

Woodcroft Primary School

Chairs Report of the Finance and Personnel Sub Committee Meeting

Date: March 6th 2018

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

Approval of minutes from last meeting:

The November Finance Statement was accepted as an accurate representation of school finance for the Autumn Term. This was presented to the Full Governing Body on 7th November.

Matters arising:

Bankline Payments were Implemented in December 2017 - Bankline enables faster payments with savings on time and money

Budget Monitoring

Revenue

Budget Forecast:

Ref: Year End Forecast 2017 2018 Woodcroft Dec17 - copies available for Governors

Total Revenue:

Total delegated funds consistent with original allocation £2,201,226 (original £2,203,268 (- £2042 differential))

Nursery Funding:

Recent trend of falling Nursery role. Current number of unique pupil numbers is 41. However, this includes 10 pupils who pay for additional hours. Nursery capacity is 52 unique pupils.

Nursery Funding Summary:

- Delegated funding = £142,071 (inc. annual approx Pupil Premium £3,500)
- Additional Payments (approx) = £7,500
- Total early years funding = £149,571

Staffing in Nursery costs £125,500. This Represents 84% of their effective budget.

The rest of their functioning budget e.g. resources, overheads (Power + Services) support and leadership, PPA cover and release cover (inc. absence) is funded from £24,000.

The whole school budget, currently sustains Nursery, however staffing levels would not be sustainable if pupil numbers dropped further.

SEN Funding:

Original funding of £92,535 adjusted to £51,350 due to departure of 4 SEN pupils (3 from Y6 and 1 to special school)

Pupil Premium:

Original £320,020 revised to current £291,280. This has been reduced due to lower free school meals trend over 6 years and reduction of 1 class.

Breakfast Club:

Income of £4000 directly matches catering costs of £4000.

Staffing costs £2137 and is effectively subsidised by school budget. Finance Committee has approved an increase in breakfast club charges to £1.50 / day or £7.50 / week from April 2018.

Sales:

Uniform and sales expenditure now matches income.

Insurance Claims:

£5939 successful claim for full costs of wall rebuilding following car accident in May 2017.

PE Grant:

Increased to £15,737 for 2017-18. The Sports Premium Action Plan was reviewed by Governors and the 2017 -18 spending plan approved . It was noted that the document was published on the website.

Expenditure**Energy:**

The School has queried billing since 2015 and maintained £14,000 creditor in subsequent budgets. In September 2017, Lazer re-issued invoices and advised school that the account was up to date with corrected meter reads. This creditor was significantly reduced for purpose of October Forecast. However, in January 2018, all invoices re-issued again and we were advised that the school owed £17,000. The original creditor has been vired back to balance the budget forecast.

Learning Resources:

The school needs to replace interactive whiteboards. Best value assessment undertaken and a phased replacement plan in place. Phase 1 £16,500 to replace upper KS2 using current funds.

Budget Projections

The school has a Forecast Underspend of £80,000. However, this represents an in year deficit of £17,000.

Budget v Actual v Committed with % Budget Spent:

The BvAvC for 6th March 2018 was presented and reviewed. All budget areas are on track to meet projections.

Budget 3 Year Plan inc. Asset Management:

Presented in November and projects reviewed by premises committee

2017-18 School Development Plan:

Governors noted that good progress is being made in all subject areas through Autumn Milestones Document . Budget projects remain on track to meet the development plan objectives.

Capital Funding:

2017-18 devolved formula funding of £9,234. This has been earmarked for use on the school house. The building was in a state of disrepair with internal and external structural damage. Water ingress had caused internal ceiling to collapse in places. The house is being converted to offer staffing accommodation. This will hopefully support the school recruit and retain in staff shortage area.

School House - current costs £13,160 (projected total £20,000)

- Redevelopment $\frac{2}{3}$ complete
- Scheduled for completion after Easter 2018
- Committee identified the need to establish a letting policy for the house

Financial Management & Governance**Internal Audit:**

As part of the school's finance audit in September 2017 we were given a Reasonable assurance rating, noting one high priority issue relating to controls over income. The audit required Governors to provide written confirmation that actions have been taken in school to address areas of concern.

The Chair of Governors responded with follow up documentation as required before 30th January.

Audit Summary: Reasonable Assurance Rating

5 areas of improvement (1 high, 1 medium, 3 low)

High - Income Collection and monitoring in school Office

Medium: Debit card purchasing policy

Low: Need to update Financial management Policy to include Debit Card Policy

Low: Add retrospective purchase prices to assets on inventory

SFVS 2017 Final Report:

The 2017-18 SFVS submitted 17th January 2018 to comply with statutory requirements.

School Money - Implementation

The school implemented a cashless transaction service for Parents (and staff) on 5th February.

The Office Manager reported that this had been a relatively smooth transition. The financial reports are clear and straightforward. Debt collection is straightforward through auto generated reminder texts and emails.

The school has created very clear information for parents on its website with links on the school home page to take parents directly to login screen.

A Governor will visit the office early in summer term to review new processes.

Governor Skills Audit (Matrix)

Governors reviewed their skills assessment.

Policy Updates:

A number of policy revisions were carried over to the summer term due to the significant changes in current finance process requiring major updates. These included:

- **Financial Management Policy**

- **Pay Policy**
- **Lockdown Procedures**

Policy Ratification: The Following policies were recorded as ratified following consultation in autumn term:

- **Hospitality and Gift Policy**
- **Anti Fraud Policy**
- **Whistle Blowing Policy**
- **Critical Incident Planning**
- **Safer Recruitment Policy**

Liz Court (Chair) and Headteacher attended Safer Recruitment training on 17th November 2017

Teaching Staff Appraisal Overview:

All teaching staff met their 2017 performance management targets.

Leavers:

Governors noted that Ruth Fulcher (Office AV & Resource Assistant) will be retiring at the end of March after 34 Years service to the school.

Appointments:

- 5 MTS Appointments
- Temp TA appointment for a new SEN pupil. the school is awaiting an exceptional funding award.

GDPR (General Data Protection Regulations):

Data Protection Officer:

Vinod Pindoriya (Network Manager) has been provisionally appointed as the school's DPO.

Governor accountability:

The Chair of Finance proposed himself as GDPR Governor.

GDPR Update:

By 25th May school is required to show evidence of proceeding towards full compliance. To date school has has:

- Created a GDPR Working Group of data managers
- Initiated an Internal Audit to identify data processes and is conducting DPIAs (Data Protection Impact Assessments)

Key regulations for Governors to note:

- The school must show positive action to gain authorisation for use and storage of all data.
- Changes to Subject Access Request rules
- Governors are accountable for compliance
- A GDPR Training Record is to be created

This has been drafted and discussed with Finance Committee.

The Finance Committee would like to thank the Head and Finance Staff and School Administration Staff.

Richard Burrows (Chair of Finance): 6th March 2018