

**MINUTES OF THE MEETING OF THE FULL GOVERNING BOARD OF THE FEDERATION
OF HEAVERS FARM PRIMARY SCHOOL AND SELSDON PRIMARY SCHOOL
HELD ON TUESDAY 1ST MAY 2018 SELSDON AT 6.15PM**

Present

Lynsey Barnett	Staff Governor
Moses Bukenya	Parent Governor
Nigel Collins	Co-opted Governor (present from 6.30pm)
Graham Cluer	Partnership Governor, Chair
Sarah Faulding	Co-opted Governor
Tanya Denis	LA Governor
Dom Lacovara	Parent Governor
Susan Papas	Executive Head teacher
Jo Read	Associate Member
Hilary Smith	Associate Member (present from 6.30pm)
Alan Tigg	Co-opted Governor (present from 6.50pm)
Robert Ward	Co-opted Governor

Also In Attendance

Liz Parry	Governance Manager
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Absent

Des Ogg	Partnership Governor
Johnny Tang	Co-opted Governor

1. Welcome & Apologies

The Chair opened the meeting at 6.15pm and welcomed everyone to the meeting. Apologies for absence had been received from Des Ogg and Johnny Tang which were accepted by the Governing Board, noting that the date of the scheduled meeting had been changed.

The Chair also reported that since the last meeting he had received the resignation of Tony Pearson due to pressure of work commitments.

2. Declaration of Pecuniary Interests in the Current agenda

Governors were asked if they had any known pecuniary or other potential conflicts of interest in the current agenda and none were declared.

3. Quorum

It was confirmed that the meeting was quorate.

4.	<p>Minutes of the Previous meeting held on 28th March 2018 <i>checking of accuracy and signing by the Chair</i></p> <p>The minutes of the previous meeting were agreed as a true and accurate account of proceedings and were duly signed and dated by the Chair and passed to the Executive headteacher to be held on file in school.</p>
5.	<p>Matters Arising from the previous minutes</p> <p>There were no matters arising which would not be discussed on tonight's agenda or at next week's meeting of the School Improvement Committee.</p>
6.	<p>Finance:</p> <p>6.1 Q4: End of year figures for 2018/2019</p> <p>Governors were in receipt of the Q4 and end of year finance reports for both schools. Des Ogg had forwarded some observations as follows:</p> <p><u>Heavers Farm</u></p> <p>Projected revenue income between quarter 3 is very close to year end actual expenditure. Projected expenditure in quarter 3 was £3,891,216. The actual end of year expenditure turned out to be £3,947,601 which resulted in the revenue deficit moving from £68,370 to £125,027. In summary; Staff costs increased by £5k, Premises and occupancy costs increased by £14k, Other supplies and services increased by £20k, there was a new item of transfer of revenue to capital of £33k and less spend of 16k in Educational supplies and services. The school did have an in year surplus of £9,533. However as the school had a total carried forward deficit of £125,027 a licensed deficit plan has been prepared as required by the L.A.</p> <p>The Executive Headteacher explained that the end of year deficit figures had been higher than anticipated at Q3 because there had to be a movement from revenue to Capital for some of the costs for fixtures and fittings which had originally been accounted for under a revenue grant from the LA.</p> <p><u>Selsdon</u></p> <p>Projected revenue income in quarter 3 was £2,805,966. The actual year end was £2,832,438. The school benefitted from an extra £26k income. Projected expenditure in quarter 3 was £2,721,574. The actual expenditure was £17k higher at £2,738,512. The net effect was that the revenue surplus increased by £9k from £6,358 to £15,892.</p> <p>The Governing Board formally approved Q4 and the end of year figures for both schools, with thanks to Des for his analysis. The Chair signed and dated all relevant paperwork.</p> <p>6.2 Presentation of the budget plans 2018/2019 for Selsdon and Heavers Farm with a view to formal ratification.</p>

Governors were in receipt of the budget plans for both schools.

Heavers Farm:

Governors noted that there was not much change on revenue income. Last year actual income was £3,957,134. This year (18/19) budget is £4,026,734.

The main changes to LA funding formulae this year are the reduction of the primary lump sum from £175,000 to £110,000 (loss of £65,00) and the increase in AWPU (Age Weighted Pupil Unit) rate, which has meant an increase in £29,590.

Des Ogg had noted some significant expenditure differences from last year actual costs and this year's budget under some CFR codes so the Executive Headteacher addressed each of these in turn:

E03: Education Support Staff: Gone up by £39,000. This is due to an increase in on-costs and anticipated salary uplifts. The school has also employed some new SEN TAs so the budget reflects the full year costs for these additional members of staff.

E06: Catering Staff: Gone up by £24,000. This is due to an additional member of staff. (Last year this cost was represented under agency staff) An additional member of staff has been employed because of the increased number of classes at Heavers Farm following expansion.

E07: Other Staff: Gone up by £41,500 to reflect employment of additional staff, including clubs staff and nursery providers.

The Executive Headteacher said that in each staffing line an element has been included to reflect potential overtime costs which reflect the provision of in-house cover.

E19: Learning Resources (not ICT): This has gone down by £35,000, and reflects a reduction for curriculum areas, consumables and school trips.

Q: Does this mean there will be fewer school trips?

A: No. Last year the school spent £10,000 on trips but only received £1,400 in income. This year there will be more focus and encouragement to get more income in to pay for the trips (bearing in mind that contributions are voluntary), and also to ensure that the costs of the trips are properly calculated and take into account the costs of running the school minibuses. The schools both aim to provide three trips per year, and keep costs minimal for families, capped at £10.

ACTION: Executive Headteacher to talk to year group leaders to request that efforts to recoup reasonable costs for trips are made.

Q: Will the reduction in spending on curriculum areas have an impact on the quality of education being provided?

A: No. There will be no cutting of critical equipment and supplies, but great care will be made with

authorising purchases and ensuring that they are essential. Any non-essential spending will not be authorised until the school is in a better position financially.

E25: Catering Supplies: This is down by £41,000 as agency fees have been removed from this heading from the employment of a permanent member of staff, and there is no predicted need to spend on equipment this year.

E28: Bought in Professional Services: The school is making a saving of £38,000 and this is largely because of the reduction in legal costs, and the fact that the school has moved to a new provider for Education Psychology , which costs less money than Croydon and provides a great number of hours.

Q: How accurate are the revenue figures? Is there likely to be any adjustment?

A: Each year there are always some adjustments which come to light during the course of the year . For example, it is difficult to predict the funding for Early Years.

Q: Bearing in mind the problems last year with sickness and the need to employ cover staff, is there any value in looking at whether or not there would be any advantage to taking out insurance cover?

A: The Executive Headteacher said that she would ask Tina and Wendy (HF and Selsdon finance officers) to explore whether insurance may be worthwhile, looking historically at the areas where cover was required last year.

At the conclusion to discussion the Governing Board formally approved the budget for Heavers Farm and the Chair signed the relevant paperwork.

Selsdon:

Governors noted that the income is much reduced from last year's actual income. Last year £2,832,438. This year's budget £2,737,163 which equates to £95,275 less.

As with Heavers, there has been an increase in pupil AWPU and a reduction in the lump sum by £65,000.

The Executive headteacher took governors through other areas where income was down including:

- No anticipated income from the Friends of Selsdon Primary (last year £4,200)
- the school had last year received income from a settlement of £4,500
- Last year there had been uniform sales income of £23,000 but uniform is now being sold through Hewitts
- £1,000 less income from Teach First
- £21,000 less income for LAC as there were now fewer LAC children at the school
- £5,000 less income for SEN
- £12,000 less income from the LA

Under expenditure the following points were noted:

E01 Teaching staff: Costs risen by £40,000 reflecting the fact that a teacher is now directly employed.

E03: Education Support Staff: Admin staff costs have gone down by £8,000 as there was a re-organisation following the retirement of a member of staff.

E07: Other staff: this has gone up by £24,000 due to employment of more club staff, playground supervisory staff (a new role created at both Selsdon and Heavers Farm to support behaviour in the playground)

E14: Cleaning and Caretaking. Reduced by £23,000 as costs have moved to premises staff.

E16: Energy. This has gone up by £17,000 to meet the costs of anticipated bills

E24 Special Facilities: This has gone down by £25,000

E26 Agency Supply teaching staff: This has gone down by £34,000

E27 Bought In professional services: This has gone down by £17,000 as the school is re-organising arrangements for PPA cover and teaching of French.

Q: With energy costs, are the schools getting a greater handle on predicted bills/expenditure etc?

A: Yes. Wendy, Tina and Scott have worked together to find different suppliers and this now means both schools have greater control and management than was previously experience when all utility costs went through Croydon.

Alan Tigg said that he would like to discuss this when he meets with Scott during his forthcoming premises visits to the schools.

At the conclusion to discussion the Governing Board formally approved the budget for Selsdon and the Chair signed the relevant paperwork.

6.3 Update on replacement of essential kitchen equipment at Selsdon

Further to the discussion at the previous meeting concerning the issues with the failed cooker and mixer in Selsdon's kitchen, The Executive headteacher said that she was pleased to report that the school had been offered a second hand cooker in good working order from St Joseph's training kitchen at a cost of £1,000. The cooker will be installed and maintained by the service contractor who works with the school. This provides an immediate solution to the cooker problem. In the longer term the kitchen staff would like a rationale oven which costs in the region of £18,000. At present the school does not have the funds to support this, but once the caretaker's house has been sold there may be a possibility that this can be considered.

	<p>The Governing Board fully endorsed the proposal and also authorised the go ahead with purchase of a new mixer as well as the second hand oven.</p> <p>6.4 Update on process and planning for going out to tender for the catering contract There was no progress to date on this issue. It was agreed that the Executive Headteacher will discuss the logistics with Des Ogg with a view to planning next steps.</p> <p>6.5 Update on progress with sale of caretaker's house The Executive Headteacher reported that the sale of the caretaker's house was now nearing the final stages, with exchange of contracts scheduled for 2nd May 2018. There was an immediate need for the Executive Headteacher and Chair of Governors to get a copy of their passports taken and verified against the original by a solicitor.</p>
7.	<p>Chair's Items <i>Request for governors to consider entering into a formal partnership with Winterborne Infant School for purposes of sitting on HR panels.</i> Governors agreed to the Chair's request noting that where possible it was willing to help other another school. It was noted that the partnership with Forest Dale is still in place.</p> <p><i>Request for governors to be aware that there will be a need to convene a Complaints Committee panel within the next few weeks to hear a parental complaint at Heavers Farm.</i> This was noted and it was agreed that the Governance Manager would circulate some potential dates for governors to consider and respond with their availability.</p>
8.	<p>Any other Urgent Business None.</p>
9.	<p>Confidential Items None</p>

There being no further business the meeting was closed at 7.15pm with thanks to everyone for their attendance and participation.

Signed.....Chair of the Governing Board

Date.....

