**BUCKTON VALE PRIMARY SCHOOL**

**MINUTES OF THE AUTUMN TERM MEETING OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE HELD VIRTUALLY ON 6 DECEMBER 2021**

**PRESENT: Mr Matt Hartley Parent - Vice Chair**

**Mrs Jamie Briggs Parent**

**Mr Nick Whitbread Parent**

**Mrs Deborah Brown Headteacher**

**IN ATTENDANCE: Mrs Carol Roberts 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.

**1 Welcome**

The Chair welcomed governors to the autumn term meeting, including Mrs Jamie Briggs, Parent governor. Brief introductions were made.

1.1 Apologies for and Consideration of Consent to Absence

Attendance was recorded as above: an apology for absence was received from Mr Arron Leech, Co-opted governor. Mrs Ross was not at the meeting.

RESOLVED: To consent to the absence of Mr Leech

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 Appointment of Committee Chair**

Governors nominated Matt Hartley for the position of Chair. The term of office was agreed as one year and the voting took place via a virtual show of hands.

RESOLVED: To appoint Mr Matt Hartley as Chair and Mr Nick Whitbread as Vice Chair

of the Finance, Personnel and Premises Committee for the academic year 2021/22

**3 Annual Review of Terms of Reference**

The School Business Manager (SBM) confirmed that there had been no changes to the Terms of Reference.

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

Committee

**4 To approve the minutes of the summer term meeting**

4.1 Confirmation of minutes of the summer term meeting held on 21 June 2021

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

meeting held on 21 June 2021 are a true and correct record.

4.2 Matters arising

The School Business Manager (SBM) referred to the action table on page 5 of the minutes.

@ 3.2 – Financial competencies matrix

The SBM had not received any completed forms and agreed to resend the forms for governors to complete and sign before the end of the autumn term.

RESOLVED: That the SBM send Committee members the financial competencies matrix for

completion and return by 17 December 2021

@ 4.4 - Disposal of assets certificate

The SBM confirmed that a lot of IT equipment had been disposed of when school had employed a new contractor, details of which were in the governor’s pack

@ 4.5 – Legionella report

The SBM referred to the legionella risk assessment and action plan. Following the risk assessment, the SBM made an action plan and recorded the date actions were completed and who had completed the action.

@ 5.1 - Extraordinary Governing Board meeting

Matters discussed at the meeting would be included on the agenda for the Governing Board meeting on 7 December.

**FINANCIAL MONITORING**

The SBM had shared her narrative report and supporting documents via Microsoft Teams on 16 November 2021.

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

5.1 Approval of revised Budget Plan 2021-22/3 year projection for 2020-21

Governors, including the new parent governor, confirmed they were all familiar with the budget plan. The budget plan had been updated since the last meeting and the SBM referred to the reductions in funding including £8,096 on UFSM (Universal Free School Meals) and £19,485 on PP (pupil premium). All familiar with the budget plan including new governor. There was also over £23,000 to be paid this year and almost £7,000 in subsequent years because of the TTO (term time only) issue, which was not funded by government or the LA. There was then an ongoing cost of over £6,000 per year for the NJC pay award. However, there was some additional funding as pupil numbers had increased slightly and there was high needs funding for one pupil. School would receive Covid recovery premium and school led tutoring grant funding.

The SBM projected a small surplus of £1,600. Looking at the budget plan in the third year, the SBM predicted a deficit of £297,000 but she hoped that the figure would improve with more pupils coming into school and some staffing changes anticipated. The new budget plan for 2021-22 would change from 1 April and she acknowledged that it was a difficult time for school. The LA were aware of the situation and, if school had to project a deficit budget from 1 April 2022, then school would be closely scrutinised and monthly monitoring reports would take place. The SBM had also submitted the budget monitoring statement and confirmed that the projected outturn was broadly in line with the forecast budget.

A governor commented on the high supply costs and asked if there was any Covid related funding available to school to cover costs. The SBM confirmed that, at the beginning of the pandemic, the government had a scheme where schools could claim against supply and cleaning costs but this was no longer available and there was no information about any further schemes. Buckton Vale did not hit the criteria for claiming supply costs at the beginning of the pandemic, but would do so now.

5.2 Cash flow monitoring report

The SBM explained that the LA’s audit team wanted school to plot how much they would spend and compare that against the LA’s figures. The LA retained over £850,000 for payroll costs as school purchase an SLA (service level agreement) with Payroll. Cash flow was closely monitored as the account could not be overdrawn.

5.3 Summary supplier account status report

All finance reports were run from FMS (financial management system) and audit wanted school to print off their spend for suppliers this year and compare it to the previous year.

RESOLVED: To approve the revised Budget Plan 2021-22

**6 Premises/Buildings Report**

6.1 Health and Safety Audit review including update on training for staff and the health and

safety link governor

A health and safety review had taken place on 1 September by Diane Parsons from the LA’s health and safety team. A comprehensive action plan had been written and the SBM confirmed that the majority of items had been dealt with. The health and safety link governor and all staff had completed virtual health and safety training.

RESOLVED: To approve the Health and Safety action plan

6.2 To note the Fire, Legionella and Asbestos action/management plans

Governors had no questions regarding the risk assessments and associated action plans.

RESOLVED: To note the Fire, Legionella and Asbestos action/management plans

**ANNUAL REPORTS/REVIEWS**

**7 Review and Approval of SFVS Documentation**

7.1 Preparation of Schools Financial Value Standard (SFVS) Report 2020-21

Governors noted the submission date of 31 March 2022.

RESOLVED: To note the SFVS submission date of 31 March 2022

7.2 To review any notified revisions to the Tameside Scheme for the Financing of Schools

There were no changes to the Scheme for the Financing of Schools

7.3 Adoption of the Tameside Financial Regulations for Schools

Governors were reminded of the limits of delegation (Appendix 1) and agreed the following:

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

7.4 Review of Inventory of Disposable Assets and approval of any items disposed of since the

last meeting

Se minute 4.2 above.

RESOLVED: To approve of the Inventory of Disposable Assets

7.5 Annual Review of Insurable Risks

The SBM explained that it would be very onerous for staff to list everything within school with a value of over £50 and therefore school had employed Civica (previously Parago) to survey everything and then upload the information onto a database so school could run reports. However, the visit on 2 and 3 December had been cancelled and would now take place during the half term which was better as the building would be empty.

RESOLVED: To defer the annual review of Insurable Risks to the spring term meeting

7.6 Repairs and Maintenance

The SBM’s report included an update on completed repairs and maintenance which were carried out on a rolling programme to spread the cost.

**PERSONNEL**

**8 Pay and Appraisal**

8.1 Review and adoption of model Pay Policy 2021

The Clerk had been informed that the Pay Policy 2021 was not available at the time of the meeting and was therefore deferred to the spring term.

RESOLVED: To defer approval of the Pay Policy 2021 to the spring term 2022 meeting

8.2 Pay Committee

The Pay Committee had met virtually on 2 November 2021 and recommended applications for progression.

RESOLVED: To approve the Pay Committee’s recommendations

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

The Headteacher and Performance Management review panel had met virtually on 2 November 2021 with Carol Thomas, external School Improvement Partner.

8.4 Review of Staffing Structure

The Headteacher had a conversation with Wendy Lees, LA finance officer, who was aware that school had a very limited budget. The LA were concerned and a further complicating factor was that school had a lot of supply requirments because of Covid, including 10 staff absent at one time last week. There was an increasing amount of pressure on the teaching team and on finance.

RESOLVED: To approve the Staffing Structure

8.5 Confirmation that the Single Central Record (SCR) of Disclosure and Barring Service

(DBS) checks continue to be monitored in school

The SBM confirmed that the SCR had to be kept up to date with information regarding DBS certificates and was therefore updated as staff joined and left school. The SCR was scrutinized by the Deputy Headteacher every month.

**REVIEW OF POLICIES AND PROCEDURES**

**9 To review Policies relevant to the Committee**

9.1 Site Security Policy

RESOLVED: To approve the Site Security Policy

9.2 Health and Safety Policy

RESOLVED: To approve the Health and Safety Policy

9.3 BACS Policy

RESOLVED: To approve the BACS Policy

9.4 Coronavirus Policy

RESOLVED: To approve the Coronavirus Policy

9.5 Asbestos Management Plan – as discussed above

RESOLVED: To approve the Asbestos Management Plan

9.6 Financial Procedures Manual

RESOLVED: To approve the Financial Procedures Manual

**ORGANISATION**

**10 To agree the dates of the spring and summer term Committee meetings 2022**

RESOLVED: Monday 7 February 2022 at 4:30 pm (spring term)

Tuesday 26 April 2022 at 4:00 pm (summer term)

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

11.1 Headteacher’s request to work from home

The Headteacher noted that there had been a significant number of children in Y6 who had tested positive for Covid. She had been working closely with one of the children last week so had completed a PCR test and asked governors if she should go to school or stay at home. As there were 10 staff absent, seven of which were Covid related, and the Deputy Headteacher was out of class today, governors requested that she work from home.

The Headteacher confirmed that she would be interviewing for a 0.4 TA2 via Zoom.

There were no other matters of business for discussion and the Chair thanked governors for their attendance.

*Meeting started: 0930*

*Meeting ended: 1030*

**ACTION ARISING FROM THE MINUTES OF THE VIRTUAL AUTUMN TERM MEETING OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE HELD ON 6 DECEMBER 2021**

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| Min | Resp | Action | Audience/Date |
| 4.2 | SBM | Send financial competencies matrix to governors for completion by Friday 17.12.2021 | FPPC email to SBM |
| 7.5 | Clerk | Review of insurable risks | FPPC 7.2.2022 |
| 8.1 | Clerk | Pay Policy 2021 | FPPC 7.2.2022 |