

River View Primary & Nursery School

Governors' Minutes Budget Meeting

Date: Wednesday 17th May 2017, time 8.30 am

Present: J Berry (Chair Finance) J Grubb (Chair Leadership & Management) D Buckingham (Vice Chair Finance); M Redshaw (Vice Chair Governors); C Stokes (Chair of Governors); M Whitehouse (Headteacher).

Apologies: K Matthews (School Business Manager) appointment will join asap.

	Action
Welcome Chair of Finance (CoF) thanked and welcomed everyone to the meeting. Declared quorate. Agenda - 2016-2017 final Budget Statement & 2017-2018 Budget proposal.	
2016-2017 Final Budget Statement HT: the closing Budget, a carry forward £51,000 - this is for Capital formula, can only be used for building, one off purchases etc. CoF had previously asked re Maintenance Plan, HT completing a spreadsheet to show expenditure for this. A meeting was booked with Rob (Taylor's) for Thursday 25th May re discussions to make Maintenance Plan. Aim to have a rolling plan by 5th June. No decorating taken place since HT in post. CoF: stated if no 3 year plan in place, it will be repairs not maintenance being undertaken, which is invariably more expensive. HT & DH had been in round the classrooms, DH noted ventilation windows not opening in some classrooms, had had a conversation re this, to see vision for future. HT: had consulted with other headteachers, need to review painting, new carpets and interactive whiteboards, require further review of classrooms. Do not require 3 quotes when asking for a plan only when wanting quotes for work. The plan will also help to extend life cycle. HT: £32,710 Pupil Premium, £42,000 Sports Premium. CoG: stated theoretically £17,000 capital next year. HT: put a plan into place, cannot build a pot, data addressed in July a plan will be formulated, not just extra TA's, require impact Ofsted/HMI were not concerned but will require a plan. CoF: £30,000 little less in coming year. HT: have possible plan dependent on the needs of the children, LEXIA had yet to complete a full cycle, reading score progress, may be more. VCoF: require more evidence. CoF: asked all based on School Development Plan (SDP)? CoG: questioned why grant other income £10,000? HT: child's (AS) annual review changed, KS should have put in new AEN plan, Inclusion Manager had now completed and monies have been back dated. CoG: asked is there any way to check? HT: now in place, statements to be more rigorously checked, had relied on JFU too much, 2 visits planned, timetable drawn up. CoF: 4 statements, revenue stream not difficult to manage. HT: 6, agreed streaming but had admitted at performance management Finance not a strength, things now in place. CoF: asked are they stronger now? CoG: questioned Supply teaching sickness, £11,000. HT: teachers leaving unexpectedly, insurance not quick to pay, school insurance £10,000 higher than Victoria for example most pay £3,000. CoF: questioned why such high sickness rate, pressure over time? Perhaps for L&M committee. VCoF: hit hard by illness. HT: asked any more questions on last year's budget? Spreadsheets attached for this year's budget. CoF: stated appreciated work, any further questions? HT: AS's funding had arrived. CoG: aim to be 97%. CoF: stated (contingency offers) breathing space. 102% spend would be within acceptable parameters. With systems changes, staffing cost has been allocated correctly. HT: SAP will change July to INTEGRA which is owned by Capita. Another system change to prepare for.	

CoF: thank you, move to this year's budget.

2017-2018 Budget proposal

CoF: Pupil Premium, Sports Premium & Training Budget no questions. If you do not plan, do not control. HT: Plan add 2% eg NPQH for DH.

CoF: Mentors for NQT's recommend training required. Teachers are professionals but do not always train themselves. HT: not much training organised by previous headteacher, believed going out can be inspiring.

CoG: last year £8,000 → £15,000 doubled this year. **CoF:** stated was £4,000, overspent by £4,000 therefore doubled. HT: £15,000 CPD package now sourced other training, was £10,000 when began budget with SBM not enough basic, part of SBP.

CoF: questioned people targeted (SBM) to do training, SBM appointed what support has been given for appointees?

HT: new Inclusion Manager appointed there was strong, no, good competition, put in support to help with training if promoting within, give training. Promoted CS not sure if had training. Training first if then different issues will review decision.

CoF: sometimes leadership cannot be taught/trained! Questioned teacher staffing structure. HT: agreed by SLT no Maths Lead, but to move to Phase Leader. Currently off due to sickness before conversation took place.

CoF: questioned not had conversation with AF re converting from Maths Lead to Phase Leader, how long absence?

CoL&M: asked re pay implications? HT: 4 weeks, explained a meeting had been arranged for next week but AF had cancelled, had not carried out role for 2 terms. As a business cannot keep £6,000 TLR when not doing job, a conversation would have to take place, health says not reaching teaching standards. **CoF:** asked had HT received advice from HR on how to proceed? HT: during whistleblowing issued HT was advised by union to go off sick; a person can do this for 6 months.

CoF: HR should be able to resolve and recommend a solution to move forward with this.

HT: explained staffing structure.

CoF: asked how many TA's? HT: 14 full time; 1 HLTA full time; 5 x 1:1's, not on document but on modeller, does not include AS's 1:1 allocated differently.

CoF: Staffing budget, pay increase for all staff? Cost of living 1% defacto? HT: not all, dependent on Performance Management.

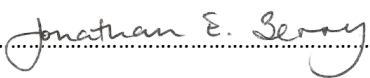
CoG: AEN funding is low. HT: £30,000 less than previous year, AS funding not in for 1 term.

Inclusion Manager had applied (ran out 31st March) & agreed to backdate full amount. HT to review process to avoid repeat.

CoF: asked what will happen to all the interventions with the reduction in resource to the Inclusion team? School has to fund first £6,000 for 10 hrs per week whether any or not to child has intervention/1:1. HT: Interventions, 3 apprentices, 1 will not be renewed - Government thinks SENCO assistants a luxury. **CoF:** TA's should be doing. HT: relied too much on Inclusion Manager. **CoG:** will be no assistant SENCOs later this year due to maternity leave. HT: at this moment in time not trained but will be September. DB/MW will take to staff meetings until end of term. Phase Leader responsible, Ofsted alert September. **CoF:** will not be able to throw at SEND team, looks a huge challenge for staff. HT: Staff/Parents will be very different, no internal exclusions will be external, staff have relied too much on expertise of SEND team. Phase Leaders to monitor. **VCoF:** New Inclusion Manager in class and full time. HT: picking up a better SEND than the present Inclusion Manager inherited. **CoG:** there is a strong foundation. VCoF a lot stronger, Inclusion Manager foundations in to assess. **VCoG:** asked any additional training? HT: present Inclusion Manager agreed to support, discussions of best scenario for support. Training 'Talk Boost' Friday 26th May INSET DAY to staff. **CoL&M:** asked will staff require more training, additional cost? HT: if there is it will be in SDP. VCoF: have Inclusion Manager for another half term, 7 staff meetings. **CoF:** perspective mindset changing from SEND team. **CoG:** no other school as a team this strong. **CoF:** stated inordinate amount in school 85 children identified, teachers not doing for 3 years, big change for staff. HT: could not sustain had to change, new face, quoted Code of Practice. **VCoF:** EAL/Ethnic funding - evidence? HT: this now comes in graded 1 - 5 English as additional language,

Government give £13,000 (GS) teacher trained. **CoG:** asked how many? Anglesey 39.
 HT: 11/13, EAL make good progress as new children who have little language.
CoF: any other questions?
CoL&M: questioned £34,750 catering last year? HT: page 3 management charges provision FSM, Chartwells.
CoG: Apprentice Levy?
 HT: Government Levy schools with staff budget of £3 million pay 5% levy, as apprentices come under County school have to pay £5,346, do not have to pay £1,200 College fees but think apprentices will now be via Entrust. **CoF:** asked paying more or less. HT: pay wages, no apprentices still have to pay levy, every organisation. **CoF:** asked is there an optimum level to make more cost effective? HT: CSB left, KS finishes this year, CS; OB young apprentices (would make good teachers) £3.30 per hour. NH; CJ mature apprentices have to pay living wage, cheaper to have young apprentices. **VCoF:** stated they are well supported. MW: KS fantastic, TA appointed against advice, going into classroom. **CoF:** a strategy worth following. HT: 1 apprentice this year, considered 1 office ICT/Admin?
CoG: First Aid 2 places: £300 Apprentice Levy, £200 First Aid? HT: 1 - First Aid Training, 1 - Pay Lead First Aider £15 per month.
CoL&M: £46,000 Supply cost? **CoG:** Forecast based on same amount sickness this year. HT: PP cover different times, KT some wages supply line, some KS why slightly more Insurance to insure. **CoF:** is that working, cost effective? HT: Problem with TA supply not a good standard, FV long term absence this year. **CoF:** Operational point view not adequate quality but better to have contingency than not at all, no SEND team - Finance committee, factor impact on staff. HT: do not have answer have looked at insuring TA's will look again. **CoF:** concern for staff. **VCoF:** this is blip need to look at and not over react, as a teacher would prefer no one if not good.
CoF: how do cover statutory requirement? HT: class TA >1:1 (no FA). **VCoF:** legally Reception 30 children. **CoF:** strategically solved, agree & understand. HT: example WT preferred to cover LA herself. **CoL&M:** control, suggested look at supply companies. HT: if supply not any good we do not back. **VCoF:** we keep record of good ones. **SBM:** build up good relationships, supply loyal to school. **VCoF:** example supply Year 5 working hard to build relationship (offer consistency).
CoF: TA's do not have skills to be 1:1. HT: some do have skills.
CoF: Any other questions? Thank you.
CoG: Swimming cost £4,000 → £8,000. HT: Government decided 30 minutes not long enough next year 45 minutes. **CoL&M:** can school control where source swimming from? Can recommend Green Bank Leisure, Swadlincote. HT: will look at other schools. **CoG:** see cost. HT: not happy with Meadowside. **CoF:** Thank you. Will recommend to FGM. HT: Maintenance Plan may not be complete.
CoF: mindful budget linked to Strategic Plan (as long as there is a connection).
CoF: thank everyone for their help.

Meeting closed 10.10 am

Signature Chair: 

Date: 24 May 2017