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**Eynesbury C of E Primary School Governing Body  
Meeting of FPP Committee 21 February 2017**

Meeting commenced at 7.30pm.

Present:	Michael Freeman	MF
	Andrew Underwood	AU
	Helen Rouse	HR
In attendance:	Tracey Crawshaw (Clerk)	TC
	Christine Taylor (Advisor)	CT

Apologies accepted: Kate George (KG), Stewart Martin (SM), Karl Wainwright (KW) and Sonia Wilson (SW)

Received from and not accepted: None

The meeting opened at 7.30pm, Andrew Underwood welcomed everyone to the meeting. The meeting was quorate.

### 1. Apologies

Apologies were received as indicated above and the committee accepted these.

### 2. Declaration of Pecuniary Interest

None declared.

### 3. Minutes of the last meetings (14 December 2016)

The minutes for the meeting held on the 14 December 2016 were agreed, signed and dated by the chair.

### 4. Matters Arising and Review of Actions (detailed at the end of the minutes)

The following matters were arising in addition those within the actions below:

Action	Details	Who	To be Completed	Status
9.1	Code of Conduct for staff to be brought to the next meeting.	HR	February 2017	
9.2	School Financial Regulation and the Scheme for Financing Schools to be brought to the next meeting	CT	February 2017	

**9.1** The Head teacher advised governors that this was a model document from EPM and had been completed with the relevant information for the school. [The Code of Conduct was agreed by governors and signed by the chair.](#) The document will be circulated to all staff.

**9.2** School Financial Regulations 2017 and the Scheme for Financing Schools 2017 were agreed by governors and signed by the chair.

The following items were carried over from the Full Governing Body meeting held on the 1 February 2017 1) Kitchen Provision to be discussed in AOB and 2) Fairer Funding to be discussed as part of the Head teachers report.

## 5. Finance and Head teacher report

The Budgetary Control Report dated 06/02/2017 was circulated to Governors, notes were circulated with the BCR and the following were noted:

### Looking ahead Budget 2017/18

The expected forecast outturn is £6,660 based on budget forecasting. This is likely to be higher due to income not yet built into the budget (such as closing of school Fund Account £5,000) and is estimated at £19,046, which represents an overspend of £41,221 for the year. The initial budget for 2017/18 represents a shortfall of £54,025 with no change to budget lines. If anticipated income is built into the budget (including EHCP funding £16,000, Bursary £4,666 and Maths Hub funding £6,000) and reductions in the budget lines not associated with staffing, the 2017/18 budget represents an overspend of over £12,000 despite carry forward and therefore an overall overspend of over 30K. [Governors enquired if the Diocese could be approached for funding. The school has access to funds linked to the sale of the school house of £2,000 per year for items which has previously funded the stage lighting and proposed funding for the sensory garden.](#) The Head teacher noted that this is the toughest budget she has had to produce in her career.

### Budget 2017/18 headlines

The Local Authority has not provided a toolkit this year and the 2016/17 toolkit has been adapted. Fairer Funding for the school represents a £2,000 reduction. With reductions in the Basic entitlement (value for each child) (reduction of £1,500) and the lump sum (reduced by £40K). The impact of improved outcomes at the end of the Foundation Stage means a loss of £3,751. [Governors enquired if other local schools will be impacted by the changes. Three schools in the local area will receive reduced funding.](#)

Some good news is the number of pupils receiving Free School Meals has increased from 12 to 18. This has been due to the Early Years Funding and all parents have to fill in forms and register for Free School Meals and this information goes from the Nursery to the School. Savings have also included CREDS (low EAL and falling), The Key (LA no longer funding), and reduced maternity insurance. Educational Services Grant (retained duties) and Apprenticeship Levee (£3,000) are additional costs.

### Budget 2016/17 – BCR January 2017

- Teachers pay appears to be overspent, but this includes provision for Performance Management which were not used.
- Supply Teacher pay is overspent/INSET underspent/Agency overspent and this is going to be analysed more closely as it includes a significant amount of Pupil Premium children 1:1 support.
- Teaching Assistant pay is overspent due to increase in particular classes (Year 1, 2 and 3). [Governors discussed the Education Health Care Plan \(EHCP\) applications and extra support in the classes. The first £6,000 of an EHCP is funded by the school, the school currently has 4 children with EHCP's and there is anticipated to be a total of 7 by the end of 201/17.](#)
- There are no members of staff on long term sick leave and the school fully staffed which is a very positive position to be in.
- The nursery staff to pupil ratio is 1 teacher and 1 nursery nurse for 26 children. Funding does not allow for 3 staff members. The nursery can take 52 children. The proposed 30 hours funding for nursery places will have an impact on numbers as the nursery will be full at the beginning of the year and less children will be able to attend. It is a positive for the school as the nursery will be full at the beginning of the year.
- Staff training and development is overspent due to the high quality of longer term courses.
- Buildings maintenance has seen savings over the year, but there does need to be an investment in carpets and decorating.

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- The electricity bill is still unknown as there has not been an invoice since September from the new provider.
- A saving has been made on the Property management line as there has not been a Service Level Agreement cost. The Energy Certificates have been provided by the 3 visits scheduled for the school this year have not taken place.
- The numbers of children attending the Breakfast Club and Squirrels have dropped. It is difficult to reduce costs as there has to be a minimum of 2 members of staff and numbers fluctuate.  
**Action 10:9: Governors agreed to discuss the cost to parents of the Breakfast Club and Squirrels. This will include price comparisons with other local providers.**

The BCR dated 6 February 2017 was signed by governors.

**Premises**

The upgrading of the Outdoor learning area is ongoing. A second quote has been received for the fencing outlined at the last meeting. Huntree Fencing quoted £2,548 and Bradgate £2,837. Governors approved Huntree Fencing to complete the works.

**Personnel**

Nothing to report. Remain fully staffed and been creative in seeking additional adults – Bursary/ PGCE student.

Governors discussed succession planning of the staff within the school. Staffing can be difficult to plan due to teaching staff giving one half a term’s notice with the next notice date is the 31 May 2017. When members of staff hand in their notice the vacancy discussed, the current needs of the school reviewed and then an advert is placed. Governors enquired how they can support the school with succession planning and the need for governors to undertake the Safer Recruitment training was highlighted.

**7. Policies**

School Financial Regulation and the Scheme for Financing Schools (previously circulated) - agreed in item 4.

Code of Conduct for Staff – agreed in item 4.

**8. Schools Financial Value Standards**

Governors discussed the SFVS 2016-17 and agreed that A Underwood, M Freeman and the Head teacher will complete the standards before 31 March 2017.

**9. AOB**

Fairer funding implications have been discussed in section 5. **Action 10:2: Governors agreed that additional income generation would be discussed at the next meeting.**

SEN Audit - There are a small number of children with additional needs and challenging behaviour within the school and additional support has been sought. The school is due to receive a Local Authority SEN audit. The Head teacher has a copy of the audit/toolkit and is planning to draft a response to the audit including evidence. The scheduled audit time can then be used to discuss the current needs within the school.

Kitchen provision – The Head teacher has not been able to progress the plans for a kitchen area. M Freeman has agreed to review the project material and support the Head teacher where necessary.

**10. Date of next meeting – 24 April 2017 & 26 June 2017.**

Meeting of FPP Committee ended 20:55

**Signed by the chair .....Date.....**

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## Actions

Action	Details	Who	To be Completed	Status
10.1	Governors to discuss price increases for Squirrels and Toasties	HR	June 2017	
10.1	Additional income generation to be discussed	ALL	June 2017	

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**Agenda for Next FPP Meeting 24 April 2017 meeting time 7.00pm**

Apologies

Declaration of interests

Minutes of the Last Meeting 21 February 2016

Review of Actions/Matters Arising

Finance

Personnel

Premises

Policies AoB

Date of next meeting 26 June 2017

Signed .....Date.....