

**Pensby Primary School – Minutes for Governors’ Personnel and Finance Committee Meeting  
on Friday 14th February 2020 at 9.15am**

1	<b>Welcome -</b> <i>KYJ, YC, JE, JB (Bursar), SE, DS, KW, JL (arrived 09.38am)</i>	<b>Actions/Responsible</b>
2	<b>Apologies for absence -</b> <i>KB, JL</i>	
3	<b>Declarations of interests</b>	
3.1	For the interest of the committee Mr Spencer adds that e is now Chair of Governors of Stanley School. Mrs Clarke also adds she has taken position of Vice Chair of Governors of Stanley School.	
4	<b>Any Other Business to Declare</b>	
4.1	<i>Notified and agreed by the Committee Chair prior to the meeting</i>	
5	<b>Minutes of the last meeting held on 21/11/19</b>	
5.1	<i>Read and agreed as a true and accurate record.</i>	
6	<b>Matters arising</b>	
6.1	<i>Mrs Yeardsley-Jones informs the committee that the payment for the Forrest School Gazebo has been paid in to the budget from Tesco.</i>	
7	<b>Period 9 report from J Barker (including 3 year projections)</b>	
7.1	<i>JB (Bursar) addresses the committee with the P9 budget report.</i>	
7.1	<i>Pensby is looking at a deficit budget for coming yeas which will need to be prevented. JB informs the committee of figures of incomes and expenditures from the P9 report.</i>	
7.2	<i>JB briefs the committee on Income to Pensby. This consists of, pension pay grant of an extra £2000. PE grant that has been paid and the Pupil Premium funding. Income from other sources is also discussed. Pensby Children’s centre is renting space from Pensby Primary. This is two sessions a week and will bring an extra £5000 to the budget.</i>	
7.2a	<i>Children’s meals-JB briefed the committee that incomes for meals for children from both Schools (Pensby &amp; Stanley) have now been built into the budget.</i>	
7.2b	<i>JB briefs committee on further reimbursements from United Utilities for water supplies to the site. This is to be shared across both sites. This has been difficult to organise and KYJ has worked alongside Will McCormack at the LA to secure this. The water meters are all in place and this should provide better future readings for both sites and a more even split can then be applied to each school for actual usage.</i>	
7.2c	<i>Nursery Funding- We are not expected to receive full allocation funding as there are low numbers in Nursery this year.</i>	
7.2d	<i>SEN funding- JB briefs committee that any monies owed for SEN children are due to be paid into the budget. No actual time scale was given for this but an imminent expectation was assumed.</i>	
7.3	<b>Staffing – JB addresses committee on the current staffing expenditures.</b>	
7.3a	<i>There has been a £15,000 overspend on additional hours. This is extremely high. KYJ [presents committee with a breakdown of hours used. This document is shared and discussed amongst the group. There have been hours used for 1:1 cover of children, this is expected to be allocated back into the budget. Other additional hours include items such as Parentmail/admin and Children’s club for staffing and ratios.</i>	<b>PMN- KB would like to discuss this point in more detail at the FGM. Possible discussion around limits and caps to additional hours.</b>

7.3b	<p><b>Premise Costs</b> – Discussed among the committee, overspend but will be offset by the Pensby Children Centre monies. JB suggests searching for other codes to use when inputting expenditures across shared site as to not make it appear as a single Pensby cost but a shared one.</p>	
7.3c	<p>Other income aspects are shared among the group. Numbers for F2 2020 are looking low, 25 1<sup>st</sup> choice selections currently but other surrounding ding school are oversubscribed so expect to reach maximum intake.</p>	
8	<p><b>Headteacher's Report</b> - None</p>	
9	<p><b>Maglocks – 2 doors and gate – use capital expenditure?</b></p>	
9.1	<p>Children's centre use of club room means need for new gate to secure site for children at morning playtimes. Mag-lock to be put in on double doors from atrium and canteen and into club room. KB suggests use formula capital funding to pay this. This is to provide and secure the school site for the use of external agencies and families. This should be separate from our main system. <b>Vote, JE proposed, SE seconded, all in favour &amp; agreed.</b></p>	
10	<p><b>Swimming – increase swimming fees from £1.00 to £3.00 per session (only 6 sessions per year)</b></p>	
10.1	<p>Discussion surrounds current charges of Swimming sessions to families as we are currently making a loss.</p> <p>Costs are £86 per class for 1 lesson. Current charges are £1 per lesson. Each session to be increased to £3 per session.</p> <p>This could be put on Parentmail early in the year in order for parents to pay small amounts rather than lump sums.</p> <p>KW adds what would be the action to take for those children, where Swimming is a curriculum requirement and they do not pay? FSM children will receive a reduction? Free session for Y6? SE suggests this for discussion as concerns for families who may be unable to pay for this. Children will still get an entitlement but could this be a choice? A clear statement needs to be gathered to better inform families. KW added that Y4 is the optimum year for children to learn to swim, could this be the entitlement year and add the cost for Y5 and Y6? <b>Propose that Y4 will be the free year for swimming.</b> <b>Vote - JE proposed, Ds seconded, all in favour.</b></p>	
11	<p><b>Financial procedures update:</b> ICO Certificate renewed to 25/1/21</p>	

<b>11.1</b>	<i>KYJ informs the committee that this certificate has been renewed.</i>	
<b>12</b>	<b>Staffing - Additional hours</b>	
<b>12.1</b>	<i>The committee discuss the use of additional hours. Unless the additional hours are necessary to ensure H&amp;S and safeguarding of children are met then not to be approved.</i>	
<b>12.1a</b>	<p><i>£30,000 spent in additional hours.</i></p> <p><i>The committee discuss the use of TA hours.</i></p> <p><i>TA hour increase for 1:1 SEN Y2.</i></p> <p><i>KB made this permanent to save on agency costs.</i></p> <p><i>DS adds that the Y2 staffs seem to be most use of additional hours. The finance committee require clarification with regard to the 1:1 and the funding from the LA to support this.</i></p> <p><i>JE reads a statement from KB regarding the use and need for additional hours.</i></p>	
<b>12.1b</b>	<i>MDA hours, KYJ adds that member of staff is on long term sick.</i>	
<b>12.1c</b>	<i>Children's Club additional hours. It was discussed these are to keep in line with legal ratios. Additional hours are actually casual</i>	
<b>12.1d</b>	<i>Parentmail extra hours – It was discussed that possible support needed to be given to streamline the procedures for producing reports and figures. JE asks for clarification for Parentmail hours. This is additional time that is needed with the nature of the system.</i>	
<b>13</b>	<b>Utilities update Water Plus</b>	
<b>13.1</b>	<p><i>PDoffman (Premises Manger) is invited in to meeting to discuss the water meters. Percentage of split between both sites is out at 60% (Pensby) to 40% (Stanley).</i></p> <p><i>PDoff informs committee that Stanley school have got a water meter to measure the usage of water for accurate billing.</i></p> <p><i>PDoff is to report the water and other utility readings to the finance committee. This can be reported back to the Local Authority and can be used to as evidence to support that a split of 60/40 is not accurate.</i></p> <p><i>PDoff also informs the committee of the water meter for kitchen which is a 50/50 split.</i></p> <p><i>There are other meters across the sites.</i></p> <p><i>PDoff briefs the committee on the need to take meter readings to ensure accurate billings to save money on future bills.</i></p> <p><i>DS asks whether the Ashlea Road meter has been removed.</i></p> <p><i>PDoff is yet to check but will report back.</i></p>	<b>PDOFF to report back to Committee</b>
<b>14</b>	<b>Schools Financial Value Standard Questionnaire</b>	

	<b>update</b>	
<b>14.1</b>	<i>Committee discuss the difficulties in completing the questionnaire. Committee look over this document and discuss its contents and questions. This has to be completed for Full Governors meeting on 27<sup>th</sup> February and set back to the Local Authority by 1<sup>st</sup> March 2020.</i>	
<b>15</b>	<b>Agree date and time of next meeting:</b>	
<b>15.1</b>	<b>Budget setting – Monday 15<sup>th</sup> June 9am Finance committee-Friday 19<sup>th</sup> June 9.15am</b>	

## To be reviewed:

### Development Plan Priorities for 2019/20

**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**