**BUCKTON VALE PRIMARY SCHOOL**

**MINUTES OF THE SECOND SPRING TERM MEETING OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE HELD VIRTUALLY ON 15 MARCH 2022**

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

**Mr Arron Leech Co-opted**

**Mr Nick Whitbread Parent**

**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 second virtual spring term meeting, convened to approve the decisions made at the Committee meeting held on 7 March, which was inquorate. He reminded them that the information shared at the meeting was confidential.

1.1 Apologies for and Consideration of Consent to Absence

Mrs Briggs, Parent governor was not at the meeting and had not sent apologies.

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 first spring term meeting held on 7 March 2022

All recommendations at the meeting were included on the agenda for approval at this meeting.

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

Meeting held on 7 March 2022 are a true and correct record

**TERMLY MONITORING**

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

The School Business Manager (SBM) had previously emailed her narrative report and supporting documents to governors on 4 February 2022.

3.1 Budget Monitoring Report with projected outturn 2021-22

The SBMs had discussed the projected outturn with the Headteacher as they were trying for a small surplus or break even and hoped to keep out of deficit. The back pay for non-teaching staff had come through on 15 March, which was a significant amount, although school had budgeted £20,000 which could take all the surplus away. The Headteacher was pleased that school would break even, especially with a number of complicating factors and significant additional unexpected costs which did not receive additional funding from the government. She congratulated the SBMs for their work during a particularly challenging financial year, with extremely high supply costs, which could not be claimed back in full. The SBM explained that the government had released some grants relating to additional hours for cleaning staff and materials and another grant to claim for staff who had been absent through illness from the pandemic. She had applied for both grants and commented that the latter was very prescriptive. School could claim £861, which she would submit at the end of April which only related to 2% of absence costs at the height of Covid. The Headteacher was frustrated that school could not claim for any supply cover when staff were absent due to Covid. That funding would inevitably come off the per pupil funding. The SBM confirmed that she had included the staffing and funding changes, resulting in a small surplus of £2,800.

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

3.2 Preparation of Budget Plan 2022-23

The budget plan would be approved at the Committee meeting on 26 April.

RESOLVED: To approve the Budget Plan 2022-23 on 26 April 2022

3.4 Approval of Schools Financial Value Standard 2020-21

The SBM had received no comments from the draft document.

RESOLVED: To approve submission of the SFVS document 2020-21

* 1. Approval of Policies and Procedures
     1. School Policies: Lettings, Whistleblowing, Charging, Unpaid Dinner Monies, ICT Security

RESOLVED: To approve the Lettings, Whistleblowing, Charging and Remissions, Unpaid

Dinner Monies and ICT Security Policies

* + 1. Tameside Policies and Procedures: Capability, Disciplinary, Grievance, Managing Attendance, Probation Procedures

RESOLVED: To approve the Capability, Disciplinary, Grievance, Managing Attendance and

Probation Procedures

* + 1. Approval of Pay Policy

RESOLVED: To recommend approval of the Pay Policy 2012 to the Governing Board at the

meeting on 21 March 2022

3.5 Approval of any assets disposed of since the last meeting

There were no assets for disposal. The asset management company had visited school to survey all assets over a specific amount and would send their report to school. The full report would be presented to governors at the next Committee meeting.

**ORGANISATION**

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

RESOLVED: Tuesday 26 April 2022 at 4:30 pm

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

5.1 Academisation

The Headteacher had an email from Nicky Wise, CEO of Victorious Academies Trust (VAT) who confirmed they had received approval from their trustees linked to Buckton Vale’s application to join the Trust. David Thompstone had been to see the SBMs for financial due diligence.

5.2 Staffing Structure

The meeting for a whole school staffing review was scheduled for 18 March 2022. The Headteacher would present the new staffing structure to staff with the potential implications. All unions would be present and staff would proceed to one to one meetings to talk about the impact on specific members of staff. The Headteacher had asked Jenny Dickie if VAT could be present at those meetings and she declined that offer with a clear rationale in her response.

5.3 Financial Competencies matrix

The Vice Chair would suggested that Committee members complete the financial competencies matrix ton Monday 21 March 2022.

**CONFIDENTIAL ITEMS**

**6 Confirmation of the confidential minutes of the meetings held on 6 December 2021**

**and 7 March 2022**

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

Committee meetings held on 6 December 2021 and 7 March 2022 are a true and

correct record

*Meeting started: 0930*

*Meeting ended: 0950*