



SUMMER Term 2019

The Governing Board of Daresbury Primary School

Minutes of the Finance, Personnel and Premises Committee Meeting held on Thursday, 9 May 2019 at 17.30 at the school.

Meeting commenced 17.35

Composition of Finance, Personnel and Premises Committee:

Name	Category of Governor	Date of end of tenure	Designated Role
<b>Present:</b>			
Mrs J Grimes	Trust	19 September 2022	Literacy
Mr J Paget	Parent	22 February 2021	Chair, Finance committee
Mrs K Zuger	Staff	31 August 2020	
<b>Apologies:</b>			
Mr M Pocock	Trust	19 September 2022	
<b>In Attendance:</b>			
Mrs K Chaney (part)			MAT Accountant
Mrs C Roberts			Principal, Safer recruitment trained, Child Protection, Children and Young People in Care
Mrs A Dunabin			Clerk to Governors

**1. Apologies**

Apologies had been received and were accepted from Mr Pocock who was available on the telephone as required.

**2. Declaration of pecuniary and personal interests**

Mrs Zuger is a committee member at Moore pre-school.

**3. Minutes of the meeting held on 24 January 2019**

The minutes were **agreed** and signed by Mr J Paget (Chair).

**4. Matters Arising**

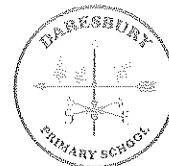
Item 7 – the Principal advised that Paula Evans, newly appointed by the MAT, is looking at the standardisation of all staff handbooks, emergency procedures etc.

Item 8 – Compliance Ed has not yet completed the new access plan.

Budget – David Donnelly has said that governors do not have the authority to ratify budgets and cannot negotiate around them.

**ACTION: the remit of this committee needs to be determined if it does not have this authority.**

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**ACTION: the committee chair will complete the terms of reference documents before the final budget is set.**

### 5. Budget Review

The chair had emailed questions to Mrs Chaney in advance of the meeting. Mrs Chaney confirmed that other income was £2.5k over budget due to items not being anticipated and there had been no additional cost to the school. Governors queried the whereabouts of the money from the government for 'Little extras' and it was confirmed that this money had gone into the MAT fund for capital expenditure. Governors asked for the amount due to Daresbury to be clarified as the Principal has a spending plan for it. The repairs and maintenance budget code has £4224 against it, Mrs Chaney confirmed that £3k of this figure was for contingency. Governors asked for clarification that the savings did not mean that maintenance work was being put off as that could lead to false economies. Mrs Chaney advised governors that any large amounts for repairs would come out of MAT capital. Income for FSM is £1.2k above budget. Work needs to be done to see how much the actual figure is. Mrs Chaney advised that the appropriate accruals had been posted this year and accurate figures have been calculated.

A nominal £2k was put into the code for staff CPD and this will increase the full year forecast. There has been a £5k saving in staff absence insurance as the contract has been cancelled. There is a risk to not having this insurance which governors need to be aware of. Governors asked if this saving should be put against the supply cover code. This line will be revised for 2020.

Expenditure against budget is looking good for this time of year. The predicted carry forward of £8k will be required for next year's budget. A forecast was circulated showing the income at £65k which is believed to be conservative. Governors noted that rather than the 95% model that other schools are working on the MAT is allowing Daresbury to spend 98.7% on staffing. The variable is 'other income'. The budget has not yet been set and the challenge is to make savings in a difficult year. Daresbury is classed as a special case because of the constraints in the budget. The Principal has come up with the best solution to staffing costs and the remainder of the expenditure has to fall into place. Pupil numbers are increasing, however there is always a time lag in the increase of per pupil funding. Governors are committed to growing the school. It is predicted that the budget will balance in 2021. Governors asked for the GAG lag to be modelled for the next few years. The MAT has to work within the parameters of the EFSA loan. Staffing costs of the new structure will be £530K – item 15 refers.

Governors asked if there was anyway income could be increased that has not yet been thought of. The principal believes that all options have been explored. In the tabled model £65k is confirmed income, £95k is variable.

**ACTION: A breakdown of £95k will be circulated and will include all confirmed income.**

A handwritten signature in black ink, appearing to be 'M', is located in the bottom right corner of the page.



Governors noted that the increase in staffing expenditure included all staff pay awards. The budget outturn will be re-forecasted. Governors queried the GAG funding of £540k and Mrs Chaney will confirm this. The draft budget should be available by the end of May.

Governors asked to be kept informed during the process.

*Mrs Chaney left at 18.13*

#### **6. Benchmarking Data**

The Principal shared the report from the DfE website with governors. It has improved but only references since the school became an academy. There are no areas of concern and no extremes with comparators.

#### **7. Health and Safety Report**

Compliance Ed has done a school audit with the maintenance officer and an action plan has been generated for which the maintenance officer will be held accountable on the next visit. There were actions from the audit that were listed, however, these had been completed but the paperwork was not in place.

#### **8. Risk Assessment Review**

This has been completed and an action plan written for the maintenance officer.

#### **9. DFC Spending Plans**

Approximately £5k of DFC money has been used to replace staff laptops and used for other IT expenditure. The school needs additional capital funding (the 'little extras') as the Principal is concerned about the interactive whiteboards the number of working laptops and some of the older ipads.

A full audit was completed by the Halton IT team and they have shared their findings. Another 10 laptops are required and there needs to be an ongoing replacement plan. The MAT has been advised and is looking into leasing options. The school requires a class set of new equipment.

#### **10. Buildings Development Review**

Faithful and Gould is overseeing all the surveys; the lighting survey has been completed and others are scheduled. Sanderson Watts are looking at the structural assessment and other surveys. Everything is tied in with planning for the future and eliminating problems. Faithful and Gould will take over from the architect when all the submissions are complete.

The planning application was rejected: a temporary submission will be made to add two mobile classrooms at right angles to the building. This will solve the problem of the badgers and the trees. The traffic survey has been done but is not required for temporary buildings. A further application will be submitted. There is no space for a nursery, however the Principal, is happy with the plan



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*Mrs Zuger left at 18.48. The clerk advised the chair that the meeting was no longer quorate.*

**11. Policies**

There were no policies requiring approval.

**12. Date of next meeting**

Summer term 2019

Monday, 1 July 2019 at 17.30

Mr J Paget, Chair of Committee

.......... Signed ..... 3/10/19 ..... Date

Alison Dunabin, Clerk to the Governors