

## Woodcroft Primary School

### Chairs Report of the Finance Sub Committee Meeting

Date: 14th March 2017

#### Committee:

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

**Apologies** received and accepted from Luke Eaton who is working abroad until April 2017.

### Budget Forecast December 2016

#### Income

Income remains consistent with initial budget. Some variances as a result of:

- Adjustments to Early Years funding
- Funds related to a new SEN EHC Plan (Statement)
- In Year Fair Access for new hard to place pupils
- Maternity and Long term sick reimbursements.

#### Expenditure

##### Staffing

Adjustments relate to:

- Teaching back pay following performance management increments, maternity 'Keep in Touch' days and maternity job share agreement in Reception.
- TAs adjusted to take into account recent appointments following new reception pupils admitted and EHC for Y4 pupil.

##### Premises

The Premises Budget will be assumed spent. Some savings made on new water coolers contract.

##### Other costs

Swimming costs have increased due to additional class in Y6. We have negotiated an additional 15mins per week free to ensure the year group has an effective session.

Some costs associated with Saturday School and Camp Woodcroft were not accounted for on original budget and have been added.

##### Headlines

Underspend has reduced by £33k.

Overall decrease in income offset by savings made on staffing and premises.

Overall increase of £16k expenditure mainly due to IT (new hal projector and whiteboards required), Camp Woodcroft and Saturday School.

Overall increase in staffing of £17k relates to increased supply costs, plus increase to PE coaching

Finance Committee recommended the following action points relating to the forecast:

- Reassess Saturday School - best value.
- Review coaching hours
- Ensure income from parents is recorded and followed up diligently.

### **Budget v Actual v Committed with % Budget Spent (Appendix)**

The Headteacher and business manager presented copies of the March Budget vs Actual vs Committed. There was only minimal change since the forecast and all areas remain on track.

### **Budget Setting 2017**

The Headteacher raised concerns about the 2017-18 budget. Per pupil funding has remained consistent. However, costs have significantly increased. The budget is also complicated by the reduction of one class due to the bulge year departing through the school.

A budget model was discussed that factored in the reduced pupil numbers and projected staffing levels. This model is projecting a shortfall of around £103,000.

Due to the significant shortfall was not possible to set a balanced budget for ratification by Governors.

Committee discussed a confidential set of proposals that could be implemented to balance the budget. Committee noted that these measures would significantly impact the efficient running of the school. Committee asked the headteacher and SLT to model an acceptable proposal. Committee undertook to meet again after the Easter break to discuss budget proposals

Possible options available include:

1. Make drastic cuts and set a balanced budget
2. Make significant cuts and set an in year deficit budget that balanced using carry forward but leaves no contingency.
3. Make reasonable cuts and set a (licenced) deficit budget (still using carry forward) and request LA support to develop a recovery plan.

The Headteacher reminded the committee that three year projections indicate further national education budget cuts. Any deficit budget set this year must recognise that conditions are likely to remain very difficult for the foreseeable future.

### **School Development Plan**

#### **2016-17 School Development Plan (appendix)**

The headteacher presented Governors with the latest School Development Plan. Minor amendments have only been made following to November draft.

**Autumn Milestones:** Governors were also presented with a mid-year school development plan evaluation of progress. This document outlined completed actions from each subject and aspect leader. **(appendix)**

### **Capital Funding**

Capital has been prioritised for IT hardware. The school server has been successfully upgraded along with a new HD hall projector and 3 flat screens installations (Tardis, 5G and Maple). The total cost £11,471

### **DDA Grant**

£15,000 grant funding was obtained to improve disabled access. The Headteacher presented the best value assessment table and outlined progress towards the identified projects:

- Project 1: widening the back pathway into school to enable wheelchair access - Complete
- Project 2: improves access to front entrance (step improvement, removal of curbs, modified reception desk) - Completed
- Project 3: installation of new automated front door and KS2 fire escape - Completed

#### Outstanding Projects:

The following projects have been evaluated and will be commissioned outside of the grant period.

- Car park markings
- Improved school signage

These will aim for scheduling before Easter.

The school will invoice Barnet LA for reimbursement of the £15,500 costs associated with DDA works.

#### **Financial Management**

##### **Governor Audit**

Governors reviewed the Finance Committee Self Evaluation document and acknowledged that all scheduled items were being covered with the exception of the 3 year plan. The headteacher explained that this was an invalid exercise at the moment due to the exceptional budgetary pressures.

##### **Financial Management Policy 2016 -17**

An updated Financial Management Policy was tabled for approval. Governors undertook to review and feedback before the Full Meeting on 22/3/17

##### **Pay Policy 2016**

Governors acknowledged the ratified pay policy from November 2016. The Headteacher indicated that changes would be required following the implementation of the Unified Reward.

##### **Safer Recruitment Policy**

An updated safer Recruitment Policy was tabled for review. Governors undertook to review the draft policy and feedback before 31/3/17

#### **Staffing**

##### **Unified Reward**

The Headteacher informed the Committee that the following actions had been covered:

1. All revised contracts reviewed and distributed
2. Headteacher had scheduled two whole staff meetings to discuss any issues raised. One meeting had been supported by the Chair of Governors.
3. Individual meetings were now to be offered to staff to review any concerns.

The overall increase in wage bill associated with the implementation of Unified Reward would be £25,000.

##### **Appraisal / Performance Management Review**

Committee were informed that appraisal teams have been identified, targets set and performance management monitoring taking place.

##### **Headteacher Performance Management**

Committee were informed that targets were set with support from Paul Wiggins, external consultant and ConnectED Chair.

##### **Appointments**

A successful MTS recruitment campaign had been carried out by the Deputy Head Mark Russell and Senior MTS - Lia Wilkes. Two new MTS staff were appointed and inducted.

##### **Contracts and Services**

**Subscriptions and Licences**

The Headteacher presented committee with a list of annual subscription and licences. It was agreed that these costs should be reviewed along with the deficit budget modelling scheduled for next week

**Richard Burrows (Chair of Finance)**

**14/3/17**