

**STAVELEY CE PRIMARY SCHOOL**  
**Brow Lane, Staveley, Kendal, LA8 9PH**

**Minutes of the Meeting of the**  
**Finances and Resources Committee Meeting**  
**Monday 30<sup>th</sup> January 2017 – 6.30pm**

**AGENDA**

1. Apologies
2. Declaration of interest
3. Minutes of the previous meeting
4. Matters arising (not on the agenda)
5. Buildings and maintenance
6. Budget/finance
  - a) School Funds Audit
7. After School Club
8. Health and safety
9. Schools Financial Value Standard
10. Review of policies
  - a) Policy for charging and remissions
11. Staffing
12. School Development Plan
  - Pupil Premium
13. School Website
14. Vacancy for LA Governor
15. Any other business
16. Date of next meeting (8 May 2017)

**Present:**

Cathy Blundell  
Jonathan Burgess  
Donna Butcher

Matt Foxwell  
Guy Kenyon  
Lisa Strange

No.	Agenda Item	To action / note
1.	<b>Apologies:</b> received from Lynn Holmes, these were accepted.	

2.	<b>Declaration of interest</b> – none declared	
3.	<b>Minutes of the previous meeting – 14/11/16</b> There was an amendment to item 5 from Lynn. The minutes were agreed by all and signed off by Jonathan as a correct record.	
4.	<b>Matters arising (not on the agenda) – School Meals Provider</b> – the Lunch Shop is proving to be very successful. The meals are of great quality and the children/staff are enjoying them. The first week of January showed that take up was up by approx. 10% on the previous system of meals.	
5.	<b>Building and maintenance</b> <b>Roof over KS2 Toilet Block Roof</b> – there have been more problems with the roof over KS2 toilet block. Numerous repairs have been carried out over many years but it has now come to the point where more extensive repairs are needed. During heavy rain water is coming in through the ceiling, which has now damaged the internal decoration. The CCC are not liable for funding the roof repairs. These costs will have to be taken from the school’s delegated budget as they are classed as repairs and can not be paid for by Formula Capital funding. Two quotes have been requested for this work and repairs will be carried out as soon as possible. <b>CCTV</b> – CAMTEC Security, the company who installed the CCTV system are now supplying HD cameras which offer better night definition, less glare and a much better quality picture. They have provided a quote for replacing the current system with HD cameras - £1,585 + VAT. This was discussed and as the current system is getting old, the committee were in agreement about replacement of the cameras. Matt is to investigate whether the cost of this could come out of Formula Capital funding. <b>Aboricultural (Trees) Report</b> - tree maintenance will be carried out during February half term.	Matt to investigate if CCTV can come from Formula Capital funding
6.	<b>Budget/Finance</b> <b>Schools Funds Audit</b> – the Santander School fund account for 2015/16 has been audited and found to be correct - a signed copy was circulated. It is used mainly for miscellaneous expenses – uniform, photos, activities, book club and parentmail transactions. The present balance is £6,381.96, but this includes £1,756.83 of unrepresented cheques. <b>Budget</b> – As of December the total budget actually received is £545,619, projected expenditure for the year is £535,873. The current expenditure to the end	

	<p>of December is £396,887, with an anticipated surplus to carry forward of £15,746.</p> <p><b>SEN funding</b> - since these figures were received, we have heard that SEN funding is going to be £6,000 not the anticipated £3,000, which is better for the school.</p> <p><b>The supply teaching budget/agency budget</b> is overspent but this will be offset by staff insurance income. Last week saw a lot of staff and children off sick. All the teachers and teaching assistants are covered by the insurance, but it only kicks in after 4 days absence. Planned absences of teaching staff are covered by a higher level teaching assistant which saves money.</p> <p><b>The electricity costs</b> query is still not resolved although it is looking as though a refund is due.</p> <p><b>The Formula Capital</b> balance for 2016/17 is £620. As part of the rolling programme to update IT equipment, new hardware has been purchased. The next allocation of Formula Capital has not yet been confirmed.</p> <p><b>Sports Funding</b> - £1,500 must be spent /committed before 31/3/17 and outdoor activity days are being planned with Dallam Outdoors. Further Sports Funding of £4995 has been received.</p> <p><b>High Needs funding</b> – the County has been threatening to cut this but due to the outcry are now looking at other ways to fund it. At present schools are funded for voluntary redundancy and it has been suggested that this money could be used to plug the deficit. Another way would be to reduce funding for each child. A final decision has not been made. The school at present has 4 children with SEN funding, though 1 will be leaving at the end of this school year.</p> <p><b>Four extra children</b> started in January, and Matt has been told that there will be 18/19 children starting in September. The budget was set with only 15 children expected to start, so it is looking positive for the future.</p> <p><b>Ron Kirkley, our Capita Bursar</b>, is retiring at the end of January and will be replaced by Kimberley Brown. Lynn has already spoken to Kim and she will be contacting us to arrange a visit soon.</p>	
7.	<p><b>After School Club</b></p> <p>After concerns regarding the widening gap between running costs and income for the After School Club (AFC), it has been decided to close the club on a Friday as from the end of January. The club will still run Mondays, Tuesdays, Wednesdays and Thursdays. A Breakfast Club is now being offered each morning – 8 am to 8.55 am at £5 per session,</p>	

	<p>subject to demand. Staff are being paid by a timesheet on an ad hoc basis. So far there have been a small number of bookings and this will be monitored.</p> <p>The Budget Report to December 2016 shows that there is huge difference (just under £5,000) between the income received for the AFC and the staffing costs, not to mention resource costs. Looking back through income payment records, it appears that bookings are down considerably on this time last year. From 7 January 2016 to 4 February 2016 fees collected amounted to £1,395. The same period this year shows only £960 and that includes 7 breakfast club sessions. This needs to be addressed as soon as possible so that there is no, or a significantly reduced, impact on the school budget. This was discussed at length by the governors. There is no consistency in the number of children attending the After School Club, Tuesday being the busiest day. It was suggested that it could run with 1 person most evenings as there was always someone else in the building. As the staff are on contract for the AFC this would mean starting the redundancy process. It was decided to take this proposal to the full governors meeting with the recommendation that the redundancy process should be started immediately. There is no commitment to make the staff member redundant until the end of the process, therefore if there is a demand from children starting school in September for the AFC, the redundancy can be withdrawn. Meanwhile it was suggested that the Breakfast Club be promoted with a letter going out to parents, also reminding them that children should not be dropped off before 8.45am, unless they are attending Breakfast Club.</p>	<p>Redundancy proposal to be taken to full governors.</p> <p>Matt to send out letter to parents re Breakfast Club.</p>
8.	<p><b>Health and Safety – Manual Handling</b> - the staff need to renew their training – Matt will organise this.</p> <p><b>The Health and Safety Monitoring document</b> has been updated. The governors were asked to check sections - 1.12 and 1.13, and then sign off at 1.3, if they are happy that the school has this in hand. This is to be agreed by email with Jonathan to sign off.</p>	<p>Staff need manual handling training</p> <p>Governors to agree and then sign off.</p>
9.	<p><b>Schools Financial Value Standard</b></p> <p>This hadn't been included in the paperwork so it was decided to refer it to the full governors meeting in 2 weeks time.</p>	<p>Refer to full governors</p>

10.	<p><b>Review of Policies</b>  <b>Policy for Charging and Remissions –</b>  A sample policy from Kym Allan Health &amp; Safety which has been updated with the school's details was circulated before the meeting. It is now a requirement that the policy addresses how the school aims to recover any debts. Governors had not read the policy, so were asked to do so over the next week and confirm their acceptance by email.</p> <p><b>Complaints Policy –</b> As a parental complaint is still ongoing, it was decided to leave reviewing this policy until the next meeting.</p>	<p>Governors to read policy and confirm acceptance by email</p> <p>Complaints Policy to be reviewed at next meeting.</p>
11.	<p><b>Staffing –</b> a member of staff's contract ended at Christmas as the child they were supporting has left the school. Matt is to write a letter of thanks on behalf of the governors.</p>	<p>Matt to write letter of thanks.</p>
12.	<p><b>School Development Plan</b>  <b>Pupil Premium –</b> a governor needs to be appointed to look a pupil premium. They need to look at how we are accounting for our funding of these children. 2 of our governors have their names down as interested in attending the next Pupil Premium course that is arranged. They might be interested in this role. Matt will email round with details of what is involved.</p>	<p>Matt is to email round details of the Pupil Premium Governors role,</p>
13.	<p><b>School Website –</b> this has now gone live, though some aspects are missing. The priority has been to include items that are needed for OFSTED. It is a work in progress with many items in the pipeline to improve it. Friends of Staveley School (FOSS) are going to be included as part of it instead of having their own website. Further training is taking place on Wednesday. It has taken a lot more time than staff had expected and Lisa was thanked for all her hard work in getting it up and running. Support will be available on a pay-as-you-go basis. It was asked if it would be possible to have analytics to see which pages were most popular.</p>	
14.	<p><b>Vacancy for LA Governor –</b> Matt has been sent details from Governor Support of someone who is interested in being a school governor. They have an educational background so would be useful on the Curriculum Committee. Guy will contact them and see if they would be suitable. We still need a Co-opted Governor, with a financial background.</p>	<p>Guy to contact the proposed governor.</p>
15.	<p><b>Any other business –</b> none</p>	

16.	<b>Date of next meeting</b> Full Governors – 13 <sup>th</sup> February 2017 Resources Committee – 8 <sup>th</sup> May 2017	
	<b>Signed:</b>	<b>Date:</b>
	<b>Attachments:</b>	