

Woodcroft Primary School

Chair's Report - Finance and Personnel Committee

Date: 8th November 2016

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

Observers: Mark Russell (Deputy Headteacher), Louise Jackson (Business Manager)

Apologies

Apologies received and accepted from Luke Eaton due to work commitments.

Approval of minutes from last meeting

Governors approved the record of the meeting on 12th July 2016

Budget

Budget Forecast

A budget forecast and detailed report was presented to the committee by the Headteacher and School Business Manager. An outline of key highlights is included below.:

Funding:

Remained consistent £2,298,915 with little variance from the initial budget allocation in April. However, SEN funding has decreased by £35,393 due to departing SEN pupils.

This decrease was effectively offset by an increase in Pupil premium of £32,420 following a Local Authority checking exercise. A number of other small grants (e.g. travel plan £2334) and income from staff absence insurance claims have also been included.

The PE Premium and universal Infant free school meal grants have been assumed as income.

Expenditure: Short summary of key points:

Staffing

Teaching staff costs have increased due to 1% pay award and performance management awards by £7,086 to £1,127,623

Other staffing costs have increased by £6273 in part due to the introduction of the Barnet Living Wage.

Premises Costs

Water sewerage increased by £900. This is consistent across Barnet schools. Energy costs are projected to be around £42,500 assuming worst case scenario. Last year was a saving due to mild winter.

Unaccounted costs include the photocopier contract that was missed off original budget. Also, additional facility costs have gone over budget due to successful sports season and J Rock reaching 2 national finals.

Agency Services

Professional Services costs have increased by £46,997 due to additional SaLT contract and TA supply and a delayed music teacher invoice

<p>Overall Budget Summary Overall underspend is now £86,042 (3.5% budget share), down from £129,000.</p> <p>Capital funds are currently £18,344. These are increased by a £15500 DDA grant to improve disabled access.</p>
<p>Outturn Analysis 2015-16 This was presented in detail during the Summer 2016 meeting. Overall the school's budget carry forward was healthier than forecast at £129,979 vs £68,6360.</p>
<p>Budget v Actual v Committed with % Budget Spent The most recent BvAvC was distributed by the Headteacher for information and review. Governors did not identify any areas causing concern. Several smaller budget lines had exceeded their allocation. This was mainly due to the invoice dates for subscriptions and services that overlapped 2 financial years. e.g. school text service.</p>
<p>Benchmarking The committee reviewed benchmarking analysis comparing the school budget allocation against local and national comparisons.</p> <p>Local Benchmarking For the majority of areas Woodcroft was within the sector average: SEN, Govt Grants, Teaching staff</p> <p>Some areas were above sector average, but in line with local schools: Pupil Premium</p> <p>Expenditure on the following areas were lower than sector average: Facilities and services, Premises Staff, Admin Staff, Learning resources, energy and water</p> <p>Spending on Support Staff was higher than sector average</p> <p>National Benchmarking A report was provided from the School Financial Benchmarking website comparing Woodcroft with statistically similar schools. Woodcroft falls broadly within the average band for all areas. Education support staff spending is higher than similar schools nationally.</p>
<p>2016-17 School Development Plan Updated draft is due for publication w/e 18/11/16</p>
<p>Pupil Premium</p>
<p>Pupil Premium Performance Overview Governors reviewed the published pupil premium outcomes on the website. It was noted that data was correct for 2015/16. Outcomes for the progress of pupils eligible for Pupil Premium ranged from top 5% to top 40% nationally.</p>
<p>Pupil Premium Audit 2015 -16 An audit of eligible pupils had been carried out. Governors questioned how pupils were tracked to ensure appropriate support was being provided.</p>

The Head explained that this currently is via paper forms and an excel spreadsheet that is cumbersome to maintain.
The Head also informed Governors that he had commissioned new software to support the management of interventions. This had been identified by SEN Governor Mervat Khalil. The software would be implemented before the end of term.

Targeted Interventions Impact Report

Governors noted that the vast majority of targeted interventions had successfully met their targets.

PE & Sport Impact report

It was noted that the use of sports premium had increased club participation to 82% with over 40 clubs across the school. Gymnastics, Dance and PE Leadership had been focus for development along with healthy lifestyles.

Capital Projects

Capital Funding Available

- £18,3444 available to spend

Committee approved projects for:

- IT Server upgrades
- IT Whiteboard renewal
- Phased Lighting Renewal
- Additional Funds to complete DDA projects

DDA Grant

£15500 DDA grant had been awarded to the school in order to improve disabled access. Quotes for the following projects had been requested:

- Stair Lift renewal
- New entry doors.
- Improved fire escapes
- Wheelchair access to rear entrance to school

Financial Management

Governor Audit

The Headteacher distributed copies of the 2016 / 17 Governor Audit. This document supports governors in their duty to challenge practice. Core areas are outlined along with key questions that should be asked of the school.

SFVS (Schools Financial Value Standard)

The school has completed the 2017 SFVS well in advance, ready for submission by 31/1/17. The requirement to complete an updated 3 year plan remains an action pending Local authority staffing and funding updates.

Governors were satisfied that the standard had been met.

Financial Management Policy 2016

It was noted that the new policy was ratified with effect 1st September following Summer Governing Body meeting.

<p>Pay Policy 2016 It was noted that the new policy was ratified with effect 1st September following Summer Governing Body meeting.</p>
<p>Critical Incident Planning 2016 This is being updated by the Premises and Safety Committee following new requirement to publish a lockdown policy. The school is also updating its policy and procedure for dealing with bomb threats.</p>
<p>Whistle Blowing Policy 2016 It was noted that the new policy was ratified with effect 1st September following Summer Governing Body meeting.</p>
<p>Anti-Fraud Policy 2016 A new Anti-Fraud Policy was distributed and discussed. Governors undertook to review it further and share any comments with the Headteacher within two weeks. An amended copy will then be distributed to the committee for final approval.</p>
<p>Governor Financial Competencies (appendix 13) Updated by governors via email prior to meeting. The amended matrix was distributed.</p>

<p>Staffing</p>
<p>Unified Reward The Headteacher updated Governors on the progress of the Unified Reward process. An overview information sheet was distributed for information. The head had briefed all affected staff and met with individuals to discuss their notification letters. Across the school the majority of employees were benefiting from the new pay scales. Some longer stranded employees who are on historical contracts will experience a reduction in pay. This will be effective from April 2017, however for the first year all pay will be protected. The school had received an email from Ian Harrison stating that he was able to confirm that the council has agreed to fund community schools for the cost of pay protection in the first year of implementation of the Unified Reward scheme.</p>
<p>Staffing Structure The Headteacher informed the committee that the staffing structure agreed in the summer term had been distributed to all staff as part of their annual information pack and discussed at INSET at the start of term</p>
<p>Appraisal / Performance Management Review All teaching staff have now completed their 2015-16 appraisal and recommended pay awards have been processed.</p>
<p>Headteacher Performance Management Finance and Personnel committee carried out an interim review of the Headteachers targets on 7th June 2016. Good progress was being made to all targets.</p>

<p>The final review meeting has been delayed until 13th December due to the availability of the external consultant.</p> <p>The committee has decided to employ the services of Paul Wiggins, ConnectED Chair and ex Head of Barnfield, to conduct the review.</p>
<p>Contracts and Services</p>
<p>SaLT Contracts</p> <p>The new Speech and Language Therapist Service has been commissioned at a reduced cost and with direct management by the school.</p>
<p>Water Coolers</p> <p>New water coolers were installed by FW3 at the start of term following concerns over the service provided by Aquaid.</p> <p>The new coolers are an improved design, cheaper and maintained by a more thorough SLA (service level agreement) with the company</p>
<p>AOB</p>
<p>Any other business</p> <ul style="list-style-type: none"> ● Parent Request re: Pupil Premium <p>Governors discussed a request from a parent for the school to fund a child's music lessons by a tutor outside of school. Following full consideration the governors felt that they could not support this request for the following reasons. These reasons are not specific to the request as governors felt they applied to the general principle of funding external activities:</p> <ol style="list-style-type: none"> 1. Unable to assess the quality of provision 2. Unable to satisfactorily evaluate the effectiveness of provision 3. Difficulty monitoring attendance 4. Difficulty in ensuring safeguarding procedures were fully in place 5. difficulty establishing fair criteria for allocation of funds 6. An inability to plan a budget allocation in advance 7. Risk of fraud <p>Committee asked the Headteacher to draft a letter in response to the request.</p>
<p>Date of next meeting</p> <p>Not set</p>

Richard Burrows 8/11/16