

Woodcroft Primary School

Chairs Report of the Finance Sub Committee Meeting

Date: 5th July 2016

Committee:

Richard Burrows (Vice Chair of Governors), Liz Court (Chair of Governors), Mark Russell (Deputy Headteacher, observer), Craig Tallon (Headteacher), Juliyah Brown, Luke Eaton

Matters arising

- **'Friends of Woodcroft' PTA Accounts** now have an active current account. They have organized a number of successful fundraising events to support the school J Rock dance group. The school business manager has agreed to advise / oversee their accounts.
- **NUT Strike 5th July** 10 members indicated they would be striking. Following liaison between Head and Chair of Governors, the decision was made to close the school.
- **ConnectED** Group continues to development. School has agreed to secure the services of Paul Wiggins, outgoing head of Barnfield as connected Chair, utilizing BPSI hours.

Budget

No significant funding changes have occurred since agreed budget in April and it remains at £2298207. There have been an increase in costs from £1,116, 938 to £1,125,742 (+£8804) due to internal staffing changes and promotion.

However, support staff costs have reduced by £14875, from £760096 to £745221

Other small changes are as a result of Barnet Living wage increases (Living Wage adjustments to £9.17)

Professional service charges have increased from £104,378 to £137,638 as the school responds to the reduction of centrally provided support e.g. SaLT, Ed Psych and Family CAF support

2015-16 Year End Outturn Comparison

Overall the school's budget carry forward was healthier than forecast (£129,979 vs £68,6360) (+£61,343) This was due to variances in Early Years Income (increased) and SEN funding (no predicted claw-back), Pupil Premium Grant (increased), staff insurance (less than quoted) and energy costs (reduced due to mild winter)

Budget 2016-17 Actual v Committed with % Budget Spent was distributed for information.

2015-16 School Development Plan

The Headteacher provided the committee with copies of the 2016-17 School development plan template. He explained that Subject Leaders were evaluating the current plan and prioritising objects for the forthcoming year. All plans are written within a 3 year cycle. Governors should use the evaluations and plans when carrying out monitoring visits and interviewing staff.

Pupil Premium Review

Governors have a duty to monitor the effectiveness of pupil premium expenditure. This is currently being carried out but was not available at the meeting. Committee undertook to review this at the next meeting.

Capital Projects

Access Audit & DDA Grant Application

The school commissioned a disability access audit during the spring term. The subsequent report recommended £37,000 improvements. A DDA grant application was submitted. The school was awarded £15,500 to improve disabled access. Committee was provided with a description of approved works

Lifts

- Passenger Lifts
The school has a contract for quarterly lift servicing with Stannah. Quotes for alternative companies were sought. PIP was recommended by a local school. Their quote for £1200 cheaper than Stannah. Committee approved the quote and recommend changing providers to PIP.
- Stair Lifts:
The school has two stair lifts. One is broken, both require servicing. A quote for repair recommend £1800 costs to fix with guaranteed success. The Headteacher's recommendation was to decommission the broken lift and replace with a telescopic aluminum ramp at a cost of £140.

Financial Management

Governor Audit

Governors reviewed their 2016-17 Self Evacuation Audit and undertook to record monitoring observations to ensure they are complying with all statutory obligations.

Policy Updates.

The following policies were distributed. Only minor changes were required. Committee undertook to review the policies and respond with any questions before the full governors meeting on 18th July

1. Pay Policy 2016
2. Critical Incident Planning 2016
3. Whistle Blowing Policy 2016
4. Financial Management Policy 2016

Schools Financial Values Standard (SFVS)

The 2015-16 School's Financial Values Standard audit was reviewed and drafted by Governors in the Autumn Term. The Headteacher notified committee that it had been approved on 17th February 2016.

Staffing

Unified Reward

The local authority has collectively renegotiated all support staff job description, contracts and pay scales. During week beginning 4th July every non-teaching staff member will meet with the Headteacher and receive a letter outlining the impact of changes. Some staff will have their salaries reduced (or increased) due to a unification of paid working weeks, paid holidays and retention payments. Changes take place in April 2017 with pay protection until April 2018.

Staffing Structure

2016-17 Staffing Structure presented for agreement prior to consultation with staff in October. Committee agreed the creation of a L3 EAL position. Committee also discussed the creation of a unified Arts responsibility post. The Headteacher indicated he would review the budget and pay policy with a view to a post creation in April 2017.

Staffing Changes

The school is 'currently' fully staffed for September. The following staffing changes were discussed:

- Kay Vanner appointed SENCo
- Katherine Gignac promoted to Assistant Head
- 3 TLRs (Science, Maths, PE) to be awarded
- Jack Judd is to be contracted as a class based NQT
- Dondu Cam to begin NQT year upon completion of skills test
- Charlotte Jackson has been employed as a new NQT (Y4)

Appraisal / Performance Management Review

The head teacher provided governors with the draft 2016 Performance Management report. All teachers are on track to meet targets and successfully complete their current appraisals in September 2016.

Contracts and Services**Speech and language**

Following an investigation of current contracts it was noted that the school has not been invoiced for SaLT Services for 2 years. As a result we have departed from our previous contract (managed by Broadfields Primary) and negotiated our own.

Water Coolers

The current water coolers have been in place for 8 years. The standard of sanitation and service by Aquaid has fallen below the acceptable levels. The school is seeking quotes from alternative companies with a view to installing new coolers ready for September 2016.

Photocopier

We have recently started a new copier contract with Sharp utilizing the same terms as the Herts Consortium. This represents best value.

Richard Burrows (Chair Finance Committee) July 2016