



Name of organisation: Standhill Infant School
Meeting title: Finance and General Purpose Committee
Date and time: Thursday, 10th March 2022 at 6.00pm
Location: Standhill Infant School

Membership

'A' denotes absence

Mr T Morley (Chair)
Mrs J Clarke
Mrs E Croghan
Miss S Flint
Mrs A Wheldon
Mrs S Ghattaora (Headteacher)

In attendance: Mrs F Parr (School Business Manager/Minute taker)

FGP 01/2022 Apologies for absence Action

No apologies as all members of the committee were present.

FGP 02/2022 Declaration of interest

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

FGP 03/2022 Minutes of the last meeting and matters arising

The Minutes of the last meeting held on Wednesday 3rd November 2021, which had previously been circulated, were confirmed as a true record. The Chair duly signed a copy of the Minutes.

Matters Arising

The SBM confirmed that vouchers had been purchased and distributed to members of staff on behalf of the Governors as outlined in the Confidential section of the Minutes.

FGP 04/2022 Budget Update

The SBM presented the period 11 budget report with supporting notes which had previously been uploaded to Governor Hub and members of the F&GP Committee notified by email.

The Governors sought further clarification regarding:

- 1. The pay increase for supporting staff about which we have only recently been notified. This is usually sorted out much earlier in the financial year and consequently when Adrian from NCC CF Finance and the SBM did the Reforecast in October, it was thought the pay rise would not take place and thus had been removed from the salary calculator.**
- 2. The total overspend across all pay codes (apart from E02 Supply Teachers) will amount to approx. £2K due to all the back pay which had not been included in the Autumn Term Medium Term Budget Plan/Reforecast.**

3. **The £500 in the E08 Indirect Employee Expenses cost centre is an amount which is always included on the budget plan as a contingency for interview expenses in case a vacancy arises. However, as the need for this has not arisen, this amount and a further £914 (totalling £1414) went to cover the Caretaker when he was required to self-isolate. The rest of the expenditure in that cost centre (£2405.41) was for the vouchers for the staff as outlined in the matters arising in FGP 03/2022.** Action
4. **The Headteacher explained to Governors the difficulty in spending the PE Sports Grant money and her plans for how to spend the carry forward next term with extra PE and CPD sessions each week and additional trikes and balance bikes for F2.**
5. **Governors also asked if we would be paying for the hire of the temporary boiler; if we could claim for the repair of the old boiler and who would pay for a new boiler if it broke altogether? The Headteacher explained that the old boiler had been mended and that we had to pay for it. However, the hire of the temporary boiler and a replacement boiler should and when the need arises, will be met by Nottinghamshire County Council as Landlords.**

The SBM informed Governors that she expected this year's carry forward to be in the region of £117K, which included ring fenced PE Sports Grant carry forward of £5,414 and DFC carry forward of £10,993.

2022-2023 School Budget Statement

The SBM explained in more detail the categories and funding on the School Budget Statement for 2022-2023 having previously uploaded it and further supporting documents on Gov Hub. The SBM drew the Governors' attention to the table explaining the descriptions of the School Block Formula on the Budget Statement for ease of reference of how our funding is calculated. She also referred Governors to the first draft of the Governors School Budget Report and supporting notes which outlines in better detail the funding and expected expenditure for the coming financial year. This document will be updated and presented at the next F&GP for Governor approval before it is submitted to Nottinghamshire County Council at the end of May.

Services for Schools

The SBM presented Governors with the quote from Nottinghamshire County Council for the services which we buy into every year, plus one or two more they hope we will purchase. The SBM drew Governors' attention to the Budget 2022-23 notes in which was outlined the services we intended to purchase and ones we would not be purchasing.

Governors were asked if they would like the school to buy the Governing Learning & Development package this year, having not done so for many years as had it worked out better value to buy ad hoc training. However, Governors were asked to consider whether the uptake of training would warrant purchasing the service this year.

The Governors discussed the matter and asked if we had been charged at all for the training they have undertaken this year. The SBM informed them that we had not received any invoices but that it was possible we could still be invoiced before the end of the month. The Governors asked what kind of training this package would cover? The Headteacher said she would look into it and

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The Governors agreed

to trust the judgement of the Headteacher as to whether she considered this service to be of value to the Governors and that she will let them know at the Full Governing Body Meeting on the 17th March. **Action**

The SBM also explained why Insurance was not included this year on the Services For Schools, due to Nottinghamshire County Council no longer providing insurance for schools and that although we had chosen to remain with them when asked to vote on the matter in January, the decision had been made that all schools should be insured through the Government's Risk Protection Agency. The SBM and a Governor from the F&GP will be attending online training for it on the 11th March 2022. The insurance premium with RPA will be £2,814 as opposed to NCC's premium of £4,958.

The Headteacher explained why we would not be purchasing FFT Aspire Services and Property Estate Management to the **Governors who concurred with her explanation.**

The Governors also asked:

- 1. About the Staff Absence Insurance.** The SBM explained that we would be moving away from the NCC Staff Absence Insurance as it was so expensive and that we had purchased it last year because of the Teaching maternity claim which is a better pay out than other companies providing staff absence insurance. She explained that we were in the process of gathering quotes and looking into Mutuals as well as Insurance and whether to include pre-existing conditions. However, all the quotations received are well below the NCC quote and we will decide which quotation provides the best cover and value for money for our staff.
- 2. Why we purchase NCC IT Services as well as AtomIT Services:** The SBM explained that Atom supported everything around curriculum IT, remote access, on-site visits, and back-ups and that Notts CC managed the non-curriculum IT core support which includes FMS and SIMS data base systems.

The budget update, draft 2022-23 Budget Plan and Services for Schools were accepted and approved

by Governors.

FGP 05/22 Staffing Structure

Confidential.

FGP 06/2022 Children' Toilet Refurbishment Quotes

The SBM explained the difficulty in obtaining quotations for this project which we hope will take place over the summer holiday and which includes converting the cloakroom area into an extra teaching area. In the end four quotations were obtained; two from builders and two from washroom specialists:

- S N Joinery and Construction Ltd - £24,982.00 not including electric works or flooring.
- Tanbury Construction Ltd - £24,950.00 which includes a suspended ceiling which we do not require.
- Inspired Washrooms - £28,250.00
- Axent Washrooms and Interiors - £21,801.70

Governors discussed the quotations and the advantages of using washroom specialists. They also discussed the problem with the water pressure and plumbing which the SBM had made clear to all the parties providing the quotations.

The SBM and Headteacher informed the Governors that they would like to offer the contract to Axent Washrooms and Interiors because as well as being the least expensive quotation, they were strongly recommended by the Carlton Infant Academy who were completely satisfied with their replacement children's toilet project. They are coming back with their plumber to investigate the problem and offer a solution.

Governors agreed

To offer the contract to Axent Washrooms and Interiors.

07/2022

Benchmarking

The SBM referred Governors to the Benchmarking Report, Historic Charts, Local and National Comparison Charts, as well as the Self-Assessment Dashboard which was used to help Governors complete the SFVS. All these documents had been circulated by email as well as uploaded to Gov Hub for Governors' reference.

The Governors were satisfied with the comparisons provided in the charts and commented that these continued to compare consistently well with the other schools.

The Headteacher went through the Self-Assessment Dashboard with the Governors. The only areas identified for investigation were the same ones as last year for which reasonable explanations can be provided. These are:

- Highest 10% of similar schools for Other Staff Costs. The Headteacher reminded Governors that we employ an additional Midday Supervisor and a Classroom Support Assistant. This is because it has a positive impact on the smooth running of the school, is sustainable and is deemed good value for money.
- Lowest 10% of similar schools for Educational Supplies. The Headteacher and SBM explained that the children are properly resourced but that we strongly challenge best value for money with everything we buy. Educational resources are also paid for from other pockets of money eg PE Sports Grant for sports equipment and its storage, and IT resources.

The Parent Governors present confirmed that they observed that the school is well supplied with teaching resources.

Governors approved

the benchmarking report and charts.

FGP 08/2022 SFVS

One of the committee members, Joy Clarke, met with the Headteacher to complete the SFVS. The Headteacher presented the completed questionnaire to the Finance Committee to be ratified by them and the Full Governing Body before it was submitted at the end of March 2022.

The discussions around the Self-Assessment Dashboard on the Benchmarking site referred to in FGP 07/2022 fed into this agenda item.

The Headteacher went through each question with Governors and pointed out that there were two new questions in this year's SFVS (Questions 16 and 19). **The Governors agreed that there were no further actions that needed taking as the questions had been answered in full.**

The Governors accordingly ratified

the SFVS to be taken before the Full Governing Body and to be submitted to Nottinghamshire County Council CF Finance Department by the end of March 2022.

FGP 09/2022 Lettings Statement and Finance Policy

The SBM presented the Lettings Statement which remains the same and reminded Governors that the school did not charge lettings for After School Clubs.

The SBM also presented the Finance Policy which has had the date and membership of the F&GP Committee updated, but other than that no changes have been made.

Governors agreed

To review the Lettings Policy in Spring 2023 and to approve the updated Finance Policy which the Chair of the F&GP Committee signed.

FGP 10/2022 Determination of confidentiality of business

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

agreed

that all discussions relating to the item regarding the staffing structure be deemed as confidential.

Date of next meeting

The next meeting will be held at Standhill Infants' School on Thursday 26th May 2022 at 6.00pm.

The meeting closed at 7.25pm.

Signed (chair) Date