
Name of organisation: Standhill Infants' School
Meeting title: (Virtual) Finance and General Purpose Committee
Date and time: Wednesday, 26th May 2021 at 6.00pm
Location: Remote access

Membership

'A' denotes absence

Miss S Flint (Temporary Chair for today's meeting)
Mrs J Clarke
Mr A Wilson **A**
Mr T Morley
Mrs A Wheldon
Mrs S Ghattaora (Headteacher)

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

FGP 12/2021 Apologies for absence

Action

An apology for absence had been received from Mr Wilson (work commitments). No apologies had been received for Mr Morley and it was anticipated that he would join the meeting in due course.

FGP 13/2021 Declaration of interest

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

FGP 14/2021 Minutes of the last meeting and matters arising

The minutes of the last meeting held on Wednesday 17th March 2021, were circulated and were confirmed as a true record. The Chair will sign the minutes remotely on Governor Hub.

There were no matters arising.

FGP 15/2021 Approval of SFVS

It was reported that two Governors from the F&GP Committee, Miss Flint and Mrs Clarke, met with the Headteacher to analyse the data which had been entered onto the SFVS spreadsheet and they completed the Governor questionnaire/checklist. (Mr Morley joined the meeting at 6.06pm.) They concluded that they were satisfied that each area of resource management on the checklist had been managed effectively.

Governors raised the following queries:

- The amber warning on the dashboard regarding spending on other staff costs as a percentage of total expenditure being in the highest 20% of similar schools. The Headteacher informed them that this was because we had employed a classroom support assistant to help with the personal needs of an SEN child.

- the frequency of financial reporting to Governors. SBM to ensure appropriate reporting takes place.

The Schools Financial Value Standard (SFVS) was

approved

by the F&GP committee to be submitted to Nottinghamshire County Council Children and Families Finance Department by the deadline of 31st May 2021.

FGP 16/2021 Governor Year End Statement

The Governor Year End Statement produced by Children and Families Finance was referred to Governors, together with a report written by the SBM, which had previously been uploaded to Governor Hub. The main points were:

- Total income for 20/21 was £740,468.46
- Total expenditure for 20/21 was £701,223.42
- C/f from 20/21 to 21/22 is £113,810.00
- All funding and expenditure on the Statement was checked against the school's financial management system and was found to be accurate to the penny.
- Of the £113,810 carry forward, £5,485 is ring-fenced being Devolved Formula Capital funding. **The SBM answered a Governors' question** that this was funding from the Government for capital projects such as IT or building works.
- This left £108,325 which has to be accounted for in the Committed Balances Return.
- Another **Governor queried** how this varied from previous carry forwards and why this was such a large amount. It was explained that previous carry forwards were around the £70K mark and that this year although we had incurred additional expenses due to Covid, we had not spent so much on the main school expenditure which is staffing. A threshold teacher had left at the end of the summer term and had been replaced by an NQT which also had a major impact.

FGP 17/2021 Budget Approval 21-22

Governors were referred to the Governors School Budget Report which had previously been uploaded to the Governor Hub. The 21-22 budget has been tweaked in light of the most up to date information, but in essence wasn't all that different from the Budget Plan produced at the F & GP Meeting in March apart from the addition of planned B02 expenditure for this year.

Three Year Budget Plan

The SBM reported that she had met virtually with a representative from CF Finance and together they had put together a three-year budget plan, required by the DfE. In order to do this, they had made certain reasonable assumptions:

- Numbers on roll – these have dropped slightly this year and this has been assumed for the following two years also.
- However, funding will increase rather than decrease due to a built-in 2% for the Teacher pay and pension grant.
- SEN – it was assumed that current SEN children will continue to be funded until they leave and thereafter £10K funding was envisaged each year thereafter based on the needs and funding over recent years.
- Pupil premium – the SBM reported that future funding for this will be based on the previous October's free school meal numbers, rather than the January of the previous year as is currently the case. It has been assumed that there will be 21 FSM children on roll this October, having lost six Yr 2 FSM children at the end of the summer term and having knowledge of two first admission children who will be eligible for FSM joining us in September.

- We have kept the PE Sports and DFC Grants the same.
- Assumed UIFSM numbers, based on past and current patterns will be around the 80 mark.
- It has been assumed that the Covid Catchup Grant will not continue.
- The 2% funding for the teacher pay and pension grant has been reflected in the teacher pay cost centre together with the end of the maternity cover contract.
- Education Support Staff – we have incorporated a £2.5K increase each year.
- Other staff – it has been assumed that in the 23/24 year the child who is supported by the classroom support assistant will have moved on. Consequently, this member of staff will no longer be required unless another child with similar needs attends the school (which will attract more funding).

The 2021-2022 Budget and Three-Year Budget Plan was

approved

by Governors to be submitted by 31st May 2021.

Chart of Accounts Review for P2

The SBM referred Governors to the Chart of Accounts Review for Period 2 which had been produced directly from the school's Financial Management System. She pointed out that this reflected the approved 21-22 Budget Plan and that the Current Budget Column would become the Fixed Budget Column once the Budget had been submitted and fixed. This report was

approved

by Governors.

FGP 18/2021 Committed Balances Return

Governors were referred to the Committed Balances Return which had previously been uploaded to Governor Hub. It was reported that there were changes to this year's return in that:

- As a result of setting a three-year budget plan, only the projected B02 carry forwards in excess of 8% for the next three years have to be accounted for. The planned use of these balances having already been entered on the three-year plan.
- Consequently, for the 21-22 year we need only account for £31,936; for the year 22-23: £16,081 and for the year 23-24: £33,071.

Governors discussed the areas of concern regarding the school building and grounds identified in the SMB's report and the points which support the figures on the Committed Balance Return. These were:

- A proper investigation into the children's toilets near the playground entrance. These do not work properly and cannot cope with the volume of use at peak times. **One of the Governors suggested** contacting Severn Trent to investigate the water pressure. The SBM to action this after half term. An amount of £30K has been allocated for this in case the mains pipework needs to be dug up.
- F2 storage for the outside play equipment. The wooden playhouse is currently used as storage rather than for play. An amount of £1,936 has been allocated for this to be purchased this year.
- An investigation and repairs are needed for flooring in Class 4 and replacement flooring by the back door. An amount of £5K has been allocated in 22/23 for this.
- The amounts of £11,081 for 22/23 and £27,291 for 23/24 have been allocated for the maintenance of staffing levels in the short/medium term due to the anticipated falling in numbers on roll,

The Committed Balances Return 2020/2021 was

agreed

by Governors to be submitted together with the Three-Year Budget Plan by 31st May 2021.

FGP 19/2021 Admission Numbers

The Headteacher reported on the issue of the fall in numbers for first admissions in September 2021, referred to earlier in this meeting. We are currently expecting 43 first admissions out of a PAN of 45. The Headteacher reported that this is a pattern being repeated schools in the same family as well as other local schools. Some schools are experiencing much fewer numbers of first admission/nursery places than we are.

This, together with the usual in-year movement of children, mainly due to our children moving out of the area, means that we anticipate NOR from September 2021 of approximately 131.

FGP 20/2021 Determination of confidentiality of business

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

agreed

that nothing discussed was of a confidential nature.

FGP 21/2021 Date of next meeting

The next meeting will be held either at Standhill Infants' School or by remotely via Teams, on Wednesday 6th October 2021 at 6.00pm.

The meeting closed at 6.50pm.

Signed (chair) Date