

THE GOVERNING BODY OF CROWLEES (VC) JUNIOR AND INFANT SCHOOL

Minutes of the meeting of the Finance Committee held at 6.00 pm at the School on Tuesday, 6 March 2018

PRESENT

Mr J Hudson (Chair), Reverend H Butler, Mrs R Corcoran, Mrs K Woods

In Attendance

Mrs M Grouse (Associate Member and Business Manager)

Mrs A F Jewell (Minute Clerk)

45 APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mr J Breeze (consent).

There were no declarations of interest.

46 NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

No items were notified.

47 MINUTES OF THE MEETING HELD ON 7 NOVEMBER 2017

RESOLVED: That the Minutes of the Finance Committee held on 7 November 2017 be approved and signed by the Chair as a correct record

48 MATTERS ARISINGa) Terms of Reference (Minute 35 refers)

Mrs Grouse mentioned that she had not received the Agenda for the meeting or copy Minutes. The Minute Clerk would agreed to contact the School Governing Service about this.

49 FINANCE REPORT

Mrs Grouse talked to her finance report to the Committee. The following were noted:-

- The budget figures had been received the previous week and the Head Teacher and Mrs Grouse had contacted Karen Hatch at the LA to look at the figures. It was noted that less funding would be received as less pupils qualify to receive funding. The age related pupil remit has reduced by £46.00 per child and will now be £2,747 per child. FSM numbers have also reduced – there are 7.28% of pupils on FSM. Previously it had been 15%. Overall the school will receive approximately £11,000 less funding from the LA than the previous year.
- The B3 report was tabled and Mrs Grouse spoke to the contents. Although a clearer picture should be available by the end of May, it was anticipated that the carry forward figure should be approximately £34,500.

- The Head Teacher presented a 'best case scenario' of the proposed staffing structure based on the new budget figures. Governors approved the proposal. This included keeping the two current NQTs on a temporary contract for a further year. Governors discussed the cover costs that would be incurred if the school did not have two NQTs. Costs would be significantly higher.
- The Head Teacher informed the meeting that David Gearing had agreed to send the school a three year projection figure that they can work with as they are currently unable to plan ahead.
- It was agreed that fundraising needed to be promoted as much as possible. The meeting noted that a school would not be given 'outstanding' by Ofsted if they had a deficit budget. Governors were informed that the PFA had contributed £10,000 during the last year. The Head Teacher suggested a 'Crowlees Coffee Campaign' whereby every family gave up the cost of one coffee per week (approximately £2.60 per week and £15.60 per half term). This could potentially raise £30,000 for the school. The Chair suggested that higher earners could contribute through their salary (ie Giftaid) as the school is a registered charity. Mrs Corcoran suggested bag packing at a local supermarket.
- It was agreed that someone should be appointed to organise fundraising but that the PFA were already very busy with other projects. Ideas suggested were to pay a TA to do this for half a day per week. Reverend Butler agreed to contact someone who raises funds for schools on a 'no win no fee' basis.
- Mrs Grouse confirmed that the apprenticeship levy contribution from the school was £5,101. Governors discussed what the levy can be spent on. The Head Teacher agreed to speak to Mr Lord about this.

Q: What does the item 'visiting lecturers' on the form refer to?

A: Mrs Grouse will investigate and report back.

- Governors discussed whether savings can be made through caretaking costs and cleaning items.
- It was agreed that the school will commence offering training for student placements again as this is another source of income.

50 DEVOLVED CAPITAL

The SFVS was tabled. It was agreed that Reverend Butler would take this away to read and then sign and return to Mrs Grouse.

51 ANY OTHER BUSINESS

a) School Fund

Mrs Grouse confirmed that the accountant Mr Thornton had completed the annual exercise of auditing the school fund. There is £16,000 in the current account and £41,000 in the reserve account.

52 DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting of the Finance Committee be held on Tuesday 8 May 2018 at 6.00 pm

53 AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.