

**MINUTES OF A MEETING OF THE FINANCE COMMITTEE**

**HELD ON 16th JUNE 2023 AT SCHOOL (SUMMER TERM MEETING)**

**Governors Present:** Julien Rye (JR) Finance Chair

Jonathan Norris (JN) Head Teacher

Peter Grogan (PG)

**Also in attendance:** Kate Welsh (KW) School Business Manager

**PART ONE – NON-CONFIDENTIAL BUSINESS**

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|  | **ITEMS** | **Actions** |
|  | *Meeting commenced at 8.30 a.m. for JN, KW and KG.*  *Governors joined the meeting at 9.30 a.m.(RS from approx.. 10.15 a.m.)* |  |
|  | **APOLOGIES & ADDITIONAL AOB ITEMS**   1. Apologies from Paula Riordan FGB Chair & Rick Stockwell |  |
|  | **CONFLICT OF INTEREST**  Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.  There were no conflicts to declare. |  |
|  | **PART ONE MINUTES & MATTERS ARISING**  The Part One Minutes of the meeting on 2nd February 2023 were confirmed as a true and accurate record of the meeting. The minutes were retained by the school and will be signed by JR at the next physical meeting.  **ACTIONS FROM THE SPRING TERM FINANCE MEETING ON 2nd February 2023**   |  |  |  |  | | --- | --- | --- | --- | | **What?** | **Who?** | **When?** | **Complete? Comments?** | | **ACTION 1.** To sign autumn 22 minutes | JR | Next physical meeting | **Ongoing** No Physical meeting held yet JR to sign electronically on GOV HUB | | **ACTION 2.** Liaise with Liam (accountancy) to organise a more detailed breakdown of DFC spend in time for each finance meeting. | KG | Next meeting | Ongoing No DFC breakdown on Summer budget paper. KG to have breakdown for Autumn term meeting. – **To be added to Summer Action log** | | **Action 3.** To investigate why incorrect funding had been received for 22-23 for a SEN pupil. | KG | ASAP 23 (rolled over from aut 22) | **Ongoing** – still investigating and additional 10 hrs between 31.1.22 and 13.5.22 KG to liaise with contact in SEN department to understand issues with funding for this pupil. **To be added to Summer Action log** | | **ACTION 4.** To investigate how PP funding works for a Rec or Y6 child. | KG | ASAP | **On going** – KG to confirm if funding follows child **To be added to Summer Action log** | | **ACTION 5.** To set up a 1 day per week contract for y6 teacher. | KW | ASAP and back dated to wk. commencing 16.1.23 | **Ongoing** – Start date changed to September – **To be added to Summer Action log** | | **ACTION 6.** Correct coding errors. | KW and KG | ASAP | **Complete** | | **ACTION 7.** To provide an analysis of school lunches income and expenditure. | KW and KG | ASAP | **Ongoing** – To be looked at in Autumn term meeting. **To be added to summer Action log** | | **ACTION 8.** Send Sports Funding report to KW. | KG | ASAP | **Complete** | | **ACTION 9.** investigate ASC/BSC income, and provide a detailed analysis to governors. | KW | Summer Finance meeting | **Ongoing** – **to be added to summer Action log** | | **ACTION 1.** JR to sign minutes at next physical meeting.  **ACTION 2.**  KG to liaise with Liam in accountancy to organise a more detailed breakdown of DFC spend in time or each finance meeting.  **ACTION 3.** Investigate missing additional 10 hrs for SEN pupil between 31.1.22 and 13.5.22  **ACTION 4.** KG to investigate how PP funding works for a Rec or Y6 child.  **ACTION 5.** KW to set up a 1 day per week contract for y6 teacher.  **ACTION 6.** KW to work with KG to correct coding errors.  **ACTION 7.** KW to provide analysis of school lunches income and expenditure.  **ACTION 8.** KG to send Sports Funding report to KW.  **ACTION 9.** KW to investigate ASC/BSC income, and provide a detailed analysis to governors. |
|  | **POLICIES**  Governors reviewed and approved the following policies:   * *Travel Expenses* |  |
|  | **SPRING TERM FINANCE PAPERS**  Pupil Numbers (changes since spring meeting)  Increased from 27 to 28 in reception class.  Pupil numbers decreased from 27 to 26 in year 6.  Forecast total number of pupils remains the same at 181 for Oct 23.  Supplementary Grants  JN asked about Supplementary Grants. KG explained that, following the 23-24 grant of approx. 26k. This is described as a Mainstream School Additional Grant and was intended to help with the increase in staff pay. There was no further information about future years.  Pupil Premium (PP) / Looked After Children / Free School Meals  The number of children was reviewed and corrected for future years. JN asked if PP funding followed the child to high school or if it remained in Rainow’s budget as per the financial year. KG to clarify.  Staffing   * JN explained that Y6 would now be covered by a M6 teacher all day on a Friday, this started from September and the teacher will remain on M6 grade(no opportunity to be awrded the upper pay scale). * A TA will be leaving in August, KW has processed the leaving date. * A TA is reducing hours from 9.17hrs to 2.5hrs per week from Sept. KW to complete EMP forms * A TA is increasing her hours from 4.00hrs to 4.75hrs per week from Sept. KW to complete EMP forms. * A TA is increasing from 8hrs to 9hrs per week and role will change from Sept. KW to complete EMP forms. * A TA will change roles, current role ends with pupil and will move to new role from Sept, hours remaining the same. KW to complete EMP forms. * A Mid day assistant has reduced her hours from 10 hours to 4hrs from 10/05/2023 – Change forms completed. * An ASC playworker has left the role 10/05/2023. Forms completed * A new mid day assistant has started – Forms completed * A new ASC worker will start 23/05/2023. Forms completed * All changes above have been added to budget papers   Main  Governors worked through each line of the budget making minor adjustments where necessary. Points worthy of note:   * Vehicle insurance – this line was reduced as most insurance covers business use as standard now. * Training was increased to cover KW training for SBM role. This will be reduced for following years. * ICT software & Subscription lines were discussed together. KW and JN to look at lines in further detailed to ensure coding is correct. PG suggested looking to see if purchasing annual subscriptions would be cheaper than monthly. KW and JN to investigate. * The supply budget and Agency supply budget were discussed and these lines were reduced to reflect that now two members of staff have moved from the supply line to main staff budget and how supply is now managed by school. These two lines will continue to be reduced to bring them back in line to pre covid times. * Printing line was discussed and how this could be reduced. All paper to be go through on this code.   School Meals   * The line was matched to actual spend. This will be reviewed in further detail in Autumn.   Sports Funding   * Sports funding was discussed KG confirmed remaining budget to end of July.   Out of School   * JN & KW to discuss BSC/ASC costings with club managers and look at possibly increasing costs from September.   3 Year Forecast  The revised carry forward for 2023-2024 was calculated as £41,665 decreasing to -£52,845 for 2024-2025, and decreasing further to -£258,631 for 24-25. This was an improvement from the spring meeting.  Discussion took place around the local and national picture for school funding. KG explained that most schools faced the same challenges, which include:   * A significant increase in staff costs, which have only been partially funded by the Government. * Low SEN funding vs. the relatively high costs of providing resources to meet the children’s needs. * Increase in energy prices. * A general increase in costs across the board. |  |
|  | **ANY OTHER BUSINESS**  Discussed the energy grant to replace all lighting in school with low energy LED lights. KG to confirm if this needs to be spent by August 2023. |  |
|  | **IMPACT STATEMENT**  Governors helped move the school forward by:   * Ensuring key policies were fit for purpose before approving them. * Overseeing the financial performance of the school to ensure school funds are managed efficiently and effectively for the benefit of the children. |  |

Meeting closed at 11.45 a.m.

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**ACTIONS FROM THE SPRING TERM FINANCE MEETING ON 2nd February 2023**

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| **What?** | **Who?** | **When?** | **Complete? Comments?** |
| **ACTION 1.** To sign Spring & Summer minutes | JR | Next physical meeting/GOV Hub |  |
| **ACTION 2.** Liaise with Liam (accountancy) to organise a more detailed breakdown of DFC spend in time for each finance meeting. | KG | Next meeting |  |
| **Action 3.** To investigate why incorrect funding had been received for 22-23 for a SEN pupil. | KG | ASAP 23 (rolled over from aut 22 and spring 23) | **Ongoing** – still investigating and additional 10 hrs between 31.1.22 and 13.5.22 |
| **ACTION 4.** To investigate how PP funding works for a Rec or Y6 child. | KG | ASAP |  |
| **ACTION 5.** To set up a 1 day per week contract for y6 teacher. | KW | ASAP start date Sept 23 | **Complete** |
| **ACTION 6.** To provide an analysis of school lunches income and expenditure. | KW and KG | Before Autumn term meeting |  |
| **ACTION 9.** investigate ASC/BSC income, and provide a detailed analysis to governors. | KW and JN | Autumn 23 Finance meeting | Look at costings of clubs |
| **Action 10.** Complete all EMP forms for reduction in hours to reflect school structure in September | KW | End of July 23 |  |
| **Action 11.** Change coding for staffroom supplies. | KW | ASAP/On going |  |
| **Action 12.** Investigate funding from other Authorities (Derbyshire and Walsall)and feed back to KG | KW | ASAP |  |