

**Eynesbury C of E Primary School Governing Body
Meeting of FPP Committee 24 April 2017**

Meeting commenced at 7.30pm.

Present:	Michael Freeman	MF
	Stewart Martin	AU
	Helen Rouse (Head teacher)	HR
	Sonia Wilson	SW
In attendance:	Tracey Crawshaw (Clerk)	TC
	Christine Taylor (Advisor)	CT

Apologies accepted: Andrew Underwood (AU) and Karl Wainwright (KW)

Received from and not accepted: None

The meeting opened at 7.00pm, Stewart Martin chaired the meeting in the absence of Andrew Underwood and 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

As the budget is being discussed M Freeman declared an interest as his wife is a Learning Support Assistant.

3. Minutes of the last meetings (21 February 2017)

The minutes for the meeting held on the 21 February 2017 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
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	

10.1 and 10.2 are both items for completion in June 2017

5. Finance and Head teacher report (including budget approval 2017-18)

The following documents were circulated to governors:

Budget Control Report (BCR) period 13 Created on 07 April 2017.

Budget 2017-18 Funding spreadsheet

Budget 2017 report

Budget 2017-18



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High needs (SEN) Finance Report April 2017

Nursery Finance Report April 2017

The following documents will be circulated at a later date:

Pupil Premium report

PE report

The governors discussed the following:

BCR Period 13 07/04/2017

- The carry forward is £22,547 from the 2016-17 budget. The planned carry forward was £8,000. The 2016-17 budget has been reviewed by governors through the year and has been challenged by the high level needs of some children. Governors approved the period 13 BCR for the 2016-17 budget. This was proposed by SM and seconded by MF.

Budget 2017-2018

- The Local Authority (LA) did not provide an updated Tool Kit this year and they have provided schools with a modified 2016-17 tool kit to create the budget.
- The pupil numbers are the same for the 2016-17 and the 2017-18 budgets with 208 pupils. Funding is £2,721 per pupil. 210 is full capacity for the school.
- 30 pupils are anticipated in Reception in September 2017.
- Lump sum funding is the same as 2016-17 at £150,000. Under the new fairer funding system this figure is proposed to be £110,000 for 2018-19. The new fairer funding formula is not yet available to use, but it is anticipated that the school will lose £3,000 as part of the proposed (one of 9 schools locally which will have a reduction in their budget. The Head teacher and other Head teachers met with Johnathan Djanogly MP to discuss the changes in funding.
- The funding received for Rates has increased, to match the increase in the Rates.
- The school has had a reduction of £3,752 of the Prior Attainment funding due to the improved outcomes in Reception.
- Free School Meals (FSM) funding has increased by £3,600.
- IDACI funding has increased by £800, due to the changing demographics of Eynesbury.
- EAL (English as a Second Language) funding has been reduced by £2,639, due to some of the children having been in the country for more than 3 years or leaving the school and the funding ends.
- There is no Minimum Funding Guarantee (MFG), so this is a reduction of £3,320.
- This represents a reduction in funding of £5,125 for 2017-18 compared to 2016-17.
- De-delegation costs have increased by £1,290. De-delegation costs were explained to governors.
- The overall reduction in funding is £6,415 for 2017-18 compared to 2016-17.
- The governments Apprenticeship Levee is £3,000. It was noted that if the school was an Academy it would not have to pay the levee. The school does not have any apprenticeships.
- Other funding includes an increase of £7,563 for High Need children (SEN); £12,230 anticipated High Needs, £7,900 Pupil Premium and £30,400 for the Nursery. The nursery will have higher numbers than in previous years in September which has increased the income.

Budget savings



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- The Head teacher proposed that to save income that she remains full-time and takes one days unpaid leave each half term. This is a saving of £844 per year.
- The Assistant Head teacher will increase from 3.5 days teaching to 4 days.
- Supply cover has been reduced from £10,000 to £5,000. Training supply cover has remained the same at £4,000.
- Staff training has been reduced from £10,000 to £4,000, this is due to long term courses (over 2 academic years) being paid for last year, and it will be increased to £8,000 in 2018-19.
- [Governors enquired regarding maternity leave. The school has insurance for maternity leave, but does it cover the costs? No, it does not fully cover the costs as staff to cover the leave can be more expensive. It is a financial variation that can't be planned for.](#)
- Support staff last year was £20,000 but due to an increase of higher level support required this year the line has been increased to meet the needs of the children.
- Governors reviewed a report on High Needs children (Special Educational Needs) 2017. For each child with an Education Health Care Plan (EHCP) the school pays the first £6,000. The school has nearly two times the national average of children with an EHCP, and the number of children with SEN is in line with the national average. 247.5 hours of support staff are required to support the High Needs children a week. A reduction to 240 hours can be made by sharing staff at lunch times. The school is moving towards using Teaching Assistants at lunch time to support social play and inclusion rather than Lunchtime Supervisors who have previously held a different role at lunchtimes. [Governors enquired how much is built into the budget for Teaching Assistant absence. £3,000 is budgeted for non-teaching supply cover. Governors asked if Teaching Assistants need to be qualified or working towards qualifications or can parents be used in the classroom to support in a voluntary role? The school has mums who volunteer for the Better Learning Partnership, which does have an element of training and many of the parent volunteers have become Teaching Assistants at the school. There is a greater need for parent volunteers lower down in the school.](#)
- Governors reviewed the Nursery Finance Report April 2017. The Head teacher is proposing additional staffing support to ensure inside/outside learning – 2 hours each morning and 1.5 hours each afternoon equalling 3.5 hours per day. Wednesday is a busy day with 52 children, and a trail has been undertaken with the afternoon starting at 12.30 and finishing at 3.30pm. Freeflow is from 3.00-3.30 if parents which to collect children at 3.00pm. The afternoon children will have lunch at home. The teacher in the afternoon will start at 12.15pm on a Wednesday. The nursery will be charged a share (1/8) of the school costs in the current budget. [Governors enquired if the nursery will be able to offer the 30 hours free funding offered by the government. The Head teacher has attended training on the changes and currently the nursery will not be able to offer 30 hours, there is potential for collaboration with private providers to offer the 30 hours. **Governors approved the changes to nursery hours on a Wednesday and additional hours.**](#)
- There will be no anticipated need for redundancy of Teaching Assistant hours due to the additional hours created by the Higher Needs children within the school. All additional hours will be temporary.
- Swimming was discussed and governors agreed to continue with the swimming provision.
- Music provision was discussed including violin and Clarineo lessons. Governors requested a report on the uptake of music lessons after the free period of lessons has ended. **Action: 11:1.**
- The Capital Budget will be spent on ICT this year.
- Governors discussed other revenue sources such as grants from the Diocese, lettings and PTA contributions.

Governors approved the 2017-18 budget with a carry forward of £2,115 to be recommended to the governing body this was proposed by S Martin and seconded by M Freeman.

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A SEN review was undertaken by the Local Authority. The report and actions will be fed back to the Full Governing Body meeting in July. **Action 11:2**

Governors approved the proposal for the Head teacher to take 1 days unpaid leave per half term. It was agreed that this would be beneficial to the wellbeing of the Head teacher and this will take effect from September 2017. The dates will be planned in advance with the approval of the chair of governors.

Premises

A Fire Safety Audit has been undertaken by the Local Fire officers (circulated at the meeting). One action was that the schools fire risk assessment was not held on the Cambridgeshire risk assessment form. The school does not have an automatic fire detection system and the Head teacher has requested quotes for the cost of the work. The Head teacher has the opportunity to attend fire risk assessment training in September. **Governors approved the Fire Risk Assessment.**

Governors enquired if any progress has been made regarding the fencing discussed at a previous meeting. The Head teacher reported that no progress had been made.

The Head teacher provided governors with one quote for Interactive white boards for the classes without the new replacement screens (£2,145 each). Governors approve the upgrading of the remaining 3 classes to Interactive Whiteboards from Proactive. The company has provided the current Interactive white boards and will be able to install them during the school term.

Personnel


The caretaker has resigned and will be leaving the school at the end of July. CCS has offered to help the school with advertising for the vacancy for a caretaker/cleaner with lettings responsibilities. Mr Wixey will be available to support the new caretaker and to help with training.

A nursery nurse will be leaving at the end of May half term.

6. AOB

7. Date of next meeting –26 June 2017.

Meeting of FPP Committee ended 21:30

Signed by the chair  **Date** 16/10/17



Actions

Action	Details	Who	To be Completed	Status
10.1	Governors to discuss price increases for Squirrels and Toasties	HR	June 2017	
10.2	Additional income generation to be discussed	ALL	June 2017	
11.1	Report on uptake of music lessons after the free lessons	HR	June 2017	
11.2	SEN review actions to be discussed at FGB meeting	HR	July 2017	

Agenda for Next FPP Meeting 16 October 2017 meeting time 7.00pm

Apologies

Election of Chair and Vice chair

Declaration of interests

Terms of Reference

Minutes of the Last Meeting 24 April 2017 (26 June cancelled)

Review of Actions/Matters Arising

Finance

Personnel

Premises

Policies

AoB

Date of next meeting 12 December 2017, 19 February 2018, 24 April 2018, 26 June 2018

Signed A. Underwood Date 16/10/17

