

**MINUTES OF A MEETING OF THE FINANCE COMMITTEE OF PENSBY PRIMARY SCHOOL, HELD ON 27 JUNE 2022 AT SCHOOL**

**NON-CONFIDENTIAL MINUTES**

Membership of the Committee:

Name	Governor Type	Date Term Ends	Responsibility	In attendance
Kate Brown	Headteacher			Y
Barry Smalley	LA Governor	26/5/25		Apologies
Yvonne Clarke	Co-opted Governor	1/12/25		Y
Julie Evans	Co-opted Governor	20/1/25	Committee Chair	Via Zoom
Sue Evans	Co-opted Governor	27/4/24		Apologies
Dave Spencer	LA Appointed Governor	1/12/25		Y
Jennie Lawrence	Parent Governor	26/5/25		Apologies
Gareth Lewis	Parent Governor	7/4/26		Y
Mitchell Mills	Parent Governor	7/4/26		Apologies
In Attendance				
Kim Yeardsley-Jones			Office Manager	Y
Carolyn Totty			Clerk to Governors	Y
Joanna Barker			LA Bursar	In part

**1. APOLOGIES**

Apologies for absence were received from Mrs Evans, Mrs Lawrence, Mr Smalley and Mr Mills

Resolved: that the apologies were accepted

**2. DECLARATION OF PECUNIARY INTEREST**

There were no declarations of interest in the agenda items.

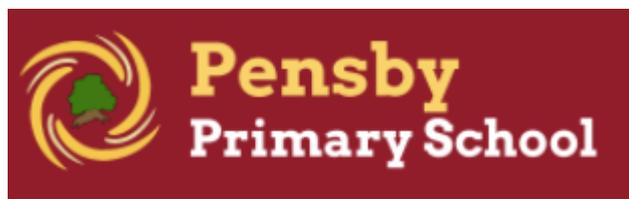
**3. MINUTES OF LAST MEETING**

Governors reviewed the non-confidential minutes of 11 February 2022.

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

**4. MATTERS ARISING**

Action	By Who	By When	Outcome
--------	--------	---------	---------



to forward the RPF3 report to Governors	Headteacher	When received	Completed
to re-send the Financial skills audit to all committee members	Chair of Governors	Asap	Completed
to complete and return their Financial Skills audit too the Chair of Governors by 31/3/22	All Committee members	31/3/22	Office Manager to re-send to all Committee members
to add Benchmarking onto the Spring term FGB meeting agenda	Clerk	Spring term FGB agenda	Completed
to add Early Years TLR3 to the Spring term Confidential FGB agenda	Clerk	Spring term FGB agenda	Completed

**Action: Office Manager to re-send the Financial skills audit to all committee members**  
**Action: Governors to complete and return their Financial Skills audit to the Chair of Governors**

## 5. BUDGET 2021/22

The 2022-23 Budget report had been circulated to Governors prior to the meeting

### 2021-22 Budget Out turn – Joanne Barker, Bursar

The Bursar informed Governors that the out turn from the 2021-2022 budget was a deficit of £72,201

2022-23 Budget

Projected in year credit of £79,939

Projected carry forward of £7,738

Income - £1,393,616

- This has increased due to higher Nursery numbers and the supplementary grant received from the DfE

Staffing - £973,045

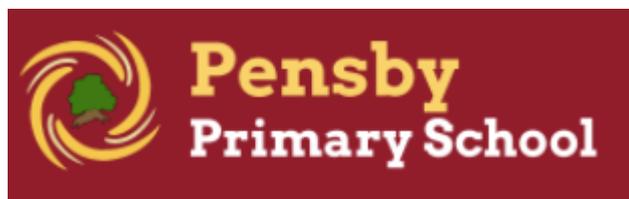
Premises - £142,745

- Budget for utilities has been increased

Supplies and Services - £125,758

Third party expenditure - £196,660

SLAs - £39,550



Devolved Formula Capital  
£21,009 credit

3 year plan

2023-24 £12,653 credit

2024-25 £1,089 deficit

2025-26 £25,628 deficit

Question: How many children do we have coming into reception in September versus the Year 6 leaving

Answer: 39 leaving and 30 plus 1 appeal joining reception in September. We have other children joining other year groups so the numbers overall will be the same

Question: What is the difference for paid meals in Year 6 and those in Year 2?

Answer: It should come out about equal

Question: Why has the expenditure on teachers reduced on last year?

Answer: Mr Klausen's pay ended but his insurance paid for a lot of the cover expenditure

Question: Again expenditure on TAs has dropped, why is that?

Answer: When the school opened in 2008, we had a significant number of children needing support, so TA numbers were high. As those TAs have left, we haven't replaced them. This has, however, removed the flexibility that we had

Question: The support assistant's expenditure has also decreased?

Answer They work in the wrap around care and their numbers have reduced

Question: Your supply costs budget has increased. Why is that?

Answer: With us keeping Mrs Parry on next year we may well have to pay a finder's fee for her

Question: How do you finance individual subjects?

Answer: Subject Leaders tell me what budget they need for the next year, Art, RE and PE in particular. A TA looks after our books

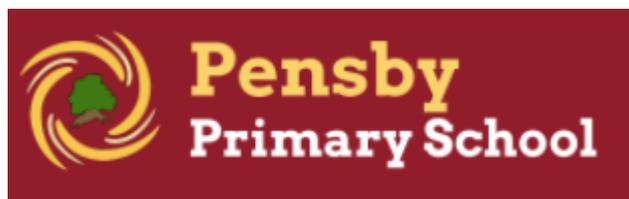
Resolved: that the 2022-23 Budget be approved and recommended for ratification by the FGB

The Chair thanked the Bursar for her report

The Bursar left the meeting at 10.20am

## 6. FINANCIAL PROCEDURES (Part of SFVS Compliance)

- Employees Liability Insurance: renewed by LA from April 22 to March 23 for 12 months, copy of which is displayed in school foyer
- Petty Cash Imprest: confirm £250 float
- Audited accounts: School Fund (including cashless transactions) and School Direct accounts about to be audited.
- ICO for Data Protection: annual licence renewed
- Staff Insurance: this has been renewed
- Cashless System: moved from Parentmail to Arbor
  - There are some issues with Arbor at the moment and the Headteacher will be speaking to a representative of the Company on Wednesday
  -



#### **7. BREAKDOWN OF PPG EXPENDITURE.**

Predicted costings have been included in the PPG statement which is on the website  
A final report showing actuals versus impact will be completed by the end of term

#### **8. BREAKDOWN OF PE AND SPORT PREMIUM EXPENDITURE**

Predicted costings have been included in the PE and Sports Grant statement which is on the website  
A final report showing actuals versus impact will be completed by the end of term

#### **9. BREAKDOWN OF RECOVERY PREMIUM EXPENDITURE**

Predicted costings have been included in the Recovery Premium statement which is on the website  
A final report showing actuals versus impact will be completed by the end of term

#### **10. CORONAVIRUS CATCHUP FUNDING**

Predicted costings have been included in the Coronavirus catchup funding statement which is on the website  
A final report showing actuals versus impact will be completed by the end of term

#### **11. PUPIL NUMBERS AND IMPACT ON STAFFING**

Pupil numbers have been covered earlier on in the minutes  
Mrs Parry and Mrs Williams have their salary capped at M6, but both are excellent and very experienced members of staff, also Subject Leaders, and they are doing the same job as teachers on the UPS scale. Mrs Williams was originally awarded a TLR3. The current situation is unfair

Question: What does your policy say?

Answer: We would have to issue new contracts with the salary cap removed

**Action: Clerk to add Mrs Parry and Mrs Williams' pay to the Autumn term Finance Committee agenda**

#### **12. CONTRACTS**

The SLAs that will change for 2022-23, in partnership with Stanley School, are:  
Jean Fairbrother H and S Associates  
Jim Cookson Associates – Facilities management  
LA for HR

Resolved: that the new SLAs be approved

#### **13. HEALTH AND SAFETY UPDATE**

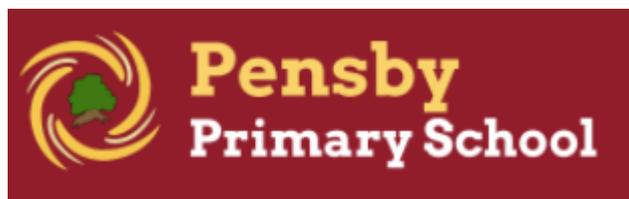
The next Health and Safety Audit will take place on 29/9/22

#### **14. CAPITAL FUNDING UPDATE**

There is currently £21,009 in the DFC budget but £14,500 has to be spent this year. The Headteacher informed Governors that the interactive screens in the classrooms have either broken or are very old and not fit for purpose

Hi Impact, have provided two quotes to replace the eight screens:

- View Sonic View Boards           £13,900
- BENQ                                   £16,352



- Both quotes include a 5 year guarantee, full fitting and removal of old screens

Question: What size are the screens?

Answer: 65 inches

Question: What is the difference in the specifications?

Answer: I don't have that information

Question: Do you know of any other schools that have either of the makes?

Answer: Our IT lead is looking into it

**Action: Chair of Governors to look at the specifications and report back to the FGB meeting**

**Action: Clerk to add Smart Screens onto the FGB agenda**

The Headteacher informed Governors that the sound system in the Hall has been replaced at a cost of £1600

### **15. PREMISES/BUILDINGS**

There are the usual ongoing issues. The Headteacher emailed Mr Backhouse and Ms Royal at the LA and received a response from Ms Royal stating that she has asked Mr Cordwell for an update. No further correspondence has been received

### **16. SCHOOL POLICIES**

There were no policies to approve

### **17. AOB**

Club pricing structure reconsideration

A report had been circulated to Governors prior to the meeting from Ms H Lloyd-Jones, Children's Club Manger.

Ms Jones outlined the reasons why she thought the cost of after school club should be increased and limited to just 1 session price

*The current pricing structure is as follows:*

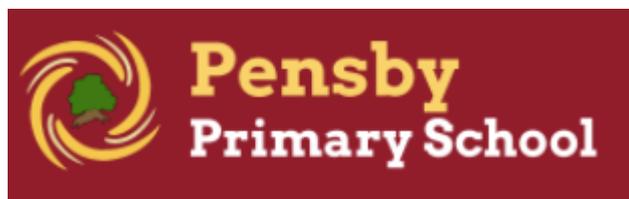
*Breakfast club - Cost £5 per child per session*

*Parents are able to drop children off from 7.30am until 8.20am. The cost of this includes toast, water and fruit served throughout the morning.*

*I recommend no change to this pricing. For 18 sessions used we make a total of £90 per day. Staff wages have reduced as there are now only two staff members for 1.5 hours per day totaling approximately £40-£50 with on costs. Total profit 40. (approximate)*

*Afterschool Club - Currently offers sessions from 3.20pm-4.30pm at a cost of £5.75 or a longer session from 3.20pm-6pm for £8. The session includes toast and fruit snacks. Parents have multiple selections to make, and this has become tasking for them, it is also extremely difficult to get the correct ratios for the evening which can pose an issue.*

*I am proposing that we introduce one pricing structure for each session. Staffing costs are approximately £40-£50 per session. If we change the evenings prices to £7.50 per*



child per session and have 18 places per session making £135 per session. Giving us £85 profit (approximate).

Our current figures look somewhat like the following: 9 sessions @ £5.75 total £51.75 and £9 sessions @ 8 total £72 making a total income of £123.75 per day.

Governors discussed the proposal and agreed that the benefit would be that there would be enough income for an additional member of staff if needed

Another option could be to increase all prices in line with inflation at 10% to

Breakfast Club £5.50

After School Club until 4.30pm £6.50

After School Club until 6pm £9.00

**Action: Office Manager to collate the wrap around costs of other local schools**

**Action: Clerk to add Children's Club Costs to the FGB agenda**

RPJ3 Labour versus Meals Analysis

A report had been circulated prior to the meeting

Excerpt from the summary of the findings:

*Whilst this evaluation was primarily a labour evaluation to identify the actual level of labour allocated to meals across both schools and as an update/check on the 2016 analysis and follow up reviews that took place since 2016, we also took the opportunity to look at other key aspects of the service. This updated evaluation has given an opportunity to review the core aspects of the service as impacts on each school to ensure that the service grows into the future based on meeting the needs of both schools fairly and equitably.*

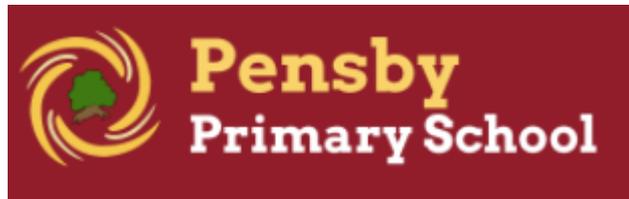
*This document is a distilled précis of findings from a detailed and exhaustive evaluation of each area of the catering operation. The project created a massive volume of data and we have strived to present the key findings and recommendations in as 'easy to understand' a manner as possible to enable meaning full debate and agreements going forward.*

*The key headline is that a meal produced for Pensby children requires a total of 6 minutes and a meal produced for Stanley children requires a total of 7 minutes.*

*This includes all aspects of labour (Production, Service, Clear up and Cleaning as well as Administration).*

*In this project the labour elements that can be specifically attributed to each school on a minute-by-minute basis are service set up and service as well as service clear down.*

*In the detail following the summary page you will see that service and service set up for Stanley includes 'tapping off' the foods into the various service containers for delivery to Stanley and the delivery route. Service clear down at Stanley consists of the trolleys being moved back to the main kitchen.*



*All other aspects of labour such as production have been allocated to each school as a % of turnover. For instance, Pensby School represents 59% of turnover (112 meals) & Stanley represents 41% (79 meals). We have shown a comparison of the 2016 V this 2022 analysis within this document. The improvement in timings per meal for Stanley is primarily down to the fact that a number of meals are centrally served in the Stanley dining area whereas the 2016 analysis had all meals delivered to classrooms.*

Question: Are the costs split 50/50 with Stanley School at the moment?

Answer: Yes, the discrepancy is the time to prepare a meal for each school

Question: When did we last look at the price per meal?

Answer: We need to check and what the current cost is now

**Action: Office Manager to check the current cost per meal and ask Stanley what they charge. Also, collate some information regarding what local schools charge for their meals**

**Action: Clerk to add RPJ3 labour versus Meal's analysis to the FGB agenda**

#### **18. DATE AND TIME OF NEXT MEETINGS:**

To be agreed at the FGB meeting

Signed ..... Date .....

**Action list**

Action	By Who	By When
to re-send the Financial skills audit to all committee members	Office Manager	ASAP
to complete and return their Financial Skills audit too the Chair of Governors	Governors	ASAP
to add Mrs Parry and Mrs Williams' pay to the Autumn term Finance Committee agenda	Clerk	Autumn term Finance Agenda
to look at the specifications of the Smart Screens and report back to the FGB meeting	Chair of Governors	FGB 28/6/22
to add Smart Screens onto the FGB agenda	Clerk	Completed
to collate the wrap around costs of other local schools	Office Manager	FGB 28/6/22
to add Children's Club Costs to the FGB agenda	Clerk	Completed
to check the current cost per meal and ask Stanley what they charge. Also, collate some information regarding what local schools charge for their meals	Office Manager	FGB 28/6/22
to add RPJ3 labour versus Meal's analysis to the FGB agenda	Clerk	Completed
to add Joint meeting of Stanley School Governors and Pensby Primary Governors to agree how the restructuring costs will be split between the 2 schools	Clerk	Completed