



**MINUTES OF A MEETING OF THE FINANCE COMMITTEE OF PENSBY PRIMARY SCHOOL, HELD ON 26 NOVEMBER 2021 AT SCHOOL**

**NON-CONFIDENTIAL MINUTES**

Membership of the Committee:

Name	Governor Type	Date Term Ends	Responsibility	In attendance
Kate Brown	Headteacher			Y
Brian Smalley	LA Governor	26/5/25		Y
Yvonne Clarke	Co-opted Governor	1/9/21		Apologies
Julie Evans	Co-opted Governor	20/1/25	Committee Chair	Y
Sue Evans	Co-opted Governor	27/4/24		Y
Jennie Lawrence	Parent	26/5/25		Y
In Attendance				
Kim Yeadsley-Jones			Office Manager	Y
Carolyn Totty			Clerk to Governors	Y
Dave Spencer	Observer			Y
Joanna Barker			LA Bursar	In part

**1. APOLOGIES**

Apologies for absence were received from Mrs Clarke.

Resolved: that the apologies were accepted

**2. DECLARATION OF PECUNIARY INTEREST**

There were no declarations of interest in the agenda items.

**3. ELECTION OF COMMITTEE CHAIR and VICE CHAIR**

Resolved:

- Ms J Evans be elected as Committee Chair for 1 year
- Mr Spencer be elected as Voce Committee Chair for 1 year

**4. COMMITTEE TERMS OF REFERENCE**

Resolved: that the Committee terms of reference be approved with no changes



## 5. MINUTES OF LAST MEETING

Governors reviewed the non-confidential minutes of 12 February 2021. There was no June 2021 Finance Meeting due to the deficit Budget. The most recent minutes on the School website are from the Autumn 2020 Finance Committee meeting

Resolved: that the minutes were agreed as an accurate record of the meeting.

## 6. MATTERS ARISING

Item

7.3

Nursery numbers are now at capacity. The Admissions Policy will need to be amended as

the maximum numbers in the Nursery are 26 with 2 members of staff. To go past 26 children would necessitate the need for an additional member of staff

8.2

The Chair of Governors updated the committee members on the current utility Usages:

	Pensby Primary	Stanley School
Electricity	36.5%	63.5%
Water	37%	63%

There is only 1 Gas meter so the costs are split 50/50

The above figures will be used as a basis for splitting next years bills and it will be reviewed annually

**Action: Headteacher to update the Admissions Policy to amend maximum Nursery numbers**

**Action: Mr Smalley to look into the possibility of having a separate gas meter in each school and the cost to install the new one**

## 7. BUDGET 2021/22

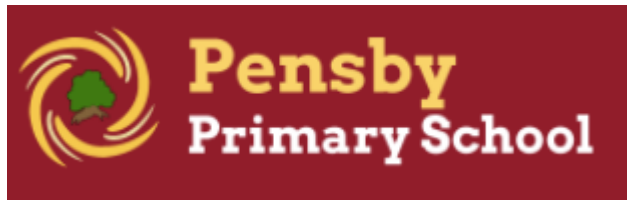
The Period 6 report had been circulated to Governors prior to the meeting

### Period 6 Report – Joanne Barker, Bursar

The Bursar presented her report and gave a verbal summary of the position to date with the Budget for 2021/22. There is currently a projected credit of £33,699 in year with an overall projected deficit of £107,975

The Headteacher updated Governors on the savings on staffing made to date/due to be made:

- 2 Admin staff have left
- 1 member of the Support Staff has asked for flexible retirement
- Premises and Admin teams are to be restructured and costs split with Stanley School



- Breakfast and After school Club numbers have dropped following Covid so staff have been reduced from 3 to 2

The Kitchen staff have stayed as is but RPJ3 are carrying out a review to look at meal costs across both schools  
Nursery figures have risen

The Headteacher went on to inform Governors that the only way to save any more money is to reduce the number of Support Staff. The Headteacher met with UNISON and following that meeting, wrote to Support Staff and encouraged them to look for another job.

Question: Are any TAs looking to reduce their hours, even in the short term?

Answer: 1 has requested flexible retirement but that's all. There are unlikely to be anymore as there would be a cost to the school to agree to anyone else requesting flexible retirement

Question: Has the request for flexible retirement been agreed?

Answer: Yes, because there is no cost to the school.

The current vacancy being advertised for a Class Teacher on M1-M6 has resulted in just one application at the moment. 5 people have been to look around the school and are all Early Careers Teachers. The advert closes next.

Next Steps.

The only option that the Headteacher has now is to write to all Support Staff and ask if anyone is interested in taking Voluntary Redundancy. They will be asked to give expressions of interest.

After that, the only option left is forced redundancy

Resolved: that the Headteacher write to Support Staff and ask for expressions of interest in voluntary redundancy

The Chair thanked the Bursar for her report

**Action: Headteacher to share the letter to support staff with the Chair of Governors prior to circulating it to staff**

**The Bursar left the meeting at 11.05am**

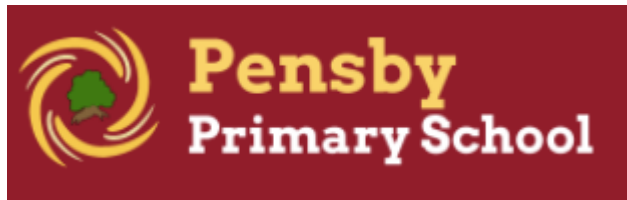
#### **Devolved Formula Capital**

The balance currently stands at £15,500.

The Headteacher updated Governors on the expenditure to install Virgin Broadband and annual costs being split with Stanley School

### **8. CONSIDERATION OF FINANCIAL REGULATIONS AND SCHEMES OF DECLARATION AND FINANCIAL POLICIES**

- Financial Procedures - Review and agree the following
  - Manual of Financial Procedures and Policies 2021/22
  - Authorised and Sundry Debtors Signatories



- Delegated Levels of Authority
- Asset Inventory 21/22
- Pensby/Stanley Kitchen Reserve
  - This account currently stands at £11,509
    - Approx. £600 needs to be spent on water softener for the Dishwasher but if this doesn't solve the problems then a replacement Dishwasher will be requested
- School Charges
  - Parents are not currently being charged the full cost of a meal

Question: Do we currently have any school meal debts?

Answer: No, not at the moment

- Do the charges for breakfast Club and after school club need to be increased?
- Does the cost of toast need to increase?
- Cost of milk is currently 10p
- Swimming club is £3 per session, 6 sessions per year and Year 4 children go for free
- Cashless System contract change
  - Transaction cost is currently 13p for a £10 transaction and £1.30 for a £100 transaction
- Utility Costs
- Audit information - School Fund and School Direct accounts
  - Both funds were audited on 28/6/21 by Ms J Hathaway
  - The current School Direct Account balance will be split between the 6 schools after the costs for Pensby's Headteacher's time spent recruiting trainees for the schools, has been credited to Pensby's Budget.

Resolved: that

- The Authorised Signatories and Sundry Debtors lists be approved and signed by the Chair of Governors and Committee Chair
- Delegated Levels of Authority be approved and signed by the Chair of Governors and Committee Chair
- The Asset Inventory 21/22 be received
- The Pensby/Stanley Kitchen Reserve stay as is for 2021/22 with no additional input from either school
- Meal cost to be increased to £2.30 per plate
- Increase Toast cost to 25p
- Increase milk cost to 15p
- Swimming club costs to stay as is

**Action: Ms Lloyd-Jones to complete a comparison of local pre and after school club charges**

**Action: Clerk to add Pre School and After School Club charges to the Autumn term FGB agenda**

**Action: Office Manager to look into the costs of the supplier that Stanley School currently uses for their cashless system**

## 9. COVID BUDGET IMPACT



This item was discussed under the 2021/22 Budget item

#### **10. PE AND SPORTS GRANT**

The PE Plan was emailed to Governors at the start of the term. An updated report will be presented at the FGB meeting. The Headteacher reminded Governors that this grant isn't guaranteed income every year.

A new PE Provider is needed as the current one is no longer available

There has been quite a lot of PE Grant expenditure this term on equipment

#### **11. PUPIL PREMIUM PLAN AND COVID CATCHUP INCOME**

The PPG strategy had been emailed to Governors at the beginning of the term.

An updated report will be presented at the FGB meeting.

#### **12. PREMISES/BUILDINGS**

Mr Smalley informed Governors that the school now has a monitoring spreadsheet with 20 or so outstanding premises issues on it. Some things will need to be closed and others are being chased up with the LA. Responses from the LA are very slow. Some of the main issues at the moment are

- Drains blocking
- Ongoing roof repairs needing to be completed

Question: What is happening with the boilers? The LA are supposed to be replacing them

Answer: I will contact the LA and ask

**Action: Headteachers from both schools, the Chair of Governors and Mr Smalley to arrange a meeting with the LA to discuss the ongoing premises issues**

#### **13. School Policies**

The Whole School Pay Policy and the Charging & remissions Policy were deferred to the FGB agenda

**Action: Clerk to add Whole School Pay Policy and the Charging & remissions Policy to the Autumn term FGB agenda**

#### **14. Date and Time of next meetings:**

Spring term 2022 9.30am	Finance Committee	11 February 2022 at
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Summer Term 2022	Finance Committee	27 June 2022 at 9.30am
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Signed ..... Date .....



**MINUTES OF A FINANCE COMMITTEE MEETING OF THE GOVERNING BOARD OF PENSBY PRIMARY SCHOOL HELD AT THE SCHOOL ON 26 NOVEMBER 2021**

**CONFIDENTIAL MINUTES**

**Present:** As for Part One/ Non-Confidential apart from the School Bursar

**15. MINUTES OF LAST MEETING**

Governors reviewed the confidential minutes of 12 February 2021 and agreed them as an accurate record.

**RESOLVED:** that the minutes were approved

**16. MATTERS ARISING**

There were no matters arising

**17. STAFFING UPDATE**

The Headteacher informed Governors that the Deputy Headteacher had met all of her Performance Management objectives and was therefore due a 1 scale point salary increase. This was included in the Budget

Resolved: that the Deputy Headteacher's 1 scale point salary increase be approved

There being no further business to discuss the meeting closed at 12:05pm

Signed ..... (DATE) .....

**Action list**

Action	By Who	By When
to update the Admissions Policy to amend maximum Nursery numbers	Headteacher	Spring term FGB meeting
to look into the possibility of having a separate gas meter in each school and the cost to install one	Mr Smalley	Spring term Finance Committee meeting
to share the letter to support staff with the Chair of Governors prior to circulating it to staff	Headteacher	When convenient
to complete a comparison of local pre and after school club charges	Ms Lloyd-Jones	Autumn term FGB meeting
Action: Clerk to add Pre School and After School Club charges to the Autumn term FGB agenda	Clerk	Autumn term FGB meeting
Action: Office Manager to look into the costs of the supplier that Stanley School use for their cashless system	Office Manager	Before current contract ends
Action: Headteachers from both schools, the Chair of Governors and Mr Smalley to arrange a meeting with the LA to discuss the ongoing premises issues	Headteacher	Spring term Finance Committee meeting
Action: Clerk to add Whole School Pay Policy and the Charging & remissions Policy to the Autumn term FGB agenda	Clerk	Autumn term FGB meeting