

Woodcroft Primary School Governing Body

Chair's Report of the Finance and Personnel Sub-Committee Meeting

Date: Tuesday 21st October 2014

Committee: Richard Burrows (Chair of Finance), Liz Court (Chair of Governors), Craig Tallon (Headteacher), Luke Eaton, Juliyah Brown

Non-Voting Observer: Louise Jackson (School Business Manager)

Governors reviewed and approved the minutes of the previous meeting held on the 10th June 2014.

However, the Headteacher reported on a number of matters that had arisen. These included:

Digital Platform

The Headteacher reported that all items scheduled for completion regarding the digital platform following the previous meeting had been achieved. These included:

- Migration of the digital learning platform from LP+ to Realsmart.
- School website has been migrated to the Realsmart 'WordPress' platform with content currently being developed.
- All teachers have had a school issued Staff pad provisioned for GAFE account integration.

Pupil premium

- School monitoring of PPG pupils for 13/14 has been completed and published on website
- Intervention Menu completed, delivered to staff during INSET and published on Website

Network Partnerships

- WBP has proceed as planned. However, Barnet LA has begun consultation re: New Models of Delivery. The Headteacher is currently in discussion with local Headteachers re: future developments.

4D Training

- 4D Training successfully completed and the space is currently being 'named' by pupils to give it a clearer identity

Kitchen Development

- Work is now complete. Minor snagging issues will be resolved by premises Committee. A

PTA Accounts

- All actions completed to support Friends of Woodcroft PTA including: Constitution Redrafted, Accounts reviewed, Minutes drafted to support bank mandate

School Development Plan

The 3 year Model for Subject Planning was successfully implemented. All deadlines were met and the school development plan has been published in the Governance section of the school website.

Universal Free School Meals

- Implementation has gone successfully.

Head's Performance Management

Following the committee meeting the Chair of Gobs met with CT to carry out an interim review of targets. The Chair indicated that good progress was being made with all targets set.

Teacher Appraisal

Teacher appraisal has been completed for 2013-14. The Headteacher indicated that he was preparing the 2013-14 Performance Management Report that would be delivered to Governors on 10/11/14.

Budget Monitoring

2014-15 Year End Budget Forecast

A Budget Forecast was carried out on 7th October 2014. The projected income for 2014-15 is £2,961,507. The current forecast expenditure is £2,773,661. This will leave an underspend of £187,846 which represents 8% of the budget allocation. This contingency falls within the recommended 10% carry forward limit.

The following items were discussed by the Finance Committee against the CFR codes (Consistent Financial Reporting)

I01 Delegated Funds: These have reduced by £3,459 due to Early Years adjustment i.e. a slight fall in

Nursery numbers by the end of the year due to outward mobility.

I03 SEN: This increased to £126,770 (from 99,670) due to 2 additional statements. Further increase are likely but these have not been factored into the budget. One statutory assessment is in process and a further one has just been started with EP support.

I05 Pupils Premium: Grant funding reduced by £674 – this is in line with the project decrease due to fall in current FSM (balances by FSM 6 rule)

I07 Grants: The school received revenue for mentoring Middx University PGCE students totaling £2340

I10 Supply Insurance: Claims of £1368 for reimbursement for summer absence

I11 Other Insurance: Projected claims of £10,140 are projected until January

I12 Income contributions for journeys and visits (£10,163) offset by E19 expenditure

I18 Additional Grants: PE grant forecast to be £9088. A report of impact of grant on pupil performance is published on website

E01 Teaching Staff: Forecast estimate of £1,023,878 represents a 'real' staffing increase of £7,451 compared to April Budget. Increased staffing costs due to one additional TA for new statement pupils into and a salary regarding for a staff member gaining QTS qualification.

E03 Education Support Staff: Increased TA staffing costs of £50,000 are offset by forecast increase in SEN budget (£27,100). The forecast spend of £665,269 (includes EWO appointment). The revised budget of £686,751 includes the unspent £20,000 Pupil premium pot allocated to salaries.

E05 Admin is over by £1425 due to increase administrative duties as a result of CAPITA HR transition.

E07 other staff forecast overspend by £1,083 due to increased MTS staff to cover long term illness

E09 Training: £4307 remains unspent and linked to LSEF project costs for cover for Lesson Study release programme.

E10 Supply Insurance represents a saving of £2,606 on estimates prior to quote.

E12 Buildings £48,000 to spend on development new projects.

E14 Contract Cleaning overspent by £22,192. This code includes relief caretaker supply to cover long term caretaking illness to March 2015 but will be offset by £15,000 insurance claim.

E19 Learning Resources: Forecast overspend by £10,035 but is offset by £10,000 visit income so remains cost neutral.

E20 IT Resources have £46,000 to spend. This level is due to Chromebook purchase being accounted for in 13-14 budget.

E26 Agency Staff increased budget by £26,000 to £58,000 due to teacher appointment.

E27 Professional Services show a curriculum saving of £9370 due to supply TAs appointed to school contracts from September 2014

Capital

CEO4 Surplus £3,192 to be spent on IT infrastructure

Overall the budget is in a healthy position with 8% projected contingency to carry forward to the next financial year.

The Pupil Premium Funding Update

The Headteacher drew Governors attention to the published statements on the school website. Governors were noted how impact reports were hyperlinked to each aspect of the PPG spending.

The 2013/14 statement still requires:

- Missing Reports to be completed
- Overall narrowing the gap data to be included.

The 2014/15 statement has been prepared in principle. Due to financial year v academic year overlaps only 5/12 fraction of funding is currently allocated to be reported. However, provision and impact needs to be considered over the academic year. When the 2015/16 element of this year's grant is allocated in March 2015 the final PPG statement will be amended and published on the website.

Financial Management: Autumn Audit

Finance Committee Audit and Self Evaluation

The Chair reviewed the purpose of the Governor Audit. Governors agreed to continue to use the document as an ongoing monitoring tool to ensure full accountability. The document provides an annual schedule for committee agenda. On review Governors were satisfied that aspects were being adequately covered. Items carried over from the summer were being addressed at today's meeting. Governors also agreed to carry three items over to the spring term meeting.

Items carried over from the Summer

- Pupil Premium Financial Review
- Performance Management Review
- Financial Management Policy

Autumn items due

- SVFS Review & Actions
- Review Whistle Blowing Policy
- Headteacher Performance Management
- Budget Monitoring & Forecast

Items agreed to carry over to the Spring term

- 3 Year Plan and Asset Management Plan
- Benchmarking
- Contracts Folder

Financial Management Policy & Terms of Reference

The current Financial Management Policy was presented to governors. The Headteacher and SBM was asked to review the current policy and present an updated policy for consideration prior to the next meeting on the 10th November

Pay Policy

Governors agreed to review the current Pay Policy and return it with comments by 10th November 2014. The Head would then re-draft the policy for ratification in the spring term.

Whistle Blowing Policy

Governors agreed to review the current Whistleblowing Policy and return with comment by 10th November 2014. The Head would then re-draft the policy for ratification in the spring term.

School Financial Value Standard (SFVS)

The 2014 SFVS is due for submission before 31st January 2015.

Review of Current Standards: Governors reviewed the current standards. They identified that no significant changes had occurred since the last submission. All aspects would be adequately covered by the school's financial management schedule. The Head teacher indicated that a revised report would be prepared in January and submitted to Governor for approval prior to submission to the LA

Governors agreed to update their Financial Competencies audit prior to the next meeting on 10th November.

3 Year Plan and Asset Management Plan

An updated 3 Year plan for 2014-15 onwards is currently being prepared. This will be completed as part of the SVFS report updates and would be available for Governors in January 2015.

Staffing

New Appointments

The following teaching appointments were made for the 2014-15 academic year:

Teaching appointments

- Sachin Patel Y4
- Cassie Vermeer Y1
- Dondu Cam Reception – Maternity cover

TA appointments

- Lisa Thomas
- Shivani Mehta
- Charlotte Jackson
- Sarah Ragheb

Educational Welfare Officer

- Joe Duggan (1 day / week)

The Head reported that all new staff member has successfully started their employment and initial inductions had been carried out.

Appraisal Process and Whole School Targets

The 2013-14 Appraisal process had been completed. A Performance Management report be published by the Headteacher ready for the Full Governors on the 10th November.

Appraisal Targets for 2014-15 were drafted as part of the School Development Planning process. All staff share the same three targets that represent the strategic aims of the current plan.

New appraisal teams have been allocated for 2014-15 incorporating the Assistant Heads who have undergone training to become team leaders. For transition, Performance Review meetings took place during September. New team leaders shadowed the Headteacher during these meetings followed by handover leaders to agree the 2014-15 appraisal action plans

Headteacher Performance Management

An Interim Review carried out by Governors on 10th June. With the final review scheduled for 4th November. Governors will be supported by external consultant Ken Warburton.

Staffing Structure

The Headteacher asked Governors to consider the proposal to create a temporary L4 TA post in the school staffing structure. This will enable the school to respond to the identified needs identified in the 2014 SEF to support pupil progress in maths across the school. The position would be directed to narrow the gap in attainment between PPG pupil and the rest of the cohort.

Governors agreed to the request and asked the Headteacher to redraft and consult on the new structure and internally advertise the post.

Contracts and Services

Contracts and Guarantees Folder

The Contracts folder was made available for Governor review. This folder is maintained by the SBM and is available for observation at any time by the Finance Committee.

Cleaning Issues

The Headteacher brought to Governors attention that an email had been sent from Barnet LA indicating the end of the Servest contract. Several question remained: Who were the new preferred providers? Was the new contract for 3 years or to March 31st 2015?

AOB

Statutory website duties

The Head drew governor's attention of the need to review the school charging policy for publication on the school's website. The current policy was presented. Governor agreed to liaise and redraft the current policy before the end of term

The Head drew Governors attention to the DfE requirements for school websites. An internal audit has been carried out using the National Governors Association template and was presented to Governors. Governors were satisfied that the vast majority of aspects were fully covered by the new Woodcroft website. The Headteacher assured Governors that the areas not fully updated would be completed by the end of term.

Pupil Premium, Sports Grant & SEN Funding Statement approval.

The above statements were reviewed and discussed. The Head teacher indicated that all should be formally approved at the next Governors meeting. Finance committee agreed to review them online and feedback any comments prior to the 10th November

Report prepared by: Richard Burrows (Chair of Finance)

Date: 21/10/14