



# Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

## Meeting of Finance and Property Committee held on Monday 7<sup>th</sup> March 2016, 5.30pm

<b>Present:</b>	Mr Gavin Fisk (Chair)	GF
	Mr Daniel Bloomfield	DB
	Mr Roland Fothergill	RF
	Mr Richard Marlow (Bursar)	RM
	Mrs Janet Shanks	JS
	Mr Colin Tapscott	CT
<b>In Attendance:</b>	Mrs Toni Cornish (Clerk)	TC

No.	Item	Explanation	Who	Time
1.	<b>Apologies:</b>	There were no apologies to note.		
2.	<b>Confirmation of Minutes and Matters Arising from the last meeting</b>			
		The minutes of the previous meeting held on 9 <sup>th</sup> November 2015 were reviewed. The minutes were agreed as a true and accurate record of the meeting subject to these amendments.		
3.	<b>Matters Arising</b>			
		<b><u>Minutes from meeting 9<sup>th</sup> November 2015</u></b>		
		<b><u>Item 5 – Policy Review</u></b> - TC confirmed the policy review schedule had been updated with the scheme of delegation.		
		<b><u>Item 7 – Health and Safety Update</u></b> – The wooden play area has been repaired.		
		<b><u>Item 9 – Premises Matters</u></b> – See item 9 below.		
		<b><u>Item 10 – Any other business</u></b> – Governing Body vacancies have now been filled.		
4.	<b>Opportunity to declare an interest on any item on the agenda</b>			
		RF declared an interest under item 5, Policy Review, Charging Policy as his children partake in music lessons.		
		DB declared an interest under item 5, Lettings Policy, due to his employment with Premier Sports, as hirers of facilities at Gusford.		
5.	<b>Policy Review</b>			
		<b><u>Lettings Policy</u></b> – Following discussion of this policy, Governors noted this policy is reviewed annually, that prices were last increased 2014/15, that there have no increases to heating and lighting since this last review, staffing costs had increased, the below amendments were noted:-		

	<ul style="list-style-type: none"> <li>To include the ALT logo</li> <li>Item 7 – amend sentence “for security reasons, keys will be issued to the Hirer if deemed suitable and upon receipt of correct training”.</li> <li>Item 8 – e) to include a sentence making reference to insurance certificates being made available upon request.</li> <li>Appendix A amend to prices set as at March 2016 for review March 2017.</li> <li>Appendix A to include reference to Charitable organisations with regular bookings, prices can be negotiated by Bursar upon request.</li> </ul> <p>Subject to these amendments, RF proposed Governors approve this policy. Governors agreed unanimously.</p>		
	<p><b>Charging Policy</b> - Following discussion of this policy, Governors noted this policy is reviewed annually, that prices were last increased 2014/15, that the fees do not cover the costs of music fees and the shortfall of approximately £1,500 is subsidised by the school, the below amendments were noted:-</p> <ul style="list-style-type: none"> <li>To include the ALT logo</li> <li>To review the reference to families holding a Tax Credit Exemption Certificate one Universal Credit benefit is embedded.</li> <li>To change the review date on page two to “annual in March”.</li> <li>To keep the Charging Policy and Lettings Policy separate as one relates to families, the other to external hirers.</li> </ul> <p>Subject to these amendments, JS proposed Governors approve this policy. Governors agreed unanimously.</p>		
6.	<b>Finance Update</b>		
	<p><b>Virements Report</b> – RM circulated the report to Governors ahead of the meeting.</p> <p>The below Virements were noted and approved unanimously by Governors:-</p> <ul style="list-style-type: none"> <li>A4 other income GPS1090 – More money coming in from early years. Forecast to £102,000. RM would like to move £10,000 to an increased budget for TA’s due to the new National Living Wage. It was unsure at this stage the impact as no agreement has been reached by the Union. However, it was noted this would also increase pension costs. RF questioned whether staff pay into work based pensions. CT explained they can choose whether to opt in/out but that ALT has assigned support staff to the Local Government Pension Scheme and Teachers to the Teachers Pension Scheme. Staff are aware.</li> <li>B5 agency staff - Need to increase supply budget by £3,000 due to long term sickness (See Part B for further discussion on this item).</li> <li>GPS3210 - £4,000. Electricity costs were lower than anticipated. Due to this over estimate, the school have not spent anything on electricity this year.</li> <li>GPS6605 - £500. Office uniform costs, more uniform is required than budgeted for.</li> <li>GPS5150 - £126.00 PS Financials costs are higher than budgeted for.</li> <li>GPS5200 - £1,374. Y5/6 furniture has not been replaced for a number of years. This was raised at school council.</li> </ul> <p>RF asked RM to explain Income A3 - Private Sector Funding. RM explained this includes PCA income of £8,799 over budget. This is not budgeted to spend and the PCA has now shut down. Fundraising is still done but with finances managed by the school.</p>		

	<p>The PCA have their own cost centre and money is tracked through this. Money is ringfenced from their cost centre and the PCA decide upon how the funds are spent.</p> <p>Governors noted the school budgeted in year deficit was -£42,711. The forecasting deficit this year will be -£3,166.51. Next year's budget is currently being submitted to ALT to ensure this is sufficient. PAN is based on 90.</p> <p>DB proposed to accept these virements. Governors agreed unanimously.</p>		
	<p><b>Benchmarking</b> – RM circulated the report to Governors ahead of the meeting which had recently been received from the DfE, Education Funding Agency (EFA). The EFA look at school finance data and compare this to other schools for Governors see how Gusford compare to other schools. Gusford can also look on the DfE website to compare themselves against other schools.</p> <p>Governors noted:-</p> <ul style="list-style-type: none"> <li>• Gusford are fairly average compared to similar schools.</li> <li>• ICT spend per pupil is higher compared against other schools although have bought computers in past.</li> <li>• It is difficult to compare as the figures are for 2014/15.</li> <li>• Spend per pupil is the lowest compared against other schools which indicates funding received in Suffolk.</li> </ul>		
7.	<p><b>Health and Safety Action</b></p> <p>There were no health and safety actions to note. A fire risk assessment was carried out last week which was generally good. They were very pleased with the exits from each classroom and liked the registration process of pupils. There were a few points picked up, i.e. improved signage but nothing of immediate concern. One fire exit was partially blocked which has now been rectified.</p> <p>GF confirmed he is due to carry out an external H&amp;S assessment in the next few weeks and GF will look at the fire risk assessment. GF confirmed he also holds an Institution of Occupational Safety and Health (IOSH) certificate.</p>		
8.	<p><b>Income Generation</b></p> <p>There were no updates to receive.</p>		
9.	<p><b>Premises Matters</b></p> <p>CT circulated a premises update confirming the installation of new gates and fencing outside the nursery. A pupil premium classroom has been built by utilising an area previously used to store music instruments. Six additional car parking spaces have been created. The environmental area is being cleared to enable this to become a safe place for use by children. Water heaters have been fitted to some classrooms, these are fitted with regulators for safety. DB questions whether the school could benefit from any scrap lead which will be removed during the installation. CT agreed to check the tender document.</p> <p><b>RPA Insurance</b> - Governors were requested to consider insurance not covered by the Risk Protection Arrangement (RPA). The school pays into the RPA, Government backed scheme which indemnifies against insurances. The cost is £25 per pupil and the Government funds cover for most eventuality. Governors noted the school did not need insurance for motor insurance, overseas travel, works of art, engineering, inspection and insurance. The school currently use Inviron who have their own insurance.</p> <p>CT explained that prior to Gusford becoming academy, the school were paying a much higher premium and this RPA represents good value for money. There are also plans to</p>		

	reduce the premium from £25 to £20 per pupil. Governors were in agreement this was good value for money.		
<b>10.</b>	<b>Any other business</b>		
	DB questioned whether there was any income generated from Brookside. CT explained that the plot of land and building are retained by SCC and no rental is therefore received. The only income is for services, water electricity etc.		
<b>11.</b>	<b>Date and time of next meeting</b>		
	The next meeting will held at 5.30pm on 13 <sup>th</sup> June 2016.		

The meeting closed at 18:40pm

**Minutes Agreed**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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