# F & GP Committee Draft Minutes

Monday 16th March 2020

Attendees: David Hibberd, Peter Martin, John Neenan, Olivia Corfield

Also attending Fiona Tibbitt (as SBM and Clerk)

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| 1 | **Welcome**<br>David welcomed everyone to the meeting. | ACTIONS |
| 2 | **Matters Arising Minutes from 14th March 2019**<br>The updating of signatories for the school fund is ongoing, JP and JN will go to Barclays with proof of ID.<br>The utilities locations are to be added to the fire map in JN's office and then distributed to governors.<br>Invoices for the ICT capital project have been sent to the Diocese who are arranging payment.<br>The school has received cheques from SMASH to reimburse coaches, educational enhancement equipment and early years outdoor equipment.<br>The school fund cheque will be counter signed on 20.03.20.<br>The LA have accepted the SFVS.<br>Sports funding monitoring is ongoing, this currently goes towards a lunchtime playworker, nurture, the North Norfolk Sports Partnership and PE equipment. | *Fire map to be added to - FT* |
| 3 | **Policy Review**<br>The LA Educator Solutions has added a lot of updates to the pay policy with a variety of options for the governing body to choose to adopt. The policy will continue as it is currently and be reviewed in May. Before this JN will make suggested option choices to the LA policy and send them to governors with track changes. | *Pay policy to be updated - JN* |
| 4 | **Budget setting 2020-21,**<br>**Inc 2019-20 predicted year end position and SIDP financial requirements**<br><br>The budget had been formulated in advance of the meeting; FT talked through the lines inviting questions.<br><br>The pupil forecaster figures represent a best estimate for the September 2020 intake taken from known numbers and enquires from families moving to the area.<br><br>The figure from the October census for the 2020-21 funding is 119 NOR reflecting the variation funding from the LA. This is not as | |

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| | much as hoped for but allows for a balanced budget. The difficulties in having a lower PAN in reception and still having some year 2s changing schools into year 3 was discussed.<br><br>It was questioned how the nursery funding changes where shown in this budget. FT explained the budget is based on the new staffing structure of a section 27 nursery and with the HLTA post being removed so that the new 5th class can have a TA. The budget has allowed for the HLTA to have a protected salary for 18 months from 1st September 2020.<br><br>There was a lot of discussion regarding the pros and cons of having a separate cost centre for the nursery once it changes to a section 27 setting. It would keep finances separate but due to new subjective codes this would separate the finances too.<br><br>The school's County Finance Officer (Chris Jefferson) has advised keeping the same cost centre and running just one budget. He told JN and FT in the budget setting workshop that there were no benefits to running a separate cost centre and budget for the nursery and they would still be open to the same funding streams for early years as a separate cost centre.<br>OC had been advised by LA advisor for Early Years Funding that a separate cost centre would be better for the nursery opening in Hevingham; it would stop the risk of the school having to bail out the nursery.<br><br>As governors are receiving conflicting advice from the LA, JN and FT agreed to contact the Early Years Funding team and the school's County Finance Officer for clarity. It was felt that as the school is paying into having the enhanced finance package for advice from the County Finance Officer, his advice should not be ignored without explicit school specific written advice. Further clarity is needed on the situation as the school does not want to be exposed to financial risk. It was also highlighted that if the budget was separate it may mean that nursery staff would need to have a new contract. This will be investigated as well.<br><br>Governors discussed and agreed that an afterschool tea club should be trialled from September running from 3.05 to 4.30. There would be no need to provide a meal.<br><br>The electricity expenditure for the school is quite high and governors questioned if this could be reduced. There should be LED lighting fitted with the renovations to the school hall. Also, the new nursery plans include solar panels on the roof. | *County finance, HR and early years funding to be contacted – FT & JN.*<br><br>*Tea club uptake research to be undertaken by FT.* |

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| | The telephone expenditure will also be investigated. The main blocking point is the old phone system currently in place, when looking to refit and change company the cost updating of the system became too high. FT will investigate cheaper deals.<br><br>Governors discussed if they were receiving value for money in paying into the Cluster. They felt it was reasonable value for money and though with a free hand they might choose to redirect this expenditure; in response to the tight budget; in practice the community benefits and potential redundancy costs meant that this was not desirable.<br><br>UNIFSM income and expenditure was discussed. It was suggested that pupil premium free school meals could be put against the pupil premium spend.<br><br>The school is continuing with Norse catering on their higher package which includes catering equipment replacement. This has proven to be well worthwhile.<br><br>Services to Schools were discussed and it was agreed to stop purchasing the Children's University as there had been very little update from families. FT explained she was doing a separate department line for each service to ensure clearer monitoring on payments.<br><br>The year end position is an estimated £1500 surplus.<br><br>The F & GP committee approved the budget for 2020-21. It will be shared with the Full Governing Body. | *Phone deals to be looked into – FT.* |
| 5 | **Premises**<br>There has been a foundation survey carried out for the nursery build.<br><br>The new classroom renovation in the current hall is set to be completed in the summer holidays. Plans are being drawn up which will include ICT provision. JN is also requesting a projector is added to the Ark. | |
| 6 | **Monitoring and training**<br>Nothing to report. | |
| 7 | **Correspondence**<br>None | |
| 8 | **Date and time of next meeting** TBC after COVID-19 lockdown. | |