

WEST CLIFF PRIMARY SCHOOL
Minutes of the Local Finance Meeting held in School on
Tuesday 6th November 2018

PRESENT:	Chair Vice Chair	Simon Williams (SW) Mathew Brown (MB) Christina Zanelli (CZ) Leanne Evans (LE) Annabel Storr (AS)	Parent Governor Co-opted Governor Head Teacher Staff Governor Parent Governor
IN ATTENDANCE:	Clerk YEAT Finance	Helen Stapley (HS) Natalie Brown (NB)	

The meeting started at 4.05 pm.

Item	Minute	Action
F19/01	<p>1. Welcome The Clerk welcomed all to the meeting.</p> <p>2. Appointment of Chair of the Local Finance Committee The Local Finance Committee were required to appoint a Chair for the 2018-19 academic year. One nomination was received for SW. SW was unanimously appointed as Chair of the Local Finance Committee. Proposed: CZ Seconded: MB Resolved: Simon Williams was appointed as Chair of the Local Finance Committee.</p> <p>3. Appointment of Vice Chair of the LGB Finance Committee One nomination was received for Vice Chair of the Local Finance Committee for MB. MB was unanimously appointed as Vice Chair. Proposed: SW Seconded: AS Resolved: Mat Brown was appointed as Vice Chair of the Local Finance Committee</p>	
F19/02	<p>Apologies for Absence and to determine whether any absences should be consented to None. All Committee members were present.</p>	
F19/03	<p>Confidentiality: 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. Agenda item F19/10.1 was agreed as a confidential minute.</p> <p>The Chair reminded the Governors about the confidentiality of discussions that take place at meetings.</p>	
F19/04	<p>Declaration of interests The Chair invited governors to declare any interest in matters which are the subject of, or are connected with, any item of business on the agenda.</p> <p>There were none.</p>	
F19/05	<p>Minutes of Local Finance Committee held on 18th June 2018 for information (approved at FGB meeting 03/07/18) The Local Finance Committee meeting minutes from 18th June 2018 were included in the agenda pack for information purposes. These had been previously approved at the Full Governors meeting on 3rd July.</p>	

<p>F19/06 From F18/17.4</p>	<p>Matters Arising from the Minutes Discuss fees with CCW re Sports Partnership funding: to action, although the Head Teacher reported that non-payment of fees in the past had resulted in pupils not able to participate in area sporting events organised by the Partnership.</p>	<p>Head</p>
<p>F19/07</p>	<p>YEAT Financial Management Policy (for information Purposes) The YEAT Financial Management Policy was included in the agenda pack for information purposes. This policy will be reviewed and updated shortly, following a recent audit. For example, the limit to writing off debts needs to be adjusted. A school's main debt is usually unpaid dinner monies. GQ: where does the price of the school meal come from? QR: the school is charged by County Caterers per meal. The cost of the school meal to parents has recently increased. GQ: are we in deficit with school meals? QR: we make a profit overall. Parents are not allowed to accumulate a debt of over £30. GQ: will ParentPay be available as a means of paying for school dinners? QR: yes, BromCom has this facility, so it is feasible to use this – admin staff need training in how to use the package. The use of ParentPay will be rolled out throughout the MAT GQ: Is food ordered in bulk so cheaper? QR: yes, although schools are charged different amounts for suppling meals due to the size of schools. Larger schools get the best value.</p>	
<p>F19/08</p>	<p>1. YEAT Finance Manual The YEAT Finance Manual was included in the agenda pack for information purposes. Governors had no questions.</p> <p>2. YEAT Risk Register The YEAT Risk Register was included in the agenda pack. This document is a legal requirement. Each school has been reviewed and the report identifies:</p> <ul style="list-style-type: none"> ➤ The risk; ➤ The likelihood of occurrence; ➤ The impact assessed; ➤ The controls put in place; ➤ The effectiveness of the controls <p>The Local Finance Committee reviewed the register and noted the following:</p> <ul style="list-style-type: none"> • The greatest risk to the MAT is financial, due to the decrease in pupil numbers in some schools. • The Growth Funding received in the first year, may not be available for this financial year. • NB reported that there is a national funding crisis, especially with SEN funding. School's need to cover SEN support in-house. • As an Academy, any future redundancies need to be paid for by the MAT. • The MAT needs to ensure reserves are built up over the forthcoming years which will mean an increase in the top-slice is necessary. • People are another high risk due to the nature of small schools, with staffing resources being limited. We need to look at MAT wide solutions. • Governance has been identified as another high risk due to the high turnover of Trustees and Governors at local levels. Several new Trustees will be appointed in the autumn term. 	
<p>F19/09</p>	<p>Finance 1. Staffing Restructure This is recorded as a confidential minute.</p> <p>2. To review School Budget Monitoring Reports The school monitoring budget for period up to 30th September 2018 was included in the agenda pack for review. Copies were tabled at the meeting. NB verbally reported on the budget:</p>	

Revenue Funding:

- GAG (General Annual Grant) funding for 2018-19 is £661,386. This funding is received monthly and based on the October 2017 census.
- Rates relief claim 20% - this is matched to expenditure.
- Early years budget for 2018-19 is £86,858 based on the forecast in June. This forecast will be reviewed later this month.
- Funding is received for 1 ECHP,
- Nursery High Needs Funding is estimated based on 2017-18.
- Pupil Premium Funding is £63,080, which is allocated each quarter. The breakdown of this funding was listed.
- Other government grants – include teacher pension funding, monies for the work undertaken by the Head Teacher. These include 1 day working for the MAT as Deputy CEO (funded from the central pot and transferred internally) and work undertaken for the DfE.
- Other grants and payments received: estimated at £4,000. This may decrease due to universities not sending trainee teachers to our school due to our rural/isolated location.
- Estimates for lettings and extra nursery sessions are based on last year's income.
- £5,000 due in from the Staff Absence Insurance Refunds due to maternity cover.
- £565 received from the Bewerley Park residential trip, this is off-set against expenditure.

Revenue Expenditure:

- Teaching salaries: variance to budget (£4,345) due to TLR increases, pay awards and maternity cover. This expenditure will be off-set against expected reimbursements. (M1 teacher is covering a maternity leave).
- Supply costs Are £3,000 variance to budget – offset against the Head Teacher income.
- Teaching support budget includes apprentice point increase and provision for HLTA.
- Supply insurance: to be reviewed in April 2019 and to consider a different cover rate. Currently the school is day 6, which is a low cover. **GQ: is this insurance good value? QR: yes, as it includes maternity cover.**
- Gas and electricity: the MAT are looking at a bulk contract to ensure best value.
- Special Projects: refers to funding received to support the Beach Hut and reading project. The school will receive the beach hut shortly.
- No significant variances to budget regarding Learning Resources. Slight increase in photocopying budget to cover the new lease (MAT wide).
- Expenditure for Education Phycologist is paid by West Cliff's budget – other MAT school's will be billed for use of this service.
- £13,228, which is 3% top slice, from January 2019. This will be increased gradually – it is expected that it will be 4% in 2019-20.
- Projected carry forward for next year is £32,792 with a £16,822 variance to budget due to £11,000 received from Deputy CEO income plus £7,000 17/18 balance higher.

3. Consider the use of Devolved Capital linking with the priorities in the School Development Plan

£6,000 Devolved Capital income to be received in July 2019. This year's income was spent on ICT equipment (hardware). **GQ: what is Devolved Capital? QR: funding to be spent on buildings and IT hardware. School's are permitted to roll over unspent funding for a couple of years only.**

4. Financial Benchmarking

NB reported that as the school is now part of a MAT their information does not

	<p>appear in the North Yorkshire benchmarking information. A national source will now need to be used. Benchmarking was reviewed at the June FRAR meeting.</p> <p>It was agreed that this agenda item be deferred until the spring term. Clerk to add to the agenda.</p> <p>5. Review of Contracts Schedule – including MASS Scheme The Head Teacher reported on the following:</p> <ul style="list-style-type: none"> • All NYCC contracts were retained following a review. Better rates were obtained due to MAT buying power. • Insurance: all MAT school had to leave the North Yorkshire Policy. We are now using the DfE, which is cheaper. • MASS Scheme: the school will continue in the Service only SLA. This continues to be best value for our school. • Non NYCC contracts to continue. These include: Water Coolers; PHS; Scarborough Borough Council; SumDog and Phonics. <p>Governor Questions: Who makes the decision regarding contracts? QR: all individual schools, except for central service contracts. All good value for money? QR: yes – all will continue to be reviewed.</p> <p>6. Review of Lettings and Lettings Policy The Head Teacher reported that the Lettings Policy will be reviewed by Mrs Grady. Therefore, this review of this Policy will be deferred. Lettings are long-standing. There is a distinction between those lettings which are businesses and those that provide activities to the local community.</p>	<p>Clerk</p> <p>Clerk</p>
F19/10	<p>1. Review of Pupil Premium Strategy It was agreed that this agenda item be deferred until the spring meeting. The Clerk to add to the agenda.</p> <p>2. Review of PE and Sports Funding Allocation It was agreed that this agenda item be deferred until the spring meeting. The Clerk to add to the agenda.</p> <p>3. Review of SEN Budget/Allocation and the impact on our vulnerable Learners It was agreed that this agenda item be deferred until the spring meeting. The Clerk to add to the agenda.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
F18/11	<p>To review any premises issues None.</p>	
F18/21	<p>Health and Safety 1. Health and Safety Updates The Health and Safety paperwork checks have been completed by CZ throughout the MAT.</p> <p>MB requested that the Health and Safety agenda item is taken off the LGB agenda, to reduce down agenda items. The Head Teacher commented that the scheme of delegation needs to be reviewed in regard to the responsibilities of Local Governing Boards (LGB).</p>	
F18/22	<p>Date of Next Meeting Tuesday 19th February 2019, 4pm</p>	
The meeting finished at 5.36pm		

Signed.....
Chair of Governors

Date.....

**WEST CLIFF PRIMARY SCHOOL
LOCAL FINANCE COMMITTEE**

**Actions from the Local Finance Committee Meeting
Tuesday 6th November 2018**

Agenda Item	Action	To be Completed By:	Date to be Completed:
F18/17.4	Discuss fees with CCW re sports funding	Head	Autumn term
F19/09.1	Staffing – NB to cost up proposals	NB/Head	ASAP
F19/09.3	Financial Benchmarking – agenda item	NB/Head Clerk	19/02/19
F19/10.6	Letting Policy to be reviewed	Head	19/02/19
F19/10.1 F19/10.2 F19/10.3	Pupil Premium Strategy PE & Sports Funding Allocation Review of SEN Budget/Allocation and impact on learners All above items to be on February agenda	Clerk	19/02/19