

## MINUTES FOR FINANCE MEETING

21<sup>ST</sup> MAY 2009

Present: Mr C Ruck, Mr P Keyse, Mrs L Reece, Mr J Needham, Mr G Simcox, Miss L Jeffery, Mrs M Hopkins and Mrs. A Jenks (LA Schools Finance Officer).

Apologies: Mr J Shingler

Clerk: Mrs A Langley

Mr C Ruck welcomed Mr P Keyse to the Finance Committee Meeting

The minutes of 4<sup>th</sup> February 2009 meeting were confirmed as a true copy.

Items still outstanding:

Cleaning of Carpets: Miss Jeffery informed the committee that a new vacuum cleaner had been purchased.

Mrs L Reece asked who won ground maintenance contract. Mr C Ruck confirmed that Sodexo had been awarded contract in agreement with Mr J Shingler.

- Proposed: Miss L Jeffery
- Seconded: Mrs L Reece

Mrs. A Jenks introduced herself to the committee and explained her role and the service she provides as the school buys into the Enhanced 2 finance service.

Miss Jeffery mentioned the gate. Mrs. Hopkins said she was awaiting a response from Ian Bartlett but the work would probably be done through the summer holidays. This is part of the safer schools initiative action plan which also includes the outside lights.

Monitoring Report: £4,413 commitment not spent.

Mrs. A Jenks said the aim of this meeting was to ensure that the Governors were happy with actual costs compared to the set budget which would then be taken to the full Governors meeting for ratification. Budget income is based on Roll. Numbers are taken from the January census: 70 for 09/10, 68 for 10/11

Mrs A Jenks then proceeded to read through Initial Budget Plan 2009/10 Summary. The following items were discussed:

### **Teaching Staff:**

Miss Jeffery said she would like to spend money on support staff. School is losing 30 SEN hours at the end of July. Mrs Jenks confirmed that funding has been supplied for

B2P type support for Cameron Savine until Easter 2010. This money is delegated and not required to be paid back.

Mrs. Hopkins showed chart of support required across 3 classes.

Mrs. D Tanulak is currently employed for 22 hours p/w. Offer 21.5 hours from September 2009.

Mrs. N Davies is currently employed for 27.5 hours p/w. Offer 19 hours - 4hrs KS1, 9hrs Teaching Assistant incl PPA support, 6hrs SEN and Intervention programmes.

This would give Class1 full-time Teaching Assistant support, continue support for Gifted and Talented students, provide PPA support for Mrs. Bloor and enable Intervention Programmes to be activated.

Mr J Needham queried whether the extra money would be better spent on another teacher but it was agreed that support staff would provide more value for money and leave enough money for extra Heads time. Amount required would be £620 Sept - March

Mrs. Jeffery also enquired whether she would be able to increase her Heads time by ½ day per month. Mr Ruck was agreeable providing funding was available.

Mr Ruck laid out 3 options and asked each Governor individually which option they thought would be best.

- 1 Level laid out in chart provided by Mrs. Hopkins
- 2 As above plus two mornings extra for Mrs. Davies - £1860 required from budget.
- 3 As above plus £1200 for .1 Heads time (1/2 day) = £3,000. Mrs. Jenks confirmed that this was affordable.

Mr Keyse: Yes to No 3 providing support staff have adequate training and budget allows.

Mrs. Reece: Yes to No 3

Mr Needham: Yes to No 3

Mr Simcox: Yes to No 3

Mr Simcox and Mr Keyse both raised question of how school could attract more SEN children. Mrs. Hopkins said we could put ourselves forward to Shropshire LA as a specialist school.

Miss Jeffery and Mrs. Hopkins both agreed that level of support could not be sustained after Easter 2010. Miss Jeffery confirmed that all staff were on board and understood. In light of extra funding it was agreed Mrs. Davies could be offered 24 hours per week until the end of the Spring Terms 2010 and Miss Jeffery would get £1,200 from budget to cover Heads Release for one whole year to be used at her own discretion.

- Proposed: Mr C Ruck
- Seconded: Mr G Simcox

### **FMSiS**

Mrs. Jenks explained process and advised that Rob Carlisle will support school with FMSiS and audit. It was agreed to have a separate meeting to complete the necessary forms to meet the standard.

### **Supervisory Assistants**

Currently two lunchtime staff, Mrs. S Bloor and Mrs. H Butler are being paid as Ed Cas. This means their hours have to be physically entered onto the computer in order for them to be paid - Mrs. Butler was not paid for one month. Both members of staff have been covering lunchtime for 2+ years and it was agreed that they could both be made permanent.

- Proposed: Mr J Needham
- Seconded: Mr G Simcox

### **Sports Coaches**

Currently no provision in budget which Mr Ruck said he would like to change. Miss Jeffery informed the committee that Mrs. Goddard receives 12 days PLT per year which pays for coaches, travel to sports events and relief teachers. 3 hours of PE per week must be offered which can include afterschool clubs.

### **Staff Development**

Mrs. Hopkins is now on a course to support her application for NPQH Head. She is also on the Acting Head list. She will need qualification NPQH before she can apply for any positions and has applied for training while training in the county is funded.

### **Staff Development Training**

Increased to £2,000 to cover 'bought in' professional services.

### **Repair and Maintenance**

Buy Back Budget of £3,200 taking into consideration £1,000 overspend. £1,500 to be added from budget surplus.

- Proposed: Mr C Ruck
- Seconded: Mr J Needham

### **Grounds Maintenance**

Mrs. Langley requested that the Governors consider a quotation for £83.43 + VAT for four occasions to tend the Forest School area which wasn't included in Sodexo's original quotation.

- Proposed: Mr C Ruck
- Seconded: Mr J Needham

## **Energy Costs**

Increases in budget are due to inflation. Mrs. Reece questioned whether school could look around for cheaper quotes but it was confirmed that utilities are all paid through WMS.

## **CCTV Burglar Alarm Maintenance**

ICT requires a sensor for which a quote has been requested

NB: A quotation has been received from ADT.

It was agreed £1,500 should be in this pot

- Proposed: Mr C Ruck
- Seconded: Mrs M Hopkins

## **ICT Learning Resources**

Mr Ruck and Mr Keyse both agreed that it was the right decision to remain with SITTs for ICT maintenance and support. Mrs. Hopkins said an alternative could be the Computer Factory in Wem and we could consider them in the future.

Mrs. Reece raised question of whether £2,600 enough for Educational Equipment to cover school needs. Mrs. Hopkins and Miss Jeffery asked for the committee to consider purchasing

- 1 Maths Assessment Program £260
- 2 Micro Librarian £649

Some of this cost would be met from the ICT budget.

The committee agreed that both items could be purchased.

- Proposed: Mrs. E Reece
- Seconded: Mr G Simcox

It was summarized that the following changes were to be made

Selectamark	£ 100.00
Support Hours	£1,860.00
Heads Release	£1,200.00
Training	£ 500.00
Buy Back	£1,500.00
Burglar Alarm	£ 500.00

Total	£5,660.00
-------	-----------

From £17,491 surplus this would leave £11,831.

Mr C Ruck raised point of staff sickness and the impact this would have on the budget. It was considered that an approximate sum of £10,000 was needed to allow for unforeseen circumstances.

Mrs Jenks excused herself from the meeting.

Miss Jeffery brought the following items to the attention of the Finance committee

### **Monitoring for Ofsted**

Miss Jeffery requires 7½ days per year at a cost of £1,600. The committee agreed this was acceptable.

- Proposed: Mrs. L Reece
- Seconded: Mr G Simcox

### **Safer School Initiative**

The school needs to identify and mark all new equipment. Selectamark cost £100.00 and would provide enough labels for the foreseeable future and allow the school to meet the criteria for the initiative.

- Proposed: Mrs. L Reece
- Seconded: Mr G Simcox

### **Travel plan**

The school is currently working towards the Silver award which would bring a financial reward of £250.00 It has been advised that this money should be spent on items relating to the travel plan such as a notice board or lockers for bicycle helmet.

### **FMSiS**

A date for a meeting regarding FMSiS was set for 25<sup>th</sup> June at 4pm

### **DFC and Building Work**

Mr Ruck informed the committee that we have received an estimate from Alan Carter, Buildings Inspector for which the Governors gave the go ahead at the last meeting. Alan Carter has advised that the school does not manage this project themselves. The management fee for Alan Carters department is £2,988.70. Mr Simcox said he felt Shinglers could over see project but the company is not approve by Shropshire Council. It was agreed that all work carried out on the school building should be done through proper channels.

Miss Jeffery voiced concerns that the budget available was until 2011 which would not leave much for anything else and pointed out that the windows in Classes 1 and 2 were in need of work and could money from Buyback budget cover this. Mr Ruck agreed and felt the work required would cost more than the estimate. A drop in numbers for next years budget also gave cause for concern. Mr Ruck felt that this work would not be completed until summer 2010 and a new budget would be available in 2011. If the windows are bad enough the county will replace them at no cost to the school.

It was confirmed that when the DFC2 was completed the plans could be altered as Miss Jeffery had seen a door system at Ryton XI Towns that she felt was appropriate for the school.

It was agreed that the DFC2 form should be completed after half term by Miss Jeffery who would contact Sam McKenzie, Premises Finance Officer, regarding total cost to submit on form and to ensure she had received a DFC1 from the school already

- Proposed: Mr G Simcox
- Seconded: Mrs. E Reece

### **Playground Markings**

Originally arranged through Tony Jones but not yet done. The committee questioned if the money is still there for this work to be completed. Miss Jeffery agreed to follow this up with Alan Carter, the new Building Inspector.

The meeting closed at 7.10pm