

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FINANCE PREMISES AND STAFFING
COMMITTEE
15th MAY 2018 AT 4.45PM**



MINUTES

Present: - P White, K Bromley, N Lee

In Attendance: - A Blench, K Taylor, T Keenan

FPS38.APOLOGIES FOR ABSENCE

38.1 To accept apologies for absence – Apologies were received and accepted from B Vickerage and K Smith.

FPS39.DECLARATION OF PERSONAL AND BUSINESS INTEREST

39.1 Individual governors to declare any personal or business interests on any item on the agenda – no declarations were made.

FPS40.ANY OTHER URGENT BUSINESS

40.1 To consider any other urgent business for agenda item FPS11. None identified.

FPS41.MINUTES OF THE PREVIOUS MEETING

41.1 To approve the minutes of the meeting held on 30th January 2018 and 20th March 2018, chair to sign. The minutes were approved and signed by the chair.

41.2 Matters arising from the minutes of the previous meeting

* Pressure vessel release valve – D Birkhill (Engie), K Taylor has received an email update from Engie – this work is now complete.

* School Financial Efficiency – K Taylor & K Smith to circulate revised figures – The figures have not been updated or circulated. This will be carried forward to the September 2018 meeting.

* Equalities training available for governors? – P White – has made enquiries of RoSiS and Learners First who do not supply this training for governors. P White has asked K Smith to contact the school HR provider to see if there is anything that they can offer. T White agreed to contact the HR provider directly herself for advice.

* Health and Safety Policy – clarification on the frequency of H&S training for staff, K Taylor to clarify with D Fenton. K Taylor has spoken to Andrew Guest from the LA H&S Team who states that the frequency should be every 3 years. Engie, as the PFI

facilities management company are responsible for the training of their staff and not school. School does a lot of its training 'in house'. C Flanagan is the H&S lead within school. Near misses are discussed at the school business meeting. All school risk assessments are in place. Personal Emergency Evacuation Plans (PEEP) are in place and are discussed with parents. Fire training is due at the start of the next academic year. Staff diaries have health and safety information printed in them. School keeps a register of which staff took part in fire drills to ensure that all staff (including part timers) experience a drill. Letters of the school premises have their own fire procedures. K Taylor agreed to include a reminder for staff about health and safety in a staff meeting early in the autumn term.

* DBS process commenced for N Lee – K Taylor. N Lee has a volunteer DBS when she became a governor which school has deemed to be acceptable for the role of governor.

* Induction process for N Lee – A Blench. An induction process has been completed. N Lee is booked to attend the RoSIS course for new governors in June 2018.

* Numbers of pupils transitioning from F1 to F2 – K Taylor. School has 16 pupils moving up to F2 this year. School often gets new pupils in September as well so the figure could be higher. This is a low birth year this time. This dip is experienced across the LA area. F1 will be full this year due to take up of the 30 hours entitlement. We have 5 pupils already on 30 hours who will be sat on. We have a waiting list of 5 names for September. School is pleased about this. Letters have been sent to parents and home visits are being arranged. We will look at this again in the autumn meeting.

* All sources of 'other income' to be clearly identified – K Taylor. This has been completed.

* Recognition for pupils involved in enterprise project – K Smith. There has been a special assembly and pupils will be recognised on the governor's awards.

* Academy workshop slides and previous academy meeting minutes on website? These are now on the school website in the secure governors pages

Actions – School efficiency figures to be presented at September meeting (AB/KT), T White to contact HR re equal ops training for governors, Review nursery numbers in the autumn (KT/AB). K Taylor to include a reminder for staff regarding health and safety in a staff meeting early on in the Autumn term.

FPS42.REVIEW OF POLICIES

- 42.1 Arrangements for complying with the GDPR – 25th May 2018 – K Taylor. The learning community has set up a cluster group to look at this and share best practice. The LA has not provided and forms or policies which would help schools. A working party has been formed and different SBM have been allocated different tasks to complete for the group. For example K Taylor is looking at The Privacy Notice. Governor question – why hasn't the LA done this for us? A Blench explained that each school is registered as a data controller in their own right with the Information Commissioners Office. Therefore the responsibility sits with the governing board. K Taylor explained that the cluster have engaged a DPO which they will share. This is Tim Pinto, who will do the audits and report any data breaches to the ICO on our behalf. Governor question – is there a checklist which you are working through? Yes, school uses the one provided by 'The School Bus's'. There was a full staff meeting last week where staff were briefed on GDPR. There was a presentation and handouts were issued to staff. Governor question – will this training form part of staff induction in the future? Teachers have received their new laptops this week which

uses double authentication. Pen drives have been banned. School is waiting for 'Impelling' to share their GDPR statement with school. This is the company which provides IT support to school. Schools connect need to supply this as well. Also SIMS, Cepoms and other providers school uses. This is all very time consuming and K Taylor advised that this is unlikely to be completed for 25th May 2018, which is the compliance date. School is working together to make this happen, making sure that IT is used properly. We have looked at our arrangements for disposing of confidential waste. New policies will need to be published on the school website. We have reviewed the legal basis upon which we collect and hold data. N Lee offered to be schools GDPR Governor. It was agreed that K Taylor would send N Lee information about GDPR and would arrange a meeting with N Lee once school was compliant. The ICO slideshow on GDPR will be published on the governor pages of the school website. There are webinars which governors can access for training purposes, these have already been circulated.

Actions – ICO slides to be uploaded to the governor's webpages (AB). K Taylor to send N Lee further information regarding GDPR and arrange to meet after meeting compliance with the standards.

FPS43.SCHOOL BUDGET 2017 18 and 2018 19

- 43.1 To approve the 2018 19 school budget. K Taylor presented the 2018 19 budget and explained that governors needed to approve the budget tonight in order to meet the deadline for submission to the LA. Governor question – can we change the budget after we have sent it in? Yes we can make changes as staffing will change and funding can change. A revised budget forecast is sent to the LA in October. There are also regular updates made throughout the year. Specific points were made about each line in the budget:-
- I03 – A pupil has left school so this funding has dropped
 - I01 – 30 hours nursery income has been anticipated. The nursery grant will be reviewed in September once all pupils have arrived.
 - I08 – looks less because SLT money is recorded elsewhere this year (I18)
 - I10 – 3 teachers are on maternity leave, which brings in money from the staff absence insurance policy.
- Governor question – are pay rise built into the staff costs? Yes, any known pay rises, pension's increases and minimum wage increases.
- JL – NLE Maths mastery money is included from September 2018
- Governor question – will this mean that JL will be out of school? Yes, probably 1 day per week. School receives funding of £350 per day. We will extend the hours of a part time teacher to cover her absence. We will still make a small surplus from this. K Taylor stressed that loaning out members of the SLT is not about making money and in fact it wouldn't be agreed to if it was thought that this was to the detriment of the education of the pupils in school. T Keenan has been in school all this year for this reason.
- Governor question – are there guidelines you work to for staffing ratios? Yes, KS1 has a legal limit of 1:30. KS2 can be higher. There is no legal requirement to employ teaching assistants. School uses Pupil Premium and EHC monies to cover TA costs. School decides how and where it deploys its TAs according to need. Governor question – do we have any spare TAs? No, but school is flexible with how it uses them sending them to the pupils with the greatest needs at that time.
- The figures in yellow are PFI costs which school has to pay and cannot change. There is a 2% increase to these this year.

E19 – this has the same allocation as last year

E20 – school is replacing 4 projectors at half term for LCD Screens. These are better than projectors and give a much clearer image.

Governor question – do you use last year's budget to get your figures? Yes, but we critically review and ask the question 'do we need to spend this amount again?' And is there anything new that we need?

A new cost for this year is that the LA will now charge schools for the admission service. Governor question – MIND spend, what is that for? This busy 2 counselling sessions per week for 39 weeks per year.

The forecast carried forward figure for 31st March 2019 is £17,810 surplus. We will need a larger surplus as a buffer against following years. We are predicting a £34,884 deficit in 2019 20 year.

Governor question – what is DFC? This is devolved formula capital. For large projects such as IT hardware, building refurbishments.

Governors approved the 2018 19 budget.

- 43.2 To receive an update on the anticipated budget out turn position for 2017 18. The carried forward balance was a surplus of £79,282. This was inflated by £34,000 which the LA should have invoiced for prior to year end, which then fell into the 2018 19 financial year. £12,731 of the carried forward balance was SMEH money which school is holding for schools in the central area. There are no set plans for the spend of this money, which is being held on behalf of the schools by MVP. Members of the SLT have done work for RoSIS and Learners First last year which school has received money for. School asked for more money and received an additional £7,000. The NHS funding for one pupil was received on 31st March 2018. Governor question – do you work with this budget every year? Yes and there are two budget monitoring visits from the LA each year. Any surplus (or deficit) is carried forwarded and added (or subtracted) from the funds available to spend in the next year. Governor question – will this budget be overseen by the academy when we convert? School will be responsible for managing its own budget. This will be looked at as part of the due diligence process involved in joining a MAT. Governors then asked a series of questions about the outturn amounts on various lines in the 2017 18 budget. E09 – why was the spend low compared with the original budget set? We planned to attend an EOS Conference which we didn't go to in the end. We also saved money by delivering a lot of training 'in house' E08 – Why was agency/supply cover costs so high? We had maternity leave in teachers and also employed a TA for cover. This is balanced by savings in line E03 I06 – Why is income in 'Other government grants' so high? This is 30 hours nursery place money which we didn't anticipate at the start of the year. Also some pupils in F1 attract an 'Inclusion Support Grant' Governors expressed their thanks to K Taylor for managing the budget so well. DFC – there was a carried forward figure of £5,754.66 part of which has now been spent on new laptops for teachers.
- 43.3 Hard and Soft Implementation of the National Funding Formula – worked examples – carried forward to the next meeting.
- 43.4 Minimum funding guarantee – explanation of the rationale from the LA – carried forward to the next meeting.

FPS44.STAFFING

- 44.1 To review the latest school staffing structure – K Smith. It was mentioned that the new structure had been presented at the last SIP Curriculum committee meeting and

approved. The staffing plan was handed out at the meeting. It was explained that with this model we will still have additional support to deploy strategically. Governor question – as we have a lot of SEND pupils in school do we have enough? Each class has at least 1 if not 2 TAs. Every morning we will run a nurture room in KS1 and KS2 lead by T Keenan. Pupils will be drawn from different classes and will be a mix of SEMH, SEND and bespoke allocations e.g. friendship groups. The budget support this structure.

FPS45 PREMISES UPDATE

45.1 Update on any issues – security incident?

A parent pushed past a member of staff in reception and gained access to the school. They were looking for their own child. Engie came out and adjusted the security door, fixed internal handles to it. There was no threat to anyone in school. A new gate lock has also been placed on the kitchen door. The closer time on the magnetic lock door has been reduced from 7 seconds to 2 seconds. Extra locks have been placed in the Foundation Unit door. There was also a staff debriefing held. Governor question – was the member of staff hurt? They are absolutely fine. The police were contacted by school and the parent has been banned from school site for 4 weeks. Someone else is collecting his child. Governor question – is there a panic alarm in school? Yes, somewhere in the main office. School will review this All classrooms have thumb locks. School is looking at its lock down procedure.

Actions – KT/KS to review panic alarms and lock down procedures

FPS46.OTHER BUSINESS

46.1 None identified

FPS47.CONFIDENTIALITY

47.1 To determine any confidential items – none identified.