



Cayley Primary School

Minutes of the Finance & General Purposes Committee

Date of Meeting	13 th May 2019
Venue	Cayley Primary School
Chair	Chris Worthington
Clerk	Naomi Bell

MEMBERSHIP

Type	Membership	Attendance
Staff	Lissa Samuel (LS) (Headteacher)*	Attended
Local Authority	Nicholas Paul (NP)*	Attended
Co-Opted	Chris Worthington (CW) (Chair)* Don Hall (DH)	Attended Attended
Associate	Philipp Simon (PS) Jamir Chowdhury (JC)	Apologies -
Parent	Abdul Muktedir (AM)	Apologies

*Denotes attendance - Denotes no response

Also in Attendance	Attendance
Nancy Gray - School Business Manager (SBM)	Attended

[The meeting commenced at 15:15 hours and was quorate]

PART 1 – Open Section

Agenda Item 1: Welcome, Apologies for Absence and Declaration of Interest

The Chair welcomed everyone to the meeting and introductions were made. It was **NOTED** that apologies were received from Abdul Muktedir and Philipp Simon.

Governors were asked to declare the nature and extent of their interest in the transactions to be considered at the meeting or declare that there were no such interests. A Governor must also absent him/herself from any discussions of the FGB in which it was possible that a conflict could arise between his/her duty to act solely in the interests of the School (in accordance with the requirements of the School Governance (Procedures) (England) Regulations 2013).

There were no declarations of interests recorded in relation to the agenda items.

Agenda Item 2: Minutes of the Last Meeting held 8th October 2018 (Circulated)

Presenting: Chair/All

The minutes of the previous meeting were **APPROVED** as a true and accurate reflection of the meeting and were duly signed by the Chair at 16:53 hours.

2.1 Review of action points

Actions from the previous meeting were reviewed and completed or discussed under this agenda.

2.2 Matters Arising from the minutes

There were no matters arising from the minutes.

Agenda Item 3: Agree 2019/20 Budget for Recommendation to the FGB (circulated)

Presenting: SBM/Headteacher

Discussion/ Challenge

The Committee **NOTED** and commented that the new budget format with references ensured that it was easier for Governors to navigate and showed transparency.

The SBM reported the following headlines:

- The budget for teaching staff had increased as a result of the following:
 - the 2% salary increase;
 - a substantial 7.2% pension increase;
 - the appointment of 1 new teaching staff member in Year 6.
- There was an increase in the Administration staff budget which included:
 - the costs associated with the restructure, including the staff settlement;
 - the cost of the newly appointed SBM;
 - the cost of the newly upgraded Scale 6 Administrative Officer;
 - invoices for apprentices which had not been previously budgeted for.
- Budget line E12 reflected an increase in the Building Maintenance and Improvement budget which was to meet the cost of any roof repairs;
- Budget lines E15/ E16 reflected the predicted costs for *water sewage* and *energy* over the year based on statements received and the School did not expect any significant increase in costs;
- Budget line E18 *Other Occupational Costs* related to the School's refuse collection which had increased by over approx. £4.5k to incorporate the security testing within it.

Q&A –the Chair queried whether the figure quoted in the outturn figures for 2018/19 of £6,397 included security testing and whether security testing was an annual requirement? Testing was undertaken on a 5-year basis.

Q&A - the Chair commented that it explained the increase from 2018/19 to 2019/20, but not why the budget then remained at that level for 2020/22. The LA accountant had advised the School to keep the cost the same. The SBM explained that the new system calculated only the items that had been input at the point of calculation.

Q&A - the Chair sought clarification as to whether the 2019/20 budget had been calculated based on anticipated spend and whether the costs associated with the remaining 2-years of the 3-year budget forecast had been based on 2019/20 costs plus a projected increase in inflation? The budget appeared to be skewed because it incorporated invoices carried over from 2018/19. The SBM advised that the system was a working programme that enabled invoices to drop off once paid and would provide regular updates on the current status of the budget.

NP considered the 3-year budget forecast as a consolidation and amalgamation which provided a baseline from which the School could move forward. The Headteacher stated that there was a glitch in the programming which meant that any changes to the 2019/20 budget in order to reflect that an additional approx. £50k would not be included in 2020/21 and 2021/22 budgets the 2019/20 budget report would be incorrect.

The Committee **AGREED** that the School needed to ensure that it was kept informed of any additional large budgetary items that were due to take place in any one year of the 3-year forecast which would affect the remaining 2 budgets. The Headteacher advised that once the budget had been agreed the LA advised that a duplicate budget could be set up as a working document. The LA needed a baseline to know the School's financial position.

Action Point 13 th May 2019	Lead	Timescale
AP 05/2019 – 01 – Ask LA Accountant whether RM could be interrogated to reflect large costs in 1 year did not affect another year's budget	SBM/ Head	ASAP

- The sub-budget E24 reflected a £2 spend in 2018/19, but £500 had been put into the cooking club sub-budget to accommodate the increase in pupil interest and subsequent income generation.

Action Point 13 th May 2019	Lead	Timescale
AP 05/2019 – 02 – Ascertain where the income generated by the cooking club, et al; is reflected in the budget	SBM/ Head	ASAP

- Catering Supplies under sub-budget E25 reflected an approx. £36,700 increase in Free School Meals (FSM) to offset the reduction in income because funding was no longer calculated based on the maximum number of eligible pupils. Schools were required to submit monthly returns to the LA against actual numbers of meals eaten, rather than a daily plan.

Q&A – the Chair queried what happened to those eligible pupils who did not partake in FSM? There were not many because of the MSFM. There were approx. 20 pupils who did not have FSM, but there could be an issue once the MFSM were no longer available. The School currently charged £1.90 per school meal, but had been advised by the LA that it should charge £2.30. It was anticipated that many of its families which had more than one child could not pay the increased cost which would negatively affect the level of income.

Q&A – the Chair whether other schools in the local area were charging £2.30 for school meals? Halley Primary charged £1.90, but had agreed to increase the charge to £2.30. The Headteacher advised that the increase would affect approx. 11/12 pupils.

Q&A – the Chair asked whether any other schools used a different catering supplier? Some schools were electing to go out to tender, but it was a mammoth task to undertake. The School owned its own kitchen, as well as other fixtures, but the fittings, staff, food and equipment etc. remained the domain of the catering service. If it were to use another supplier the budget would need to be significantly increased.

The Committee was conscious that the catering budget was the 4th largest item costed in the 2019/20 budget. The Headteacher reminded the Committee that a percentage of the budget was recouped by the cost of the school meals which had been reflected in the income budget line I09 of approx. £5,600. The cost of the MFSM was met by the additional grants for schools in I18.

The figure quoted in the Catering Supplies budget also reflected the £2k cost for the Magic Breakfast Club run by a charity and was incredible value for money.

- The Committee **NOTED** that there had been a significant decrease of approx. £23k under budget line E26 *Agency Supply Teaching Staff*. This year the School had reduced its reliance on agency teaching staff and had combined all the sub budgets. The figure quoted in budget line E26 in 2018/19 outturn included the cost of apprentices which had previously been miscoded. Going forward, the costs relating to apprentices would be coded under the Education Support Staff budget in E03.
- Bought in Services in lines E28a and E28b reflected the cost of the LBTH SLA and £13k for Speech Language and Communications support which was required to meet the needs of the pupils with specific needs. The School incurred an additional cost for a Speech Therapist to undertake specific tests/assessments in support of EHCP applications. That cost would be offset by funding which was due to be received in September from approved EHCPs.

Q&A - The Chair queried whether the increase in the 2019/20 budget against the 2018/19 outturn figure was due to an intake of pupils with more severe SEN? Yes, the School was expecting a further 6 pupils who already had EHCPs in place.

The Committee **NOTED** that the 2019/20 budget provided a baseline of the School's current financial status despite the 2nd and 3rd year figures being based on projection.

Q&A – The Chair queried whether there was anything that the Committee should be aware of in terms of notable income? The Headteacher advised that the School needed to be proactive before for 2020/21 and 2021/22 otherwise the School would be no longer financially viable. There was the potential for the School to set over a £1m deficit budget for 2021/22. The LA Accountant suggested the School should review its Stepney Partnership to ascertain whether there were ways in which the schools could procure as a partnership which would provide all the schools with additional bargaining power. However, it was anticipated that any respite gained from adopting that process would be a mere “drop in the ocean” and the School needed to review its staffing costs if there was going to be any significant impact on the budget.

- It was **NOTED** that the School spent 85% of its main budget on staffing which should be the region of 75%:

- The School would not be replacing TAs, but would utilise its apprentices instead;
- If the current TAs were to provide 121 support the School would not have any general TAs on which to rely because there would be an increase in pupils who required additional support;
- The Committee was cognisant that although some teachers had reached the top of their pay scale and others were reaching thresholds, there was a need for a mixed economy of experienced staff and TAs which would enable TAs to meet their full potential and feel supported.
- The Nursery Nurses (NN) provided the only staffing area which could be restructured. The Headteacher advised that other schools had changed the NNs contract from year round to term time only HLTAs:
 - 1 NN would be leaving the at the end of 2018/19 academic year to undertake a teaching degree;
 - 1 NN was approaching retirement age;
 - 2 NNs were being utilised economically as PPA cover for Foundation and KS1.

It was **NOTED** that utilising the general TAs for 121 duties could have a negative impact on children's progress in Reception and the School needed to ensure that it had sufficient capacity within its staff to allow progress to continue to be made.

Some Headteachers had considered that whilst schools continued to deliver within their budget there would be an expectation that schools could continue to deliver within their budgets despite incurring increased costs. The only commodity that the School could pare back further was its teaching staff. The School was being punished for its good level of staff retention which should be viewed as a positive because it provided consistency within classrooms.

- 1 staff member currently on M6 was expected to resign and it was anticipated that the School could make a considerable saving if the vacancy was filled by an NQT;
- 1 half-time post teacher (3-days) who had passed through threshold had been offered a post overseas which had yet to be confirmed. Once confirmed, the School would replace the teacher with a F/T NQT which would also provide a substantial saving;
- The budget for 2019/20 also incorporated the costs related to 3 teachers maternity leave absence. The School intended to manage any gaps in teaching by utilising AHTs and employing P/T staff, but it still needed to meet 9/12 of those teachers' salaries. If those staff did not return to post the School had the potential to save over £100k through natural wastage;
- NQTs salaries including on-costs totalled to approx. £48k per year

Q&A - NP queried whether the levels of sickness absence had diminished? Sickness levels fluctuated, but had recently reduced. The School was focussing on sickness absence.

- The cleaning contract had the potential to provide further opportunity to make savings. The previous budget had reflected a £58k cost at year end 2017/18, but the outturn figures for 2018/19 showed that the budget had increased to approx. £86k. However, this anomaly was as a result of mis-budgeting for the previous year;
- Approx. £50k of the income generated from capital works had been ring-fenced to cover the cost of any major works to the roof. The ICT costs could be also coded to that budget;
- It was **NOTED** that the level of income generated from capital works had reduced to approx. £10k;
- The School was forecasting to spend approx. £162k more in 2019/20 than income received which would be offset by the surplus of approx. £186k from 2018/19.

Q&A – the Chair queried whether there had been a mis-allocation of the surplus expenditure and that the School did not have a £178k surplus, but instead more of the carry forward had been utilised and whether that carry forward had been included in the 2019/20 income? The Headteacher advised that £104k had been brought forward from the carry forward from 2017/18 budget (Revenue and Capital), which meant the School had generated approx. £226k surplus in 2018/19, but the outstanding invoices from 2018/19 had yet to be deducted from the surplus and had been incorporated into the 2019/20 budget. The School had placed an embargo on ordering because of the mis-allocated £80k.

The Committee **NOTED** that the School was utilising its capital surplus to fund the on-going operational costs of the School. It was not sustainable to utilise a further approx. £162k per year.

The Committee **AGREED** that its staffing levels had to be reviewed but appreciated that restructuring was an intensive costly exercise. It could consider not replacing certain leavers with an emphasis placed on natural wastage.

Procurement now required two (2) signatures which had to be countersigned by the Headteacher/SBM who would determine whether the order was needed. There would be more sharing of resources across Phases to which there had been some resistance which the School was addressing.

Q&A – NP queried whether the honorarium for Facilities Manager was going to be consolidated into his salary and whether there were any more honorariums currently in place? The honorarium would be consolidated into the FM Manager's salary.

Q&A - The Chair asked whether or not that process recognised a change to the JD? The additional responsibilities that initially attracted the honorarium now formed part of his permanent JD.

The following honoraria were currently in place:

- A Learning Mentor also received an honorarium for additional responsibilities which was currently being reviewed. If the honorarium continued it would be reviewed on an annual basis and it would be made clear that the honorarium would be linked to specific responsibilities;
- The Headteacher also received an honorarium which increased her spinal point;
- The SBM also received a short term honorarium whilst she undertook the additional responsibilities associated with Finance and HR, which would end once the restructure had been concluded.

The Committee thanked the SBM for her hard work and due diligence in taking on the additional duties.

Action Point 13 th May 2019	Lead	Timescale
AP 05/2019 – 03 – Review staffing levels to ascertain whether there were significant reductions to be made in order to justify undergoing a restructure in particular the Nursery staff or lose staff through natural wastage	Head	Next F&GP Committee – TBC
AP 05/2019 – 04 – An executive summary to accompany the budget report	Head/ SBM	Next FGB meeting – 08.07.2019
AP 05/2019 – 05 - Reports generated from the RM system would be presented to the Committee on a termly basis.	SBM	Next F&GP Committee - TBC
AP 05/2019 -06- A monthly salaries reconciliation to be undertaken	Head/ SBM	ASAP

The Committee **AGREED** the budget for **RECOMMENDATION** to the FGB.

Agenda Item 4: Agree Surplus Expenditure Plan

Presenting: Headteacher/SBM

Discussion/ Challenge

This item was discussed under agenda item 3: Agree 2019/20 Budget for Recommendation to the FGB above.

Agenda Item 5: Review 3 Year Budget Forecast

Presenting: Headteacher/SBM

Discussion/ Challenge

This item was discussed under agenda item 3: Agree 2019/20 Budget for Recommendation to the FGB above.

Agenda Item 6: Pupil Roll

Presenting: Headteacher

Discussion/ Challenge

The Headteacher reported that the School had admitted a further 26 pupils since September 2019. The current Year 5 and 6 cohorts were at capacity, but there were vacancies in all other years as follows:

- 13 vacancies in Reception
- 17 places in Year 1

- 9 vacancies in Year 2
- 6 places in Year 3
- 20 vacancies in Year 4

The properties in the surrounding area were now complete and the School was expecting to receive further applications. The School was considered part of the Stepney Green (SG) catchment area which identified the following pupil planning:

The School had received:

- 40 x 1st choice preference
- 1 x 2nd choice preference
- 1 x 4th choice preference

There were 90 surplus places in Reception in SG catchment area. 50 places had been offered, but only 6 pupils had been allocated to date, compared with 69 places offered for Ben Jonson Primary. However, it was **NOTED** that the School was in a similar position in 2018 because many Reception parents had missed the deadline, so the School received numerous late applications which provided an additional 77 pupils.

The Headteacher informed the Committee that 1 parent had wanted to register her child for Nursery, but should be attending Reception. The School had approached the LA to allow her to be admitted, despite the deadline for Reception places having passed. The School would write a letter of support to allow the child to attend Reception for the remainder of 2018/19 academic year.

Action Point 13 th May 2019	Lead	Timescale
AP 05/2019 – 07 – Pupil Roll to be placed on the agenda of the next FGB meeting	Head	18.07.2019

The School was not in SCOPE. Smithey Street School and Redlands were amalgamating and reducing by 1 FE. The School could apply to the LA for a *soft cap* to be placed on pupil numbers for individual years, rather than across the whole School.

Agenda Item 7: Apprenticeship Levy (Action from 8th October 2018 meeting) (Circulated)

Presenting: Headteacher

Discussion/ Challenge

The Headteacher reported that the School had managed to gain access to its Gov.uk website account which had previously been an issue. The School had signed up to the National College of Education and 2 teachers had enrolled on a Level 7 Leadership Course.

Q&A - The Chair sought confirmation that the School would not incur any additional costs for the training? There were no additional costs involved and the School had made a saving because it no longer had to meet the cost of the SBM course which was now covered by the apprenticeship levy.

There were several courses available for which the apprenticeship levy could be used and 1 AA was undertaking a free course assessment and analysis of her JD.

The School had 2 employed apprentices, 1 which would leave in July 2019 and 1 that had left at end-March 2019, but was continuing to provide casual cover. Both apprentices had utilised the apprenticeship levy to undertake courses.

The Skills Network had offered the School fully funded Level 2 qualifications which did not have to be met from the Schools apprenticeship levy. Courses generally lasted 6 weeks or 6 months. The Headteacher was undertaking a GDPR course and the School was upskilling its TAs through courses available from the Skills Network.

The School had also been utilising Apprenticeship Connect - 3 TAs had undertaken a Level 3 TA course all of whom had received a considerable amount of additional support from the tutor at no cost to the School.

The LMP allowed the School to replace its apprentices if it incurred any issues. The Headteacher reported that attitude and skillset of some apprentices were not appropriate. The School had experienced issues with the Sports Apprentice which it replaced with a more mature apprentice who worked well. The School had dismissed 1 apprentice because he failed to follow procedures. The ICT apprentice was excellent, but attendance remained an issue.

Q&A – The Chair queried whether apprentices received payment if they were absent? Yes, the apprentices received payment unless they incurred 5 or more consecutive days' absence. The SBM advised that apprentices were initially taken on under a 15 month contract which meant that they received payment during the school holidays, but their contract had been amended to reflect 12 months.

Q&A - NP queried whether the change in contract could prove to be an issue in the future? The Headteacher confirmed that would not be the case.

The Committee **AGREED** that maximising the use of the apprenticeship levy was positive.

The Headteacher confirmed that once the apprenticeship levy had been utilised fully the School could draw down from central funding. There was no requirement to top up once the levy was finished, but the School would be responsible for 10% of any cost above the levy amount. If courses cost less than the levy the School would be expected to pay the full amount. Many schools were not utilising their apprenticeship levies.

Agenda Item 8: Personnel Update (verbal)

Presenting: Headteacher

Discussion/ Challenge

The Headteacher reported the following highlights:

Leavers:

- 1 x TA was successful in acquiring a job at St Luke's Primary and had left at end-spring term;
- 3 x Apprentices had completed their courses with 1 TA acquiring a post at Cyril Jackson Primary, 1 TA having left at end-spring term for whom the School was providing a reference and 1 had left at end-spring term, but would provide casual cover.

Maternity Leave:

- 2 x Teachers were expected to go on maternity leave in July/August 2019;
- 1 x HLTA would be returning from maternity leave in September 2019;
- 1 x TA (3-days) was due to return in September 2019, but had requested a further year's unpaid leave due to childcare arrangements falling through. The School had refused the request because there was sufficient time before the start of the new academic year for the TA to find alternative childcare arrangements. The TA had also requested a place at the School for her older child. The School expected to reach a mutual agreement.

Starters:

- 1 x Sport Apprentice, but had left due to poor attendance;

The School had 3 children in Reception with a diagnosis on the autism spectrum and the gap left by the TA (TW) leaving at end-spring term was filled by employing:

- TA (3-days) to support a child with SEN;
- TA (F/T) to support a child with SEN.

Resignations:

- 1 had resigned to work abroad
- 1 teacher was expected to resign (see ABOVE)
- 1 staff had requested flexible working (1 to 4 days)
- 1 staff had requested to reduce hours to 3 days per week – Refused so was expected to resign.

Trainee Teachers

- 2 x LETTA trainees which would commence in September and only one of which attracted a bursary of £10k;
- The School would offer 2 more places.

Q&A – the Chair queried whether the 2 additional places would receive a bursary? No, the School would only fund one LETTA trainee per year.

Adverts/Interviews

- The School would post an advert on 15th May 2019 for general NQTs to start in September 2019 with interviews to follow after half term. The number of resignations would determine how many places the School could offer.

Agenda Item 9: Premises and Health & Safety Updates (verbal update)

Presenting: Headteacher

Discussion/ Challenge

Premises Update

The Headteacher reported:

- Due to the very inclement weather during the last half-term the FM Manager could not complete the repairs to the shed, but instead prepared the hall for the exhibition;
- The pond had been cleared and the story-telling area had been dug out and the trees cut back;
- There had been a burst water pipe outside the front of the School which the FM Manager managed;
- The water risk assessments, PAT testing and 5 Year testing had been carried out;
- The lightning conductors were tested which required some remedial work;
- A new dialler had been installed in the lift, which acted on a similar mode as a mobile phone and was cheaper than Red Care.

Q&A – NP queried to whom did the dialler connect? Instead of a dedicated phone line it connected to the emergency line through the mobile phone line.

Q&A – The Chair queried whether the mobile phone line would be subjected to testing? Due to the issues encountered with the Red Care phone line the School had ensured that the new dialler would be tested on a 1/4ly basis by the lift engineer as part of his 1/4ly inspection regimen.

- 2 door magnets had been damaged and replaced;
- LED drivers had been replaced in 4 lights;
- Metal plates had been installed to prevent the Zip taps from dripping down the back of work surfaces;
- The old shed had been removed;
- The strip of land in Repton Street was still under review with the LA Planning Dept. to ascertain whether ownership could be transferred to the School;
- The School had been granted some additional funding for capital works which would be used to automate the carpark gates which would prevent them being left open by the refuse collectors and provide an additional layer of security. The remainder of the funding would be used to repair the 3rd floor staff toilet which had been out of action for 3 years.

Health & Safety Update

The Headteacher reported that prior to the Easter break the School had a volunteering group, overseen by its organiser, attend to clear the wild garden, build a pergola and planters, but unfortunately, the area had been left in a dangerous condition. The pergola and planters had not been finished properly or fixed together correctly, so the FM Manager made the area safe.

Agenda Item 10: Parental Liaison Update

Presenting: Headteacher

Discussion/ Challenge

The School had held the following events:

- a family breakfast in the spring term which was well attended;
- an academic review day;

- AS had run 2 parental engagement INSET days for staff on how to develop partnerships and how to have challenging conversations which were well received;
- AS had run phonics workshops and teaching reading;
- AS had met with parents who had expressed concern re: RSE. The School would be attending training and would consult with parents on the issue to allay any fears and offer reassurance. The majority of the course would fall under the Science and/or PSHE curriculum and would be age appropriate. The Chair reported that this issue had been discussed at the Director's Briefing and that Kate Smith from Healthy Living had offered to meet with schools, offer advice and attend parental meetings to explain the latest legislation etc.;
- White Horse play centre had been redeveloped and the School now ran a club at the premises;
- The use of School Ping had increased;
- Family Homework – the School had set a 70% return rate and 11/15 classes had surpassed that target;
- Coffee mornings remained successful;
- Some parents had attended the Annual parent conference run by the LA;
- ESOL classes were well attended;
- DH had visited the WOW exhibition which had been very successful, but the School needed to extend its duration to ensure that people had an opportunity to view it. The School was cognisant of the workload involved and would need to find a different method to exhibit it.

Q&A - NP asked whether the School had set a date for summer fayre? The Stepney Partnership fayre would be held on 4th July 2019 and the School fayre on 11th July 2019.

Action Point 13 th May 2019	Lead	Timescale
AP 05/2019 – 08 – Dates of the summer fayres to be circulated to the Governors	Head	ASAP

- 1 NN had been trained to run parent gym so there was no longer a need to rely on an external provider;
- Year 6 transition meetings had been successful;
- There was a Secondary transfer taster day, a supplementary day, which provided an opportunity for pupils who could not attend the 1st day to meet with other pupils around the local area;
- The School would hold a meeting on RSE with parents;
- Family homework and summer reading challenge had been set;
- The School was currently developing a Parent Day – details would be provided in due course.

The Committee appreciated the work AS had undertaken with parents on behalf of the School and thanked him for his hard work.

Agenda Item 11: Financial Reports

Presenting: Headteacher/SBM

Discussion/ Challenge

Review BMR – Year-end (with notes)

This item was discussed under agenda item 3: Agree 2019/20 Budget for Recommendation to the FGB above.

Review Virements

There were none recorded.

End of School Journey Statements (Tabled)

Pupils attended Kingswood in Ashford, Kent for 1-week at a cost of £225 per pupil, including transport costs. The School had increased its parental contribution, which meant that the School's contribution amounted to £800 which was a significant reduction on the £3.5k originally budgeted for in the 2018/19 budget.

The School had received positive feedback about the new destination. The activities were very intense and the School was considering reducing the number of days away to 3-days instead of 5-days. Year 5 pupils would not attend school journey in 2019/20, but would go in Year 6 instead.

NP had secured a boat trip from Tower Bridge to Greenwich for 8 adults and 60 Year 6 pupils at the significantly reduced cost of £200.

School Voluntary Fund (SVF) Reports

The School had liaised with the LA. During an audit in 2018/19 it had been advised that there was a requirement for the fund to be audited by a qualified accountant. However, the LA Accountant disagreed and advised that another school could audit the account which meant that the School could revert to its original process adopted until 2017/18.

Q&A - The Chair sought clarification as to what the Voluntary Fund related and the amount therein? It was the Friends of Cayley account and amounted to approx. £15k.

The Committee **AGREED** that on the advice of the LA Accountant it would revert back to its original process and for Stephen Hawking Primary to audit and sign off the account. It was an appropriate control based on the approximate figure.

The School had been advised by the LA Accountant that it should not meet the cost of providing refreshments (tea and coffee) from the School's main budget which amounted to approx. £40 because it needed to be declared for tax purposes against the total cost of your annual income since it counted towards staff salaries.

The Headteacher sought permission for the cost to be met from either the SVF or the income received from Cumbria University for providing support for its students.

The Committee **AGREED** that to take away the refreshments would have a disproportionate impact on staff morale and would go against the spirit of the new Ofsted framework's focus on wellbeing.

The School would notify the staff accordingly.

The Committee **AGREED** in **PRINCIPLE** that the School could utilise the SVF *Friends of Cayley* or the income stream generated from *Cumbria University* to meet the cost, but the Committee needed to review the constitution of the SVF before it could approve the process to ensure that its governing principles allowed it to be used for that purpose.

Action Point 13 th May 2019	Lead	Timescale
AP 05/2019 – 09 – Advise the Committee which fund would be used to pay for refreshments	Head	ASAP
AP 05/2019 -10- Circulate the constitution for the Voluntary Fund to the membership	Head	ASAP

Agenda Item 12: Finance & HR Policies for Review

Presenting: Headteacher

Discussion/ Challenge

- Disciplinary Procedures
- Organisational Change
- Equality Impact Assessment – Part of Organisational Change procedure
- LBTH Safer Recruitment

The Committee **AGREED** to review the above policies and respond by email in accordance with its previous agreement to review policies by email.

Agenda Item 13: Any Chair's Urgent Actions and Any Other Business

Presenting: Chair

There were no Chair's urgent actions taken outside of core meetings or since the compilation of the agenda.

There was no other business recorded.

Agenda Item 14: Date of Next Meeting

Presenting: Chair

The next meeting of the F&GP Committee had yet to be confirmed.


Addendum: the next meeting of the F&GP Committee would take place on Monday 7th October 2019 at 3pm.

Agenda Item 15: Confidential Business (Staff to withdraw)**Presenting: Chair**

Please refer to the confidential minutes.

[The Chair closed the meeting at 16:53hours]**SUMMARY ACTION LOG**

Agenda Item	13 th May 2019 actions	Lead	Timescale
Item 3: Agree 2019/20 Budget	AP 05/2019 – 01 – Ask LA Accountant whether RM could be interrogated to reflect large costs in 1 year did not affect another year's budget	SBM/Head	ASAP
	AP 05/2019 – 02 – Ascertain where the income generated by the cooking club, et al; is reflected in the budget	SBM/Head	ASAP
	AP 05/2019 – 03 – Review staffing levels to ascertain whether there were significant reductions to be made in order to justify undergoing a restructure in particular the Nursery staff or lose staff through natural wastage	Head	Next F&GP Committee – 07.10.2019
	AP 05/2019 – 04 – An executive summary to accompany the budget report	Head/SBM	Next FGB meeting – 08.07.2019
	AP 05/2019 – 05 - Reports generated from the RM system would be presented to the Committee on a termly basis.	SBM	Next F&GP Committee – 07.10.2019
	AP 05/2019 -06- A monthly salaries reconciliation to be undertaken	Head/SBM	ASAP
Item 6: Pupil Roll	AP 05/2019 – 07 – Pupil Roll to be placed on the agenda of the next FGB meeting	Head	18.07.2019
Item 10: Parental Liaison	AP 05/2019 – 08 – Dates of the summer fayres to be circulated to Governors	Head	ASAP
Item 11: Finance reports	AP 05/2019 – 09 – Advise the Committee which fund would be used to pay for refreshments	Head	ASAP
	AP 05/2019 -10- Circulate the constitution for the Voluntary Fund to the membership	Head	ASAP

Chair's signature:  Date: 7/10/19
Chris Worthington

