

**MINUTES OF A MEETING OF FINANCE AND PERSONNEL COMMITTEE OF THE  
SOMERVILLE FEDERATION HELD ON WEDNESDAY 6<sup>th</sup> NOVEMBER 2019  
AT 4:30PM**

**Composition of the Committee**

Present	Name	Category of Governor	End of Term of Office	Role
✓	Mr. M Forber	Headteacher		Headteacher
✓	Mr. C Griffiths	Co-opted	01/02/2020	Chair of Committee
	Mrs. L Andrews	LA	01/02/2020	
✓	Mrs. B Kell	Co-opted	08/11/2020	
✓	Mrs. G Bain	Co-opted	14/03/2021	
	Mrs. F Astor	Co-opted	20/03/2023	
	Also in attendance			
✓	Miss. J Wright			Business Manager
✓	Ms. J Barker			LA Finance Manager
✓	Eve Smith			Clerk

**The meeting started at 4:30pm.**

**1. WELCOME AND APOLOGIES**

Apologies were received from L. Andrews. There were no apologies from F. Astor.

**RESOLVED:** That the apologies received were duly accepted.

**2. DECLARATION OF PECUNIARY INTEREST**

Governors were asked to declare any potential conflict of interest or pecuniary interest with the business to be discussed at the meeting.

**RESOLVED:** That no new declarations were submitted for consideration.

**3. APPOINTMENT OF COMMITTEE CHAIR**

C. Griffiths was nominated as committee Chair.

**RESOLVED:** That C. Griffiths be confirmed as Chair of the committee for a period of one year.

**4. MINUTES OF LAST MEETING AND MATTERS ARISING**

Governor noted that under item 8, the cost of a private speech and language therapist was still being sought.

*Q; Would it be a qualified Speech and Language Therapist?*

*A; Ideally it would be someone with experience, but we can train them if we find the right person who doesn't have the desirable skills. Communication and language is a huge issue in both of our schools, so it is something that we need.*

It was noted that C. Griffiths, J. Wright and Headteacher had recently attended training on changes to the SFVS (Schools Financial Value Standard) for 2019/20 year.

**RESOLVED:** That the minutes of the meeting held on 19<sup>th</sup> June 2019 be confirmed as a correct record and signed by the Chair.

## **5. APPROVE TERMS OF REFERENCE**

The Committee Terms of Reference had previously been distributed to Governors for review.

**RESOLVED:** That Terms of Reference for the Finance and Staffing Committee were approved by the committee.

## **6. PRESENT AND DISCUSS LATEST BUDGET MONITORING; FORMULA AND DEVOLVED CAPITAL (DFC)**

- Primary School DFC - Zero balance, DFC has been used.
- Nursery School DFC - £2,500 remaining which has been earmarked for ongoing projects.

## **7. REVIEW OF PRIMARY AND NURSERY INCOME AND EXPENDITURE**

Information on the primary and nursery school period six budget setting was presented by the Finance Manager from the Local Authority. The key points of the budget were discussed, and Governors were given the opportunity to ask questions.

### **a) Nursery School**

- £54,000 income has been received to fund the teacher's pay and pension grants. It has not been confirmed if this funding will be received next year.
- Nursery figures have risen due to a local private provider closing, consequently there has been an overspend on teachers' salaries as supply staff have been recruited or existing staff have increased their hours.

*Q; Have we got capacity to take the additional children?*

*A; We do have the floorspace, we can take 39 children in the F1 room and 16 two-year olds in the other room.*

*Q; With regards to agency classroom assistants, is it more cost effective to recruit a temporary post rather than use supply?*

*A; In the short term it is better to use agency staff as we don't pay holiday pay or sickness pay. Two children with complex needs to be joining in January and they will require one to one TA's.*

*Q; Will we get additional funding for those children?*

*A; We will but it will be minimal and not what we will need to provide the right level of support for them.*

*Q; Are there specialist provisions for children that need those levels of care?*

*A; There are provisions, but they need an EHCP (Education, Health and Care Plan) in place first which they won't have until they start at the nursery school.*

*Q; Can we not start the EHCP process now?*

*A; No because they need to be registered at the Nursery, I have received the paperwork from the parents so I can start the process, but I cannot lodge the application until they have started.*

- Overtime has been added to provide additional time for the new administrator to settle in and to be in the office when the teachers are with the children.
- £40,000 has been allocated for the rendering to the exterior of the building
- Professional fees are an overspend, the same amount has been budgeted for the previous 3 years.

*Q; Does the Speech and Language therapist come under professional fees?*

*A; Yes and the Educational Psychologist.*

- The current in-year deficit should be wiped out as the pupil numbers in the nursery school are increasing.
- The final outturn is £93,000.

It was noted that there are improvements to be made at the nursery school such as the soft pore as it is lifting in the playground and is now a trip hazard/ health and safety issue.

*Q; How much would it cost to replace the soft pore?*

*A; It will be about £30,000 to do it all.*

#### **b) Primary School**

- £90,000 income has been received to fund the teacher's pay and pension grants. It has not been confirmed if this funding will be received next year.
- Pupil Premium funding is more than anticipated
- Sports Premium is based on pupil numbers and will be £100 less than anticipated.
- SEN funding is £24,000 more than expected.

*Q; Why is sports grant decreased from £30,000 to £26,000?*

*A; We had funds carried over last year, we will need to spend that this year, or it will be clawed back.*

*Q; We have previously discussed making an area in school into a SEND Hub is that still an option?*

*A; That is still ongoing, we have asked for figures, to see how much it would cost, and I am finding out how many schools we could support, what behaviours we would be catering for and how many children it would be.*

*Q; Would there be a net gain for us for that?*

*A; Yes, the idea would be that we would take children on a long-term basis maybe two terms with the end goal of getting them back into their own school.*

*Q; What about being a teaching school?*

*A; We would need to be outstanding to do that, but we would also have to provide the resources and training and pay the staff.*

#### Expenditure

- Overspend on TA's
- Several teachers are on maternity leave which has been beneficial to overall expenditure.

#### Premises

- £40,000 to be spent on premises
- The classroom decoration has been completed, but the invoices have not been paid yet
- Overspend of £6,000 due to classroom furniture being moved
- Additional funds have been allocated to computer hardware
- Overspend on the software and licences due to the new curriculum
- Professional fees are currently £62,000, it was discussed that the committee should look at reducing the spend on professional fees with this amount to potentially be reduced to £30,000.

*Q; What was the additional computer hardware funds for?*

*A; There has been a changeover of staff and we have had to update some laptops that had come to the end of their life. There is also an additional £10,000 in tablets for children. Potentially we will be a laptop trolley and tablet school without an ICT suite. The lifespan of the iPads and tablets is better than the laptops. The ICT suite needs a complete renovation, but we may not need an ICT suite, so that is being considered at the moment. There is the possibility of converting it into an additional classroom. It is currently being used by TA's for interventions, but we have an issue with it being either too cold or too hot so it would need a significant investment if it was to be converted.*

*Q; Are we using the ICT suite for ICT?*

*A; Yes.*

*Q; We are spending £20,000 on trips, should parents be more involved in raising money to fund these trips such as a social evening, or should we look at reducing the trips?*

*A; Each class normally have a cake sale or something like that to raise money for their trips, the only trip that is fully funded is PGL, most trips the parents are funding and we are just paying for the transport.*

*Q; Have you ever written to companies to try to subsidise some of the residential or educational trips?*

*A; That is a good idea and something I could look in to.*

- The in-year balance is £215,000 credit and it is projected that the budget will be in credit by an additional £11,000 next year. However if staffing costs remain the same, it is possible that we may be showing a deficit the year after that. It was noted that there is flexibility as the professional fees may be cut, but more information is needed about the national funding formula

*Q; How are we compared to the other schools?*

*A; You are in a good position over the next few years and it is positive that you have a credit for the next 3 years.*

## **8. REVIEW OF BENCHMARKING COMPARISONS**

The Headteacher provided Governors with information from the Gov.co.uk schools benchmarking tool. The tool uses financial information to compare schools of similar size and demographic. The following points were noted:

- Somerville is second highest for total expenditure
- Somerville is second highest in staffing expenditure, it was explained that this is partly due to a non-teaching Deputy Headteacher and two Assistant Headteacher's and due to the levels of supply staff
- Somerville premises spending is lowest
- Bought in professional services is average, it was previously discussed that there is potential for these services to be cut back further.
- Somerville income is in the top third.

## **9. RECEIVE SCHOOL FUND AUDITED ACCOUNTS**

The School Fund for the Primary Scholl has been audited and the certificate has been received.

The School Fund for the Nursery is one year behind and will be done before the end of 2019.

## **10. POLICIES AND PROCEDURES**

Governors received the relevant policies prior to the meeting:

- Evidence of Best Value – It was noted that the Chair had signed the Financial Procedures Manual and Financial Policies Manual on behalf of the governing body.
- The Scheme for Financing Schools – Includes minor procedure changes that Governors were made aware of and signed by the Chair.
- Register of Business Interests for Staff and Governors
- Pay Review
- Whole School Pay Policy (Governors were asked to consider the 2.75% uplift on teacher's salaries)

**RESOLVED:** That Governors approved the policies and procedures noted above.

**RESOLVED:** That Governors approved the 2.75% uplift to teacher's salaries.

## **11. DATE AND TIME OF NEXT MEETING**

For Governors to note that the next meeting of the Finance and Personnel Committee will be held on Wednesday 12<sup>th</sup> February 2020 at 4:30pm.

***J. Barker left the meeting.***

**The meeting ended at 18:02pm following the confidential discussion**

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AT 4:30PM**

Attendees: C. Griffiths, M. Forber, G. Bain, J. Wright, B. Kell and Eve Smith (Clerk)

**CONFIDENTIAL BUSINESS – NOT FOR PUBLICATION**

**12. MINUTES OF THE LAST MEETING AND MATTERS ARISING**

**RESOLVED:** That the minutes of the meeting held on 19<sup>th</sup> June 2019 be confirmed as a correct record and signed by the Chair.

**13. STAFFING MATTERS**

Appointments

- Eve Woredenweber YR3 Teac
- Joanne Smith YR4 Teacher
- Lois Murray F2 Teacher
- Rachel Hayes Temp PPA Teacher
- Gemma Bennett Admin Assistant
- Jennie Taylor TA 1:1
- Alison Rubin TA 1:1
- Fleur Davies TA
- Flora Nelson Kitchen Assistant
- Tirapun Corey Kitchen Assistant
- Carol Jones Kitchen Assistant
- Amanda Cooper Assistant Cook
- Paula Walsh Cook

Resignations

- Karen Lewis Admin Assistant
- Olivia Thomas Admin Assistant
- Jessica Hughes Teacher
- Dominic Luck Teacher.

Absence

Absence for primary staff was distributed most are minor days long term absence aren't on here due to them being open.

One staff member has been off for two years with cancer, in keeping with regular communication with the family, we are hoping that she returns in Jan on a phase return.

Recruitment

PA to the Executive Team is to be sought, this will be a part time role of fifteen hours per week and the salary will be around £8,000. It was proposed that this would be done on a 12-month temporary contract initially and will be reviewed at the end of the 12 months.

**RESOLVED:** That Governors approved the recruitment of a PA to the Executive team for a period of 12 months, at which point it will be reviewed.

***J. Wright and B. Kell left the meeting.***

#### **14. PERFORMANCE MANAGEMENT AND PAY REVIEWS**

Governors were informed that all teaching staff had received performance appraisals. The following points were noted:

- There were no pay increases for Nursery staff
- It was proposed that 8 teachers move up their PayScale
- One teacher is moving from M5 to UP1 which is a large increase, but the staff member concerned has done much to improve the teaching of phonics in the school.

**RESOLVED:** That Governors approved staff pay reviews and recommendations.

#### **15. ANY OTHER BUSINESS**

The Headteacher informed Governors that a request had been received from a member of staff to take 4 days unpaid leave to go on an exchange trip to Africa.

**RESOLVED:** That Governors approved the staff members request for 4 days unpaid leave.

One staff member had requested additional hours (0.8 to 0.9 FTE) this request has been budgeted for.

**RESOLVED:** That Governors approved the staff members increase in working hours from 0.8 to 0.9 FTE.

The Chair noted that the Headteacher had recently brought in £1,800 from recent consultancy work. It was proposed that further to a successful performance management review where one objective was achieved and one objective was part achieved and in recognition of the additional funds that have been brought in over the last academic year, that £900 of the additional income be paid to the Headteacher as an additional payment.

**RESOLVED:** That Governors approved the one off payment of £900 to the Headteacher.

**There being no further business the meeting ended at 18:02pm**