

CARLTON PRIMARY SCHOOL RESOURCE AND FINANCE COMMITTEE

**Draft Minutes of the Meeting held on
Tuesday 8 November at 5.30pm**

Attendance:

Tim Carew – **Chair**
 Jacqueline Phelan – **Head Teacher**
 Jessie Brill
 Michael Hollis (Adviser)
 Mandi Howells
 Sarah Kirkness
 Nick Bethune
 Jo Lomax (Adviser)

Others Present:

Helen Hill – **Governor Support Clerk**

1.	APOLOGIES FOR ABSENCE	Action
1.1	No apologies were received.	
2.	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	Action
2.1	There were no declarations of interests.	
3.	MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON THURSDAY 30 JUNE 2016	Action
3.1	Matters Arising	
	Item 6.2: The Reading Room was now open and was proving to be very successful with the pupils.	
3.2	The Minutes were recorded as a correct record of the Committee Meeting held on 30 June 2016.	

4.	FINANCE REPORT: UPDATE BUDGET UPDATE	Action
4.1	<p>Finance Report: Update</p> <p>The Head Teacher introduced this item. She reported that:</p> <ul style="list-style-type: none"> • the budget summary presented to the Committee indicated a challenging year ahead for the School's finances; • the School was making savings in areas where it could and in areas that were appropriate to do so. For example, setting up the new Technology room would be deferred for the time being. This saving would, for example, support the continuation of buying in high quality reading books for the literacy curriculum. <p>The Governors discussed this and agreed that the pupils' reading books were a priority for pupils.</p> <p>The Governors acknowledged that the school buildings were in a good state of repair at the moment so that savings could be made here.</p> <p>In discussion, the Head teacher talked about how the PPA time for the EYFS team could be used more flexibly and more effectively. This was connected to the issue of combining the two nursery classes, either for a morning or an afternoon.</p> <p>The two classes were already taught together occasionally and they worked happily together. Combining the two classes would not only be an effective teaching/learning experience but also a school saving by freeing staff time. The Governors would be kept up to date on this initiative.</p> <p>Governors discussed the numbers in Reception and Nursery classes. Low numbers was a wider borough issue.</p> <p>As nursery places were free for 15 hours, some parents were using private nursery care thus reducing take up of nursery places in schools.</p> <p>Governors agreed that the availability of places in the Reception and in the Nursery classes would continue to be publicised by the school. The Governors agreed that Reception class parents would be kept updated in relation to places available in the Nursery class. The EYFS team would also be involved in discussions about how to increase the numbers in the EYFS.</p>	

4.	FINANCE REPORT: UPDATE BUDGET UPDATE (cont'd)	Action
4.2	<p>Budget Update</p> <p>JL introduced this item. She reported that:</p> <ul style="list-style-type: none"> • the financial year ahead would be very challenging. The school's budget would be in deficit of £31,000 by March 2017 with contingency funding reduced to £17,000 by September 2016; • the budget summary accounts were made on 'forecasts and assumptions' as payments fluctuated with ingoings/ outgoings. Nevertheless, the summary was realistic; • funding reserves would be used up by the end of the year. Governors raised the issue of setting up a deficit budget. It was agreed by the Governors to consider what savings could be made in the school and what income could be increased and that a deficit budget would not be set. • Staff salaries made up a high percentage of the school's expenditure but Governors agreed that maintaining high quality staff in the school was a priority. • It was agreed that the external contracts for repairs and works to the school would be reviewed and discussed with other Head teachers in the Borough to ascertain if savings could be made. The Governors would be kept updated on this. • School printing costs would also continue to be monitored so that the school could work towards becoming 'paperless'. This was also a curriculum issue as pupils/staff could take this forward as an environmental initiative. • It was suggested by Governors that staff needed to be aware of the financial challenges facing the school and that a discussion take place with them about possible savings to the school. • It was agreed by the Governors that this would be raised at the January 2017 INSET day with the staff. 	<p style="text-align: center;">Head Teacher</p>

4.	FINANCE REPORT: UPDATE BUDGET UPDATE (cont'd)	Action
4.3	<p>Resources Update</p> <p>The Head Teacher reported that the recent review of the role of the TAs in the school had proved to be successful, with TAs being employed in a more efficient way. Savings had been made here.</p> <p>The school's budget would also be healthier once the High Needs Funding formula had been confirmed by the Government and filtered down to schools.</p> <p>The Head Teacher reported that the head teachers in the Borough were in discussion about school budgets and were exchanging ideas/strategies about how to deal with the financial shortcomings.</p> <p>The Governors noted that a 3 year budget would need to be agreed by March 2017. JL/TC to work on this and present this at the next meeting.</p> <p>MH reported that an Advisory SEND Steering Group had been set up in the Borough to review how SEND funding could effectively be distributed in the Borough. The SEND budget for the Borough was £35 million. An initiative was to be introduced whereby the Advisory Steering Group would decide on how SEND funding could be effectively distributed in the Borough.</p>	JL/LC
5.	RESOURCES UPDATE	Action
5.1	The Head Teacher reported that the school was looking at cost efficiency savings. This item was dealt with under the previous item.	
6.	PREMISES UPDATE	Action
6.1	There was no update to report.	
6.2	<p>Policies to be Ratified</p> <p>The Governors ratified the Freedom of Information Policy and the Schools Admission Policy.</p> <p>The Head Teacher reported that she was updating the Business Continuity and Emergency Plan. She requested that the Governors consider whether there should be an emergency evacuation lockdown practice in the school.</p>	

6.	PREMISES UPDATE (cont'd)	Action
	After much discussion, the Governors agreed that this would be a valuable exercise for both staff and pupils. The Head Teacher to progress this.	
7.	ANY OTHER BUSINESS	Action
7.1	<p>Fields Beneath Café</p> <p>The Head Teacher introduced this item. She reported that:</p> <ul style="list-style-type: none"> the local café called 'Fields Beneath' had requested the use of the school's oven after school hours as well as some storage space for the café's use. The school would be recompensed for this; the Café could utilise its expertise by being involved in the school's food curriculum as well as making a link with the 'edible' garden in the school. Eventually, the Café could also offer an after school supper club for families/school community. 	
7.2	In discussion with the Governors, it was agreed that as long as Café staff had DBS checks and that Food Hygiene procedures were followed diligently this could go ahead.	
7.3	This was also a unique opportunity to publicise the school in the local area as it was an exciting development involving a local business.	
8.	CONFIDENTIAL ITEMS	Action
8.1	There were no confidential items.	
9.	DATES OF FUTURE MEETINGS INCLUDING COMMITTEE MEETINGS	Action
9.1	<p>School Improvement Committee: Tuesday 22 November 2016</p> <p>Full Governing Body: Tuesday 31 January 2017</p>	

There being no further matters to discuss, the Chair thanked those present for attending and closed the meeting at 7.30pm.

Signed: Date:

**Mr T Carew, Chair of Carlton Primary School
Resources and Finance Committee**