

Woodcroft Primary School

MINUTES: Finance and Personnel Sub Committee

Date: 10th March 2020

Committee: Sonny Rehman acting Chair), Richard Burrows (Chair of Governors), Mark Russell (Deputy Headteacher, observer), Craig Tallon (Headteacher), ,Louise Jackson (Business Manager, Observer)

Apologies were received and accepted from:

Approval of minutes from last meeting

- The committee (approved) the minutes from the last meeting on 5th November

Matters arising

- School Dinner Arrears
November variance £1.26 (45 meals over / 108 breakfasts under)
October variance £9.71 (4 meals over / 2 breakfasts over)

Action: Headteacher to report on outcomes of policy procedure implementation
- Arbor MIS
- Accruals - change of process. Only 5K accruals recorded. Expenditure < £5K therefore gets paid in the next financial year. This results in an inflated underspend as it includes March payments as a carry forward.

Budget

Budget Setting 2020-21

Area	2019-20	2020-2021	Change
Capital	£8952	£8952	
Delegation (LA Clawback)	-£22147	- £17915	+£4232
Early Years	£150,000	Estimate equal	0
Grants UIFSM/Pay	£124,991	LA projected unchanged	0
EHCP	£33845	£43,539	+£9694
AWPU Age weighted pupil unit + factors	£2,014,012	£2,029,198	+£15,186
Pupil Premium	£206,900	£210,820	Expect < £50K clawback (budget figure based on 2 year old data)

- Local authority projecting falling rolls
- Teacher salaries have not been agreed nationally. Outer London recommendation of STPRB ranges from 5.8 to 2.5 (this is option B in Government Evidence to STRB document Jan 2020).

There is no information re: post budget grant support. Estimated additional cost to school will be in the region of £35,000 or 1 teacher!

Barnet Traded Services 2020-21

Withdrawal from:
HR £9387
Governor Services £2100

Ceased
Sickness Pool Insurance £19,400

Total for 2019 £66,910
Total 2020 £36,469

New providers:
Judicium and EPM

Benchmarking

- See 2018-19 Report Card
- Above average teachers - experienced staff
- Low clerical (Finance and SBM - different cat)
- Revenue reserves - close to average (considering £300,000 savings + 5K accruals limit)
- Pupil teacher ratio = Does not include supply (we had 3 suppl that year)
- Areas for investigation:
 - No class teachers currently on supply
 - Support staff at Average for group

Forcast Q3

- Committee received a report from Louise Jackson (Finance Officer)
- See Woodcroft Q3 Quarterly |Return
- The following areas were highlighted:
 - IO1 - school estimate on pay award grant (0.75%) to compensate for additional 2.75% teachers pay award - schools should have budgeted for 2%. However, initial advice that there would be a 2% award and to budget for 1% with schools to revise a 1% additional grant.
 - Reduction in Pupil Premium -£31,000 (reduced number of eligible pupils)
 - Behave Funding has been projected for 2019-20
 - Reduction in school house letting revenue due to vacancies
- The resulting balance carried forward (previously called underspend) has is now £26,839
- In summary, these balances represent a paper 'in year deficit' of around £100,000 due to £128 carry over.

Budget v Actual v Committed with % Budget Spent

The BvAvC was presented to the Finance Committee. Committee noted that there were no significant anomalies and spending was on track for the mid-year point

Schools Financial Value Standard

2019 SFVS submitted to the Local Authority - receipt acknowledged on 12/11/19. The following supporting documents were updated to support the evaluation:

- 2019 - 2021 - 3 year plan
- 2019 -20 School Development Plan
- 2019 Critical Incident PPlan
- 2018-19 Local Benchmarking Analysis

Governors record 'Yes' to all questions apart from:

Q13 as despite planned restructuring in 2018-19 the school was still operating at a £100,000 in year deficit so 'Balances are NOT at a reasonable level'.

Q21 The school has not currently procured services using any of the DFE National deals.

Chair reviewed SFVS and signed at Full Meeting on 11th November.

Internal Audit

- Review 2017 Internal Audit

Policy Updates - distribute for consideration

- Review Pay Policy
- Review Financial Management Policy inc Terms of Reference & Authorisations
- Review Whistle Blowing Policy
- Anti-Fraud Policy

Headteacher Performance Management Review

- Scheduled for Monday 9th March
- Recommendations will be presented as Part II item at Governing Body

Pensions Auto Enrolment

- CAPITA attempted to auto enrol staff on in July - staff would not have had the ability to reclaim inside a 3 month window exacerbated by change in payroll provider.
- School request delay until September. LA agreement that all school to be opted in in September
- CAPITA failed to auto enrol 5 staff - prior to transfer to EPM. School queried but notified that action had been taken and staff had been processed
- Transfer to EPM in October (school = new PAYE Code)
- Letter from Pensions Regulator stating that we had failed to comply with regulations and need to submit declaration
- Email dialogue with CAPITA and Pensions Regulator
 - EPM opted in staff in January
- Pensions Regulator wrote in February stating that we had not submitted the appropriate declarations.
- Follow further protracted dialogue - eventually on 5th February Bruce Edwards (CAPITA Senior Payroll Analyst) undertook to take responsibility for Woodcroft declaration
- Confirmation following reminder that it was submitted on 3/3/20 (1 day late)
- Deletion Confirmation received 9/3/20 (dated 4/3/20)

Staffing Updates

Staffing Updates

- The school has appointed 1 new MTS.
- Caroline Jessop - Office Admin - Resignation
- Maternity Application for Charlotte Harris

Contracts and Services

Contracts Spreadsheet - Best Value Review

- Work to be completed

Judicium - Governor Service

- Contract started on 1st March

Arbor MIS

- Launched 2nd March 2020

HR & Payroll - EPM

- Transition to EPM occurred 1/10/19
- Payroll is working well

Staff Insurance

Local Authority Staffing Insurance Pool 2019-20 = £21, 002 (ceasing 2020-2021)

15 day excess - comparative to LA

Education Mutual £9381

Edubroker (4 way quote) Cheapest £8884 - Preferable £11,014

Supply contingency comparison

£10,000 / £200 = 50 days (10 weeks teacher at £200 / day over and above 15 days excess)

5 days excess

Education Broker =£14635 (not including pre exist maternity) (15 days = £11,047)

Education Mutual = £13,100.76 (inc. pre exist maternity + 10%)

Note: Education Mutual - not FCA register. However, follow Assoc of Financial Mutuals professional standards.

Catering

A fixed contract 3 Year deal was agreed with the school caterer ISS. The Headteacher is currently in consultation re: allocation of 4.5K per year capital budget to provide acoustic baffles for the ceiling.

Works completed - sound baffles

Capital Projects

Lighting

Proposed 5 year lighting scheme for discussion

IT Funding Update

4 new flat screens were installed over the summer break. The school will look to allocate further funding to complete phase 3 of the installation.

Capital IT carry over of £7000 has been earmarked

Further considerations include:

- Upgrading Office IT systems to windows 10 compliant machines
- Refreshing the pupil chromebook stock
- Strategy for classroom PCs e.g remove Windows licensing requirements (move to chrome)

Signed:

Date:

Minutes of the Finance and Personnel Sub Committee

Date: 5th November 2019

Committee: Sonny Rehman acting Chair), Richard Burrows (Chair of Governors), Mark Russell (Deputy Headteacher, observer), Craig Tallon (Headteacher), Louise Jackson (Business Manager, Observer)

1. Apologies were received and accepted from:

All present

2. Approval of minutes from last meeting

The committee approved the minutes from the last meeting on 25th June 2019

3. Matters arising

The following items were discussed:

- School Dinner Arrears Report: The Office Manager reports that 9 children are currently in arrears of over £50. The School Money Arrears Policy is currently being implemented.
Action: Headteacher to report on outcomes of policy procedure implementation

- Financial Management Policy inc. Anti Fraud & Debit Card
Governors confirmed ratification of the 2019 Policy
- Critical Incident Plan
Governors confirmed ratification of the 2019 Plan
- Teachers Pay Policy
Governors confirmed ratification of the 2019 Policy

- Arbor MIS
The Headteacher updated Governors on the Arbor MIS adoption. The contract had been signed with effect January 2020, with transition occurring Easter 2020 following parallel systems running during spring term for checking and training.

Budget

4. Outturn Analysis

- The Headteacher provided a narrative of the 2018/2019 Outturn. Additional commentary notes were made available by the school's finance officer, Louise Jackson. Committee discussed the following key variances:
 - Nursery Numbers were adjusted in I01
 - Staffing savings on maternity occurred due to statutory reclaims
 - Saving on premises budget occurred due to a recalculation of energy supplier readings and some billing errors
 - Supplies and services includes allocated money carried over for creditors for IT & BeHave Europe Projects
 - There were some agency staff savings due to less sickness and non allocation of a planned Speech and Language therapist.
 - There was some delayed direct revenue spending into 19/20 budget to allow for flat screen installation over extended summer break
 - Capital includes delayed spending (see above)

5. Forecast Q2

- Committee received a report from Louise Jackson (Finance Officer)
 - The Forecast is in a new format as directed by Barnet's new Schools Finance Manager - Gareth Evans. This is to focus on comparing budgets with projected outturns (similar comparison but simplified)

- The following areas were highlighted:
 - IO1 - school estimate on pay award grant (0.75%) to compensate for additional 2.75% teachers pay award - schools should have budgeted for 2%. However, initial advice that there would be a 2% award and to budget for 1% with schools to revise a 1% additional grant.
 - Reduction in Pupil Premium -£31,000 (reduced number of eligible pupils)
 - Behave Funding has been projected for 2019-20
 - Reduction in school house letting revenue due to vacancies
- The resulting balance carried forward (previously called underspend) has been reduced to £24,522 from £37,000
- In summary, these balances represent a paper 'in year deficit' of around £100,000

6. Budget v Actual v Committed with % Budget Spent

The BvAvC was presented to the Finance Committee. Committee noted that there were no significant anomalies and spending was on track for the mid-year point

7. Schools Financial Value Standard

The Headteacher and Governors completed the 2019 SFVS. This will be submitted to the Local Authority. The following supporting documents were updated to support the evaluation:

- 2019 - 2021 - 3 year plan
- 2019 -20 School Development Plan
- 2019 Critical Incident PPlan
- 2018-19 Local Benchmarking Analysis

Governors record 'Yes' to all questions apart from:

Q13 as despite planned restructuring in 2018-19 the school was still operating at a £100,000 in year deficit so 'Balances are NOT at a reasonable level'.

Q21 The school has not currently procured services using any of the DFE National deals.

Action: Chair to review SFVS and sign at Full Meeting on 11th November

Staffing Updates

7. Staffing Structure Consultation

There is no proposal to amend the current staffing structure. There are two responsibility vacancies that will be advertised internally following consultation of an effective structure to meet new Ofsted framework requirements.

8. Staffing Updates

The school has appointed 4 new MTS.

A number of Support Staff are currently carrying out additional duties to support pupil needs.

Contracts and Services

9. Photocopier

A new contract was implemented. The school is now receiving reduced standardised costs on all 3 machines, two new machines (2 in total) and a saving of £800 / year

10. HR & Payroll - EPM Onboarding

- Transition to EPM occurred 1/10/19

Onboarding Updates:

- All staff paid on 31/10/19
- Issues occurred re: BACs service user number were resolved following appropriate authorisation from Barnet on 12/9/19 by Gareth Evans . Head and Deputy now act as secure contacts and had to pass user training and obtain Certificates of Achievement
- Portal and DBS access initiated
- Problems have now arisen due to a delay in issuing a PAYE Number. The matter is currently being resolved with the new provider.

11. Lifts Contract Update

The contract with Stannah was terminated with effect from 1/9/19. A new annual contract has been agreed with PIP Lifts.

12. Catering - ISS 3 year deal

A fixed contract 3 Year deal was agreed with the school caterer ISS. The Headteacher is currently in consultation re: allocation of 4.5K per year capital budget to provide acoustic baffles for the ceiling.

13. Water Coolers

New coolers installed at the start of term. Some issues have been identified with the mechanism for dispensing water and size of overflow.

Capital Projects**14. IT Funding Update**

4 new flat screens were installed over the summer break. The school will look to allocate further funding to complete phase 3 of the installation.

15. Asset Management Plan

The Head reminded Governors that the school has very limited resources to maintain the fabric of the building. Currently there is only £4K surplus to carry out any development project. This is on hold until after the winter in case of emergency repairs that exceed the budget allocated.

Signed:

Sonny Rehman - Acting Chair of Finance

Date: 11/11/19

Woodcroft Primary School

Chairs Report of the Finance and Personnel Sub Committee

Date: 25th June 2019

Committee:

Richard Burrows (Vice Chair of Governors), Liz Court (Chair of Governors), Mark Russell (Deputy Headteacher, observer), Craig Tallon (Headteacher), Sonny Rehman, Louise Jackson (Business Manager, Observer)

Apologies were received and accepted from:

Liz Court - medical grounds

Sonny Rehman - work commitments

Approval of minutes from last meeting

There was Approval of minutes from last meeting on 19th March 2019

Matters arising

PE Grant

The 2019/20 Award has been announced but details and value not yet released.

Support Staff Pay

We have had a number of recent issues with the support staff salaries. This has been caused by complicated Unified Reward Pay Award, an unannounced Pensions Auto Enrolment by Payroll and forthcoming Unified Reward Performance Related Pay Awards.

On April 24th Barnet publicised the Barnet Unified Reward Pay Award for 2019 – this ranges from 2% to 16% depending on job category. The school processed this on 21st May in time for June 30th pay run, however not everyone has received the correct pay due to errors at payroll.

Also, as part of our monthly monitoring process it was noted that some staff had been auto enrolled back into the pension scheme without prior notice

Finance Committee recommend the ratification of the 2019 Support Staff Pay Policy. This will be distributed to Governors for consultation, and responses should be returned before the end of term

Budget

Outturn Comparison

The 2017/18 budget reported a contingency value of £128,946. However, £57,000 committed to IT, creditors and the BeHave Grant. The actual contingency is £71,236. Copies of the outturn are available.

Budget v Actual v Committed with % Budget Spent

Finance Committee noted the following lines for discussion:

IO6STP £1500 received re: travel plan grant

EO3ASC Adhoc Acorns staffing costs balanced with EO7ASC - all expenditure is offset by income in IO8ASC. Income is on track at 22% against annual prediction after 2 months.

E19PHOT allocated £6000 for Photocopier contract - this is due for renewal.

E22INTEG Cost of INTEGRIS has increased due to school withdrawal from LA Traded Service. This is offset by a saving of £7400 (see below)

E24ASC Acorns food - no budget was allocated (offset by IO8ASC) Last year's spend was £500.

E24SALES now balancing against IO8 SALES - this is due to more accurate accounts via school money. Committee proposed and action: A stock take to be presented to Finance Committee and observed on a governor visit

E26CR Underspend £128K however, only £71K is uncommitted. £57K is made up of disallowed creditors of £34K (LA does not allow creditors to be recorded below £5K per invoice), a committed IT budget of £16K for flat screens schedule for installation over the summer and further £4K BeHave Project Grant

E26DODGE Awaiting invoiced payments £1950

E27FOOT additional coaching costs to support team

E27SALT unused Speech and Language Therapy budget due to withdrawal of service

E28ICT disputed IT traded service charge

CAPITAL
CE04ICT currently 9K for IT

Updated Schools Budget 2019-2020

Latest budget allocation 29/5/19:

- Increased teacher pay (formula allocation for 2018 pay award) £1206
- Reduced Capital by £317 (based on revised LA formula)

Increased Expenditure Changes

- Unified Reward pay increase based on NJC uplift which in itself is based on the Living Wage increase - mapped against the Unified Reward bands. This increased costs to the school of an average £500 per support staff member. Total cost of £13,920.
- Staffing changes: additional hours + maternity = £3500 additional costs
- LA Clawbacks of £1200 (staff sickness pool)

Additional Income:

- Predicted PE Grant £11,000 (£19 annual)

Original Contingency = £37K

Current Contingency = £35K

Capital Projects

IT Funding Update

The Network Manager and IT lead teacher presented a detailed analysis of required expenditure. They have identified £37K of costs required to maintain the school network. Currently we have an estimated £18K of funds available, leaving a shortfall of £19K. A capital project to cover the cost of 4 more flat screens was approved. However, further work to identify essential priorities has to be made.

Asset Management Plan

The school has very limited resources to maintain the fabric of the building. Currently there is only £4K surplus to carry out any development project. This is on hold until after the winter in case of emergency repairs that exceed the budget allocated.

Financial Management & Governance

Internal Audit

School Dinner Arrears Report - Office Manager

The Office Manager presented a report of current arrears. The situation has stabilised, but there are still a significant number of parents who are in arrears for School Lunches.

An arrears policy was tabled for approval. This will be circulated to Governors.

Governor Skills Audit

Governors updated the financial skills audit for 2019

Financial Management Policy inc. Anti Fraud & Debit Card

An updated draft policy was circulated for consultation during the Summer Term

Critical Incident Plan

Amendments were made in spring term by Safety Committee. This was circulated for review and is to be updated prior to the Autumn Term

Staffing Updates

Staffing Structure Consultation

There is no proposal to amend the current staffing structure. There are two responsibility vacancies that will be advertised internally.

Staffing Updates

We currently only have one teacher leaving - Olivia Stubbings. Olivia has worked at Woodcroft since September 2013. She is moving to Brighton.

Contracts and Services**Photocopier**

The contract has been renegotiated for renewal. We will now get reduced standardised costs on all 3 machines, two new machines (2 in total) and a saving of £800 / year

HR & Payroll

The school has served notice to CAPITA Services. A best value assessment was carried out and EPM were awarded the contract on a 3 year term. We are scheduled to transfer on 1st October 2019.

Lifts Contract Update

The contract with Stannah has been terminated with effect from 1/9/19. A new annual contract has been agreed with Pip Lifts.

ISS 3 year deal

Governors were presented with a proposal to agree a 3 Year deal with our caterers, The benefits were:

- Fixed costs
- 4.5K per year capital budget
- Access to further grants if required.

Richard Burrows 25th June 2019