



Finance Committee

26 September 2019, 6:15pm

Minutes

Present: Jane Keenan (committee chair), Lyn Broom (chair of governors), Adam Breakwell (head teacher), Camilla Argyle, Wes Coleman, Kerry Martin, Emma Morgan, Lucy Rossiter, Sallie Peacock, Mark Simmons (clerk)

1. Welcome & apologies

No apologies.

2. 2019-20 budget & expenditure update

The expenditure to the end of August 2019 (month 5, so 42% through the year) was examined and discussed in detail. Some of the apparent overspend (e.g. grounds, and supply staff, which relates to staffing shared with Kimbolton) is offset by additional income. There have been some additional caretaking costs due to staff illness. Overall spend is 44%, which is 2% over target. Governors were satisfied that this was within reasonable variance, given that some costs for the year have already been paid in full (e.g. insurance).

The government has announced a 2.7% increase in teaching salaries, but only provided funding for 0.7%, not the remaining 2% (approximately £9,500), which the school needs to find from its own budget. Maternity cover is provided through the insurance.

Governors congratulated Emma and the staff and children for the excellent Soap Box Derby, which raised £3k. A local charitable trust has provided a further £1k. £5k is expected to be paid to the school by Orleton School Food Company during the current financial year.

Further updates will be provided at the Full Governing Body meeting.

3. Premises update

The plans were shared for the development of the site, as part of plans to replace the mobile units. The current suggestion is that Class 1 would become a corridor (with storage and toilets) to 3 new classrooms to the south of the current building. There may be scope to add an additional pre-school space with additional funding, which has been requested, and discussions are ongoing with pre-school about how best to upgrade the premises in a way which meets the needs both of school and pre-school, and about how costs will be shared. The builders will confirm that the correct diocesan permissions are in place.

Update on the plans for the field were also shared. The changes have been really well received, but further provision needs to be made for wet days. Some of this may be addressed in the new building project (e.g. through an outdoor covered canopy for wellies and coats).

4. Health & Safety

A health and safety audit will be conducted by the new business manager this half term.

The member of staff who had been off after an injury has been to occupational health and signed back on to work (without restrictions, per the return to work interview) at the start of the summer holidays, with a delayed start until September. However, some discussions are ongoing to ensure that reasonable provision is in place should there need to be any changes, and some further improvements will be made to the paved bin area outside.

Concerns have been raised about the new bus service, including the quality of driving, the consistency of drivers, the language used, the changed timings, the knowledge of the children, and the lack of policy in the event that something goes wrong (e.g. if a parent is not in place to collect a child from a bus stop, or in the event of an accident). Governors requested Mark to write a new letter to the Local Authority, requesting a copy of the risk assessments which are in place, and evidence that drivers are aware of policies (in the event of a crash, or if a bus or a parent does not arrive at the bus stop and a child is left stranded).

5. Minutes of last meeting

Approved.

6. Any other business

None.

7. Next meeting

6 February 2020 at 4pm