

Rainow School Finance Committee Minutes

9th Feb 2022 9:15 a.m. Part 1 (Via Teams)

Present: Joe Austin (FMSO), Peter Grogan, Jonathan Norris, Julien Rye, Rick Stockwell

Apologies: Sue Berzins

Declaration of Interests: There were no declarations of interest.

Terms of Reference: These were agreed at the Autumn term Full Governing Board meeting, 17th Nov 2021.

Manual of Internal Financial Procedures (MIFP)

The recently updated MIFP had been reviewed by governors prior to the meeting and was formally approved. Mrs Berzins was thanked for her work on this.

Finance Meeting Format

It was agreed that in future finance meetings, the FMSO, JN and SB would meet prior to other governors arriving to amend details such as staff hours etc. Any significant changes would be highlighted to governors. This change to the format to the meeting was to ensure governors' time was spent mainly on concentrating on strategic decision-making.

ACTION 1: FMSO to send invites for future meetings with different start times for school staff and governors.

Questions for the FMSO (posed by SB prior to the meeting)

Q: JA was asked why journals were taking so long to process. This is currently taking anywhere from 1 – 3 months and requiring the SBM to repeatedly chase the finance team. Journaling used to take approx. 1 week.

ACTION 2: School to send all journal requests directly to the FMSO from now on, who will ensure they are processed in a week (s) as opposed to months.

Q: JA was asked when the Intellilink system would accept the new unit 4 codes.

ACTION 3: JA to pose the Intellilink question to his line manager.

Pupil Numbers

Pupil numbers for October 2022 were confirmed as 180. This was lower than anticipated at the autumn term meeting and largely down to a lower number of first choices for our Sep 22 intake (22 as opposed to 28).

Pupil Premium / Free School Meals

These numbers were agreed as correct.

EHCP Top up Funding

JN informed governors of another full-time EHCP which has recently been issued by Derbyshire County Council. The amount of a full-time EHCP from Derbyshire is approx. 9k.

JN also informed governors that an existing EHCP would be topped up by from 25 hrs per week to 42.5 hrs per week on a temporary basis with immediate effect.

The school currently have 8 children on roll entitled to EHCP funding, and are waiting on the result of another application which should be known by Easter.

Staffing

See Part 2 (confidential minutes).

Budget Scrutiny

Supply Budget

Discussion took place around the supply budget. There had been increased pressure in this respect due to staff absence, cover for Subject Leader time/PPA time, specialist dyslexia teaching and for tutoring. Governors supported the idea in principle of increasing the supply budget to allow teachers to have dedicated non-contact/subject leader time per year.

ACTION 4: JN to conduct a costing exercise related to the supply budget.

Energy Prices

JA talked about imminent and significant energy price increases, and how governors would need to consider this in future years. JN advised that school is currently tied into a fixed price deal until at least 2025.

ACTION 5: JN/SB to confirm the school energy deal at the next finance meeting.

DFC

JN asked if the actual figures for the double glazing project could be shown on the budget papers.

ACTION 6: FMSO will contact the capital team prior to each budget meeting to gain exact figures for any capital projects.

Sports Funding

The 'predicted to year end' expenditure total was £9,279. JN informed governors that some of this funding would already be committed for specialist coaching during the spring and summer terms (exact figures not available).

JA confirmed that any remaining balances relating to 2020 and 2021 grants would need to be spent by 31/8/22.

Out of Schools

JN reported that attendance at both clubs was good and that a healthy surplus was expected at year-end. Governors agreed this was extremely positive news considering the considerable loss made last year.

Best4Business

Discussion took place around how poor the roll out and implementation of this system was.

3 Year Plan

The revised figures were as follows:

	YEAR 1 2021/22	YEAR 2 2022/23	YEAR 3 2023/24
Medium Term Plan:			
Balance Brought Forward	50,962	51,574	36,739
Projected Funding/Income	958,098	949,233	909,661
Projected Expenditure	957,487	964,068	996,777
Budget Shortfall/surplus	612	-14,835	-87,116
Projected Carry Forward	51,574	36,739	-50,377
<i>Approximate uncommitted carry-forward limit (8%)</i>	75,144	74,617	71,644

Requests / SSDP

JN requested £1200 for maths equipment. Governors agreed to this request.

ACTION 7: JN to instruct Mrs Eddie to purchase maths resources ASAP.

JN requested funding to pay for a Speech and Language specialist. Governors were positive but required more information about specific costs and the children it would impact.

ACTION 8: JN to send governors a more detailed explanation, including costings, about the Speech and Language role.

Other

JA informed governors that he had recently been promoted and that there would be a new school FMSO to replace him at our summer meeting. Details tbc.

The meeting closed at 12 p.m.

Date of next meeting:

Not discussed.

ACTION 9: FMSO to send governors a choice of dates for the summer term meeting (last year was 25th May).

ACTION LOG

What?	Who?	When?	Complete?
ACTION 1: FMSO to send invites for future meetings with different start times for school staff and governors.	FMSO	Summer finance meeting	
ACTION 2: School to send all journal requests directly to the FMSO from now on, who will ensure they are processed in a week (s) as opposed to months.	SB	Ongoing	Yes
ACTION 3: JA to pose the Intellilink question to his line manager.	JA	ASAP	
ACTION 4: JN to conduct a costing exercise related to the supply budget.	JN	Summer finance meeting	
ACTION 5: JN/SB to confirm the school energy deal at the next finance meeting.	JN/SB	Summer finance meeting	
ACTION 6: FMSO will contact the capital team prior to each budget meeting to gain exact figures for any capital projects.	FMSO	ongoing	
ACTION 7: JN to instruct Mrs Eddie to purchase maths resources ASAP.	JN	ASAP	Yes
ACTION 8: JN to send governors a more detailed explanation, including costings, about the Speech and Language role.	JN	ASAP	Yes
ACTION 9: FMSO to send governors a choice of dates for the summer term meeting (last year was 25 th May).	FMSO	ASAP	