**THE PRIORY PARISH CE PRIMARY SCHOOL**

**Planning and Resources Committee meeting**

**Wednesday 15th March 2017 at 4.15 pm**

**Present** John Wilson (JW) Greg Edwards (GE) Sue Gurney (SG)

Lindsey Hanley (LH) Charlene Baker (CB) Mary Evans (ME)

Sophie Smith (SS) Ann McLachlan (AMcL) (part)

**In Attendance** Susanne Christian Clerk to Governors

Liz Robinson Bursar

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| **Item** |  | **Action** |
| **2** | **Apologies**  Sue Wilks, Gill Pritchard |  |
| **5** | **Financial report**  The Bursar handed out a budget summary and highlighted:  Income  An additional £47,000 from universal FSM and including £28,000 from the nursery. (Nursery numbers are very good with 22 2 year olds and 23 3 year olds).  Catering - £23,000 down (needs to be reconsidered for next year).  Contribution from reserve – there 10 dual registered children resulting in an extra £100,000 income. This is built into next year as there are now 3 language bases on Wirral therefore the Base is likely to be full.  PP – reduced as FSM are down. This is based on the January census and LAC comes in as arrears so the total could be higher.  Budget share - £935,000 this year and £956,000 ahead due to the Deprivation Index and increased pupil numbers.  Expenditure  Staffing – overspend of £5,000 due to extra admin hours (Suzanne for Breakfast Club). Teachers TLR added and the Deputy Head at L7 rather than the L5 predicted.  Nursery staff – are listed as TAs so looks like an overspend (clawed back elsewhere). Nursery now has more children, with fewer staff.  Middays – small saving.  Agency (teachers and TAs) – overspent, with £10,000 saving elsewhere such as 1st day sickness covered by insurance which has brought in £1500 already.  Premises - £16,000 saving as fewer repairs than expected (although this may be reduced if other repairs prove necessary).  Supplies and services - £7,000 saving includes curriculum furniture not spent. Some overspend on photocopying. Underspend on educational equipment offset by credits against other codes. Year end will be neat and tidy as Suzanne has kept accounts up to date.  Software – underspent, but offset by overspend on educational equipment.  Professional fees – all bills seem to be in.  Commercial insurance - £9,000 budgeted but this was paid last year due to the term dates so there is a saving this year (only).  3rd party expenditure – Oaklands invoices amount to £8,000, with some offset by parental contributions.  Support services – service level agreements with LA or external such as Hi-Impact. Most have been as expected.  Personnel – increased due to ‘double jobbers’ and part-time contracts.  ESW – 6 half days bought.  MEAS - £2750 cost offset by credit on professional fees.  Total predicted £83,000 actual £137,000 (due to Nursery). The deficit is growing which may have a bearing on future planned projects. The School benefitted from the interim National budget (by approximately 7%).  (AMcL joined the meeting).  JW thanked the Bursar for her clarity and invited questions.  JW pointed out the need to address the growing deficit over the next few years.  The Bursar agreed to send electronic templates for policies.  JW reiterated that this year’s and next year’s budgets are viable but after that the deficit will increase from around £9000 to £41,000 – mainly due to staff costs as all staff are expected to be present for the whole year. Negotiating a better deal for photocopying will make a difference Catering my need a budget allocation once it is clear whether it is covering costs, breaking even, etc.  JW confirmed that PP is intended to cover all the extra costs of PP children such as extra support, TAs, Orrets, releasing teachers for meetings, etc. ME pointed out that PP spending needs to be traceable for each pupil.  JW thanked the Bursar, who invited Governors to email her any extra questions.  (The Bursar left the meeting)  JW commented that Governors are now more closely involved in budgeting – which he considers to be a good thing. He asked whether Governors are happy with this, pointing out that the GB has collective responsibility. JW commented that it is useful to have the Bursar attending. GE explained that the Bursar will visit again as part of the School’s package of support.  GE pointed out that small projects could be funded. This would reduce the carry forward in future years but such funding may not be available in future.  GE would like to put LED lighting throughout the School at a cost of £5000 a year over 5 years, with a saving on electricity bills. The Site Manager has looked at this and a survey was done 2 weeks ago – estimate awaited. GE pointed out that there are benefits for staff and children as well as for the fabric and appearance of the School. The **GB agreed that this work can go ahead**, to be done over the summer.  AMcL explained that the LA has a rolling programme of introducing LED lights on highways to reduce costs and allow central monitoring.  Other spending already budgeted   * £12,500 already received and £7,500 due from the Diocese are to be used to refurbish and reorganise the office/reception area, including new storage and redecoration * leasing of new ICT equipment * Resource room needs refreshing. It is a multiuse area important within the School for Breakfast Club, meetings, teaching, etc. Better use could be made of the space in the Room. The addition of sensory equipment will extend its use.   No big spending is planned for next year. The new maths system requires updated books and some CPD only. GE feels that there is now consistency in teaching of English and maths. Support and CPD are needed, with no big changes required. | Bursar |
| **6** | **Staffing**  Nursery staff  TUPEd over, including Manager (Debbie) and Deputy (Trish). The Deputy has asked to relinquish this role, which has been agreed. The Manager (graded as a TA) has a big role with many duties going beyond the job description. GE would like to offer her a pay increase (she cannot go onto HTLA as she does not have the qualifications). HR have advised a change to Early Years Coordinator with pay equal to a HTLA. (This can be offset for 2 years against the saving on the Deputy).  ME commented that it is very positive that numbers are so high in the Nursery and that it is important to support the manager’s role. **The GB agreed to implement the change after Easter.** GE will tell Debbie and agree a new job description with appraisal targets.  Deputy Head  (It was agreed that SS stay for this item)  The GB are asked to ratify the decision of the Appointments sub-Committee to appoint SS as Deputy Head.  ME reported that the interview had consisted of 3 parts   * Observation – very good, with all pupils engaged. SS knew the children even though they were not her class * Presentation – very convincing * Interview – SS fielded the questions and showed she had made the step into management.   LH endorsed ME’s comments and added that SS had had an impact on her daughter. GE commented that SS had made a strong application and that her development from last year was visible.  Currently SS is on a 12 month contract to 31/8/2017. **The GB agreed to appoint SS as permanent Deputy Head wef 1/9/2017.**  GE explained that the salary scale is from 7 to 11. He suggested that SS start on L7 subject to PM later in the year and backdated to1/9/2017 (as for other staff).  ME asked whether there have been similar arrangements for GE adding that SLT need rewards for their demanding roles. It was agreed that this will be discussed outside the meeting.  GE will write to SS on behalf of the GB  GE handed out his targets, previously only known to the sub-Committee – to be discussed at the next meeting  Governors  AMcL’s last meeting will be in April as she takes up her Mayoral duties. Julie McManus has agreed to replace AMcL and will attend the next meeting.  SW will stand down after the summer term.  Apprentices  The 1-year apprenticeship has just finished It has been a good choice for the School in terms of business and ethically. A volunteer in School has asked for an apprenticeship. GE is considering the options, including taking on 2 apprentices – 1 for business admin and 1 for teaching and learning. | AMcL/JW  GE  JW |
| **7** | **Staff wellbeing**  GE pointed out that small things can make a difference to staff. He made 2 suggestions   * An early finish at the end of each term. SG commented that this will be well-received. **The GB agreed** starting from July. * Half day at Christmas (for shopping, etc) linked to good attendance and to be taken within a specified period. SG commented that it is a good idea. LH asked whether and how sickness is monitored. GE replied that it is, using the Policy. SG and SS commented that frequent absence can cause discontent among colleagues. SS added that certain absence should be disregarded eg hospital or maternity appointments. There was a discussion of criteria and fairness. GE will ask the staff for ideas. | GE |
|  | **AOB**  None |  |
| **8** | **Safeguarding training**  GE explained that all Governors need to be aware of safeguarding as they are coming into School more often. There is an online package which can be done at home. GE has sent out details.  JW asked whether the GB should do safeguarding training collectively. GE replied that that can be better. SG agreed.  It was agreed that Governors will come into School for safeguarding training on 27/4/2017 9.00-10.30. AMcL will invite Julie McManus. Governors are invited to Breakfast Club beforehand.  GE will do a Prevent update after this meeting.  GE reported that the Ofsted window is from the summer term. GE has circulated dates for an Ofsted briefing. He added that Governors need to be well-briefed on their subject area so each is well-positioned to reinforce and add weight to the work going on in School.  GE asked that for the meeting on 21/6/2017 each Governor brief the GB so each is aware of other subject areas including   * LH/SW – numeracy * GP – reading * CB/ME - attendance |  |
|  | **Next meetings**  **Wednesday 19th April 4.15pm**  **Full Governors**  **Thursday 27th April 9.00-10.30am**  **Safeguarding training** |  |

Meeting closed at 5.45pm – followed by Prevent training