

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Netherfield Primary
Meeting title: Finance and General Purposes Committee
Date and time: Tuesday, 23rd May, 2017 at 4.30pm
Location: At the school

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Membership

'A' denotes absence

Mr J. Wright
Mr P. Hardern (headteacher)
Mr A. Parkinson (chair)
A Mr P. Esswood
A Mrs K. Wheat
Mr M. Potten
Mrs S. Fletcher

In attendance Mr H. Jones (minuting secretary)

F&GP/01/17 Apologies for absence

Action

There were no apologies for absence.

F&GP/02/17 Election of F&GP chair

Mrs Fletcher proposed Mr Parkinson, seconded by Mr Wright, to be the chair of the school's F&GP committee.

F&GP/03/17 Governors

approved

Mr Parkinson as the chair of F&GP.

F&GP/04/17 Declaration of interest

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

F&GP/05/17 Minutes of the last meeting

The minutes of the meeting held on Thursday 9th March, 2017, having been previously circulated, were approved as a true record.

F&GP/06/17 Budget monitoring

Mr Hardern stated the carry forward from 2016-17 was now higher than previously predicted. The original carry forward prediction had been £149,000, but was now predicted to be £157,000. The reason for this increase were income receipts from staff absence insurance.

Mr Hardern added the increased carry forward was over the 8% (B01) projected balance and, therefore, a decision would need to be made by governors on where this budget would be used (see F&GP/18/17)

Governors had received the Budget Plan for 2017-18 (1/3/17) and the Budget Plan reforecast for 2017-18 (16/5/17). These plans had been compiled by Rachel Marson (LA Finance Officer).

Mr Hardern updated governors and explained some changes on the reforecast,

- The 2017-18 Budget Plan (1/3/17) had predicted a surplus of £86,125. The reforecast 2017-18 Budget Plan (16/5/17) predicts a surplus of £104,889.
- The Budget Plan for 2017-18 (1/3/17) had indicated an Education Support Staff (E03) total of £588,504. In the Budget Plan reforecast for 2017-18 (16/5/17) this total was £581,345. Mr Hardern informed governors this reduction was due to the resignation of a TA.
- The Budget Plan for 2017-18 (1/3/17) had indicated a Cost of Other Staff (E07) total of £57,601. In the Budget Plan reforecast for 2017-18 (16/5/17) this total was £61,392. Mr Hardern informed governors this increase was due to the need to employ more midday supervisors.
- The Budget Plan for 2017-18 (1/3/17) had indicated a Water & Sewerage (E15) total of £4,800. In the Budget Plan reforecast for 2017-18 (16/5/17) this total was £3,300.

Mr Hardern stated the budget was a healthy one.

Mr Hardern also informed governors about some cost implications which may impact on the 2017-18 budget,

- The school will need to cover a class for the maternity leave of a member of staff from October 2017 – July 2018. This will be advertised and would be appropriate for an NQT.
- As discussed at the Strategic Development meeting last week, the school will need to consider how to retain staff, e.g. leadership duties, TLR posts, quality CPD. Mr Hardern added this would need further consideration in the Autumn Term.
- A TA will need to be appointed to cover the resignation of Sue Reynolds.
- A new child with complex medical needs is to be admitted into F2 in September 2017. This child will need 1:1 support from a care assistant/learning mentor. The school will receive some HLN funding for this child. Mr Hardern stated the school is considering employing a Grade 2 Care Assistant (at a cost of approx. £20,000) to support the child and there is also likely to be training needed for other members of staff to help meet the child's needs.
- The SEN budget will be increased by £24,000, due in part to the funding for the child in F2.
- Buildings maintenance could be a growing budget, including the school's acoustic environment. The school will be visited on 24/5/17 to get suggestions on the issue of the acoustic environment.

Q. What happens to the school's budget after academisation? Does it pass to the academy?

A. We keep our own budget. But on September 1st, 2017 we will be re-budgeted for 12 months. Our budget will be run as normal to September 1st.

Q. The surplus has changed from March to May. Will it also change in June and July?

A. It constantly changes with funding and expenditure and is continually reviewed.

Governors

approved

the 2017-18 reforecast budget.

F&GP/07/17 Approval of virements

There were no virements for approval.

F&GP/08/17 End of year surplus/deficit balances

Governors

agreed

the £9,000 over the 8% (B01) projected balance should go into Capital Expenditure.

F&GP/09/17 Benchmarking report

Mr Hardern shared with governors the document 'Schools Financial Benchmarking 2015-2016' document. The document compared Netherfield with about 30 similar schools across the country. In 2015-16 the school had an in-year balance of minus £136,901 and immediate actions were necessary. This included a reduction in staffing and the re-budgeting of non-staffing expenditure. As indicated by the benchmarking graphs Netherfield has,

- Reduced teaching staff per pupil from £2,206 (2015-16) to an estimated £2,107 (2017-18)
- Reduced support staff per pupil from £1,510 (2015-16) to an estimated £1,303 (2017-18)
- Reduced admin and clerical staff per pupil from £229 (2015-16) to an estimated £193 (2017-18)
- The pupils to teacher ratios were ratio was 19.4 (2015-16) and is estimated to be 21.4 (2017-18).

The benchmarking exercise with the estimates for 2017-18 places Netherfield closer to the norm for its comparison group of schools.

Governors agreed this information was very useful. Mr Hardern added benchmarking can be used to compare Netherfield with similar schools for a wide range of criteria.

Mr Hardern agreed to share benchmarking information for 'Utilities' at the next F&GP meeting.

PH

F&GP/10/17 Confidentiality

Governors agreed that there was nothing on the agenda that should be deemed confidential.

F&GP/11/17 Date of committee meeting

The date of the next meeting is to be confirmed.

The meeting closed at 5.30pm.

Signed.....(chair)

Date17/11/17.....