

Minutes of a meeting of the Finance Committee of Wheatcroft C P School
Wednesday 1st May 2024 at 4pm

Present:

Mr G Dyer

Mr M Parkins

Mr C Baxter (via Teams)

Mrs C Webster

Miss V Lewis (Clerk)

FC15/23

Welcome from the Chair

Mr Baxter welcomed those present to the meeting.

FC16/23

Apologies

Mr Hirst is on holiday. Governors accepted his absence.

Unfortunately, due to technical difficulties Mr Baxter could not hear the meeting and left. Clerk took over running the agenda with Mr Dyer acting as Chair.

FC17/23

To invite governors to declare confidentiality or any interest in items of business on the agenda

None declared.

FC18/23

Minutes of the previous Finance Committee meeting – 14.11.23

Actions from Minutes 14.11.23 have all been completed.

Governors agreed the Minutes as a full and proper record of the meeting. Proposed by Mr Parkins and seconded by Mrs Webster. All agreed.

Actions: File and publish agreed Minutes as per procedure

By Clerk

FC19/23

Matters Arising

No matters arising not covered by this Agenda.

FC20/23

Correspondence

None received to note at this meeting.

FC21/23

Safeguarding Update

All staff and governors should recognise that there is a corporate responsibility for safeguarding. This remains a standing item on all Full Governing Body and Committee meetings. Miss Glass will be presenting at the next SPAM meeting.

FC22/23

School Business Manager Report

- A Outturn 23/24
- B Start Budget 24/25 and 3 Year Forecast
- C Contracts Review Schedule
- D Staffing Updates
- E Premises and Health & Safety Updates
- F Veritau Data Security Audit 2023/24

Finance:

- The outturn is not as favourable as we might hope, however, this is due to costs which have arisen throughout the year which have impacted our carry forward position. As per the report we will carry a deficit into 24/25 and 25/26 but due to staffing changes and other savings, we predict being back in a non-deficit position by 2026/27. Whilst this is not ideal, it is a recovery plan and we must ensure we follow this. It is likely we will need to have a further meeting with Finance Governance to lay out our recovery plan, and there will be a managed deficit application to submit. However, compared with other schools who I am in contact with, our position is far from the worst – we have a plan to recover to a non-deficit position within 3 years.
- The possible change in government may lead to some funding changes, as we don't as yet have a national funding formula in place beyond this financial year.
- We are not recruiting to replace a retiring ATA or to cover a GTA maternity leave, we are instead deploying staff creatively to cover these 'vacancies'.

- We will make savings on our speech and language provision by scaling back the specialist bought in time and upskilling our in house staff.
- Having undertaken modelling, and liaised with a SBM colleague at Hunmanby School we propose giving notice to the LA for our cleaning and caretaking service and bring this in house. Premises staff would TUPE across to our payroll and would undertake training in line with school staff. The cleaning/ caretaking cost has increased by 12% each year for the last 2 years and if this were to continue we would save close to £50,000 over the next 3 years if we give notice to leave the soonest date (1st January 2025). **Governors agreed this proposal.**
- I have given notice on the Heavy Equipment Insurance which costs £3k a year and is designed to replace the large kitchen appliances such as cookers and freezers. The most expensive of these still comes in under £2k so would still be cheaper than the insurance itself. Over 3 years this will be a saving in excess of £10k as the insurance has gone up by 20% each year for the past 3 years.
- Governors considered the Contracts review schedule and noted the changes. Mrs Webster commented that she was going to ask about the cost of the cleaning and caretaking SLA but this has already been covered.
- Supply costs remain an issue, but moving forward we would look to cover absence from within as much as possible using HLTA Mr Collins. The outturn for this area was hugely affected by the long term absence of a teacher which started in November. The staff member has almost completed a phased return.
- **Governors discussed the Staff Absence Insurance recommendations and agreed the following:**
 - Day 11 Low – Teachers – cost £10,269
 - GTA cover (1 year only) due to maternity reimbursement – cost £3,103.40 (reimbursements £5,482.85 = income £2,379.44)
- After the mistakes made by the DfE regarding the NFF last year there is currently a delay in releasing the funding details for UIFSM and Sports Premium whilst they are checking everything is correct before release. Figures built into the budget are last year equivalent so may be higher once released. Pupil Premium numbers remain stable. Sports Premium spending criteria is narrower now and will be decided by Mr Dyer and Mr Collins for next academic year.
- Teachers' pensions contribution rate has increased to 26.68% with supportive funding due.
- Wheaties remains popular and well attended and has this year produced a small profit which we have used a small amount of to give a facelift to The Bungalow.
- The 2023/24 East Barnby visit ended up with a subsidy of just over £5,000. Therefore we have looked into alternative options and after a successful 'reccie' to look at Peat Rigg we have cancelled East Barnby and booked Peat Rigg at a saving of £100 per child. **Governors discussed the subsidy and charges to parents and agreed the following: £160 full price / £80 reduced cost (those eligible for Pupil Premium) which leaves a subsidy of £2,150.**
- The 2023/24 London visit ended up with a subsidy of £3,361. This trip also benefits from a subsidy towards travel from the government due to visiting Parliament. **Governors discussed the subsidy and charges to parents and agreed the following: £160 full price / £80 reduced cost (those eligible for Pupil Premium) which leaves a subsidy of around £2,500.**

NB. Start Budget to be formally ratified at FGB Meeting on 16.5.24.

Premises and Health & Safety

- The Bungalow has been refreshed and is looking and feeling much more fit for purpose.
- Planning permission has been received for The Zone refurbishment project. The cost of this has been built into the Start Budget and whilst not cheap, will be undertaken as cost effectively as possible by utilising staff and community involvement. There will also be a contribution from the PTA towards works.
- The Year 1, Year 6 and two staff toilets will be DIY refurbished by the SBM over the Summer Holidays.
- Fencing installed along the playground / car park boundary for greater security and safeguarding. Reimbursement due from LA.
- HandS Adviser visited to undertake the annual premises inspection. He found numerous small issues which have been rectified – the only items remaining are works already planned for the May half term (cementing / pointing and fence repair).

	Veritau Data Security Compliance Review <ul style="list-style-type: none"> A few action points, relating mainly to staff awareness and training. These have been actioned, with staff just in the process of completing additional recommended training.
	Action: Begin the process of withdrawal from the LA Cleaning Service SLA By: SBM
	Action: Confirm Staff Absence Insurance arrangements By: SBM
FC23/23	School Holiday dates 2025/26 The deadline for return of the form with the school's preferred two optional professional development days was in advance of Easter so the school has returned this with the dates of: Monday 13 th April 2026 Monday 1 st June 2026 Governors agreed these dates. The provisional calendar also includes the usual January training day instead placed at the end of the Autumn Term in December. The school has expressed that this does not seem conducive to successful training opportunities at the end of the longest term when staff are ready for a break. This was also the case on the 24/25 provisional calendar but was changed back to January after many schools expressed the same concerns. It may well be the case again this time but we must wait for the confirmed calendar to be released.
FC24/23	Policies to Review: <ul style="list-style-type: none"> - HR018 Leave Policy - HR023 Parental Leave & Pay Policy and Procedure - HR026A Providing and Obtaining Employment References Policy - HR027 Schools Reorganisation, Redundancy & Redeployment Policy & Procedure - HR031 Workplace Health & Wellbeing Policy - HR037 Flexible Working Policy & Procedure - HR049 Travel and Expenses Policy All policies listed are model policies approved and agreed by Unions and the LA. They have been personalised for the school and personnel / staff / responsibility holders. The only policy with legal changes is HR023 Parental Leave & Pay Policy and Procedure which has been updated in line with the new government legislation. Governors carefully considered the named policies and agreed to accept and adopt.
	Action: File and publish Policies as per procedure By Clerk
FC25/23	Dates of the Next Meetings Date of Next Finance Meeting – Originally scheduled for 26.6.24 at 4pm however this now clashes with the Headteacher's Briefing on the same day. Governors agreed to reschedule the date of this meeting to Monday 24 th June, still at 4pm. Date of Next FGB Meeting – 16.5.24 5pm
FC26/23	A.O.B. None to note.

Meeting closed at: 4.45pm

Signed (Meeting Chair):  Date:

CB unable to access meeting so signed by
Mrs Webster and countersigned by Mr Dyer.

Actions: ✓

Agenda Item	Action	Responsible	Completed
FC18/23	File and publish agreed Minutes as per procedure	Clerk	✓
FC22/23	Begin the process of withdrawal from the LA Cleaning Service SLA	SBM	✓
FC22/23	Confirm Staff Absence Insurance arrangements	SBM	✓
FC24/23	File and publish Policies as per procedure	Clerk	✓