

**Hoyle Court Primary School Governing Board
Minutes of the Finance and General Purposes Committee Meeting
Held on Friday 04 October 2019**

The meeting commenced at 9:32am

Present: Val Sherrad (VS), Judy Walton (JW), Tim Phillips (Head), Rosalind Sheridan (RS), Roger L'Amie (RL)

In Attendance: Nageena Khan - Clerk to Governors
Nancy Tordoff, School Business Manager (NT)

Welcome and Introductions

Clerk introduced the meeting and welcomed all.

F&GP 01/19 Apologies for absence and their acceptance

Apologies were received from Ben Dickinson and David Pike, these were accepted.

F&GP 02/19 Appointment of Chair and Vice Chair of Committee

VS was nominated as Chair of the Committee. She accepted the nomination. There were no further nominations. **VS was appointed as Chair.** She continued the meeting.

RL had decided to step down as Vice Chair of the Committee. JW was nominated as Vice Chair of the Committee. She accepted the nomination. There were no further nominations. **JW was appointed as Vice Chair.**

F&GP 03/19 Declarations of Interest for Items on this Agenda

None.

F&GP 04/19 Any Other Business and requests for Agenda order variations

- Link with Cross Flatts

F&GP 05/19 Minutes of the Previous Meeting: 12 July 2019 (*previously circulated*)

The minutes were approved as an accurate record of the meeting, proposed by JW, seconded by RS. A copy was signed and dated.

F&GP 06/19 Matters arising from the Minutes not Covered by the Agenda

Staff Absence- this continues to be monitored. Due to current staffing numbers it has proved challenging to cover staff absence and the school has bought in supply support staff for the first time. The allocated supply budget for the financial year has already been spent.

Q: Are any staff members on long term absence?

Head replied that the absences are short term.

F&GP 07/19 Review Terms of Reference

The Terms of Reference were reviewed and a number of amendments were agreed:

- A separate Pay Committee will be set up to review the pay recommendations after completion of the Appraisal process.
- Disqualification- Any relevant person employed to work at the school other than as the Head teacher should not be in attendance when the subject for consideration is the pay or performance of any person employed to work at the school.
- Three quotations for projects exceeding £5000 will be sought where possible and approved by the full Governing Board.

Signed..... Date.....

Action

Clerk to amend the document and circulated the updated TOR to the committee.

F&GP 08/19 2019-20 Quarter 2 Budget Monitoring Report

NT reported that the predicted carry forward balance at the end of QTR2 for 2019/20 is £22,221. This is £5,738 less than predicted at QTR1. There was discussion regarding the diminishing carry forward and a deficit budget predicted for future years. Governors raised concerns about the challenges faced with staffing against the backdrop of a decreasing budget.

Income:

Income is very similar to QTR1. There is more than expected from the PE/Sports grant and Pupil Premium amounts (expenditure for PE is showing in E19). A grant for a summer holiday club is shown in I07; the expenditure for this is reflected in E27.

Expenditure:

Additional support services have been purchased from Bradford LA which historically were free; SEN support has been purchased at a cost of £2,500 for the financial year and Education Welfare Support at £1,600 for the financial year.

The school is funding nine Disadvantaged pupils this year to attend the residential to Carlton Lodge in March (£1,674).

There has been increased expenditure since setting the budget, amounting to £6,590 and although the carry forward now includes these items it is proving difficult to accurately predict the forecast for year end.

Staffing costs have varied more than normal due to a number of factors; maternity, supply, teacher pension and superannuation increases/grants as well as errors by Payroll. NT explained that these errors can take up to seven weeks to rectify due to deadlines. The school has already spent its entire allocated supply budget so NT proposed to increase this cost centre by an additional £4,000 up until year end. It is noted that this still may not be enough and Head may have to limit the amount of time teachers spend out of class next year. A number of changes regarding maternity cover during the last few months have also had a marked impact.

A charge of £3,600 has incurred for a pupil who is visiting a behaviour hub for twelve weeks from June 2019.

The cleaning contract is not yet in place due to issues with the transfer of pension rights. It is hoped that this will take place next term.

Q: JW- is there another option we can look at to resolve this?

NT stated that the issue is that the company does not use WYPF and this is the pension service that the cleaner is a member of.

Signed..... Date.....

Action
NT
Head, NT
Govs

Q: VS- Could we ask the company if they are willing to sign up to WYPF to resolve the issue?

NT to contact the company regarding this.

Q: JW- Are all purchase orders approved by SLT?

NT informed that staff members are still continuing to purchase software licences for example, without approval from SLT and this results in expenditure that has not been budgeted for. There was discussion regarding setting curriculum budgets for subject leaders so that they did not exceed their agreed budget, allowing for more rigorous financial monitoring. **It was agreed going forward that no purchases can be made without first seeking approval from SLT.**

The committee discussed in depth their concerns regarding the school's financial stability and the risk of incurring a deficit budget this year. Staffing is now at the minimum level required for the school to function and a single absence presents a number of challenges with regards to the number of people able to fully support pupils. **The committee therefore proposed to increase the supply budget cost centre to £9k until year end. This will be ratified at the next Full Board meeting.**

The revised carry forward for QTR2 is £17,221.

The committee approved the QTR2 budget monitoring report.

Scorecard- this continues to be green.

F&GP 09/19 Staffing Update including Staff Absence

- One member of the After School Club provision has resigned. The working hours have been reconfigured and applications for an additional member of staff have been received via an internal advert.
- Two new teachers have made a positive start to the year. Both have received an induction, including Child Protection practices, Code of Conduct, Acceptable use of IT etc., in line with the school's Induction Policy.
- Head informed that he and NT discussed current HR services and propose that the school changes its HR Advisory contract to Bradford PACT HR in order to ensure that school's practices are seamlessly aligned with LA practice e.g. contracts of employment and pay scales.
- Absence- as mentioned previously there has been a rise in absence since the start of term, particularly with support staff. One teacher had four days absence, one LSA had three days absence and another had one day's absence. Absence continues to be closely monitored as it is impacting on teaching and learning.

F&GP 10/19 Premises Update

- New round tables for lunchtimes have been delivered. The storage rooms in the hall have been reconfigured to store the larger tables.
- The planned replacement of the Trim Trail / playground play equipment is scheduled to commence on 07 October 2019, after which the works on the Early Years outdoor area will commence. Ideas from the School Council have been incorporated into the design of the new Trim Trail and the Early Years Team has been involved in the development of the Early Years outdoor learning area.
- The new fire alarm was installed over the summer holidays and is fully operational. The Fire separation works due for completion were not completed at the same time.

Signed..... Date.....

Bradford Council stated that they would pay for this work so Head is pursuing this with them. It is hoped that this work will be carried out during the October half term holidays.

F&GP 11/19 SFVS

NT explained that the SFVS has been issued in a revised format this year. **She and David Pike are due to attend training on the new format and a draft version will be presented at the next Full Board meeting. A benchmarking exercise will take place after this.**

NT

It was initially planned for a representative from School Funding to attend today's meeting; however they have informed that they will wait for the QTR2 return before making a decision on attending a F&GP Committee meeting.

F&GP 12/19 Safeguarding Update including Health and Safety

The safeguarding audit will be discussed at the next Full Board meeting. The Health and Safety Consultant visited school to look at key areas of focus. The Trim Trail and Fire Separation were highlighted and these are being addressed. A follow up visit is in the diary.

F&GP 13/19 Policy Review: Budget Management, Complaints

- Budget Management- the policy was **approved.**
- Complaints- the policy was **approved.**

Both will be ratified at the next Full Board meeting.

F&GP 14/19 Any Other Business Referred from item F&GP 04/19 Above

Collaboration with Cross Flatts-

Q: VS- Can you explain how the link with Cross Flatts developed?

Head informed that the Achievement Officer Jane Arundale recommended for the schools to collaborate as Cross Flatts has been on a similar journey to Hoyle Court. Staff at Hoyle Court have all visited Cross Flatts and are working with together to look at how to make rapid progress.

Jane Arundale is retiring and the school's new Achievement Officer is Craig Batley. He and Head have had an induction meeting and he will return in December for a more formal visit.

Q: VS- can we look at shadowing one of the Full Board meetings at Cross Flatts?

Head to discuss this with the Head at Cross Flatts.

Head

Partnership Work- Head reported that 4LC have approached Hoyle Court regarding becoming a member. This is in the early stages of fruition but looks positive.

F&GP 15/19 Date of Next Meeting: Friday 17 January 2020 at 9.30 am

As there was no further business VS thanked all for attending and the meeting closed at 12.25pm.

Signed..... Date.....