

Governors Committee Meeting Minutes

Committee:	Finance, Audit and Resources Committee
Date:	Summer Term 1, 17.06.19
Present:	J Harris, N Foster (Chair), K Richards, J Bullock, D Mansfield
Apologies:	J Slee-Karim

Item	Agenda Item	Update
1	Apologies for absence	1.1 Apology from J Slee-Karim accepted 1.2 L Simpson has resigned from the governing body due to personal circumstances.
2	Declaration of interests	2.1 N Foster – School Photographer J Bullock – Headteacher at Lakeside Primary
3	Items of urgent business	3.1 None
4	Minutes of the last meeting	4.1 KR circulated the minutes from 14.02.19. Governors approved. 4.2 No matters arising
5	2018 / 19 Budget	<p>KR circulated summer report</p> <p>NF asked I15 donations/voluntary funds has increased a lot? KR responded that there is more money coming through into budget rather than school fund.</p> <p>JSK asked I14 – what is the other income? KR responded that it is staff insurance claims. An employee was off for 12 months plus teacher absences.</p> <p>NF asked Why do list separately supply teaching staff and agency staff? KR responded agency is more emergency cover. Standard supply is booked in advance for consistency and continuity – the rates are higher than agency supply.</p> <p>DM asked is there much interest in music lessons? It's expensive for school budget but there are about 25 children having lessons, school subsidise so cost is £50 per year or £20 per term.</p> <p>JKS asked would we put the price up? Wanted to keep up interest and reducing the price has led to more engagement.</p> <p>NF pointed out that teaching staffing costs are rising. Why is this? JH responded that staff have reached thresholds – but that in long term JH will work for the trust 1 day per week and trust will recompense by £17000 which will reduce the costs of the current Deputies being out of class fulltime.</p> <p>NF asked are we likely to be on budget or above? But universal school meals, GAG funding and PP will probably increase.</p> <p>Staffing overview</p>

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		<p>Teaching assistant update: KR states that as part of moving over to the new HR system – a print out has been done of current pay for TAs. Some TAs are working more days than they were getting paid for, possibly since 2009. Waiting for figures to calculate back pay or to take time. There are 4 TAs who this applies to – some have requested a combination of time and money. Others request full recompense.</p> <p>NF asks Do we have to fully backdate? If we don't, do we have to give TOIL?</p> <p>ACTION: JH to see Advanced HR tomorrow. TA hours will be standardised to 29.17 hours across the board. Another who came from another school states that she should be at the higher scale she was on previously. Employee left with a few days' notice – we may be able to reclaim the salary through small claims.</p> <p>Premises overview Windows - estimate £24000. Now he has been again it is going to be £8000 more. Have some doors replaced / remainder of windows out of 2019 / 20 budget. May need an electronic signing in system to be GDPR compliant. Looking at replacements for laptops –for old worn our ones. Training coming up for Gooseberry Planet – online safeguarding courses for all staff and governors. Trust are match-funding the amount so it is only £800 not £1600. Also using Secure Schools company to provide cyber security – will do constant checks of the system, will also provide fortnightly updates. This will be £840, match funded. The trust will get a cyber-security mark.</p> <p>Petty cash limit has been increased to £200 from £100 – local banks have been closed – governors approved. School Fund – Natwest account closed. It's now part of the budget with an analysis code put in to use. Annual return still pending. Plan in school fairs etc.</p>
6	3-year budget	Current position presented. Consider reducing maintenance budget if need be going forward.
7	Audit	Governors to forward any queries to KR as audit will be completed in a week from now
8	Any other urgent business	None
9	Confidentiality	Mentioned
10	Dates of future meetings	Summer term 2, approval of 2019 / 20 to be circulated

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Notes taken by	J Bullock
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