

## Woodcroft Primary School Governing Body

### Chairs Report of Finance and Personnel (inc. Staffing and Pay) Sub-Committee Meeting

Date: 10<sup>th</sup> March

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

#### Matters arising

The Head updated Governors on the development of Network Partnerships and the formation of a new West Primary Learning Connection (WBPLC) or **connectED** with Barnfield, The Orion, Goldbeaters, Colindale, Menorah Foundation and Rosh Pinah. This is a loose partnership but a 'ConnectED Agreement' was signed by the chair of Governors. The head was confident that the prospects for collaborative working relationships were good.

#### Finance Committee Audit and Self Evaluation

The Head outlined to Governors how the Audit and Self Evaluation was proving an effective tool for meeting management and work flow. However, Governors need to ask direct and challenging questions, investigate issues for themselves and show the positive impact of Governance.

#### Budget Monitoring

##### 2014-15 Year End Budget Forecast

*The following account outlines a summary of a longer discussion held at the meeting in relation to the most recent forecast completed on January 20<sup>th</sup> 2015:*

The projected income for 2014-15 is £3,001,325 (a small increase of £39,818 from Autumn forecast £2,961,507). With a budget underspend for 2014-15 of £218513. This represents 9.34% of budget allocation (minus Pupil Premium Grant). Therefore, it still falls below the 10% carry forward recommended limit. Pupils Premium remains unchanged from autumn value (£304,100).

Expenditure remains on track, some minor changes include:

- £7,882 income from private fund that was closed down. The money has been identified for FOW Acorns resurfacing project.
- PE grant forecast to be £9527 used for the PE teacher (Jack Judd).
- Teaching staff budget of £1,013,878 shows a £10,000 saving due to the departure of Lyndon McIntosh
- Supply Staff proportionally increased due to additional days and appointment of David Rees
- Education Support Staff budget due to extra TA and an erroneous 1% payment from April to December – see below
- Buildings budget contains £35,000 to spend due to postponement of project over the summer during the kitchen refurbishment
- All utilities on track
- New IT resources totaling £36,000 were approved by Premises Committee following submission of a revised evaluation and action plan
- Professional services to support the curriculum has increased by £3000 due to additional counselling work and growth of music tuition

We carried forward £20,054 of capital funds which were supplemented by a £9009 allocation this year. A Three year asset management plan has been presented at the premises committee for consideration in the new budget.

#### Budget Actual v Committed with % Budget Spent

Louise Jackson (School Business Manager) presented the current Budget v Actual v Committed report. She concluded that it showed similar trends to the forecast without any anomalies or items for concern.

**2015-16 Initial Budget**

An initial budget has been prepared by the Headteacher and presented to Governors. Funds have increased this year; however the school has been capped at a 0.5% increase. In real terms the local authority has clawed back £57,000 from the school budget before allocation.

When setting a like for like budget based on 2014-15 staffing and service levels, without carry forward, it represents a shortfall of £63,000

The traded services buy back was also presented – however, the Headteacher noted a questionable staff numbers total of 83. This needs to be checked as it may represent staff with multiple roles being duplicated e.g. TA & MTS.

The majority of services are equivalent to last year. Areas for considerations were:

1. The level of EWO services that is commissioned to support our in-house officer
2. The best value safety and welfare package that the school commissions. The Head presented two comparable quotes that required further investigation.

**The Pupil Premium Funding Update**

The final 2014 -15 allocation was £304,774

The initial 2015-16 allocation is £311,772

However, the final published allocation will be 7/12 of 2014 (177,784) plus 5/12 of 2015 (£129,905). This is because funding is based on the financial year (April to April) but reporting is based on the academic year (Sept to Sept). Therefore, the total allocation will be in the region of £307,690. The Head teacher undertook to update the website with these financial details when final figures were confirmed.

**Pay Policy Ratification**

The 2015 Pay Policy was agreed by the committee and proposed for ratification at the Spring Governing Body Meeting

**Whistle Blowing Policy Ratification**

The 2015 Whistleblowing Policy was agreed by the committee and proposed for ratification at the Spring Governing Body Meeting

## **Benchmarking**

Benchmarking was carried out using schools identified in our local partnership (Barnfield, Menorah, Rosh Pinah, Colindale, Orion, Goldbeaters)

Overall, the school position is broadly comparable with our neighbours. Some notable comparisons included:

### **Income per pupil**

Woodcroft £4846

Orion £4806

Goldbeaters £4466

Barnfield £4583

- Additional income was most likely due to our extended services, Breakfast Club, Acorns and full time places in our flexible nursery.

### **Pupils Premium funding / Pupils Sector average £219**

Woodcroft £484

Barnfield £471

Goldbeaters £451

Orion £431

Colindale £241

- Woodcroft has the highest proportion of pupil premium pupils

### **Staffing as % revenue (sector 47.41%)**

Woodcroft 42.84%

Barnfield 44.97%

Goldbeaters 46.77%

Orion 41.01%

Colindale 44.25%

- Comparable staffing – but this doesn't include coaches or supply staff

### **Teaching staff expenditure / pupil (sector average £2412)**

Woodcroft £2486

Barnfield £2501

Goldbeaters £2442

Orion £2447

Colindale £2180

- Comparable

### **Support staff expenditure**

Woodcroft £1129

Barnfield £1118

Goldbeaters £829

Orion £1249

Colindale £915

- Comparable

### **Energy Costs / m2 Sector £11.10**

Woodcroft £9.72

Barnfield £11.54

Goldbeaters £12.34

Orion £9.69

Colindale £21.65

- Shows efficient energy use (however, recent electric costs show a need for caution)

### **Learning Resources / pupil sector £220**

Woodcroft £195

Barnfield £264

Goldbeaters £203

Orion £304

Colindale £152

- Lower – but does not reflect Woodcroft's investment in IT

**Contracts Folder**

The governors were made aware for the Contracts Folder and the document was offered for scrutiny.

Recent contract updates:

- Hand Driers

We ended our contract with PHS for hand driers. We will now service and replace them in house.

- Water Coolers

We are currently looking at best value for the water cooler contract

**School Financial Value Standard (SFVS) Report**

The SFVS Report successfully submitted and approved by Barnet LA in January 2015. There are two actions that will be completed by the full meeting of Governors.

Actions:

B9 The School's 3 Year plan to be agreed by Finance Committee at the Spring Term Meeting for approval at the Full Governing Body meeting

C12 Benchmarking exercise to be carried out at the spring term Finance Committee

**3 Year Plan and Asset Management Plan**

An asset management plan was presented to Finance Committee. This has previously been discussed and agreed at Premises Committee. The Head noted that 2015-16 expenditure was double that of subsequent years. This was because of unspent funds capital projects that were postponed in the summer due to the kitchen refurbishment.

**Authorised Signatory Agreement**

No change

<b>Staffing</b>
<b>New Appointments</b> A number of successful new appointments have been made: New teachers: <ul style="list-style-type: none"> <li>David Rees (Y5 replacement for Lyndon McIntosh)</li> </ul> Non-teaching appointments <ul style="list-style-type: none"> <li>TAs – Daphne Addo – Maternity cover SEN pupil</li> </ul> MTS – 6 MTS appointments currently being processed
<b>Staffing Issues:</b> This section is confidential and not for public distribution.
<b>Headteacher Performance Management</b> The Headteacher objectives and progress notes distributed to the Committee. It was noted that good progress made on majority of actions. Further work required on the development of Grammar and Spelling in school (GPS )
<b>Unified Reward</b> For information: The Head teacher presented the Committee with a briefing paper, timetable and copy of generic role profiles.
<b>1% overpayment</b> Governors discussed the issue of the 1% erroneous payment to non-teaching staff. It was agreed that the 1% overpayment would not be reclaimed from staff.
<b>Staffing Structure</b> <ul style="list-style-type: none"> <li>Family Support Worker Position</li> </ul> CT informed committee of a proposed appointment of Jill Smith, former Multi-Agency Liaison at Barnet. Jill will be appointed for 1 day per week and will coordinate CAFs and Family support.
<b>Contracts and Services</b>
<b>Cleaning Issues</b> <ul style="list-style-type: none"> <li>Churchill progress update</li> </ul> CT reported that cleaning standards had improved following the introduction of the new cleaning company, Churchill
<b>Website</b> The Head reissued statutory guidance. The school is fully compliant and verified by Ofsted. The school monitors impact through the use of Google Analytics. The next step is to increase interactivity and branding.
<b>IT &amp; ‘Computing’ Update</b> An Asset Management Evaluation was presented to Governors that had been complied by Dan Guest (IT Leader) and Vinod Pindoriya (Network Manager). It also included a short term action plan with costings to support the vision implementation and development for the next 3 years.
<b>Change of School Banking Arrangements to RBS / Natwest</b> Governors were notified of the forthcoming change of school banker from COOP to Natwest.
<b>Mothers Matter ESOL Project</b> The Governors were informed of issues raised when Harrow Council requested the personal pay information of individual staff employed to support the Mothers Matter project. Following our expression of concern, they have revised their request. However, Governors are aware of potential problems in the future.
<b>Bereavement</b>
The Head notified Governors of the sudden death of Sharon Williams, Breakfast Club employee, ex-parent and pupil of Woodcroft. The chair undertook to send a card. The school will attend the funeral and create a memorial in the foyer.
<b>Date of next meeting</b> 30 <sup>th</sup> June 2015