

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Round Hill Primary
Meeting title: Meeting of the Finance and General Purposes Committee
Date and time: Tuesday, 24 March, 2015 at 5.00pm
Location: At the school

Membership
'A' denotes absence

Mrs H Craik (chair)
Mr B Taylor
Mr R Jones
Mr R Di Miceli (vice-chair)
Mrs L Wilson
Mr A Nash (headteacher)

In attendance

Ms J Swain (observer)
Mrs I Greenhalgh (office manager)
Mrs T Walters (admin assistant)
Miss J Waldrom (minuting secretary)

F&GP/01/15 Welcomes, introductions and apologies for absence **Action**

Mrs Craik welcomed members of the committee to the meeting.

There were no apologies for absence.

F&GP/02/15 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

F&GP/03/15 Minutes of the last meeting

The minutes of the last meeting held on Tuesday, 11 November, 2014, having been previously circulated, were confirmed as an accurate record with the correction of two spelling errors:

F&GP/28/14 Election of chair and vice-chair of the committee

Both references to Mr D Miceli should read Mr Di Miceli.

F&GP/04/15 Substantive Item

Budget 2015/16 – Do we have sound financial strategies, get good value for money and have robust procedures and financial systems?

The Best Value Statement, 2015/16 draft budget and leadership restructure had been previously circulated.

Best Value Statement

It was noted that the Best Value Statement was no longer requisite but governors wished to retain this.

There were two minor typing errors in the document which would be corrected.

HT

The Best Value Statement was

approved

by governors.

Mr Jones would sign an amended copy of the document when he was next in school.

RJ

Budget 2015/16

Mrs Greenhalgh reported that the new budget had been set with Vicky Lievesley (finance officer) and that all current staffing had been included.

Services for Schools had been included and all items identified separately within the budget with all items on the wish list having also been included.

A surplus of £8,555 was projected for the end of the new financial year and a carry forward from 2014/15 of £69,354 was included in the new budget figures.

A surplus of £25,000 had been projected when the 2014/15 budget was re-forecast with the additional £41,000 arising from additional funding as follows:

FNF	£3,387
Extension funding	£8,500
Additional pupil growth	£3,004
Early Years growth	£7,104
Saudi Arabia SEN pupil	£16,803

Mr Taylor enquired regarding SEN and HLN funding, and the headteacher replied that the Local Authority had clawed back £17,864 as two SEN pupils had been downgraded.

The school had received £41,920 then the above amount was clawed back although the school was contesting one of the cases.

Services for Schools

Mrs Greenhalgh had itemised services for schools separately and she reported that there were no changes from the previous year.

She was investigating purchasing Occupational Health cover from Nottingham City Council as there was no local Notts County Council office as the nearest was in Mansfield.

Two versions of the draft 2015/16 budget were circulated:

- staffing as in 2014/15
- staffing including the new leadership structure with inclusion leader role removed and assistant headteacher role inserted

Governors were advised that the difference between the two versions of the budget was £3,000 per year.

The headteacher added that it was difficult to produce a three year budget plan due to alterations which took place.

Mr Jones had submitted a question regarding the surplus 'looking tight', and Mrs Greenhalgh replied that the senior leadership team or cheaper options may be used to provide cover and that the maintenance budget may be reduced as extra money had been put in for the water leak.

Mrs Greenhalgh added that there were a number of purchases which may be deferred and which included key stage 1 synthetic grass, new carpet for the entrance hall and furniture in upstairs rooms.

Mr Jones felt that staff CPD was low although he admitted that it may be taking place as a visible swap at no cost to the school.

Mr Jones enquired if specialist support for school improvement was included in Services for Schools, and the headteacher replied that it was not specifically included but that he would investigate this.

HT

Services for Schools were

approved

by governors.

Mrs Greenhalgh added that an audit had also been purchased at a cost of £1,600 as the school was due to be audited in 2015/16.

The 2015/16 budget scenario with altered leadership structure was

approved

by governors, subject to approval at the next full governing body meeting.

Proposed by Mr Taylor. Seconded by Mrs Wilson.

F&GP/05/15 Matters arising from last Finance and General Purposes Committee meeting

F&GP/29/14 Substantive item

Governors had asked at the last meeting if entries in the accident book were analysed to discover any possible pattern.

The headteacher reported that he had asked Suzanne Woodhouse to produce a termly report which would form part of his report to governors.

Patterns to accidents would be established and places in school where accidents occurred would be identified. Information gathering and the form used for recording would be amended slightly to include the location of the accident.

Ms Swain asked if near misses were included, and the headteacher replied that the school was trying to define what constituted a near miss.

The headteacher added that any mark on a pupil's face would be recorded and that any break in the skin was currently recorded.

A report would be given to the committee at each meeting.

HT

F&GP/06/15 Matters arising from full governing body

The governors' question relating to sound financial strategies etc was discussed, and Mr Jones stated that further benchmarking should be carried out to ensure that the school was obtaining value for money.

Benchmarking data which related to 2013/14 was circulated and compared the school to similar schools.

The school's position in the table showing the percentage of education support staff to teaching staff was noted.

Governors would discuss the relationship between teaching staff (at low end) and education support staff (at high end) at the next meeting of the committee.

Agenda

The headteacher added that the year in question was that in which the school was judged as 'good' by Ofsted.

The headteacher and Mrs Greenhalgh would look at additional benchmarking data.

HT/IG

The headteacher would be investigating the cost of teaching staff and Mrs Craik would examine this with Mrs Greenhalgh the next time she was in school.

HT/HC

School finance reporting had lacked clarity and Mr Jones and Mrs Greenhalgh had discussed ways of improving this.

Information as was circulated prior to this meeting would continue in the same format.

The headteacher reported that he would produce a policy grid for the summer term meeting of the committee.

HT

F&GP/07/15 Schools Financial Value Standard (SFVS)

Mrs Craik reported that she had met with Mrs Greenhalgh to review SFVS documentation and that a number of items required referencing as examples, which had been completed.

The school had investigated obtaining best value for money but further work was required regarding this and the item would be an action point for a future meeting.

Agenda

The SFVS statement had been previously circulated, and Mrs Craik reported that the only alterations were to the location of required evidence which had been added as appropriate.

Mr Jones enquired regarding wording in relation to the school fund, and Mrs Craik reported that this was now part of the school budget.

The SFVS statement was

approved

by governors and was signed by Mr Jones.

The statement would be presented to the next meeting of the full governing body for ratification and would then be submitted to the Local Authority.

FGB/IG

F&GP/08/15 Leadership Working Party update

The headteacher reported that the leadership structure of the school would be changed to create additional leadership capacity and to create opportunities for existing members of staff.

The number of leadership days had reduced from 2.7 to 1.9 and there had been a significant increase in the number of child protection issues during the current term with 13 new cases having been referred to the Multi-Academy Trust Safeguarding Hub, although the headteacher felt this was a 'blip' rather than a pattern.

The headteacher added that the model used by Albany Junior School would be investigated as it was different to the one used in school.

HT

F&GP/09/15 Maintenance and Estates

Mrs Greenhalgh reported on the following:

- Health and Safety risk assessment completed with four observations undertaken. Only minor items identified from walk round. New Health and Safety at work sign obtained
- all new classrooms now in place
- a large number of repairs completed (some outstanding for a number of years)
- Juniors trim trail, staff toilets, playground developments in progress (full list of developments was in last headteacher's report to governors)
- currently in second year of rolling programme of painting
- £20,000 lottery funding now in bank (to improve Foundation Stage and Key Stage 1 outdoor play area). Announcement planned for the following day. RHA to be approached regarding donations
- £1,200 donation to the school from local councillors
- library path delayed by weather. Completion now expected at next half term break. Access to be improved with installation of double gate
- tree root issue in playground to be addressed and quote obtained for this. Landscape Services to be asked to analyse roots
- survey and some remedial work carried out regarding water leak. School awaiting visit from Local Authority who may fund part of this. Further work is required. Problem area is under ducting in corridor. £8,000 spent on water from April to November 2014 with total cost for previous year only £5,200
- £12,000 available in maintenance budget
- new carpeting required in Technology room and library

It was noted that visitors were commenting on the improved state of the building which was well used with a letting taking place every evening.

Mr Jones asked if the Local Authority would pay for repairs if severe remedial work was required to the water pipes. Mrs Greenhalgh reported that all pipe work was so old that the problem may recur in another area, and that a water meter was required in the boiler house to allow monitoring of usage to be carried out.

Mrs Greenhalgh added that if the cost was more than £7,000 the Local Authority tended to contribute to this.

Ms Swain enquired if the costs of the water leak could be recovered through insurance. Mrs Greenhalgh replied that only damage caused to flooring could be claimed and that the main cost was for dehumidifiers.

Ms Swain asked if the school would receive compensation for the excessive bill caused by the water leak, and Mrs Greenhalgh would investigate this.

IG

F&GP/10/15 Determination of confidentiality of business

Governors considered whether anything discussed during the meeting should be deemed confidential. It was

resolved

that nothing discussed was of a confidential nature.

F&GP/11/15 Date of next meeting

The next meeting will be held on Tuesday, 7 July, 2015 at 6.00pm.

The meeting closed at 6.15pm.

Signed(chair) Date

JW/jag