

MINUTES OF MEETING



School: Carlton Standhill Infants' School
Meeting title: Meeting of the Finance and General Purposes Committee
Date and time: Wednesday, 22nd March 2023 at 6.05pm
Location: At the school

Membership

'A' denotes absence

Mrs J Clarke
Miss S Flint
Mrs A Wheldon
Mrs E Croghan (acting chair)
Mrs S Ghattaora (headteacher)

In attendance

Mr T Morley (observing until re-joining FGB)
Mrs F Parr (school business manager)

FGP 01/23 Apologies for absence

Action

There were no apologies as all members of the committee were present.

FGP 02/23 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

FGP 03/23 Minutes of the last meeting and matters arising

The minutes of the last meeting held on Thursday, 09 November 2022, having been previously circulated, were confirmed as a true record.

Matters Arising - FGP 30/22 Budget update and reforecast

SBM informed Governors that six student laptops had been purchased as part of an IT improvement project for which DFC funding was used with the total cost being over £2000.

SBM looked into the Family Grant but needs more information.

It was agreed Minutes of the last meeting were a true record and signed by the chair of that meeting.

FGP 04/23 Budget Update

The SBM referred Governors to the Budget report previously uploaded to Gov Hub for P11 and referred Governors to the funding comparisons in her report which show how our funding has increased from May when we first set the budget, through to October at MTB Planning and finally in February. We have received an extra £25.8K since first setting the budget.

The SBM informed Governors that following a visit from Adrian of NCC CFS Finance, the new approximate year end carry forward is envisaged to be in the

region of £120K. £27,129 of this is DFC money which is ringfenced for capital projects, leaving an unrestricted carry forward of approx. £93K.

The school received further DFC funding in February from the DfE of £12,688, preferably for energy saving projects, but could be used for other projects if necessary.

A Governor mentioned replacing the remaining wooden windows, some of which are not in a good state as well as the exterior doors to Class 2.

A Governor also asked if we had heard anything about the boiler. The Headteacher informed the committee that the two gas water heaters in the children's cloakrooms have been replaced with electric ones but that nothing has been forthcoming from Nottinghamshire County Council about the main boiler.

The SBM mentioned that we are also considering roof/loft insulation. Arc Partnership have instructed someone to come and inspect the roof which has yet to be arranged.

The Headteacher informed Governors that we have just had an inspection for a new Display Energy Certificate (DEC) and that our energy efficiency has been upgraded from a D to a C.

The SBM informed Governors that an approximate £2K saving was envisaged on energy, even though we had followed NCC guidelines for calculating how much this was likely to be.

The SBM also informed Governors that the uptake of Universal Infant Free School Meals was much lower over the year and that we were between £8K and £9K underspent in that cost centre.

The Staff Governor informed the committee that many children left their dinners as they either didn't like them or wouldn't try them. Another Governor asked if we had any say over the menus, to which the Headteacher informed them that we looked at options with the school kitchen to change the menu to more infant friendly meals, but that we were restricted with the meals not being cooked on our premises.

The Staff Governor confirmed that children were constantly encouraged to eat their dinners with stickers, etc. Notes go home to parents when children do not eat their dinner, whether it be a school meal or a packed lunch from home.

The SBM informed Governors that as at the end of February the bank balances were:

- Lloyds Budget account: £138,239.48
- Lloyds School Fund account: £8,897.42 and that the SF accounts have just been audited and will be brought before the F&GP at the next meeting. The SBM will submit the Charity Commission Return and send a copy to CFS Finance in the meantime.

SBM

The SBM referred Governors to the 2023-2024 Budget Statement and report previously circulated to Governors and uploaded on to Gov Hub, and went through the initial funding totals on the Statement, which are:

- AWPU (Basic Entitlement Age Weighted Pupil Unit) based on 133 children (Autumn Census) is £450,580 (Last year was £432,272 based on 134 children).
- Deprivation - £32,122 based on 20 Ever 6 and FSM. (Last year was £36,471 based on 27 Ever 6 and FSM).

- Prior Attainment - £41,493 based on 35.99 children at £1,152.90 (last year was £43,283 based on 38.2 children at £1,133.13).
- EAL - £6,125 based on 10.58 children at £578.94 (last year was £7,592 based on 13.40 at £566.57).
- Lump sum - £128,355 (Last year £121,363).
- The total funding allocated for 23-24 is £657,183 (Last year £640,150). There is an estimated £5,077 of HLN money allocated on top. This is roughly the same as last year's £4,654.

The figures above are initial allocation figures only and will vary as NOR, deprivation, etc, fluctuate throughout the year.

The SBM referred Governors to the Governors' Budget Report for 23-24 which is a base scenario from which Governors can see our initial funding and expenditure:

- Initial funding of £793,323 which together with our predicted c/f of £120,129 totals £913,452.
- 79.3% of which is on salaries.
- The projected balances moving forwards are healthy until 26-27 which is a deficit figure, but this is the usual prediction which is pushed back each year.

The budget update, draft 2023-24 Budget Plan were accepted and approved

by Governors

FGP 05/23 Services for Schools

The SBM referred Governors to the Services for Schools 23-24 quotation from the NCC which had previously been circulated and uploaded on to Gov Hub, and explained that although it was cheaper this year at £18,535.97, this was because there have been changes to the services.

- FMS & SIMS licences are not purchased through NCC IT (£618.45)
- We pay for the Risk Protection Agreement (formerly NCC Insurance) direct
- Occupational Health Service is covered in the Staff Absence Mutual cover
- The SBM informed Governors about the attempt by NCC Catering to claw back £143K of deficit from a small number of schools. They had informed us that we had to pay £10K. Another infant and nursery school in Gedling had been asked to pay back £25K. Following numerous challenges from schools, NCC Catering climbed down but have included wording in the 23-24 contract informing schools that they will charge more if they incur more expenses. The SBM informed Governors that even taking the above into account, the Catering quotation for 23-24 is actually £15 less than 22-23.

The SBM ran through the other services which the school intend to purchase for the 23-24 financial year.

- AtomIT – IT support has increased but this is for an increased service/protection, in line with the RPA requirements for cyber security - £8,206.
- Grasstracks – Grounds Maintenance. They are reliable and very helpful and have not put their prices up for a number of years - £1,545.68.
- Staff Absence Mutual cover: After comparing quotes and consulting with staff on healthcare provisions and services, considering the service received by the present mutual, Education Mutual, and service provided in previous years by SAS and the fact that there wasn't much in the price, the SBM informed Governors that her preferred mutual cover would be to remain with Education Mutual who are run by former school leaders and who have provided an impressive service over the past year - £4,362.30.
- Fire/Intruder alarms and emergency lighting. The SBM explained that the school were not satisfied with the standard of support we are receiving from our current

contractors and has received three other quotes. In her opinion the service outlined by Pinnacle Security Services Ltd are the most suitable for our school as they also offer keyholding. Total: £850 (Net).

The Services for Schools were agreed

by Governors

FGP 06/23 Staffing Structure September 2023 - including staff reduction

Confidential.

FGP 07/23 Benchmarking 2020-2021

The SBM referred governors to her Benchmarking report based on Historical, National and Local comparison charts, which had previously been emailed to them and uploaded onto the Governor Hub. She outlined that she had used the same categories for the charts as in previous years and using the same schools where possible.

As the Headteacher had already discussed the Self-Assessment Dashboard at the Full Governing Body meeting recently in order to obtain their agreement to the SFVS

Governors agreed

That the Benchmarking charts and report were satisfactory and that we continue to compare consistently well with the other schools.

FGP 08/23 Policies

The Finance Policy had also been agreed by Governors at the Full Governing Body Meeting but had not been signed.

Accordingly, this was signed by the Chair of the Finance and General Purposes Committee as at when the Full Governing Body meeting took place. The Chair is currently awaiting the renewal of his Local Authority place on the Governing Body of the School.

The Lettings Policy was then discussed by Governors with a view to revising the charges.

It was agreed:

- **That the after-school clubs organised by the school but run by private companies would continue to be exempt from lettings fees.**
- **That the charge for the first hour for all other lettings would increase from £50 to £60 and then £25 (formerly £20) per hour or part of an hour after that.**

by Governors.

FGP 09/23 Any other business

The Headteacher brought before Governors the Nottinghamshire School Staff Attendance Policy which was revised in April 2022 and explained its contents.

She will issue this to staff with the purposed of providing a gentle reminder of expectations and procedures when it comes to attendance and reporting absences. This will also be discussed at their appraisal meetings.

It was agreed to adopt this policy

by Governors.

The Headteacher and SBM outlined to Governors the problem on the school field now that one of the trees at the bakery had been cut down as it was a danger to the children and staff using the field. This has now created a gap where one child in particular tries to escape through (even though there is nowhere to go on the other side).

It is our intention to not only shore up this gap with more security fencing but to install a shelter and a hardstanding area at the bottom of the field to provide more shelter from the sun on our (south-facing) school field. We are in contact with someone from the Council who can arrange for tendering and project management of this plan.

It was discussed and agreed

by Governors.

The Headteacher and Governors discussed how the school should celebrate its centenary year and it was proposed that a working party should be created. The Headteacher suggested a celebration in the summer term to include the current year 2s who will be leaving as well as a celebration in September to include the new children in F2.

This was agreed

by Governors.

FGP 10/23 Determination of confidentiality of business

Governors considered whether anything discussed during the meeting should be deemed confidential.

It was resolved that all discussions relating to the item regarding the staffing structure and staff reduction be deemed as confidential.

by Governors.

F&GP 11/23 Date of next meeting

The next meeting will be held on Wednesday 24th May 2023 at 6.00pm.

The meeting closed at 7.12pm.

Signed(chair) Date