referrals to occupational health could only be made with staff consent but that leadership was vigilant regarding staff mental	

	health and well-being with the ethos at school focusing on outcomes as evidence of effective planning. KB reported that Federation heads were looking at workloads as a federation and the outcome would be published once consultation completed.	
<b>15.2</b>	KB acknowledged the importance of recognising changes and effective communication. She gave the example of staff being consulted in early years when the recent changes were made.	The committee was satisfied that staff mental health and wellbeing was carefully monitored.
<b>16</b>	<b>Agree date and time of next meeting:</b> Friday 16 <sup>th</sup> February 2018 at 9.15am	

### Development Plan Priorities for 2017/2018

1. To at least maintain the % of pupils achieving ARE and ARE+ in all subjects – minimum of 75% at ARE and 25% ARE+.  
Focus on key groups as per 2016/17.
2. To further improve maths standards through enhanced staff training in PSRN
3. Improving challenge for the more able in writing by introducing new daily writing requirements
4. Developing the understanding of standards in foundation subjects through the development of more robust assessment and subject leader development