

# East Ayton Community Primary School

## Minutes of the Finance Committee Meeting held on 24<sup>th</sup> October 2019

<b>Present</b>	Derek Johnson Sam Hay Tim Watts Rabia Firfirey	Head Co-opted Chair Parent
<b>In attendance</b>	Laura Waites Joanne Jackson	Clerk Bursar
<b>Apologies</b>	n/a	

Minute	Item	Action
1.1019	<b>Welcome</b> TW opened the meeting.	
2.1019	<b>Apologies for absence and to determine whether any absences should be consented to.</b> No apologies were made.	
3.1019	<b>Appointment of Chair</b> It was agreed that TW continue as the Chair of the Committee.	
4.1019	<b>Declaration of Governors' interests and reminder of confidentiality.</b> None were declared.	
5.1019	<b>To determine whether any part of the proceedings should be treated as confidential and excluded from the minutes to be made available for public inspection.</b> Any items will be agreed as they arise.	
6.1019	<b>Notification of urgent other business.</b> None	
7.1019	<b>Terms of reference</b> To be agreed at the next meeting.	
8.1019	<b>To approve as a correct record the Minutes of the previous Finance Committee meeting held February 2019</b> These were approved by Governors.	
9.1019	<b>To consider matters arising from the minutes and for which there is no separate agenda item.</b> None raised.	
10.1019	<b>Budget Monitoring Report – to date</b> LW joined the meeting at this point.  Governors considered the revised Start Budget document circulated by JJ and there was a detailed discussion, with key points raised about staffing and ICT spend.  <u>Staffing matters</u> Q How have we moved from 8.9 to the 10.6 now shown? A. There was a discussion about staffing numbers shown on the budget of 10.6 against an establishment previously reported of 8.9.	

DJ reported that on the original budget the staffing figure was 9.6 and this has since reduced to 8.9. Some hours are funded through the Sports Premium which is where some extra staffing comes from. There have not been any new appointments; the budget reflects the payroll. There have been some internal moves and changes. DJ referred to a list of all staff and hours which reflected all recent staff changes. One staff member has increased teaching hours from 0.2 to FT to replace a vacancy. The revised budget circulated includes the hours on the list and additional TA hours which are required for approval.

It was noted that there has been high spend on cover and teachers pay to-date and it was queried whether this is likely to continue. DJ confirmed there was a lot of absence cover up to July. The staff member who used to provide cover will now be doing additional teaching hours, therefore the school now needs an additional TA to address gaps. DJ has identified a TA on supply who could be contracted to the end of the year.

**Q If we use an NQT for TA work would we pay more in teacher hours?**

**A There will be times when we need teaching and TA hours covered. The contract can be based on x number of TA hours with an option to do NQT hours from the supply budget. JJ confirmed that there is some money in the supply budget.**

JJ also referred to a breakdown of spend by budget code which was discussed in detail. It was agreed that the proposal to change one staff member from 0.2 to full time NQT hours was the best option to replace the teacher vacancy in Class 1.

The revised budget includes 30 hours of TA cover built in. This gives a £9k surplus if £15k is added to the learning resources budget (refer to ICT discussion below).

**Q Will there be any flexibility in school to provide more cover for Class 2 with existing arrangements?**

**A DJ advised that the school is operating at minimum levels in most areas now however it may be possible to use an ATA in year 2.**

It was agreed:

To keep the 30 hours in the budget and increase the supply budget to cover NQT hours if required (0.3). Review staffing needs next year.

DJ advised there is no extra cost over the next 7 weeks as existing staff are being moved around. From January 2020 the increased hours will take effect.

#### ICT matters

£15k for learning resources was to be used to offset deficits elsewhere; however it is proposed this is now used to invest in more ICT, such as smart boards. OJJ advised on what funding could be used in the capital budget. There is a healthy capital budget and a number of options were considered.

It was agreed to use £5k left in capital for ICT spend. This means the £15k in revenue is retained unspent to be used in future years. This can allow further ICT works to be done next year.

#### Other budget matters

JJ advised that next year's funding is still under consultation and therefore the budget is based on similar calculations to this year but the formula could change. No additional funding is predicted. The school may gain in terms of funding for pupil numbers based on last year's census. The pay grant to allow for different teacher grants will continue for 3 years (last year and next 2

	<p>years). Pension changes are also covered. A pay award of 2.75% has been factored in but may be 2.5%. There is pressure on high needs funding so this may change. The cost of SEN pupils and pupils with an EHCP was noted. Nursery funding may change and is based on estimates of similar hours to this year. There are low numbers this Autumn; It was noted that there is a need to promote the nursery.</p> <p><u>HT performance appraisal</u> The HT increment was agreed at the last HT performance appraisal meeting and JJ confirmed that the increase is included in the budget.</p> <p><u>Start budget approval</u> JJ will revise the budget according to what was agreed today and circulate the amended document. Governors to confirm to JJ by 16<sup>th</sup> December if the revised start Budget is approved.</p>	JJ
11.1019	<p><b>Capital expenditure/premise works</b> Covered in above item</p>	LW
12.1019	<p><b>Policies</b> None to review</p>	
13.1019	<p><b>To deal with any AOB</b> None raised.</p>	
14.1019	<p><b>Impact of GB decisions from this meeting on pupil progress</b> Prudent financial decision making; revised budget to bring in line with a balanced budget; recognised needs of pupils and school in all decisions.</p>	
15.1019	<p><b>Date of next meetings</b> 1 committee per term (clerked) plus some review meetings. January 2020 (not clerked) – review of budget March 2020 (clerked) – date to be agreed with JJ.</p>	LW/JJ

Signed:

Dated: