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# BUCKTON VALE PRIMARY SCHOOL

# MINUTES OF THE AUTUMN TERM MEETING OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE HELD VIRTUALLY ON 23 NOVEMBER 2020

**PRESENT: Mr Matt Hartley Parent – in the Chair**

**Mr Arron Leech Co-opted**

**Mr Nick Whitbread Parent**

**Mrs Deborah Brown Head Teacher**

**IN ATTENDANCE: Mrs Carol Roberts School Business Manager**

**Mrs Lisa Cox School Business Manager**

**Mrs Rachel Lees Clerk to the Governing Board**

**PROCEDURAL**

Due to the Coronavirus (Covid-19) pandemic, the meeting had been arranged virtually via Microsoft Teams and restarted with Zoom Pro due to technical issues.

**1 Welcome**

The Chair welcomed governors to the autumn term meeting. Brief introductions were made and the Chair reminded governors of the need for confidentiality.

1.1 Apologies for and Consideration of Consent to Absence

Governors were invited to the virtual meeting via the outlook calendar. Attendance was recorded as above: Mr Barry was not present at the meeting and had not sent apologies.

RESOLVED: To consent to the absence of Mr Cesarz, Co-opted governor

1.2 Declaration of Pecuniary/Business/Personal/Conflict of Interest form

Governors present at the meeting confirmed they had no pecuniary or personal interest in the items on the agenda.

**2 To appoint the Chair and Vice Chair of the Finance, Personnel and Premises**

**Committee 2020-21**

Governors nominated Mr Hartley as Chair and Mr Whitbread as Vice Chair.

RESOLVED: To appoint Matt Hartley as Chair and Nick Whitbread as Vice Chair of the Finance,

Personnel and Premises Committee 2020-21

**3 To review the Committee Terms of Reference**

There were no changes to the Terms of Reference.

RESOLVED: To approve the Terms of Reference of the Finance, Personnel and Premises

(including Pay) Committee 2020-21

**4 Minutes of the previous Finance, Personnel and Premises Committee meeting**

4.1 Confirmation of minutes of the spring term meeting held on 6 May 2020

RESOLVED: To confirm that the minutes of the Finance, Personnel and Premises Committee

meeting held on 6 May 2020 are a true and correct record

**TERMLY MONITORING**

The School Business Managers (SBMs) had uploaded documents to the governors’ section of the school website and emailed the following documents, along with their report, to governors on 13 November:

* Autumn term visit checklist and summary
* Asbestos Management Plan
* Asset Management Plan
* Budget Plan
* Cash flow report
* Coronavirus Policy
* Financial Regulations for Schools
* Fire action plan
* Health and Safety Policy and Audit
* Laptop Policy
* Maintenance spreadsheet
* PAS79 Fire Risk Assessment
* Site Security Policy
* Supplier account status report

**5 School Business Manager’s Report / Financial Monitoring**

5.1 Approval of revised Budget Plan 2020-21 & 2022-23 – three-year projection and cash flow

monitoring report

The SBM explained that the budget plan had been updated to include a grant for £7,679 which related to a claim for additional cleaning costs and materials. She was awaiting for another claim for £1,500 for other Covid-related costs. She had adjusted the budget plan to reflect a reduction in income as after school clubs had been cancelled; the appointment of one TA2, two midday assistants and the retirement of one midday; and further adjustments as per Tameside’s funding statement for July 2020.

The SBM referred to a projected outturn surplus of £49,022 for 2020-21, £11,583 in 2021-22 and a deficit of £101,891 in 2022-23 which reflected a reduction in pupil numbers. The Headteacher explained that she had no alternative but to look at a whole school staffing review and highlighted that the information was CONFIDENTIAL as staff had not been informed, although they had attended meetings when the Headteacher had discussed school numbers and budget. She would work from home for a number of days to prepare a business model to show planning going forward but acknowledged that it was difficult to plan without having specific numbers for September 2021 and 2022. She had booked two meetings with Tim Bowman to request support for the budget and the long-term budget situation but these had been postponed due to bubble closures.

The Headteacher explained that Buckton Vale had a pupil admission number (PAN) of 45 but had intakes in the high 30s/low 40s and was rarely full in Reception. UKS2 were usually full as there were in-year admissions in years 3 to 6 and the current Y5 and Y6 were full. However, when those upper years moved on and the lower numbers moved up, this resulted in a huge loss of income. The Headteacher had consulted with the LA regarding changing the PAN to 30 but the LA were cautious because there would be some children in the area without a school place if the PAN was reduced to 30. This could mean that class sizes could be 32 to 36 which would mean two teachers were needed. With a PAN of 45, classes were split into 30 (one teacher/one TA) and 15 (one teacher) and the Headteacher felt that Buckton Vale should have historically received financial support for additional staffing over the past 8-10 years. The Headteacher had presented evidence of a falling role and acknowledged that there would be a difficult journey ahead.

RESOLVED: To approve the budget plan 2020-21

5.1.1 Cash Flow Monitoring report and statements

The cash flow monitoring report recorded actual and predicted expenditure to 31 March compared against budget headings.  The SBM noted that the projected outturn of £40,828 could change if there were any unexpected costs. The statement projected what was in the bank until the end of the financial year.

* 1. Tameside Monitoring Visit report

Resource management monitored school closely each term to ensure that all financial information matched theirs and balanced with their outturn at the end of the year.

5.3 Disposal of Assets

No assets had been disposed of at the date of the SBM’s report but a few tables had been disposed of during the week of the meeting.

5.4 Supplier Account Status Report

The report compared last year’s spend by supplier compared with expenditure to date.

5.5 Tameside Financial Regulations for Schools

The SBM explained that the financial regulations were a Tameside document which set out what school was required to do with relevant approvals. It also recorded levels of delegation and the SBM reminded governors that the Governing Board approved any request for expenditure over £3,000.

Governors agreed the following limits of delegation at Appendix 1:

1. The maximum level of expenditure to be committed by the Headteacher without recourse to the Governing Body is set at £3,000.00. (must not exceed £10,000 inc. of VAT). (When assessing the level of expenditure, it is the total commitment which must be considered.)
2. The Headteacher will use his/her professional judgment in seeking quotations for the proposed procurement of all supplies, services and the execution of works estimated to be below £3,000.00 (must not exceed £10,000 Inc. of VAT) and will document such decisions (open to inspection).
3. Expenditure estimated at being between £3,001.00 (from 2. above) and £60,000, (excl.VAT), requires 3 written quotations unless there is a valid reason not to do so. In such circumstances, the reason for not doing so will be reported in writing to the Governing Body.
4. Expenditure estimated at being above £60,000 (excl. VAT), requires written tenders in accordance with the procedures laid down in the Council’s Procurement Standing Orders.

Any purchase, quotation or tender above the level defined in 1 above, must be approved by the Governing Body.

1. Expenditure on “Goods and Services” above £60,000 but below £172,514 (EU threshold as at January 2014) falls within the Public Contract Rules (see below), which requires EU procurement procedures to be followed. NB the limits for “Works” are higher. Advice should be sought from the Procurement team at the Council.

* The maximum virement between budget allocations that the Headteacher can effect without recourse to the Governing Body is set at £3,000.00. Any virement above this level will require the prior approval of the Governing Body.
* The Credit card limit is set at £1,000.
* The imprest level for Petty Cash is set at £200.
* The limit for any one transaction through Petty Cash is set at £40.

RESOLVED: To adopt the Financial Regulations for Schools with limits of delegation as

detailed above

5.6 Annual Review of Insurable Risks

The SBM explained that school purchases a database from Parago to record insurable risks and this was updated annually. She noted that insurance was no longer with Tameside but with ERPA.

RESOLVED: To approve the insurable risks

5.7 Approval of Policies/Plans:

Governors had no questions regarding the following policies:

5.7.1 Site security policy

5.7.2 Health and safety policy

5.7.3 Coronavirus policy

5.7.4 Asbestos management plan

5.7.5 Laptop policy

RESOLVED: To approve the Site Security, Health and Safety, Coronavirus and Laptop

Policies and the Asbestos Management Plan

**6 Premises Report**

6.1 Fire Risk Assessment

Risk assessments were in place for fire, legionella and health and safety as part of school’s statutory duties. An action plan was taken from the fire risk assessment which was completed over the holidays and commented staff and children were confident with fire drills. She referred to an action regarding areas being overloaded with equipment which was due to a lack of storage space in school.

RESOLVED: To note the content of the Fire Risk Assessment

6.2 Health and Safety Audit and Action Plan

Most of the actions identified in the audit, which was completed last year, had been completed following Tameside’s review and action plan. The SBM noted that the health and safety SLA was value for money and she welcomed their support.

RESOLVED: To approve the Health and Safety Audit and Action Plan

6.3 Asset Management Plan

The SBM explained that a lot of works had been completed over the summer holidays. The workers who fixed the roof were exceptional in their work ethic and the Headteacher had sent a thank you note to Steve Gwilt and his team. The nurture room had been completed and was used for a child who had daily physiotherapy with their one to one support worker. The Headteacher noted that the new room was extremely valuable to a number of children and Mrs Quinn was preparing a timetable for its use. She then explained that the SBMs had an annual programme of classroom maintenance which included painting, carpets, lighting and ceilings. Mrs Blake and Mr Booth’s rooms were done over the holidays and another classroom needed urgent attention because of the leaking roof. Most classrooms had been painted and carpeted and lighting and ceiling replacements would be completed on a rolling programme as well as the corridor carpets. Tameside were also aware that the roof at the back of school could need replacing.

In addition, the Headteacher had spoken to Tameside about the size of the office, which did not meet Regulation 10 of the Workplace (Health, Safety and Welfare) Regulations 1992 in relation to room dimensions and space. (See minute 3.1 of the Covid-19 Oversight Committee meeting held on 3 November 2020). The SBM would get three quotes for removing the corridor/reception wall which would include some IT wiring work. The Chair asked if there was an issue with the additional fire exit in Y2 room and the SBM responded that she had checked that it met regulations as it was next to the boiler room. She confirmed that there was no legal requirement to have an external door put it because there were two fire doors between the corridor and boiler which would provide 30 minutes fire resistance. She would still look at an external exit and the SBMs would complete a walk around with the Site Manager.

The Headteacher noted that another issue was the other side of the wall outside Mrs Quinn’s class could collapse. The playground also needed to be tarmacked and she hoped that school would receive support from Tameside, although she acknowledged that the pandemic had interrupted their support to schools. The school grounds also needed regular attention: the SBMs spread costs throughout the year as any issues could potentially be costly due to the size of the grounds.

RESOLVED: To approve the Asset Management Plan

6.4 Maintenance Schedule

The maintenance schedule listed statutory requirements for servicing and checking equipment including kitchen equipment. School had a maintenance contract with the kitchen company which the SBMs would review as it was getting expensive. She confirmed that the water tanks were regularly checked and the 5-year electrical test had been completed this term.

RESOLVED: To note the content of the maintenance schedule

6.4.1 Photocopier contract

The SBM referred to three quotes which she had provided for governors’ consideration and approval as the cost exceeded £3,000. Quotes had been received from Vickers, The Arena Group and ITech Managed Services and, in response to the Chair’s questions regarding costs, she recommended Vickers, the current supplier, as their costs were similar but they would offer a new copier. The local company was more costly in terms of printing and she commented that some schools had difficulty getting out of non-operating leases.

RESOLVED: To approve the photocopier contract with Vickers

6.4.2 Boiler

The SBM explained that a control plate for the boiler needed to be purchased as it regulated the temperate without the need for manual control. She had received three quotes varying from £4,700 to £5,200 and, in response to the Chair’s question, recommended Techniheat at £4,740 as they were the current provider.

RESOLVED: To approve the control plate purchase with Techniheat

Finally, Mrs Roberts thanked Mrs Cox for her hard work and organization. Both SBMs supported each other and worked well together.

**ANNUAL REPORTS /REVIEWS**

**7 Review and Approval of SFVS Documentation**

7.1 Preparation for the Schools Financial Value Standard 2020-21

The SBM explained that the she would prepare the SFVS documentation, which was usually submitted in March. The Chair would sign off the document prior to submission.

RESOLVED: That the SBM will go through SFVS documentation with the Committee Chair

before the spring term submission date

**PERSONNEL**

**8 Pay and Appraisal**

8.1 Review and adoption of model Pay Policy 2020

The Tameside model Pay Policy was not available at the time of the meeting and was therefore delegated to the Governing Board for approval.

RESOLVED: To defer approval of the Pay Policy 2020 to the Governing Board meeting on 8

December 2020

8.2 Pay Committee

The Pay Committee had met on 23 October 2020. Details were provided in the Headteacher’s report and the SBM confirmed that the appropriate documentation had been sent to HR and Payroll. New targets had been set for teaching staff. She was waiting for information from Tameside in relation to the cost of living rise.

8.3 To confirm arrangements for the Headteacher’s Performance Management Review

The Headteacher’s Performance Management review panel had met on 3 November 2020. Carol Thomas, School Improvement Partner, worked with governors to review previous targets and agree new targets. The Chair suggested that an interim meeting be planned for March 2021 to ensure that the Headteacher was on track, particularly in light of issues arising because of the pandemic.

**ORGANISATION**

**9 To note the date of the Committee meetings 2021**

RESOLVED: Monday 1 March 2021 at 9:00 am (spring term)

Monday 14 June 2021 at 9:00 am (summer term)

**10 To consider any other business, at the discretion of the Chair**

There were no further items of business.

*Meeting started: 09:00*

*Meeting ended: 10:00*

**ACTION ARISING FROM THE MINUTES OF THE VIRTUAL AUTUMN TERM MEETING OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE HELD ON 23 NOVEMBER 2020**

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| --- | --- | --- | --- | --- |
| Min | Resp | Action | Audience | Date |
| 5.1 | D Brown | Discussion with Tim Bowman re finance | GB | Termly |
| 6.3 | C Roberts  L Cox | Quotes for removal of wall from corridor/reception | FPPC | 01.03.2021 |
| 7.1 | M Hartley | Arrange meeting with SBMs re SFVS documentation | C Roberts  L Cox | Spring 2021 |
| 8.1 | Clerk | Pay Policy | GB | 08.12.2020 |
| 8.3 | D Brown | Interim HT PM | M Hartley  J Ross  T Sharif  N Whitbread | Spring 2021 |
| 9 | Govs | Note date of meetings |  |  |