

MINUTES OF AUTUMN TERM 2017 COMMITTEES

Finance Minutes 31st October 2017

Present: NA, CC, KH, LT, KC -Deputy, Ceri Lloyd (CDAT Finance) **Apologies:** MS, SW

<u>Agenda item</u>	<u>Discussion</u>	<u>Actions</u>
Terms of Reference	Referred to CDAT scheme of delegation. Corrections for CDAT noted.	To amend and forward to CDAT
SFVS – Dec 2016 submission	Obtained satisfactory assurance with Cheshire East- governors received and thanked Kate and Marian.	
School Fund	Audited by Rod Greenow to 31.5.17 pre-conversion. The fund will be continued to January and February to receive monies for child care and after school care. Balance £20K but some money to be vired to OOSC and preschool. School Fund to be closed Dec 17.	Further audit from CDAT 9.11.17. KH/AL to organise closure.
Budget summary 2017-18	<p>Ceri Lloyd, consultant commissioned by CDAT to give financial advice for budget management who works with Adele Holt in CDAT for closure of accounts. Chief Operations Officer will be appointed in CDAT. Ceri has supported Kate in moving the budget to Academy, Governors thanked Kate for her hard work.</p> <p>School has own income from Government each month plus small incomes and has to balance expenditure against this. Proper 3-5 financial plan required to support the school. New financial system (HCSS) provides budget model and accounting system overseen by CDAT, school can look at scenarios and plan budgets so school can model and work effectively with its own budget.</p> <p>School financial position- governors have agreed the budget for this year 2017-18. CE provided budget. Now pay corporate fee to CDAT and get an ESG grant. Budget has been profiled in new format which appears simpler.</p> <p>Summary of budget was handed round to show income streams at £817,203. Financial year meets academic year Sept-Aug 31st.</p> <div style="background-color: black; width: 100%; height: 80px; margin: 5px 0;"></div> <p>Current budget overspent by £7k due to increased TA cover in KS2. Estimate on pay awards at 2% now budgeted for in 3 year plan. Pupil numbers were discussed.</p> <p>Sports Grant – has increased this year to £13k. This is being spent on a sports coach, PE curriculum and assessment software and equipment.</p> <p>OOSC and preschool budgets- further meeting agreed.</p>	

	<p>Budget needs to be formally agreed before May half-term and sent to CDAT 15th June 2017.</p> <p>Discussion:</p> <p>Q: Gov asked if there were mitigating circumstances that LGB could present in presenting a deficit budget-</p> <p>A: Ceri answered that LGB will have a definite business plan eg restructuring.</p> <p>Q: Can school money be used for other schools?</p> <p>A: Top slice will generate a pool to aid schools in financial difficulties. Top slice pays for financial services, HR and pay roll, individual audit (audit is higher than paid for with CE). CDAT board decide on top slice, currently at 5% of GAG. In the future some schools may need more services and be charged accordingly.</p>	
DFC	2016-17 £12,454.30 remaining with about 7K for 2017-18.	
Best value – Staff Absence Insurance	Obtained 3 quotes – agreed Towergate @ £3,200 with £3500 maternity cover and full stress cover, claim after 15 days. Insured 2.5 TAs. increased cover for less money.	
Parent pay	To save administrative hours, less cash-handling in school. Training with officers. Parents informed and well-received. Small commission taken by ParentPay.	
Pay Policy 2017-18	Has been circulated for approval at LGB- minor changes to policy for current salaries and staffing structure 2017/18. To send Ceri a copy.	CC
Census	Received in committee- 185 on roll which is low. Pupil premium- to be confirmed in budget meeting with Ceri in November. 2 FSM, 4 SEN funded, post LAC 2 £900, 2 ever 6. KC to look for forces funding- has this ended?	KC
CDAT documents	Received Scheme of delegation, Financial Procedures handbook.	
Charity		

Teaching & Learning

Present: NA, RB, CG, JC, ET, LT, CC, KC – Deputy Apologies: SW

<u>Agenda item</u>	<u>Discussion</u>	<u>Actions</u>
Terms of reference	Referred to CDAT. Amendments for CDAT noted.	forward to CDAT
Governor visits	Friday 3 rd Nov CG/RB am 9.00- preschool to Year 2 and LT to visit KS2. JC- Thurs 16 th	
CPD	Writing Inset day training has taken place; staff are using ideas. Assessment targets simplified. Miss Mc Currie will take on role of English co-ordinator. Reading training is arranged- look at Accelerated reading online discussion about parents' feelings about homework, reading at home, supporting the need for times activities and resilience, review Book Club and children reading out loud. Discussion- SLT to consider training providers. Maths training will continue to focus on developing reasoning skills. Espresso training has been agreed.	Review policy.
SDP	Headlines shared – Poster for all classrooms Church school actions shared. Sex & Relationships education- an annual statement needs to be updated on our website. Refer to CDAT policies	CC/KC to update SER statement 17/18
Monitoring T&L	Standards workgroup met to monitor Standards- Special Needs & Pupil premium children are discussed in this governor workgroup. SLT informal learning walks noted. Mrs Chesters is acting as SENCO for one day release a week, extra ½ day due to new SEN toolkit. Governor visits- KS1 and KS2 arranged.	Gov report submitted. SIP visit 12.11.17
Curriculum bought resources	TimeTable rock stars; My maths online homework, IDL files, Spellings, CGP homework, Charanga music programme (summer concert money), PSHE heartsmart purchased- Loving yourself and loving others- recommended through Diocesan conference. RP will report to governors. Gov suggest that elements eg catch phrases are shared with parents as the programme is rolled forwards. CDAT recommended IT providers- HI Impact providers for technical and curriculum support.	KC liaising re IT contracts
Parent Forum	Parent Forum- overall the parents felt the start of school had been very positive for their children. Discussed Year 1- discussed those children who are being supported.	
Preschool	Preschool committee to agree date for meet. TG to meet with SLT to finalise data return to CE	KC

Premises including Health and Safety

Present: NA, CH, CC, KC- Deputy, LT, KH Apologies: PJ, SW

<u>Agenda item</u>	<u>Discussion</u>	<u>Actions</u>
Terms of Reference	Referred to CDAT. Amendments for CDAT noted.	Forward to CDAT
H&S	<ul style="list-style-type: none"> • Fire alarm replacement £24k, school paid 10% £2424.20 and door has been secured by exit budget. • Health and Safety CDAT policies- these will be personalised. • Advice from CE H&S consultant to keep Fire Drill separately in current form. • Hygiene report- 5 stars for kitchen and OOSC. • H&S annual audit- school were good in all areas. • Fire Risk assessment is done every 3 years by an external provider- governors advised by the H&S consultant this is for information and advice and governors should not sign as responsible person. • Q: CH asked if it is ok that our school gates are left open at night. Mobile lights and kitchen are left on some evenings. 	
Parking and congestion	<p>[REDACTED]</p> <ul style="list-style-type: none"> • Discussed possible HS2 works - bridge to be looked at if strong enough as MAY have up to 30 lorries passing school daily. PJ has responded for school and Parish Council. Car park still flooding – 2 weeks ago the drains were cleared, however, due to the collapse of the soakaway, flooding has continued. 	PJ will raise awareness regarding HS2 working with school.
Future works	<ul style="list-style-type: none"> • Building Consultants to prioritise bids for CIF and costs so we can budget accordingly. <ol style="list-style-type: none"> 1. Roof remedial works £680 2. DDA entrance and toilets • Works awaiting in the kitchen regarding CO2 emissions, have been referred to Lancaster Maloney so that an effective solution is put in place. • Car Park flooding solution being sought. 	
Minor works	<ul style="list-style-type: none"> • Report received from named H&S governor (P Jackson). Itemised - roofs, emergency lights bid, drainage, outer road fencing at 1.8m, raise height of metal gate 2m, wooden gate replaced by metal gate. • Carpets- faulty carpets now replaced but awaiting vinyl. 	KH to chase,
Insurance	<ul style="list-style-type: none"> • £550 from Delves Trust for building insurance 	

Personnel & Community**Present: NA, CH, LT, ET, CC, JC, CG, KH, RB Apologies: SW**

Agenda item	Discussion	Actions
Terms of reference	Referred to CDAT. Amendments for CDAT noted.	forward to CDAT
Admissions	New policy updated and circulated, will be put to consultation Governor JC brought the detrimental effect of CE's recent expansion and admissions decisions in our locality to the attention of CE portfolio holder, Mark Palethorpe – she stated that this had 'fundamentally compromised fiscal viability of rural schools affected', JC met with MP 1.11.17.	
Staffing	New members of staff have been introduced on the bulletin to parents. Increased TA hours have been put in for KS2 – Year 4/5 to support learning.	
Whistleblowing policy	WD will adopt CDAT policy. To be circulated and approved by LGB.	
Absences – children Staff	No unauthorised absences 2 members of staff called for Jury service- ■■■- 8 days, ■■■ dates to be rearranged,	
Student Placement	Year 1 student after Christmas through MMU in Y1.	
AOB	Form for governors regarding trustee status- JC questioned and Adele Holt will change form. Training for governors – an audit of skills is taking place before the Governor meeting. Governor training for aligning School vision and CDAT vision- see Headteacher's report.	Received and circulated for completion