

# ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL

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Head teacher: Mrs Hilary Tyreman



## **Minutes of a Meeting of the Finance and Premises committee held on Tuesday 15<sup>th</sup> November 2016 at 1.30pm**

<b>Present:</b>			
Mike Cotton (Chair)	<b>MC</b>	Hilary Tyreman (Headteacher)	<b>HT</b>
Judith Byrne	<b>JB</b>	Sian Yates	<b>SY</b>
		Belinda Burton (LFS Technician)	<b>BB</b>
		Janet Standring (Clerk)	<b>JS</b>
<b>Apologies:</b>		<b>Pecuniary Interests:</b>	
None recorded		None recorded	

<b>No.</b>		<b>Action</b>
<b>1</b>	<b>Minutes of the last meeting:</b>	
<b>1.1</b>	The minutes of the last meeting held on 4 <sup>th</sup> October 2016 were	
<b>1.2.</b>	confirmed to be accepted as a true record	
<b>2.</b>	<b>Matters Arising;</b>	
<b>2.1.</b>	<b>None presented</b>	

<b>3</b>	<b>Budget Monitoring Statement;</b>	
<b>3.1.</b>	The latest Budget Monitoring Statement was presented to Governors.	
<b>3.2.</b>	BB led Governors through the report.	
<b>3.3.</b>	MC had concerns over the accuracy of the last statement received as he felt that this had been out of date	
<b>3.4.</b>	It was pointed out that the last two reports had contained a lot of the same information as payroll only operated once per month	
<b>3.5.</b>	A lot of overspends were noted in the current statement	
<b>3.6.</b>	Administration; Some insurance money is still due on this line. There is a forecast overspend in this area of just over £3,000. It was hoped that this may reduce a little	
<b>3.7.</b>	Additional assistance in the office had been used on a number of occasions due to the amount of work having to be undertaken by office staff since the start of the academic year	
<b>3.8.</b>	Supply Other; 65% spent; This is higher than anticipated, if the current rate continued the budget would be on target at the end of the financial year	
<b>3.09.</b>	The supply other is very specific and is only used if someone is withdrawn from the class for curricular work. This had been high in the summer term but had now reduced	
<b>3.10.</b>	If only £2,700 is left in this area, will this fund not be overspent when staff are released for courses?	
<b>3.11.</b>	It was considered that the amount remaining will be enough for the remainder of the financial year. HLTAs can be used in the school to cover for staff who are on courses. Using this fund is a last resort	
<b>3.12.</b>	TAs 53.2% forecast slight overspend on overtime payments, The hours should now have settled so it is not currently envisaged that extra funding will be required	
<b>3.13.</b>	Teacher funding SEN; this is slightly overspent, the bulk of the budget being used in the summer term	
<b>3.14.</b>	Grounds Maintenance; There are more invoices during the summer and additional funding has been done to clear the ditch	
<b>3.15.</b>	Other Premises costs; these items will be moved for the next report this is a miscoding. The expenditure will be coded into other areas, a lot is basic property compliance	<b>BB</b>
<b>3.16.</b>	Repairs and Maintenance this includes contribution to buildings work, which was not within the original budget and was overspent	
<b>3.17.</b>	The money for this contribution used to be paid from reserves. It was resolved that this be done	<b>BB</b>
<b>3.18.</b>	Clerking; Additional money allowed in this area, but is difficult to judge as it is not known how many meetings will be held	
<b>3.19.</b>	Minibus; There had been an incident of vandalism to the minibus parked on Alexandra Road and there is an excess of £250 on the insurance. It was considered that in school holidays the bus should be parked at Paul	<b>HT</b>
<b>3.20.</b>	SLAs: Additional costs of the Educational Psychologist included in this now.	
<b>3.21.</b>	Staff training and development; over budget at present. A	

3.22.	discussion took place on the implications of future Governor training. HT to check on the cost of training with the Diocese	HT
3.23.	The ICT budget is incorrect some items need to be moved to capital expenditure	BB
3.24.	Pre School; this will not be over budget at the end of the financial year	
3.25.	Breakfast club is demand led, but should be on track at the end of the financial year	
3.26.	School Meals; There had been problems regarding parents being presented with large bills. Chartwells had now been asked to let the school know each week how much was owing. SY stated that the scheme where parents paid on cards or with apps worked well in other places. A payment system would be beneficial to the school. Costings to be obtained for this	HT
3.27.	It was pointed out that the contract with Chartwells would be up for renewal shortly	
3.28.	Pupil Premium report was presented; The position at year end would be approx £3,000 overspent. The funding is less than originally forecast. A discussion took place on this. Governors need to be able to account for where the Pupil and Sports Premium funding is used. The decision was made to move £4,000 from reserves to support this area. All in favour	BB
3.29.	BB stated that at this time of year forecasting forward takes place. £14,592 was envisaged as being left in reserves at the end of the Financial year	
3.30.	It is difficult to cut back on costings with an old building where there is a continual programme of improvements	
3.31.	In the next financial year the use of TAs in the school may have to be reviewed, with more of a targeted as opposed to a class based approach	
3.32.	The school need to consider the increase in the Living Wage to £8.25. this will have a budget implication	
3.33.	It was unanimously agreed that this be implemented. It was considered that the school have a moral obligation to pay this	
	The school overtime bill had to be monitored carefully as if this continued at the present rate it would have a significant effect on the next budget	
4.	<b>Pupil Premium:</b>	
4.1.	<b>Covered in Budget</b>	
	<b>Sports Premium</b>	
	<b>Covered in Budget</b>	
5.	<b>Financial Implications of staffing matters;</b>	
5.1.	HT detailed the pay rises agreed for staff at the recent Pay Personnel Committee meeting.	
5.2.	It was pointed out that if targets were not met pay rises were not granted automatically	
6.	<b>Premises;</b>	
6.1.	<b>* LCVAP Building Project;</b>	
	Few snagging issues to be addressed in the office and reception areas	

6.2.	There is money left over in the LCVAP funds for the end of the financial year and all Church Schools had been contacted accordingly.	HT
6.3.	The two sets of doors that had been removed could possibly be re instated if required.	
6.4.	HT was disinclined to reinstate these doors	
6.5.	Next year the flat roof in the canteen may require maintenance and a shelter and a canopy in the EYFS may be beneficial	
6.6.	Any LCVAP money required a 10% contribution from the school budget <b>* General Building Issues;</b>	
6.7.	Remedial work had been undertaken on the boiler over the last few weeks. This had been an unexpected expenditure, but as there were concerns that this had not been fitted correctly HT would contact the Insurers to see if a claim could be made	
6.8.	A Health and Safety walk to be arranged	
6.9.	There were concerns about the young people using the adjacent areas to the school in the evening. HT to contact the Town Council with regards to this	
7	<b>Any other Issues of urgency (approved by the Chair);</b>	
	<b>None presented</b>	

**The meeting closed at 3.05.pm**

**Signed;.....Date;.....**