

**THORNDOWN PRIMARY SCHOOL  
Minutes of the Finance Committee Meeting  
Wednesday, 7 May 2014 at 7.45 p.m.**

<b>Membership of the Finance Committee :</b>	
Vicci Godbold	Head
Paul Bullough	PB
Frank Newton	FN
Steve Mitchell	SMIT
Sophie Dale	SD
Rob Jagger	RJ
Helen Cooper (Non-governor for this committee)	HC

<b>Item</b>		<b>Action</b>	<b>Lead</b>
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Rob Jagger, Frank Newton and Steve Mitchell were present.		
1.2	Non-Governors Present: Helen Cooper and David Clark (Clerk)		
1.3	The meeting was quorate with 4 governors present.		
1.4	Apologies for absence: Sophie Dale.		
1.5	Absent: Paul Bullough		
1.6	Declarations of Interest: Rob Jagger reminded the committee that his wife was an employee of the school.		
<b>2.</b>	<b>Notice of change in order, or any other business</b>		
2.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
2.2	The Committee also agreed that there were no items to consider under Any Other Business.		
<b>3.</b>	<b>Review of minutes and action points of the previous meeting</b>		
3.1	The minutes of previous meeting held on 5 March 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Three of the four Action Points from the meeting were cleared (points 2, 3 and 4).		
3.3	Under Action Point 1, the SVFS document had been signed and returned to the LA by the specified deadline. The Chairs of Learning and Development Committee and the Finance Committee now plan to meet with the Headteacher in October 2014 to discuss attainment priorities for the academic year and to look at cost implications.	Oct 14	Head/ Chairs

<b>4.</b>	<b>Headteacher's report</b>		
4.1	The Headteacher reported on the progress of those children who are in receipt of Pupil Premium funding by use of a new spreadsheet. It was noted that there is no individual support for children other than for those children receiving Pupil Premium.		
4.2	Personnel committee have agreed to a proposal to use the remaining Pupil Premium funding, which would be to appoint a member of staff, for mornings only, to provide individual support, or teach small groups of children in need of support.		
<b>5.</b>	<b>Chair's Action</b>		
5.1	There was no action to report.		
<b>6.</b>	<b>Staffing Structure</b>		
6.1	A revised Staffing Structure for the school for September 2014 has now been agreed.		
6.2	The Headteacher reported that she had been undertaking lesson observations, and all staff will have been observed by half term.		
6.3	Class Structures for next year have been discussed. Some staff are considering CPD courses, to become 'outstanding' teachers. PPA time is being planned for groups of teachers to plan and prepare work together.		
<b>7.</b>	<b>Approve 2014 - 15 Budget</b>		
7.1	The committee unanimously agreed to sign-off the School Budget for the financial year 2013/2014 which provided a carry-forward of £211,397.		
7.2	Helen Cooper outlined the budget for 2014/2015. Detailed discussions took place as the committee analysed the budget spreadsheets circulated at the meeting.		
7.3	It was noted that the changes to staffing structure are being heavily funded from the carry-forward, including a new SENCO, changes to Team Leaders and new class teachers, with additional TA's and midday supervisors to be appointed.		
7.4	A review of the hours worked by administrative staff would also take place.		
7.5	Additional funding has been allocated to the Furniture Budget and to Curriculum resources.		
7.6	Gas, electric and oil have all been estimated for the new building.		
7.7	All other budget lines have remained stable and are based on existing expenditure.		

7.8	There is insufficient movement on pupil numbers to generate additional Growth Funding, at this time, with 66 pupils currently due in Reception in September 2014. The actual figure is more likely to be higher.		
7.9	The DFC budget included a carry-forward and some detailed costings, for which the school has already made a commitment.		
7.10	The committee unanimously approved the proposal by Frank Newton, and seconded by Rob Jagger, to accept the School Budget Plan for the financial year 2014/2015. This plan should be submitted to the LA by 12 May 2014.	May 14	HC
<b>8. Computershare Childcare Voucher Scheme</b>			
8.1	The Headteacher declared her interest in this item on the agenda.		
8.2	Helen Cooper explained that should the school buy into this scheme then employees with children could swap some of their taxable pay for childcare vouchers. This would allow the employees to make tax savings, while the school as the employer would see a reduction in NI contributions.		
8.3	The scheme would have benefits for employees and for the school as the employer, and was recognised by EPM.		
8.4	The committee unanimously approved the proposal by Steve Mitchell, and seconded by Rob Jagger, to join the Computershare Childcare Voucher Scheme.	May 14	HC
<b>9. Review of revised Policy Schedule &amp; Work Schedule</b>			
9.1	The revised Policy Schedule and Work Schedule required the committee to consider progress or monitoring of work in a number of areas.		
9.2	<b>Benchmarking data</b> The committee reviewed the Benchmarking data circulated prior to the meeting, and similarities were noted. The only differences were explained as being due to the Kitchen which provided school dinners in the comparative school.		
9.3	<b>Best Value Statement</b> The Best Value Statement was reviewed and some amendments were needed. The policy was then ratified by the committee.		
9.4	<b>Writing off of irrecoverable debts &amp; disposal of surplus &amp; damaged equipment</b> It was agreed that some damaged equipment may need to be written off during the move to the new building. The delegated decision planner allows for irrecoverable debts up to £300 to be written off, and the disposal of surplus and damaged equipment		
9.5	<b>Terms of Reference</b> The Finance Committee Terms of Reference were reviewed		

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READ & AGREED AS A TRUE RECORD ..... (CHAIR)

	and some amendments were needed. These will be sent to the FGB for ratification.	May 14	Clerk
9.6	<b>Scheme of Delegation</b> Helen Cooper to check if there are any changes to the Financial Scheme of Delegation.	May 14	HC
9.7	<b>School Fund</b> The School Fund was reviewed. This is currently considered outside the School Budget, but good practice is to include these figures in the School Budget on a separate heading. The committee unanimously approved the proposal by Frank Newton, and seconded by Rob Jagger, to include the School Fund in the School Budget Plan for the financial year 2014/2015.	May 14	HC
<b>10.</b>	<b>Any Other Business</b>		
10.1	The committee agreed that the school should investigate changing its current working practices, to include making all payments by BACS, rather than by individual cheques.	May 14	HC
10.2	There being no other business the meeting closed at 8.57 pm.		

#### Summary of Finance Committee Action Points – 7 May 2014

AP No. Fin.	Action Point	By Whom	Outcome
1.13/14	3.3 Meeting in October 2014 to discuss attainment priorities for the academic year and to look at cost implications.	Chairs of L/D & Finance / Head	
2. 13/14	7.10 School Budget Plan to be submitted to the LA by 12 May 2014.	HC	
3. 13/14	8.4 School to join the Computershare Childcare Voucher Scheme.	HC	
4. 13/14	9.5 Finance Committee Terms of Reference to be added to FGB agenda for ratification.	Clerk	
5. 13/14	9.6 Check if there are any changes to the Financial Scheme of Delegation.	HC	
6. 13/14	9.7 The School Fund to be included in the School Budget Plan for the financial year 2014/2015.	HC	
7. 13/14	10.1 Investigate changing current working practice to include making all payments by BACS.	HC	