

I certify that these minutes are a true and accurate record of the Governing Board Meeting held on Thursday 11th May 2017 at 4pm

Signed.....Chair/Vice-Chair Date.....



Minutes of the Meeting of the Full Governing Board of Barton Primary School
Thursday 11th May 2017

Barton Primary School

Governors Present

Mr M Snow (MS)	Staff, Headteacher
Mr G Booth (GB)	Co-opted, Vice Chair
Mr T Jefferies (TJ)	Parent
Mr M Radford (MR)	Co-opted
Mrs H Redrup (HR)	Staff
Mrs N Smy (NS)	Parent

Apologies

Mrs Hutchinson

Absent

Cllr Price and Mr Whiteman

Non-Governors in Attendance

Miss C Bailey (CB)	Clerk to the Governing Board
Mr K Whiting (KW)	School Business Manager

Vacancies

1x Co-opted Governor

Quorum

The meeting achieved the minimum number to be considered quorate (5) and remained at or above this number for the whole meeting. The Vice Chair took the meeting.

Start & Finish Times

The meeting convened at 4pm and finished at 5.05pm having considered all the items on the agenda.

Key: **Red: Action Points**, **Blue: Challenge**, **Green: Support**, **Purple: Ring-fenced funding**.

1. Present & Apologies

Apologies were received and accepted from Mrs Hutchinson. Cllr Price and Mr Whiteman were absent.

KW joined the meeting at 4.02pm

2. Order of Business

No changes

3. Declaration of Interests

No interests were declared.

4. Finance

Budget discussion: KW and MS updated governors on their discussions this week with the LA. The 3 year budget plan has been one of the hardest ones to set. KW talked governors through the reasons that the year-end for 16/17 was different to that forecast. There have been additional staff salaries; unexpected supply cover, incremental pay rises, relocation of the school, extra furniture (some covered from capital funds), and increased utility, maintenance and cleaning costs for the larger site. Income was down as Hall hire could only be guessed at, and the SENCo was only hired to another school for part of the year. This resulted in a £16.5k deficit.

GB asked governors if they had any questions.

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Q. How are other schools being affected by finance?

A. A lot are having financial difficulty at the current time. It is impossible to predict staff illness and insurance cover will not cover all eventualities and only pays a standard amount per day which may not cover the actual cost of supply cover.

Q. Looking at the issues raised many cannot be predicted but surely incremental pay costs could have been predicted. Was this not done?

A. We did not do this as well as we should have and it's an area to be looked at.

Q. Relocation was an unknown, was there anything which could have been predicted?

A. Some costs were, but it was a case of wanting to get the school right first time.

Governors agreed that the days of having extra money are gone and school finances need to be much tighter.

Q. What was the in-year deficit?

A. Last year we brought forward £19k so as a whole the school was £37k over spent.

Q. What is SGO?

A. School Games Organiser. This is a split role, this staff member is a PE teacher here 3 days a week and for 2 days a week is the whole island organiser of sports events for schools. There are contributions in from other schools to support this role. There are also payments in from the community use of some areas of the building with regard to utilities etc.

KW told governors that there have been extra costs this year including the apprenticeship levy which the LA have apportioned out to schools, a counselling service, and the two Teach First students. The TF students will finish this year as they are contracted for two years, they may or may not decide to stay at the school after this.

All these factors have added up to a deficit carry forward of just over £60k. The school is already putting measures in place to cut back on extra expenses which are not part of the curriculum.

KW and MS reported that they had met with the LA and a 3 year recovery plan has been worked out. Schools have to set a budget which can be recovered in 3 years. Barton may benefit from the schools National Funding Formula because of the area's deprivation factor but this is not yet finalised so has not been included in the figures.

The school is still growing in numbers which is good but it can mean that the school is 'carrying' pupils without funding from September to April as the new numbers for funding allocation run April to April rather than the academic year. The pupil intake number is set at 45 per year group. Expected numbers are 223.

Governors discussed teacher numbers; these are produced from the budget tool based on existing contracts. The school is not looking to increase teaching staff but the Senior Leadership Team (SLT) will be making careful decisions on staff deployment.

Q. What is the funding per pupil?

A. Between £4 and 4.5k depending on SEN funding allocations. If a child moves school then the funding does not follow until the next year. Education and Health Care Plans are not backdated with any extra funding when they come through.

Governors discussed each class having a budget for resources to help teachers understand the budget restrictions and be in control of what they actually need for their class. The opinion of the staff governor was sought who thought it was a good idea. Some teachers are collaborating on resources and all seem to be on-board with the system. The School Council also has a budget and they are discussing fund raising events to increase their spending power.

Q. Where does the fundraising done by the school sit within this?

A. The Friends of Barton either bank their money or directly donate to the school. This money is ring-fenced. TJ told governors that he has met with the Friends as requested at the last meeting and is advising on what governors need

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to see regarding their accounts, including minutes of their meetings. The Friends need to increase the planning they do and fund-raise for projects in collaboration with the school.

KW told governors that the school is generous with families and some things will not be cut such as the free breakfast club, xmas gifts and allowing hours in the Nursery for 2.5 year olds as most preschools only allow the free hours after 3 years old. In these areas cuts would counterproductive.

Q. Why does the school have to pay the apprentice levy?

A. It is charged to any employer with more than a set number of employees and the schools fall under the LA and the cost has been spread out to schools.

CPD (professional development for staff) was discussed and the various packages available. Barton will pick and choose what it wants and look at free resources as well.

Q. GB asked if the LA approve the draft budget that is before the governors today.

A. Yes they do. There is a plan to recover in the third year. KW is required to report back regularly to the LA and any major changes which may endanger the 3 year recovery will need to go back to them.

Q. What happens if the budget does not recover?

A. The LA can remove the delegated power to control the budget from the Board and the school and run it themselves.

Governors discussed how the school should report to the Board. It was agreed that a more detailed report should come to each Board meeting and the finance governor needs to meet with the SBM before each meeting.

Q. What happens if there are further cuts?

A. All we can do is deal with what we have; it will be difficult to know what else to cut.

TJ had some more detailed questions and said it would be useful to have had the sheets from previous years. KW had some detailed monitor sheets which he passed to TJ. There was discussion on Teach First, the drop in Education Support Staff (natural wastage), and some contract changes. There are always some unknowns such as pupils with extra needs and staff costs have to be balanced.

Q. Why did the income from facilities and services drop from the old site?

A. There are many items under this heading including the Teach First Grant, having to estimate possible hire income, charging other schools for services of Barton staff etc. The school needs a year on the new site to be able to gauge matters more clearly.

Q. Has the school thought to challenge the rateable value?

A. It makes no difference as it is allowed for in income.

GB thanked TJ for his more detailed interest and wondered if he may be interested in shadowing MP for finance monitoring.

Governors thanked the SBM and Head for working well on a restricted budget.

MS assured the Board that he is confident that the team in school can pull the budget back on track.

MR proposed the budget for signing, NS seconded and the Board agreed unanimously.

Action Point 1: UH will sign off the budget before the deadline of 31st May 2017.

5. Policy Amendment

CB drew the attention of governors to a couple of amendments needed in the Finance Policy. Quorum for the Board needs to be changed from 3 to 5; 3 was the IEB quorum number. There was discussion on the financial delegation of duties with regard to staff hiring. It was agreed that the column for hiring staff, other than Head or Deputy, needs to move to the 'Head' column not 'Head and Chair'. The FGB approval needs to have 'Deputy Head' added to 'Head'.

MR proposed the policy for signing subject the above amendments, GB seconded and the Board agreed unanimously.

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NS asked if cashless payment should be included instead of cash handing. It was agreed that this should also be changed under the above approval.

The Board discussed with KW and MS how debt recovery was dealt with from parents. The school sends reminders and puts payment plans in place where necessary. The debts can be from Nursery fees to school meals. CB made KW aware that a model debt recovery policy is available if it was required.

6. Date of next meeting

Full Governing Board Thursday 25th May 2017 4pm

MR tendered apologies for the 25th May 2017 FGB meeting.

Mr Booth thanked everyone for their time and closed the meeting at 5.05pm.

Contacts:

Mrs U Hutchinson: Chair of the Governing Board

Contact via the School Office on 522469 or in writing, or via the Clerk to the Governing Board

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Or in writing to the School Office