

River View Primary & Nursery School

Governors' Minutes Finance, Personnel & Premises SFVS

Friday 8th February 2019, time 8.00 am

Present: I Dawkins; G Earp; K Matthews; C Stokes (Chair); K Stubbington; M Taylor; M Whitehouse;
S Wilkinson(taking minutes)

Apologies: C Bamford; D Buckingham(Vice Chair); M Redshaw

		Action
1.	Welcome – Chair thanked everyone for coming to the meeting.	
2.	Apologies – C Bamford; D Buckingham(Vice Chair); M Redshaw	Accepted Resolved
3.	Acceptance of Apologies	
4.	School Business Manager (to be SBM): explained to Governors the purpose of the meeting and completing of the SFVS Form. This is to prove the Govenors are challenging and evidence of that is shown.	
5.	A: The Governing Body and School Staff A1: proposed 1st from previous year, SBM had completed Finance training. Chair; Vice Chair of Governors & KS had completed Finance training via Entrust; MT had completed Finance training via Governor Space (CoG commented this is interactive online); CB had completed Finance training via Stafford. SBM asked is everyone happy to keep 1 SBM: A2:Yes along with 3 other Governors (explained why & the wording) SBM: A3:this relates to the Scheme of Delegation review undertaken at Finance meeting 11.01.19, evidenced by minutes. The Scheme of Delegation will be taken to the FGM and has to be submitted by 31.03.19. CoG: stated can go to Finance (26.03.19 to be on the Agenda) to be ratified. SBM: A4: explained the problems that had been encountered with the new Finance system. The Entrust package supported the Joint Finance Unit (to be JFU) with 6 visits to the school (this was half termly but now termly) and explained even the support person had problems re the coding of the new system (help desk available but difficult to actually get through). Governor questioned whenever or 6 times? SBM: whenever we require assistance (SBM&MG). CoG: this is JFU. SBM: agreed, this is the same person who always comes to the school. SBM: A5: Pecuniary Interests completed in the Autumn Term. SBM: A6: this does not have to be a different answer every year, it can remain the same eg if SBM off due to illness off on long term the insurance will pay £120 per day. Leave the same. SBM: A7: answer remains the same, still Teaching & Learning. Governor/CoG: stated it goes across both Leadership & Management & Teaching & Learning. SBM: to add Leadership & Management, discussed at Finance, final decision to be taken and ratified. School uses Staffs County Council, separate for headteacher (covered in 9)	
6.	B: Setting the Budget SBM:10: covered by Strategic Improvement Plan (SIP). Independent person (TS). Reviewed as and when required. CoG: Dependent on different interventions. SBM: sometimes necessary to move things for children. SBM: 11:Yes, but is now 5 year (HCSS) plan, school uses the 5 year Modeller, supported by Finance team, attend training. CoG: pro active? Governor questioned: the SIP on the wall is it dated? Could this be clearly identified? SBM: entered in the minutes. CoG: Leadership & Management/Teaching & Learning etc.	

	Governor asked: is all minuted? SBM: stated all is thought through and discussed with clarity and openness. SBM: 12: Yes, have 2 months salaries & commitments to come out of the Budget at the end of February, will plan properly this will drive the spends again. Eg Capital funding = only buildings/projects, books; cannot restock but when refurbishing can have evidence to show how monies spent & provide evidence. CoG questioned: Pupil Premium (PP)? SBM: PP is ring fenced and has to be spent on children why headteacher uses for 'WOW' factor not on eg water heater. CoG: stated it is for the benefit of the child/children eg could buy new Maths scheme. SBM: we have to be aware of restraints, remains the same. SBM:13: the Budget is set February/March, say what we think is needed, this is driven by SDP, unplanned maintenance can show as unforeseen and adjustments made elsewhere (there will always be the unexpected), work closely with staff to ensure all documentation. Still some coding issues but now coming in line and is clearer for Governors etc. A report goes to Accounts at Stafford (headteacher has to sign) who will check and they work closely with JFU, minutes to verify what had to be done.	
7.	C: Value for Money SBM:14: yes, box in not big enough to mark against a similar school but cannot Benchmark due to changes but can do this Nationally. CoG stated could use Edgehill but not the same staffing numbers. SBM: stated when working in a senior school this could be done. Eg books, resources, SBM explained to Governors how this worked. Staffing eg charfe to SEND or PPA it is difficult, under the old system had to be in the same place. CoG: commented the biggest problem no similar schools. SBM:15: Yes. SBM:16: any surplus is carried forward to the next budget, headteacher will look at, can be saved and withdrawn until November, last year left and carried forward. SBM: 17:Yes CoG: Taylors' complete survey. SBM: weekly checks, buy in to some areas from the SLA (Entrust) Service Level Agreement we now have a better relationship and can contact easier eg. SBM explained previously had a caretaker but Taylors now have more expertise. Using SLA all checks are carried out, employed outside contractor to install new light in the car park and new water boiler but had to check insurance, DBS etc therefore more work for SBM. Governor questioned is this checked every year? SBM: would check if contractor not in for a year (DBS). SBM: 18: Yes, eg September AB shared training cost (£300), will continue to share rooms for external meetings eg cluster groups. CoG: stated a Governor course via Entrust would have cost £99 but shared the cost of Anne Jones (Governor Clerk) £30 each. When the bungalow is renovated this will be used. SBM:19: Training	
8.	D: Protecting Public Money SBM:20: 2017 Audited nothing more to add. Governor: Do they tell you? CoG: do we arrange this? SBM: No, this is done electronically via DFE (theoretically after Easter) they can see reports. If we do not listen to advice from JFU then JFU can inform the DFE and then they can come in at any time to check if misappropriating money/spent. SBM:21: Yes, School Development Plan, budget, order process, keeping clarity. SBM:22: Yes, staff aware where Whistleblowing Policy is, eg go to Governors. CoG: school website. Governor asked just Finance? CoG: responded no can be anything.	

	SBM: 23: Yes. CoG: some schools are in a dire position. SBM: explained to Governors and a discussion took place. SBM:24:Yes, by Kath Sharkey(previously Bursar de Ferrers), gave £50 garden vouchers would cost £700 is a company, like to complete by the end of March, biggest problem is getting receipts. A discussion took place re ParentPay, Chartwells etc. SBM: 25: Health & Safety is still Level 5, staff thanked in briefing and Wendy Sears would like to use school as a model. Business Continuity Plan different scenarios had been developed, not yet put into practice. MT specialist wants to help Wendy Sears - happy with plan. Insurance buy into Entrust gave example of Drone. Discussion took place re the Drone. Answers will be typed, printed and taken to Finance to be signed off by headteacher then to FGM to be ratified	
9.	Meeting closed: 9.10 am	

Signature Chair: CWG Stokes

Date: 26-3-2019

Min No	Action required	Who?	When	Action completed