College Town Primary School



**Staff and Finance Committee Meeting**

**Monday 18th May 2020**

**Held via Teams @ 5pm**

**Draft Minutes**

**meeting was also recorded and copy of this will be kept on file.**

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| **Present** | |
| Rita Carvosso (RC) | Chair of Governors |
| Trudi Sammons (TS) | Headteacher |
| Cheryl Bentley (CB) | Co-opted Governor |
| Tony Whiddett (TW) | Co-opted Governor |
| Toni Barton (TB) | Parent Governor |
| Jenny Hipkin | Vice Chair & Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Emma Britton (EB) | Staff Governor |
| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane | Clerk |
| **Apologies** |  |
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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**  None |  |
| 2.0 | **Minutes of the Last Meeting:**  10th February 2020 – all read and approved. Action points had all been completed prior to meeting on 10th February. Will be electronically signed and originals filed when able to access school.  **Matters Arising:**  None |  |
| 3.0 | **Declaration of Pecuniary Interests and Business Interests:**  No changes or additions to current list. |  |
| 4.0 | **Sites and Buildings Update:**  The gate repairs have been completed.  Work on the Year 3 and 4 Girls and Boys toilets has started and should be completed before the end of term.  BFC are installing new security fencing along the field by the back gate. They are organizing this and will pay this directly so there will be no impact on the budget. The cost is approx. £42000.  The proposed budget includes improvements to Nursery drains, a new extractor fan in the kitchen, electrical repairs as a result of the visual inspection and the highlighted items from the Condition Survey.  The government have issued guidance on procurement during the Covid-19 situation which means that we can proceed with orders above the £10k threshold without three quotes if this is not possible. There are currently no plans for larger work.  The site controller has used the current time to complete tasks around the ground usually undertaken over the summer holidays such as fences, playgrounds etc. |  |
| 5.0 | **Staffing Update:**  Staffing was discussed under Part 2.  A question was raised as to whether there would be any consideration given to transferring pupils to the same teacher in September.  TS responded that this would not be possible due to changes in staff and staff moving year groups to ensure progression and quality teaching. |  |
| 6.0 | **Finance Update:**    **2019-20 Final balance**  CW gave an over view of the final budget for 2019-20 which had been circulated to governors prior to the meeting. A carry forward of £201791 which is 9.41%. The amount of carry forward over 8% requires explanation and this is proposed to be used for funding the agreed toilet refurbishment, funding for teaching and learning practitioner and staff restructure protected salaries.  **Proposed-TW**  **Seconded -RC**  **Approved – All**  The majority of the capital funding for the year had been spent with £1962 remaining.  **2020-21 Budget Plan**  Bracknell Forest have requested that the budget plan is produced as though it is a normal year without taking into account any of the effects on the budget due to Covid-19. They have also asked that we then submit an estimate of the additional expenditure, loss of income and expenditure saved due to Covid-19 on a separate tab of the new budget plan spreadsheet that will be sent out to schools on Monday 18th May. The deadline for returning the budget plan has been extended to 30th June to enable schools to carry out this additional task. Bracknell realise that these are purely estimates and some may be very rough. Some areas of changes in expenditure have already been identified but the estimated cost have not yet been calculated. Once estimated the additional tab will be completed and attached to the agreed budget plan and submitted before 30th June.  The proposed Budget Plan was presented and discussed.  The total budget including carry forward is £2190918.  We will receive grants totalling £298089 for Pupil Premium, Sports Funding, Universal Infant Free School Meals, Teachers Pay and the Teachers Pension Grant which are included in the budget plan on the income lines. These grants are based on the previous year and will be amended during the year when actual pupil number and teacher data is available.  The assumptions and areas included in the budget plan as detailed in the notes sent out in advance were discussed.  The plan gives a balance of £193196 which is less than this years carry forward and will reduce year on year.  The five year budget plan was presented and discussed.  One off costs from 2020-21 have been removed. The budget is based on current numbers and staffing. The five year plan shows the balance reducing year on year but that there will still be a £9000 carry forward at the end of year 3, meaning that the current budget plan is viable.  TW queried the reduced balance at the end of Year 3 and that this could leave the school with problems for the following years.  CW explained that the five year budget plan includes salary increases year on year but that the funding has not been increased. We would expect the funding to increase which will increase this balance. There are also several areas within the budget where changes could be made in future years if required, eg use of Lead Practitioner; out of class Senco.  The total Capital Budget is £11773. The budget plan includes a proposal to raise a Capital Project for the Gate upgrade at a cost of £5000.  **ACCEPTANCE OF BUDGET**  **Proposed : TW**  **Seconded : RC**  **Carried unanimously**  **COVID-19 Financial Implications**  The areas of the budget currently identified to be effected by Covid-19 were discussed as detailed in the meeting notes.  Schools will be able to claim for some additional costs but only to cover three areas of expenditure which are:   * Additional FSM costs * Additional premises costs – utilities, contract cleaning when school was open over the holiday period * Additional cleaning due to Covid-19 case or suspected case.   The Government expect schools to use their budget to cover additional costs and schools will only be able to claim for additional costs if their balance reduces at the end of the financial year.  FSM – we are using the national voucher scheme now that it is up and running and the costs go straight to the DfE. Prior to this we supplied food or cash to the families at an additional cost of £980 to the school. We may be able to claim this back along with additional utility costs for the holiday opening.  *TW : Any concerns from suppliers / contractors asking for payments?*  *CW : None at all. ISS are being paid by BFC. Outside staff that we had been using in school for some work with pupils are still being paid as they are continuing to do the work this includes supply staff as they are coming in to school as well.*  *CW; All trips that had been booked and have been cancelled and refunded, except for the Year 1 Legoland trip which had to be paid in advance and we have not received a refund from them*  *TW: With pupils coming back do we need safety items such as, screens, PPE, signs?*  *TS : Can’t do screens, staff don’t need PPE generally but there is full PPE available (masks, gloves, goggles, aprons) for use when needed eg dealing with a sick or injured child. The school has purchased kits for sickness, small hand buckets for hand washing, additional mops/buckets etc, TA’s helping with cleaning areas. Nursery will run as usual. We do not need to purchase any signs, all signs required will be made in school.*  *CW : Costs will be identified over the next few weeks – as already identified cleaning costs will go up along with other areas but there will also be a reduction in expenditure in other areas which should offset these costs.*  **Catering**  Following on from the extraordinary meeting Harrisons have been appointed as caterers from Sept 2020.  Contract currently being drawn up and they have requested the TUPE information from ISS. They will meet with the kitchen staff as soon as is possible.  Contract starts 1st August. |  |
| 7.0 | **Part 2**  See separate minutes |  |
| 8.0 | **AOB:**  None |  |
| 9.0 | **Date of Next Meeting:**  Monday 6th July - timing will be dependent on whether meeting is held in school (if permitted) or online again. These details will be confirmed nearer to the date. |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from S&F Meeting on 18 May 2020**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** |  |  |  |  |  |
| **Action 2** |  |  |  |  |  |