

River View Primary & Nursery School

Governors' Minutes Finance, Personnel & Premises

Friday 26th October 2018, time 8.00 am

Present: C Bamford; D Buckingham(Vice Chair); I Dawkins; G Earp; K Matthews; M Redshaw; C Stokes
(Chair); M Whitehouse; S Wilkinson(taking minutes)

Apologies: K Stubbington; M Taylor.

		Action
1.	Welcome - Chair thanked everyone for coming to the meeting.	
2.	Apologies - K Stubbington; M Taylor. None received M Atkins	Accepted Resolved
3.	Acceptance of Apologies	
4.	Election of Chair Nominations for Chair DB nominated Chris Stokes; Seconded by I Dawkins, vote taken, unanimous decision. Accepted	Resolved
5.	Election of Vice Chair Nominations for Vice Chair M Whitehouse nominated Colin Bamford; Seconded by D Buckingham, vote taken unanimous decision. Accepted	Resolved
6.	Minutes of previous meeting: Accepted	Resolved
7.	Matters Arising from previous minutes: Point 10: HSCC (Entrust 5 Year Modeller) MW/KM attending course 08.11.18.	Resolved
8.	Terms of Reference (ToR) H/T: suggested change of name to Finance, Personnel & Premises (FPP) Committee to replace Finance and Premises Committee. Accepted Contact person name changed to Christopher Stokes. Accepted Minimum number of Governors required being quorate: 3 + Headteacher, note DH/T can be counted to be quorate unless standing in for H/T. Accepted 2. Frequency of meetings: changed to half termly instead of termly. Accepted Governor stated H/T presentation at meeting saw as a move forward. H/T: SCC changed Finance system it is fine for them but not for schools, think it is necessary to show due diligence to have meeting half termly until we are sure the system is working correctly. Last year kept careful watch on monies (spreadsheet) other schools spent their monies and SCC claimed back therefore they have no resources. Chair asked if Governors happy to accept changes? All agreed yes. Accepted	Resolved Resolved Resolved Resolved Resolved
9.	Scheme of Delegation H/T: going to MAT do not feel enough time is given to Budget & Scheme of Delegation. Next Finance meeting to be Budget & Scheme of Delegation, best practice. Chair stated: had looked at this before. Action H/T: Next Agenda Budget HSCC Scheme of Delegation Governors can take Scheme of Delegation to study but not information with finance figures to give to SBM(School Business Manager). Chair asked: are confident Teacher salaries etc?	H/T /Chair

10.	Budget SBM: distributed two budget reports to Governors (09/10 difference being Nursery on one not on the other). DH/T: asked which is Nursery on. SBM: 09 with Nursery. Informed Governors Finance had been in the previous day to make changes so it is possible to add cost elements eg books, the new system did not have enough codes so adding specific to River View. Chair commented: will be interesting to see difference. H/T: stated under old SAP system could not change cost centres, required different codes. DH/T: commented staff do not always take pride in possessions. H/T: had introduced Phase Leaders to have own budget and order out of this, SCC did not recognise this and had different name for cost codes, with this one we can have different cost centres. SCC do not ask if suitable for all, they thought more cost effective, schools have to pick up the pieces and now SCC pay all invoices therefore it can take months to show in reports, have to think of children. SBM: unplanned maintenance in general. Chair questioned? SBM: boys toilets. H/T: temporary repair, two members of Entrust came to inspect (Garry & Andrew), unfortunately the new EYFS was built over drains (cover under carpet) could not rod the drain because of children's presence with no option to move children, to not think enough water was flushing so blockage is still there. £1600.00 to reroute piping, CB to ask P Dawson but have £76,000.00 in contingency, there is a wish list boys/girls toilets to refurbish? If this is possible can move school around eg Year 1 at top own outdoor play area. Chair asked: and other? H/T: hot water boiler lucky no explosion, plumber took pictures. No hot water in main reception area and corridor will be replaced during half term, cost £6,000.00, did not get three quotes as this was an emergency. SBM turning off all hot taps end of school today. Chair asked: about the water leak? SBM: responded it is under the yard but have reduced leak to manageable level & can tie in with toilets not cost effective to do separately. Chair asked what is GRN = Goods Received notice, questioned MFL deficit £1900.00. SBM: this has been miscoded, MFL had not spent anything. Chair questioned: £7337.00 PP(Pupil Premium)minus? Breakfast Club £2,000.00? SBM: explained items ordered not GRN/invoice received when received will be removed. H/T: technically self-sufficient, DH/T had increased the cost which comes in from ParentPay, kept separate so it can be seen, explained the increases in costs over the years from 50p to £2.00 which is half the price of other places, checking it is self-sufficient and showing due diligence. Chair asked any further questions. SBM: stated have to be cautious. £120,000.00. Chair asked does budget run until March 2019? SBM: H/T has cut off point. H/T: cut off to staff is 31st January 2019, receive 'Fair Funding' due to deprivation area, 20 less pupils but increasing, budget should be alright, we are better at applying for grants eg SKIT Keele University. Staffing healthy, special needs cannot finance have to fund first 10 hours via SEND group level 3 before EHCP eg child could receive 12.5 hours but already getting 10 hours so in fact is 2.5 hours extra, parents do not realise AEN does not mean 1:1, accommodate special needs have to also be careful for other children, short staffed require 2 Apprentices spoke to Entrust asked them to give back Levy can then employ someone and stated they had taken away freedom of choice. In fairness to Entrust we have 2 Apprentices taking their course at Stafford and both say it is better than Burton College; they have to have 1 study day and log a certain amount of time on the computer.
-----	---

	Governor stated: governance an issue with Entrust (Director level). Have to move quickly, frustrating for us, cannot afford TA but could afford an Apprentice, already had 6 in total, 1 not suitable, another earn more not as a TA, 2 still here are doing well, suggested CST to take a teaching degree. Chair stated: good rapport with children. H/T: staffing issue three members of today due to illness, no capacity had to move staff.	
10.	School Fund Audit SBM: informed Governors School Fund had been audited by K Sharkey (previously School Business Manager at de Ferrers) just need signature sheet signing, will have a copy for minutes, need to raise money not to go under £500. H/T: major income this term, last 2 years mugs as Christmas presents, 1st year 220, last year 250. £600 + £600 Bingo + £50 Disco, Penalty shoot-out £540 raised over £1,000 half each to BACT and River View we have to give out prizes to children. Staff have been asked for ideas, NP had organised Christmas Cards. DH/T: the cost to school for a pack of cards is £2.00 and we as a school have added £1.50, therefore price to parents £3.50. Governor commented: thought it was good value. H/T: also Cinema, Aerobics, Christmas Fair etc. DH/T: stated these do not raise money. H/T: informed Governors if School Fund needs to reach £2,000 after Christmas. Summer Fair usually brings in revenue but this year only broke even (£80) eg cost of donkeys although the children had a great time. Previous year had competition between H/T & DH/T, DH/T made the most money with a 10p game. Governor suggested: 'Name the Doll'.	
11.	Pupil Premium (PP) H/T: had published the information re Pupil Premium on the school website, distributed a report and explained monies spent on Staffing, couple of ideas did not work well (Year 5). Explained to Governors the system for entry was changed from one form entry to a two form entry just before the H/T joined the school, so the Nursery 2014/2015 was lower and will not increase as the classes go through the school and leave. Key Stage 1: 60 Key Stage 2: 45. Do not like split year groups, they do not work for either the children or teacher. Foundation subjects taught in blocks, English/Maths are still subject taught. PP had been used to help approx. 40, Year 5/6 hope for improvement, Year 2 were above national average but it did not work joining the Year 5 classes together. Any other questions. Governor questioned: why is LEXIA not working? Chair stated: 20 mins x 3 days a week. H/T: LEXIA is a proven strategy (American) child struggles with vocab, there had not been the impact we expected. Chair asked: was LEXIA brought in by IB. H/T: children do not do at home. Governor commented: some parents had said about LEXIA password. DH/T asked had parents not received password? Governor's response: parents said they could not access. DH/T: passwords to be resent. Chair asked question: re River View (RV) Dollars: are Dollars up and running, what is the progress with these. H/T: Dollars are quite costly, attendance has improved it is above National average, 37% went free; 35% reduced price. Maths homework, to read x 4 times Key Stage 1, school had hit reading targets. Dollar Visits next year: 'Go Ape' Twin Lakes, West Midlands Safari Park, Thomas Land.	

12.	Sports Premium (SP) H/T: SP report has been uploaded to the school website. SP monies has been spent on our new MUGA (Multi Use Games Area) pitch, this has proved a great success - also Government (August) guidelines say children to spend 60 mins a day exercise. Chair asked: how is the walking break? Governor asked: what this involved? H/T: at break times a 15 mins activity, also new playground equipment for the children to be more active (Dinner Ladies being shown how to use). Cost £5,000. The sheds had been cleared, skip ordered. Bikes for Key Stage 1, cannot afford bikes for Key Stage 2 they have Frisby assault course and Rebound Net which has proved immensely popular + there are quiet areas not all children like noise. Hall Zone if a child struggles with behaviour, new reflection at the moment number of Red Cards is higher. DH/T: commented this is normal for this time of year, Reflection at playtime children did not see this as a punishment, it was decided to keep the children in a lunchtime as well they sat outside H/T's office but thought they could chat and as AW needs to model to Dinner Ladies games with children there is now a 'Reflection' table in the Hall, they will learn to make community RICHER. GTBG (Good to be Green) only 15 children not attending this time, first half term 72 did not go. DH/T: half a term is a long time to wait for GTBG and some children follow SEND protocol ? short term behaviour changes next term. H/T: Chair questioned: of the 15 - 17 how many were SEND? H/T: should not be any SEND behaviour funding already recognise SEND. 1:1 can access GTBG for others Boxing Club(at the moment 1). Chair asked: is there better feedback from the Boxing Club? H/T: explained this works but they also require parent feedback, grandparent, this is last resort. DH/T: next step Permanent Exclusion (PEXcl). Governor questioned: reward? H/T: explained the Boxing Club (Tamworth), SCC (Staffs County Council) send Permanently Excluded children and as a last resort to avoid PEXcl. Year 1 at present attending to learn integration sometimes also send away to get help & support for EHCP (GS to set this up) Governor commented: Boxing x 3 times a week is helping grandchild with confidence. H/T: stated nothing the same in Burton, BACT (Burton Albion Community Trust) have been looking at this but it is expensive. At the moment children have to travel by taxi from Victoria School's Orchard site. SBM: TV on the yard, cost £4,000. H/T: this is improving, staff had training initially and have recently undergone more training, piece of software had been removed we came to realised when the trainer came to school to demonstrate to staff, this now reinstalled. Phase Leaders to change weekly a rota in place. DH/T: also built into as part of teaching to show the children what is on the TV. H/T: we received a complaint from the neighbours re TV on all night, now is switched off end of school. Chair asked: had swimming improved? H/T: informed the Governors we receive the same service for £2,000 cut in price, better logistics, 2 sports coaches go to swimming, to not have to be teachers to accompany, it is the same swimming coach and cheaper, by going direct to Meadowside and not via Entrust - a lot of schools do the same as we do. Swimming not improved but no worse. DH/T: children enjoy swimming this comes via Pupil Voice. H/T: would like to send Year 5 being close to the River Trent. Chair questioned: what is teacher's time used for ? can change swimming time to afternoons? H/T: PPA Year 5/ Years 2 - 6 have PPA am. Afternoon swimming more expensive, in first year here it was afternoons.
-----	--

13.	Payroll H/T: explained payroll had changed from 'CAPITA' during the summer holidays, everyone had received P45, some staff concerned but this is common practice. Informed and gave staff time to telephone the Tax Office due to the change in payroll services, a possible problem looks as if staff have two jobs, 90% got this right rest had emergency coding, arranged emergency payments for staff concerned, ok at the moment. Chair commented: staff check some pay the same every month. H/T: some staff £250 down on their wages. Chair asked: effect on catering? H/T: there had been problem with Dinner Ladies because they do not pay tax did not think they had to contact the Tax Office but again emergency tax as 2 jobs, this corrected, staff have to logon now for wage slips. As of now run has been done and no known problem. Moved from 'CAPITA' to Stoke on Trent, £3,000 cheaper.	
13.	Benchmarking H/T: no benchmarking done until certain budget is correct. SBM: stated until yesterday it was almost impossible to know eg how much books cost for Key Stage 2, some schools put all together which is not a true reflection. Chair asked: re staffing costs? SBM: even that school do their own and with so many Academies it is hard to sort out the system, generalised cost centres etc rather than drilling down to show more. Governor asked: any other schools Benchmarking against River View we are aware of? H/T: stated the Government has made general do not know if we are being benchmarked.	
14.	Nursery DH/T: stated until yesterday did not know how much money in line 92, had been sending lunchtime payments and they had been going in. There were two options: 1) monthly; 2) termly (private nursery requires monthly income). SBM: Finance Officer (Stafford) is going to add all cost elements for us to see, at the moment only see contingency. DH/T: Nursery will be as comprehensive as the main school, had not received full monies as yet for 30 hrs provision only 15 hrs. SBM: will give what is predicted and then make adjustments as necessary, monies to arrive 23.11.18 H/T 30 hrs - some parents had double places funded as 30 hrs eg parent choose 15 hrs in one nursery and 15 hrs in another nursery, private nurseries claiming 30 hrs, school claiming 15 hrs but did not explain to parents can only claim once so now all codes are being checked. DH/T: lunchtime money for full time is £3.00 for lunchtime supervision not lunch. Debt collection, had a meeting with two parent had they had been informed that no payment then child would have to be removed from nursery at lunchtime, these are now paying debt off. Chair asked: about trips? H/T: for AOB DH/T: now not in debt, can afford fridge & paint. Chair questioned: still receiving applications? DH/T: we have children coming in with no money. H/T: staffing remains the same = to 26 children am & pm, receive funding term after child turns 3 yrs., missed the chance to get child into routine. Chair asked: when do you baseline? H/T: September. DH/T: after half term to baseline from moment child starts. H/T: Apprentice for Nursery SCC do not see the impact on Nursery children.	

15.	AOB H/T: £20,000 in budget for trips, £6,200 taken out of PP, cost £4,500 children who did not pay, had subsidised 'Think Tank' cost £17 per child the charge to children is £10, 69% paid cost to RV £800, could not cancel because would have still had to pay full price. Dudley Zoo can pay at the turnstile, coach company have agreed we can give two weeks' notice to cancel the coach at no cost (Bagnalls), this time will make an example and cancel at the moment only 33% paid out of is £10, not many cost £9 most are over so school subsidise is several children cost could be £60 per term. Trips bring curriculum to life, awe & wonder, certain parents have the money but do not pay. Years 3&4 cannot go on another trip due to cost had told KMo can go on another trip but parents will have to charge full cost to parents. Cinema: free Film Festival: Years 3 & 4 Peter Rabbit; Years 5 & 6 Greatest Showman; Year 1 Stickman SBM: had purchased National Trust membership. H/T: in Pupil Voice children had asked for an Ice Skating, Bretby Garden Centre had offered a reduced rate and this will be the first trip parents have been asked to pay full price, a letter will be sent out and it is 1st come, 1st served with money. Chair asked: what if you do not fill? H/T: it is booked for 04.12.18; it will be interesting to see response. Governor commented: on the playground parents say it is voluntary contribution. Madame Baker encouraging me to take the children to France, so we sent letters to see what interest there would be for Years 4 & 5, 42 want to go! We have taken the option 35 places with going down to 25 under new legislation PP do not pay board & lodgings for trip, subsidise heavily; £250 parents working; £200 parents not working. Date in October 2019 week before half term, H/T + GS (leaves 2 SLT in school) + 5/6 staff, reason heavy on staff if child taken ill, lots of volunteers, 6 hours on ferry, any Governors who would like to come? This is a great opportunity possible biannual event. 22 x Year 5 + 24 x Year 4. A Year 3 Residential trip is good grounding. Chair asked: how many days? H/T: 5 days Monday - Friday, Madame Baker had contacted everyone, will be staying in a chateau, visit to cheese factory, French market, swimming, archery. Sugar Tax Bid H/T: informed Governors of a success Sugar Tax bid receiving the full amount possible of £35,000, some school refused (Edgehill & Christchurch), Paulet received £17,000, our bid was 'out of the box' SW to sent letter to Duke & Duchess of Cambridge re opening the bungalow. JMo to contact Russell Brand (he has comes to Burton re mental health), downside this has to be completed by the end of this financial year. SBM: Shaun Latham had said someone would contact us. H/T: bid on the old quote will have to find some money, Taylors can decorated using accrued hours, will be called Damson Bungalow, shades of purple will be a useful extra space: Breakout room, Sensory Room NOT teaching space is Community YES have asked for space hire out to them at peppercorn rent, Social Services will charge a fee, possible hire to slimming club etc. Opening the middle of June 2019. Governor asked: if Andrew Witt still involved? H/T: he is not allowed on site. This is an annual bid will have to be prepared and think about application for next year; grassy area replace with climbing frame etc, can anyone think of anything else, make 2 bids other EYFS. Keele University (SKIT) bid had been successful, HT & DH/T to attend meeting on 15.11.18 for this we have to sign up for 3 students, H/T will have time away from RV to attend interviews. When is Davina(Finance) next in? SBM: January an extra one for Budget. Date of next meeting? Will decide future meeting dates at each meeting. Governor asked: for time in the diary with SBM and to look at Entrust Finance.	
16.	Date of next meeting: Friday 30th November 2018, time 8.00 am	

Signature Chair: C. J. Spikes

Date: 11-1-19

Min No	Action required	Who?	When	Action completed
9.	Agenda	H/T & Chair	asap	

