

**MEADOW VALE PRIMARY SCHOOL**

Minutes of the Finance and Facilities Committee Meeting held at 6pm on Tuesday

19<sup>th</sup> April 2016

PRESENT:

Julia Wallage (JW) – School Business Manager  
Kathryn Evans (KE) – Co-opted Governor and Chair of Governing Body  
Sarah O’Keeffe (SO) – Co-opted Governor  
Lee Parsons (LP) – Head Teacher  
Ian Freeman (IF) – Co-opted Governor  
Caradog Davies (CD) – Co-opted Governor and Chair of Finance Committee  
Allison Smith (AS) – Co-opted Governor  
Martin Bowdler (MB) – Parent Governor  
Debbie Green (DG) – Co-opted Governor  
Lauren Lewis (LL) – Staff Governor (from 6.15pm)  
APOLOGIES: Andrea Moyle (AM) – Parent Governor, Tony Byrne (TB) – Site Controller

IN ATTENDANCE: Ingrid Dasilva (ID) (Clerk)

The meeting opened at 6.10pm.

**1. Apologies for Absence**

Apologies were received and accepted from Andrea and Tony. Lauren apologises received for late arrival.

**2. Declaration of Interests**

None declared.

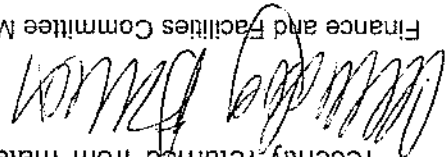
**3. Matters Arising from the Previous Minutes (23<sup>rd</sup> February 2016)**

a. **Pad quotes and order:** 65 mini iPads have been ordered (plus trolleys) from Millennium Business Systems for £13.5k. Governors have agreed with quote provided. The Chair of Finance and Chair of Governors signed off.

b. **Asset register:** The Chair of Finance carried out a review/audit of the asset register on 11<sup>th</sup> March 2016. Due to time constraints he was not able to visit all classrooms. Overall he was very pleased that it is substantially up to date. There were only a few instances where the physical asset in the classroom did not match to the ones showing on the asset register. These are listed below:

- printer in 6R
- laptop and printer in the hub
- the staff iPad for RA was not listed and one of the class laptops did not have a sticker on it so he could not verify that it was the correct laptop but all 5 were present
- new iPads which had not yet been unpacked were not added to the asset register

The School Business Manager explained that a member of staff in the hub has recently returned from maternity leave and that the asset register had not yet



been updated to reflect this but assurance was given by the School Business Manager that the asset register was updated electronically on an excel spreadsheet.

c. **SFS submission:** submitted

d. **Benchmarking review:** no much have been changed

e. **Utilities comparison:** (i) gas: new boiler installed – proven efficient and has reduced costs; (ii) water bill: increased costs as urinals are constantly flushing – costing for the installation of valves are under way; (iii) leak: there was a leak on year 2 new area – two tests were carry out to identify a leak resulted in two opposing recommendations (one spotted the leak, the other indicated no leak). A source of the leak has been found in the medical room due to a leaky flat roof. This issue will be discussed at the Capital Board meeting to address who is responsible to fund the repair (Bracknell Forest or contractors) and that this work should be carried out before the Autumn Term to minimize impact on pupils.

The minutes of the meeting dated on 23<sup>rd</sup> February 2016 were agreed as accurate and were signed by the chair.

#### 4. Facilities update

No update given

#### 5. Budget reporting

The reports were circulated to colleagues in advance. The governors had a number of questions to ask:

Q. There was a query regarding free school meals expenditure to date (65% of total budget – underspent by 35%).

A. The Head Teacher explained that there is always a disparity in terms of when budgeting for free school meals takes place and when the School receives invoices from catering service. The School Business Manager reported that the catering debt is all clear and the School should go paperless by September 2016.

Q. There was a query regarding merchandise for children. Where is the funding coming from to cover this?

A. It's privately funded; it is claimed back once the child pays.

Q. There was a query regarding non-curriculum ICT consumables – showing spend to date equivalent to £664. It was asked where it was spent on.

A. It was spent on items that are used such as cartridges not on big items such as a printer for example.

Q. There was a query regarding a slight overspent on education support.

A. The School is currently funding a 1:1 full-time position. When the School receives the ATP this expense will be covered.

Q. There was a query regarding training cost.

A. The Head Teacher highlighted that they have allocated some of this expense next year; some of this money is underspent. They receive information about training after the budget is drafted. Staff was asked to make

The School Business Manager also reported difficulties regarding HCSS budgeting system, as she has to make a series of data entries twice as this system is

The School Business Manager reported the current budget/review of the year highlighting shrinking resources and increasing pressure to deliver high standards. The School Business Manager reported that the School is in a good position in terms of big expenditures as no big projects are planned to take place. Any essential work costs are manageable such as the dinner hall mirror wall. There was a small difference between last year expenditure in comparison with this year as £3k was required for a new boiler last year.

There was a discussion regarding the detail of the budget for next year, including increasing staffing costs. Governors have received a copy of the report prior to the meeting.

**7. Budget 2016/17**

The Head Teacher proposed to hire a consultancy firm (Primary Headteacher Consultancy Firm) to produce a report based on the School internal data and Ofsted inspection report. This firm has quoted £500 to carry out this analysis. The Head Teacher believes this is a good investment, as it will lead to recommendations aimed to improve the three overarching objectives as laid out by the Ofsted report. There was considerable support from governors for this proposal – all agreed.

The Chair of Governors questioned whether or not the current procedure should be updated. In the ensuing discussion, the School Business Manager said that allocation of financial resources are meeting the objectives set out in the School's Development Plan. In addition, the procedures are appropriate and any new staff member is able to follow it accordingly.

Approved by the Finance Committee on 2<sup>nd</sup> March 2015. Reviewed at this meeting.

**6. School Policy Statement on Standards for Financial Administration review**

The finance report was circulated prior to this meeting and the board of governors were pleased about the format.

The Head Teacher brought to the attention of the governors that grounds tree surgery was an unexpected expense.

**Q.** There was a query regarding equipment rental. What equipment was rented?  
**A.** The mats for new corridor hall and dinner hall, which require regular cleaning.

The Head Teacher explained that the overspend was due to some unbudgeted training this year and that more money will be allocated to the training budget for next year. Staff were asked to make a list of desirable training so, she is able to budget more appropriately.

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incompatible with the one used by Bracknell Forest. Moving forward the School Business Manager suggested we use the Bracknell Forest system only. The Head Teacher is going to double check with Holly Spring Junior School to ensure the report is right and will circulate the report via email. The report must be approved by the 17<sup>th</sup> May 2016 to be included in the FGB meeting on the 19<sup>th</sup> May 2016.

## 8. Whistleblowing policy review

The Chair of Governors commented on the current whistleblowing policy, which she feels is inadequate and not robust enough. She cited St Crispin's current whistleblowing policy as a good example. The Chair of Governors to re-circulate St Crispin's and Bracknell Forest's policies to colleagues.

## 9. Review of governance

A proposal for an external review of governance at MVPS was circulated prior to this meeting. The proposal to Finance and Facilities Committee was requested by The Chair of Governors.

The Chair of Governors highlighted that following on from the recent Ofsted inspection report (March 2016), an external review of governance will help the governing body to identify priorities for improvement, and provide support on what steps to take. The Chair of Governors has contacted Liz and Maggi Bull (vice-chair) at NGA. A meeting between them and the MVPS governors has been arranged to take place on 25<sup>th</sup> May 2016 to discuss this proposal.

In the ensuing discussion, the governors board discussed the need to ensure succession planning, ways to improve the effectiveness of the governors board work and preparedness for future changes in Schools, which includes the government plan to make all schools academies by 2022 and removal parent governors from the governing body as part of the current white paper. In terms of forward thinking and succession planning it was decided that the Chair of Governors will invite and bring Vineet - a management consultant - to our next Finance and Facilities Committee meeting to enable him to meet the governors, the Head Teacher and school business manager. Vineet would like to become an Associate Member and has the potential to assist with the review of governance. There was considerable support from governors for this proposal - all agreed

The Chair of Governors has informed the board that she will write a Succession Planning thesis as part of her HR degree.

## 10. Staffing update

The Head teacher updated colleagues and informed the governors that the School has chosen to hire a French teacher coming from the supply teachers agency for the French Club as Anja Davies is in the nurture group for this term only. Anja has liaised across to ensure the handover is smooth. The School Business Managers aiming to get a paper for approval out to Chairs committee by the end of week and to be included on FGB.

The Head Teacher outlined issues with sustainability of the current maternity model for PPA cover. The School is getting to a saturation point and we must be mindful of this issue for next year. The objectives and need of the pupils need to be tailored. There is no planned recruitment of class teachers and year 3 has to be looked at with

more scrutiny. New posts must be advertised by May.

## 11. AOB

School Business Manager – An internal audit is taking place next week by Sally Eden from Bracknell Forest Council. The School will look at the report and work ways to work through recommendations. The School Business Manager will circulate the report back to governors.

HeadTeacher -there was a short discussing regarding the need of an Inventory Control of Asset Disposal Policy–the School don't have one at the moment, but the Board, Head Teacher and the School Business Manager felt that other procedures are robust and there is no need for an inventory control of asset disposal policy.

The School Business Manager mention that staff should be aware of raising an order before purchasing items and requesting refund as that can affect budgeting. School to ensure staff is better prepared at financial planning/management.

HeadTeacher – informed the board that there was a good uptake of teaching and non-teaching staff at the Gravity force, which was a productive away day for staff to celebrate achievements and hone in team-working skills. Also, there is a plan for two-day inset training for September (teaching staff to be invited on the first day, and all staff to be invited to attend on the second day). This inset will be a great way to move forward and hold discussions about the MVPS vision and values, in addition a cross-over between staff will bring on changes and interactions.

## 12. Date of next meeting

Budget meeting – 10/5/16 @ 6pm

28/6/16 @ 6pm

The meeting closed at: 7.45pm

