

Woodcroft Primary School

Chairs Report of the Finance and Personnel Sub Committee Meeting

Date: 9th July 2018

Committee: Richard Burrows (Chair of Finance)

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 Minutes of the meeting on 6th March were approved as an accurate representation of school finance matters for the Spring Term.

Budget Matters

Budget Forecast

The school published an 'out-turn' comparison on 1/5/18. This showed savings of around £20K when compared to the previous forecast. Governors were presented with a detailed breakdown commentary and noted that there were not any specific or significant areas of variance to report.

Budget v Actual v Committed with % Budget Spent

After one financial quarter the budget remains broadly in line with projected budgetary spending allocations. Governors were presented with the current budget and expenditure spreadsheets and reviewed each reporting line. The committee was satisfied with current budget management.

2017 -18 Budget 3 Year Plan inc. Asset Management

All aspects of the current asset management plan have been completed, or nearing completion, and are within budget. These included:

- Refurbishment of school house
- Repairs (not replacement) to KS1 Equipment
- Repairs to gutters
- Internal lighting upgrades
- Ongoing wetpore repairs

The IT Plan was also on track for completion, with:

- Chromebook provisions across the school
- Staff Chrome Flipbooks
- Revised subscription portfolios

Budget setting 2018 -19

A revised budget was submitted to the Local Authority on 5/6/18 with projected savings incorporated following the support staff restructuring. This budget was formally agreed.

2017-18 School Development Plan

The Headteacher will present a review of outcomes from the 2017-18 Development Plan at the Full Governing Body meeting on July 11th. This will then lead into setting the 2018-19 plan in September.

Capital Projects

Capital Funding - IT Upgrade

£23,000 has been allocated to the phased upgrade of classroom interactive whiteboards. New flat screen models, running Chrome applications, are scheduled for installation in early August. The school's Network Manager, Vinod Pindoriya, has conducted thorough 'best value' assessments to obtain the most competitive prices for the school.

School House

The school house has now been completely refurbished on time and within budget. We now have three new teachers as tenants in the property, with a third due to arrive next month. The project is scheduled to have recovered its costs within 3 years.

Financial Management & Governance

Internal Financial Audit

All aspects of the Internal Audit Action Plan have now been completed.

- Internal 'cash' controls have been addressed by the successful implementation of the online payment system, 'School Money'. The school is now entirely cashless with the exception of occasional charity and PTA collection. This action was subject to a Governor monitoring visit by Mr Rehman.
- A new Financial Management Policy was drafted and reviewed by the Finance Committee. This is now presented to Governors for ratification. The updated policy now meets all aspects of the Local Authority's Scheme for Financing Schools and includes the recent BACs Faster Payments System and School Money implementation.

Governor Skills Audit

The committee completed an updated financial skills audit assessment.

Benchmarking Report card

The committee reviewed a recent school financial benchmarking report that compared Woodcroft's expenditure with statistically similar school. It was noted that one area of significant variance was with support staff costs. This has now been addressed through the restructuring proposal.

CAPITA Services and iTrent Implementation

The Headteacher brought it to Governors attention that the HR and Payroll administration portal provided by CAPITA was due to change in April 2018 from MyView (payroll) and AskHR (HR) to iTRENT. However, there had been significant delays in its roll-out. The school is yet to use the system.

Letter From Chris Mundy

For information:

I wanted to let you know that a Policy and Resources report is being published today which proposes undertaking a review to enable a potential realignment of the Council's partnership with Capita. The report will be considered by the committee on Thursday 19 July.

The services proposed to potentially return to the council include financial services, and the traded HR service to schools, but not the schools payroll function.

I would like to reassure schools that subscribe to traded financial or HR services with Capita (CSG) that these services will continue to be provided to agreed standards by Capita.

Chris Munday (Strategic Director- Children & Young People)

Richard Burrows: Chair of Finance
9th July 2018