**BUCKTON VALE PRIMARY SCHOOL**

**MINUTES OF THE SPRING TERM MEETING OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE HELD VIRTUALLY ON 7 MARCH 2022**

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

**Mrs Deborah Brown Headteacher**

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

**Mrs Lisa Cox School Business Manager**

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

**PROCEDURAL**

**1 Welcome**

The Chair welcomed governors to the virtual spring term meeting and reminded them that the information shared at the meeting was confidential. The meeting was originally scheduled for 7 February 2022 and was changed at the request of the School Business Manager (SBM). However, the meeting was inquorate but governors decided to hold discussions and arrange a further meeting before the Governing Board meeting in order to approve the items at this meeting. See minute 8 below.

1.1 Apologies for and Consideration of Consent to Absence

Apologies for absence were received from Mrs Jamie Briggs, Parent and Mr Arron Leech, Co-opted governor. Mr Whitbread did not attend the meeting and no apology was received.

ACTION: To consent to the absence of the above governors

1.2 Verbal 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 and no changes to the declarations made at the autumn term 2021 Governing Board meeting.

**2 Minutes of the previous Committee meeting**

2.1 Confirmation of minutes of the autumn term meeting held on 6 December 2021

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

Meeting held on 6 December 2021 are a true and correct record at the Committee

meeting on 15 March 2022

2.2 Matters Arising

The Chair referred governors to the table on page 7 of the minutes.

@ 4.2 – Financial competencies matrix

The Chair asked governors to send their completed financial competencies matrix to the SBM by 30 March 2021.

@ 7.5 – Review of insurable risks

The SBM confirmed that insurable risks had been reviewed and that she would circulate the updated Asset Management Plan to governors when it was available.

**TERMLY MONITORING**

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

The SBM had emailed her narrative report and supporting documents to governors on 4 February 2022.

3.1 Budget Monitoring Report with projected outturn 2021-22 – spring term

The SBM had updated the budget plan with staffing for year end. School would be receiving additional DfE funding to support the Health and Social Care Levy and other cost pressures. She was very pleased to report that she anticipated a small surplus of £2,800.

ACTION: To approve the Budget Monitoring Report and Budget Plan 2021-22 at the

Committee meeting on 15 March 2022

3.2 Preparation of 3-year projected Budget Plan 2022-23

The SBMs and Headteacher would attend the virtual budget planning days in mid-March, following which they would set the new budget plan. This would require governor approval at the summer term meeting on 26 April. She had been advised that interim arrangements regarding funding could be made pending the decisions regarding potential conversion to academy status.

ACTION: That the Committee will continue to monitor budget projections

3.2.1 Cash Flow Monitoring Report

The SBM confirmed that school had sufficient cash in the bank to support paying of invoices.

ACTION: To accept the cash flow monitoring report at the Committee meeting on 15 March

2022

3.3 Catch-up Premium Report 2021-22

School would receive Catch-up premium in the amount of £7,250 payable over two financial years.

ACTION: To monitor the impact of Catch-up Premium funding at the Committee meeting on

15 March 2022

3.4 Supplementary Funding 2022-23

School would receive £33,700 for the Health and Social Care Levy which was based on pupil numbers as per the autumn 2021 census, although £1,659 would be paid back to Tameside to fund the de-delegation of school improvement provision. See minute 3.1

3.5 Workforce Staff Absence Grant Claim

The SBM had put in a claim for £831.14 in relation to the above grant. However, the process was very prescriptive and very difficult to apply for but she determined to put a claim in. The Headteacher commented that the process was challenging in order to make it difficult for schools to apply.

**4 Premises/Buildings Report**

4.1 Appointment of new Caretaker – January 2022

Earl Darraugh was appointed as Caretaker on 17 January. He had a background in the building trade and school had already benefited from his experience as he had painted the staff toilet, pointed an exterior wall, fixed slabs outside Y6, and removed obstructions on the new flat roof following a massive flood. This had saved school approximately £500 so school would save a lot of money on maintenance jobs and therefore the SBM would reduce the cost of repairs and maintenance in the next budget plan.

4.2 Maintenance Schedule

4.3 Planned Maintenance

Governors had no questions regarding the maintenance schedule and jobs which had been completed over the February half term.

**5 Staffing Structure**

The Headteacher reminded governors that Buckton Vale would transition from a PAN (pupil admission number) of 45 to 30. She was heavily involved in writing a business model to make changes to the current staffing team. School currently had 10 teachers in the 2021-22 academic year structure, which needed to be reduced to 8 in the 2022-23 academic year structure. There had been some discussions about reducing to nine classes but these would be reduced to eight, which would mean a Year 4/5 split, similar to smaller schools. This would provide Buckton Vale with a significant saving in 2022/23, which was essential as the projection for next year’s budget was a deficit of over £100,000 if no changes were made.

The Headteacher referred to a review of support staff which, coupled with the above reduction in class sizes, would result in a saving of approximately £150,000.

**ANNUAL REPORTS /REVIEWS**

**6 Review and Approval of SVS documentation**

6.1 Approval of the Schools Financial Value Standard 2020-21

The SBM confirmed that she had no questions from the governors in relation to the SFVS documentation and therefore she would submit it to the LA before the deadline of 31 March 2022.

Two parts had been complete: a checklist (with questions in six areas of resource management) and dashboard (which showed how a school’s data compared to thresholds).

ACTION: To approve submission of the SFVS document 2020-21 at the Committee meeting

on 15 March 2022

6.2 Approval of any assets disposed of since the last meeting

No assets had been disposed of since the last meeting.

6.3 Review of Benchmarking Data

The SBM drew governors’ attention to benchmarking data. Governors had no questions in relation to the reports and comparisons to 15 similar schools.

6.4 Review of Local Authority and external Service Level Agreements 2022-23

The SBM had spoken to the Trust who advised that school should continue to purchase SLAs from Tameside as usual. She would discuss SLAs with the Headteacher prior to Committee approval.

ACTION: To defer approval SLAs 2022-23 to the meeting on 15 March 2022 at the

Committee meeting on 15 March 2022

**REVIEW OF POLICIES/PROCEDURES**

**7. Review and approval of Policies and Procedures**

7.1 Model Pay Policy 2021

The model Pay Policy was circulated to governors. The Committee recommended approval to the Governing Board at the spring term meeting.

ACTION: To recommend approval of the model Pay Policy 2021 to the Governing Board at

the spring term meeting on 21 March 2022

7.2 Charging Policy

There were no changes to the Policy.

ACTION: To approve the Charging and Remissions Policy at the Committee meeting on 15

March 2022

7.3 Lettings Policy

There were no changes to the Policy.

ACTION: To approve the Lettings Policy at the Committee meeting on 15 March 2022

7.4 Whistleblowing Policy

Concerns about staff were taken to the Headteacher and concerns about the Headteacher were taken to the Chair. The Policy was included in the staff handbook and was discussed at induction.

ACTION: To approve the Whistleblowing Policy at the Committee meeting on 15 March 2022

7.5 ICT Security Policy

ACTION: To approve the ICT Security Policy at the Committee meeting on 15 March 2022

7.6 Recovery of Unpaid Dinner Monies Policy

ACTION: To approve the Recovery of Unpaid Dinner Monies Policy at the

Committee meeting on 15 March 2022

7.7 Tameside Staffing Policies and Procedures

The Headteacher confirmed that the procedures were adhered to throughout the year and thanked Joanne Probert for her support and advice.

* Capability Procedure
* Disciplinary Procedure
* Grievance Procedure
* Managing Attendance Procedure
* Probation Procedure

ACTION: To approve the Tameside HR procedures listed above at the Committee meeting

on 15 March 2022

**ORGANISATION**

**8 To note the date of the summer term Committee meeting 2022**

ACTION: To note the date of the second spring term meeting and summer term meeting:

* Tuesday 15 March 2022 at 9:30 am (approval of these minutes)
* Tuesday 26 April 2022 at 4:00 pm

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

There were no other matters of business for discussion.

**CONFIDENTIAL ITEMS**

**10 Confirmation of the confidential minutes of the meeting held on 6 December 2021**

ACTION: To recommend approval of the confidential minutes of the Finance, Personnel

and Premises Committee meeting held on 6 December 2021 at the second spring

term Committee meeting on 15 March 2022

*Meeting started: 0900*

*Meeting ended: 0930*

**ACTION ARISING FROM THE MINUTES OF THE SPRING TERM MEETING OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE HELD VIRTUALLY ON 7 MARCH 2022**

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| --- | --- | --- | --- |
| Min | Resp | Action | Audience/Date |
| 7.1 | GB | Approve Pay Policy 2021 | GB 21.3.2022 |
| 8 | Committee | Approve the actions as formal resolutions at minutes:  1.1  2.1  3.1  3.2.1  3.3  6.1  6.4  7.1  7.2  7.3  7.4  7.5  7.6  7.7  10 | FPPC 15.3.2022 |
| - | Committee | Approve confidential minutes of the meeting held on 7 March 2022 | FPPC 15.3.2022 |