

**Pensby Primary School – Agenda for Governors’ Personnel and Finance Committee Meeting
on Friday 20th November 2020 at 9.30am**

| | | Discussion | Actions/Responsibilities |
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| 1 | Welcome | KB, DS, KYJ, JK, YC, SE, JL, JB | |
| 2 | Apologies for absence | JE. KB volunteered to chair meeting until JE enters meeting. JE entered at 9.37am | |
| 3 | Declarations of interests | None | |
| 4 | Any Other Business to Declare – notified to and agreed by the Committee Chair prior to the meeting | None | |
| 5 | Minutes of the last meeting held on 14/2/20 | All read and agreed as a true and accurate record | |
| 6 | Matters arising | None | |
| 7 | Agree Committee’s terms of reference first meeting of academic year | No changes | |
| 8 | Development Plan 20/21 | | |
| 8.1 | KB to provide Governors with a report on how the catch up funds have been spent so far. | | KB to provide report. |
| 9 | Period 6 report from J Barker (including 3 year projections) | | |
| 9.1 | <p>Bursar addressed the committee on the budget for Period 6. A small deficit is predicted by the Period 9 budget but it was discussed about possible items not added in Period 6 which may bring school out of deficit.</p> <p>It is discussed that loss of income to school due to Covid-19 had created gaps in income.</p> <p>£17,000 had been factored in from contribution from parents but this is likely to change. Bursar will update this for Period 9 review.</p> <p>Breakfast and Afterschool facilities are discussed as these have been affected by Covid-19. Lack of session uptake and loss of income.</p> | | |
| 9.2 | <p>Income section of Period 6 is discussed.</p> <p>Bursar indicate there are over and underspends on various items but £4,500 more than previously anticipated.</p> <p>Covid catch-up funds are discussed. The amount paid was £17,280. This fund has been allocated and expenditure sent out.</p> <p>Furlough payments are discussed. £8,000 pai to school to cover Furloughed staff.</p> <p>It is noted that more funds are due in from school fund account. Amount to be paid into budget however is not fully clear. Current balance ls £8,500.</p> | | |
| 9.3 | Nursery children and funding is discussed. Numbers are | | |

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| | increasing bringing more funding. | |
| 9.4 | SEN units of funding have also been built in to the current budget. Bursar noted that a contact from the LEA has been supporting obtaining these figures. | |
| 9.5 | DS notes the UFSM funds from SS to be transferred £8248. DS asks what the kitchen deficit stands at currently. KYJ has sent information regarding this. DS needs more information on the true deficit. | KYJ to investigate this and report back |
| 9.6 | Bursar briefly notes Income for FSM and Ever 6 has been built in for next year also. | |
| 9.7 | DFE funding £8,000 Covid-19 exceptional grant has been sourced by KB. Funds have now been allocated. KB discusses the possibility of further funding but evidence must be provided. It is noted that more funding could be acquired for cleaning expenses. Bursar added that there is a cost centre for Covid-19 expenses and this could provide the evidence needed to claim additional funding. | |
| 9.8 | Bursar noted that Schools Direct funding is yet to be built in to the budget | |
| 9.9 | Staffing is briefly discussed and KB noted that some of these funds have been spent on staffing to provide some of the Catch up interventions put in place. | |
| 9.10 | Utilities are briefly discussed. A small saving is expected due to Covid-19. | |
| 9.11 | RE and MT TLR payments are discussed. TLR payments and top up payments are to be renewed and then reviewed in 12 months. KB noted a discussion with RE regarding EYFS staffing re-structure and there may be some savings. KB recommends TLR 3 payments to continue for both members of staff. | KB proposed, SE seconded, All agreed |
| 9.12 | Supplies and services are discussed. Due to Covid-19 there has been a £4,700 over spend. It is noted that a portion of the Covid-19 catch up fund will be allocated to this. DS queries the £2,500 reserve pot for Kitchen? Bursar adds that there is currently £10,000 in the reserve pot and this was originally built twice into the budget but has now been corrected. £2,500 not to be built in for Kitchen reserve. | DS proposed, KB seconded, All agreed |
| 9.13 | Bursar noted that SLA is fully sent for this year | |
| 9.14 | Bursar noted that the Formula capital has £7800 left to spend | |
| 9.15 | DS asks for Bursar to work out how the £8248 from SS for UFSM will affect the budget. Bursar will look into this and report bck to Governors with updated figures. | Bursar to calculate this payment and re-calculate the income in to budget |
| 9.16 | KB discussed with the committee about the money spent on enriching the curriculum. The figure will be built into the budget. | |
| 9.17 | Bursar discussed the possible need for free SIM cards for children home learning due to Covid-19. KB has applied for 30 SIM cards and could apply for further is needed. | |
| 9.18 | A credit of £5,579 at end of year once final figures are built into the budget. | |
| 10 | Evaluate Governor and Financial staff knowledge and training requirements Skills Analysis Matrix any changes? | |
| 10.1 | JE and KYJ will work together on this document-next meeting in February KE and KYJ to look over this document again. KYJ | KYJ will send to staff and Governors. |

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| | mentions that Governors and staff need to complete this document. JE notes that analysis can be done on this completed document and reported back at next committee meeting. | |
| 11 | Head Teacher's Report | |
| 11.1 | <p>KB has sent this document to Governors ahead of the Full Governors Meeting on December 3rd.</p> <p>KB discusses the Catch-up funds and how these are being utilised around school. It is noted that intervention groups have commenced and are working effectively.</p> <p>KB notes the DfE document to be completed noting where the Catch-up funds have been allocated.</p> <p>Some of the funding can be used to provide intervention groups before and afterschool but it is noted that unions have not yet discussed pay for the support staff given that this would be out of school hours.</p> <p>KB noted the possible need for resources and funds to be spent if a class bubble should close due to Covid-19.</p> <p>It is discussed that old iPads could be wiped and used to be sent home to vulnerable families to support them in accessing online learning packages.</p> <p>The school LBQ maths package has also been renewed and is very effective but requires iPads for use. Annual renewal for this was £958.00.</p> | |
| 11.2 | <p>Purchase of new ICT resources is now discussed.</p> <p>JK has investigated the possible purchase or lease of classroom iPads. The cost to buy 30 iPads is £16,000 based over 3 years. This includes a £1,200 setup charge by High Impact.</p> <p>Leasing iPads is discussed. Leasing iPads would be 4 payments per year roughly £900 per quarter.</p> <p>JL adds the PTA donated iPads cost £1048 per quarter with VAT.</p> <p>JK to acquire more accurate figures and report back to committee.</p> <p>KB notes the need for agreement on the purchase of the new iPads.</p> <p>DS requests that final quotes be emailed to Governors and a vote can be taken over email for the purchase on new iPads.</p> | |
| 11.3 | <p>Maths resources are discussed – KB notes the allocation of funds to purchase Maths resources. SE enquired into the amount allocated. KB noted that this would be done upon receipt of the second Catch-Up fund payment and staff have been made aware of this allocation.</p> <p>Figures to be discussed when second payment is received.</p> | |
| 11.4 | <p>The balance in school fund account is discussed and the need to purchase staff iPads and Sound bars for each classroom. Some of the money from school fund will be transferred into the budget. KYJ is still to investigate this balance and ensure no further payments have been missed and allocated to be paid out of this fund.</p> | KYJ to update committee on the true balance of school fund. |
| 12 | Review Service Level Agreements Signed up to the LA's Asset Management using Concerto online system for repairs and maintenance | |
| 12.1 | <p>Discussion surrounds the sign back to the SLA assets management and use for this over both sites.</p> <p>KB mentions discussion with SS HT about the double up of staff and products etc across two sites-efficiencies to be looked at and how this can be streamlined and made more efficient to run</p> | |

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| | across both sites. | |
| 12.2 | DS mentions HR support and the private company used-DS mentions the strength in support through the HR teams. KB has commissioned LA HR with support with the premises restructure. KB has met with Sue Blevin from LA HR to support this. Looking to April for this re-structure to begin. | |
| 13 | <p>Financial procedures:</p> <p>Review and agree the following:</p> <ul style="list-style-type: none"> • Manual of Financial Procedures and Policies 2020/21 any changes • Authorised signatories • Delegated levels – Pete Doffman to be added • Audited accounts School Fund and School Direct to follow • Asset Inventory 20/21 • Pensby/Stanley Kitchen Reserve | |
| 13.1 | <ul style="list-style-type: none"> • Manual of Financial Procedures and Policies 2020/21 any changes-KYJ challenges committee members for these to remain the same and KYJ to email out full list. | |
| 13.2 | <ul style="list-style-type: none"> • Authorised signatories -The current signatory list is discussed and is decided this will remain the same as it stands currently. KYJ to email list to committee of current signatories and items able to sign for. | KYJ to email current signatory list to committee members |
| 13.3 | <ul style="list-style-type: none"> • Delegated levels – Pete Doffman to be added <p>KB notes the need for PDoff to be placed on this list in line with his role at SS. KB suggested PDoff to be given the same level as currently has with SS. £5,000. A discussion surrounds the meaning of PDoff having a delegated level and how this will impact his use of making purchases and the procedure surrounding this. KB discusses how this would be organised and the current system in place. All orders have to be approved by Headteachers of either school before these can be ordered.</p> | KB proposed, DS seconded, All agreed |
| 13.4 | <ul style="list-style-type: none"> • Audited accounts School Fund and School Direct to follow <ul style="list-style-type: none"> ○ Schools direct account: £3,3857 (01/04/2019), £6,205.85 (31/03/2020) ○ All funds currently in this account have been used to purchase 12 Chromebook Laptops for students to use during placement. ○ School fund account-£6,651.99 (01/04/2019), £8,634.07 (31/03/2020) | <p>Charges for school meals, milk and lettings. KYJ mentions the figures which are all remaining the same this year.</p> <p>Whole school pay policy which has been sent nd needs to be approved. Pay policy to be sent to govts to look over</p> <p>Financial manual-no changes-</p> |

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| | | | DS mentions the document is large but KYJ will email this to givs |
| 13.5 | <ul style="list-style-type: none"> Asset Inventory 20/21-HLJ worked on this document and this is updated as of September 2020. All outdoor equipment has been added for each classroom outdoor areas. New purchased or leased items have been listed also. KYJ to email copy to committee members. | | KYJ to email copy of Inventory to committee members |
| 13.6 | <ul style="list-style-type: none"> Pensby/Stanley Kitchen Reserve – Please see point 9.12 | | |
| 14 | Staffing | | |
| 14.1 | Mentioned in Point 9.11. The business plans and proposals will be circulated between schools for the re-structure. | | |
| 15 | Utilities update Water Plus | | |
| 15.1 | <p>Meter removed in feb 2020 and £8500 asked to be paced in budget. No cheque received. The mount of credit is being taken off monthly bills. This bill is foer sevicce water.</p> <p>Another bill for waste water and water.</p> <p>KYJ mentions that it is all much clearer and this is</p> <p>Ds asks ht the qusrtlery charge is. KYJ will check this and get back to DS.</p> <p>PD is taking meter readings to help the figures clear.</p> <p>meters have been discovered to measure the correct amount of water used by both sites.</p> <p>DS notes that PD has aslo found separate electric meters for bith sites. KYJ to speak to PD about this and to get more sccuater readings</p> <p>Ds and KYJ disuss options to get correct fugures for each site on utilities</p> | | |
| 16 | Schools Financial Value Standard Questionnaire update To be completed by Finance Committee | | |
| 16.1 | KYJ and JE work on this. Must be submitted by 31/3/20. KYJ to email this to govs to look oevr | | |
| 17 | Agree date and time of next meeting | 12 th February 2021 @ 9.30am | |

Meeting closed @ 11.15am

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**