

MINUTES OF MEETING



School: Standhill Infants' School
Meeting title: Meeting of the Finance and General Purposes Committee
Date and time: Wednesday, 22nd May 2024 at 6.05pm
Location: Standhill Infants' School

| Membership | | |
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| 'A' denotes absence | | Mrs J Clarke |
| | | Miss S Flint |
| | | Mr T Morley A |
| | | Mrs E Croghan (Chair) |
| | | Mrs S Ghattaora (Headteacher) |

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| In attendance | | Mrs F Parr (School Business Manager) |
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| FGP 01/24 | Apologies for absence | Action |
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| | Apologies were received and accepted by the governors for Mr T Morley who is on holiday. | |
| FGP 02/24 | Declaration of interest | |
| | There were no declarations of interest, either direct or indirect, for items of business on the agenda. | |
| FGP 03/24 | Minutes of the last meeting and matters arising | |
| | <p>The minutes of the last meeting held on Wednesday, 8th October 2023, having been previously circulated, were confirmed as a true record and signed by the chair of this meeting in the absence of the committee member who chaired the October meeting.</p> <p>Matters arising – FGP 24/23 Policy Approvals</p> <p>The H&S Governor will add the checking of the defibrillator to his walk-around check list. The SBM informed Governors that the Admin Assistant also checks the defibrillator every month when she checks the first aid supplies and this is documented.</p> <p>The SBM reminded Governors that as the Spring F&GP meeting had been cancelled the SFVS and Services for Schools contracts were agreed at the Full Governing Body meeting on the 28th February 2024. The SFVS was consequently submitted to CP Finance, Nottinghamshire County Council on the 29th February 2024.</p> | |
| FGP 04/24 | Admission Numbers | |
| | <p>The Headteacher informed Governors that:</p> <ul style="list-style-type: none"> In recent years the school has consistently had a full first admission F2 cohort, with other nearby schools experiencing a drop in numbers reflecting the national drop in birthrate. The SBM informed Governors that the drop in birth rate was finally starting to affect this school and that the projected number for the new | |

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| | <p>cohort in F2 in September was 39 out of 45 places. This includes the late applicants.</p> <ul style="list-style-type: none"> • A child left the current F2 year group on 25th April, but a new child started on the Wednesday before the Summer Census bringing the total back to 45 in that year group. • There are 43 children in Year 1 but it is hoped these places will be filled – envisioning Septembers Year 2 Cohort will be 44 or 45. • Therefore, current projected NOR for September is 128 (as opposed to 135). <p>Q: A Governor asked whether some of the current SEN children in F2 could stay in their F2 class because it might be a better environment for them? The Headteacher replied that especially with the F2 cohort being 39/40 max, thus making the F2 classes smaller than usual, she did plan to do this.</p> | |
| FGP 05/24 | Governor Year End Statement | |
| | <p>The SBM referred Governors to the Governor Year End Statement for 2023-24 and her Budget report previously uploaded on to Gov Hub.</p> <p>The SBM confirmed that the figures produced by CP Finance in this report match the school's Financial Management System (FMS).</p> <p>The total balances carried forward into 2024-25 are £55,390.09. This is made up of a £39,565.09 revenue balance and a £15,825 capital balance (DFC) which is of course ring-fenced.</p> <p>The total school balances which were brought forward from the 22-23 to the 23-24 financial years were £124,238. The in-year movement was -£68,847.91 leaving a carry forward into the 24-25 financial year of £55,390.09.</p> <p>The SBM informed Governors that this was an improvement on the year end reforecast undertaken in October which predicted a carry forward of £29,230, although we had envisaged that we would be able to make savings in some of the cost centres.</p> <p>The SBM informed Governors that as the revenue balances brought forward are only 5.04%, a Committed Balances Return was not required.</p> | |
| FGP 06/24 | Budget Approval 24-25 and 5-year Budget Plan | |
| | <p>The SBM referred Governors to the Governors School Budget Report and 5-year Budget Plan dated 17-5-24, previously uploaded on GovHub and the relevant part of her Budget Report of the same date.</p> <p>The SBM outlined the estimated funds for the year, based on 'reasonable assumptions/judgements'. These total £876,289 rising to £931,679 including the carry forward.</p> <p>The SBM informed Governors that with Adrian from CP Finance, who visited on the 14th May, a very tight budget was set with the condition that overspending in one cost centre would be funded by another cost centre, rather than the reserves. The SBM will continue to challenge and undertake best value and outlined the areas where we had already made savings:</p> <ul style="list-style-type: none"> • Supply budget • PE Grant – we always overspend here so have dropped a morning of outside provision (NLS Ltd). • Training – including Governor training | |

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| | <ul style="list-style-type: none"> • Software Purchases Curriculum <p>The SBM reminded Governors of the option for ‘Capital Swaps’, whereby capital funding is exchanged for revenue funding. She did not recommend this course of action due to the need to start replacing the school’s IT infrastructure, unless circumstances arise in order to prevent the setting of a deficit budget next year.</p> <p>The SBM produced a budget report for Period 2 showing the expenditure for the year so far, but without the population of the budget columns which will be done on the approval of the budget by Governors.</p> <p>5-year Budget Plan</p> <p>The figures on page 3 of the Report show the projected funding and expenditure for the next 4 years. The SBM informed Governors that the funding for this year is based on the 133 pupils recorded in the October 2023 Census. With the numbers for F2 being down as well as one or two places across the other cohorts, it has been estimated that there will be 128 children on the October 2024 Census and have carried that figure forward into the following years.</p> <p>The budget calculator which produces this report has also been set up by CP Finance to reflect a 2% increase in funding year on year. The calculator has also been set to include a 5% pay increase for support staff, reducing down to 2% over the following years, and a 3% pay increase for teachers reducing down to 2%. The known changes to staffing are reflected in these figures.</p> <p>The SBM informed Governors of other reasonable judgments used to set the 5-year budget plant, namely:</p> <ul style="list-style-type: none"> • Catering: an additional £1893 has been charged as a contribution towards covering NCC Catering’s deficit. The school has been informed of an additional charge of £10K for next year, which has been challenged by the SBM already. • SEN: AFN (family) funding of just under £33K for this year has been calculated, falling to £26K for next year and £13.5K for the years after that – again based on reasonable judgements. | |
| | <p>Budget approval 2024-25 and Governors’ School Budget Report and 5-year Budget Plan together with the P2 Budget Report 24-25 were accepted and approved</p> | |
| | <p>by Governors.</p> | |
| <p>FGP 07/24</p> | <p>Staffing 2024-25</p> | |
| | <p>The Headteacher outlined to Governors the known changes to staffing for 24-25, namely:</p> <ul style="list-style-type: none"> • The reduction in hours of the intervention/PPA teacher to one day per week from September 2024, from 1 day and 3 mornings. • The two job-share teachers currently working 15 hours and 40 minutes extra per week will revert back to their contracted hours of 13 hours and 45 minutes per week. • One of the Teaching Assistants will be reducing her hours from 30 to 14 hours and 30 minutes per week from September. • In light of the continuing SEN needs, the Headteacher stated that she wanted to retain the Classroom Support Assistant. <p>Q: A Governor asked if the SEN money (AFN and HLN) money would be used to pay for salaries of the staff supporting the SEN children. The Headteacher responded that we were not employing new staff but that this money would be put</p> | |

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| | <p>towards the salaries of the staff supporting the SEN children, although it would nowhere near cover it.</p> <p>Q: A Governor asked if the Classroom Support Assistant actually knew we were keeping her in September as she is on a fixed-term contract. The Headteacher said she would inform the Classroom Support Assistant.</p> | HT |
| | <p>The staffing for 2024-25 was</p> <p>approved</p> <p>by Governors</p> | |
| FGP 08/24 | Outdoor Refurbishment Work | |
| | <p>The Headteacher and SBM updated the Governors on the school field project. The contractors who built the shelter and laid down the mulch were fired by Alan Colaluca the Notts CC Project Manager as the mulch was the wrong kind and there were problems with the shelter. Another contractor has corrected the mulch groundwork resulting in a very sturdy and springy surface. However, the original contractors are returning to school during half term to correct the shortness of the roofing felt of the shelter and to finish the job off properly.</p> <p>Q: A Governor queried the broken glass which we keep finding in the area. The Headteacher was informed by the project manager that this was probably cheap soil used to fill the area when the school and the school field were first built. This makes sense as the glass does not appear to be new and has surfaced following the area being dug over by a digger prior to erecting the shelter and installing the rubber mulch surface.</p> <p>The Headteacher informed Governors that there were no other building works that we would be funding for the time being, but that there were a couple of building related changes afoot:</p> <ul style="list-style-type: none"> • One of the children's toilet cubicles is to be made wider for the child who walks with a frame to access as he gets bigger. • The cellar and drains are to be investigated to inform the decision about a replacement boiler. We will also ask them to check all the drains in view of the very large puddle which appears in the playground after a downpour. | |
| FGP 09/24 | School Fund | |
| | <p>This has been submitted to CYP finance as required.</p> <p>As at 31st August 2023:</p> <ul style="list-style-type: none"> • total receipts were £6112.46 • total expenditure was £6145.75 <p>Please see the Schedule of Receipts and Payments on the reverse of the Certified Summary of School Fund Transactions.</p> <p>Following the approval of the Certified Summary of School Fund Transactions, the SBM will submit the figures to the Charities Commission.</p> <p>As minuted at the FGB meeting in February, we invite Governors to consider ways of raising funds for the School Fund. Our staff are also giving this some thought.</p> <p>Q: A Governor asked if the school trips were still being subsidised by School Fund? The Headteacher confirmed that they were, but that we will not be going too far afield in future in order to keep the costs down. As parents are asked to make</p> | SBM |

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| | <p>voluntary contributions, many don't, and the more expensive the trip the more it will be funded by School Fund.</p> <p>The new ScoPay is working well. The Admin Assistant managed the system in the SBM's recent absence and seems to be getting to grips with it.</p> | |
| | The Certified Summary of School Fund Transactions was | |
| | approved | |
| | by Governors. | |
| 10/24 | Bank Account | |
| | <p>The SBM sought the approval of the Governors to switch the main school budget and school fund bank accounts from Lloyds to the Local Authority's bank – Barclays.</p> <p>The reasons for seeking to change banks are:</p> <ul style="list-style-type: none"> • Vastly improved interest rates – instead of 0.72 on £103.5K we would be getting in the region of £890.50 per month. • The local Lloyds branch on Carlton Hill has now closed thus the convenience factor of remaining with them no longer exists. • CP Finance would act as our agents – they act to resolve any issues that might arise. • This is a simple way of boosting the school's budget. | |
| | Switching the school's main school account and school fund account from Lloyds to Barclays was | |
| | approved | |
| | by Governors. | |
| 11/24 | Review of Finance Policy | |
| | The SBM reminded Governors that this policy was due for its annual review. Having read through the policy, the SBM advised the committee that there were no material changes and that as there has been no update to the CP Finance Department's finance policy template, the only changes to be made were to the Governing Body and Committee Members. | |
| | The review of the Finance Policy was | |
| | approved | |
| | by Governors. Alterations were made and initialled by the Chair, who then signed and dated the Policy. | |
| 12/24 | Any Other Business | |
| | <p>Petty Cash Discrepancies</p> <p>The SBM brought two matters to the attention of the Governors concerning petty cash in accordance with the School's Finance Policy and for purpose of transparency:</p> <ul style="list-style-type: none"> • A historical mis recording of expenditure against the wrong bank account in petty cash approximately 10 years ago has surfaced and Adrian insisted that | |

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| | <p>this had to be corrected. The amount was £10.11. This money was never missing, but in order to correct the accounts, this has to be reflected as a payment in our current year's petty cash.</p> <ul style="list-style-type: none"> The SBM referred Governors to her written statement and signed by the Headteacher outlining the discrepancy of £88 which came to light on the SBM's return to work following long term post-operative absence. It has been reasonably accounted for as taxi money for four journeys to and from Forest Schools at Bestwood Country Park, for which no receipts were obtained. This works out at £22 per journey. The SBM informed Governors that this is the first time in 24 years that petty cash funds had been unaccounted for. | |
| | The explanations for the petty cash discrepancies were | |
| | accepted | |
| | by Governors. | |
| | Review of Lettings Policy | |
| | The Headteacher reminded Governors that this policy needed to be reviewed every year. | |
| | As there have been no changes in the past year, this policy was reviewed and | |
| | agreed | |
| | by Governors. | |
| | New Telephone System | |
| | <p>The SBM informed Governors that a new digital telephone system has been installed due to analogue lines no longer being supported. Having obtained quotes, the best value quote was accepted costing £953.40. This includes a change in Broadband from Virgin to BT Outreach, a wider broadband width and new telephones/cabling.</p> <p>The benefits of the new system are:</p> <ul style="list-style-type: none"> New dedicated facility for parents to select an option to leave a message regarding their child's absence Flexibility to add options in future Online login to see and listen to messages and generate reports Support in the event of problems <p>The draw backs have been a deterioration in the quality of sound and dipping in and out of conversations due to the nature of the solid brick building. The SBM has changed her telephone from a cordless to a plugged in telephone which has improved matters.</p> <p>The monthly charges are not much more than the cost of broadband and two lines from Virgin Media.</p> | |
| | Acting-up Allowance | |
| | Confidential | |
| FGP 19/23 | Determination of confidentiality of business | |

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| | Governors considered whether anything discussed during the meeting should be deemed confidential. It was | |
| | resolved | |
| | That the item Acting-up Allowance under 12/24 Any Other Business be treated as a confidential item. | |
| F&GP 11/23 | Date of next meeting | |
| | The next meeting will be held in school on Wednesday 6 th November 2024 at 6.00pm. | |
| | The meeting closed at 7.05pm. | |

Signed(chair) Date