

## **Resources Committee Meeting 8<sup>th</sup> May 2017**

Members: John Paul Turnbull (Ch), Duncan Priestley, Debbie McCall

Apologies: None (updated membership to be defined)

**Meeting start 5.00pm**

**Meeting finish 6.30pm**

### **Agenda**

Latest financial overview

- Looking at the budget in detail the following points stand out
  - Overall budget management is good with the financial year complete
  - Budget surplus planned to be 15k
  - Actual surplus at year end £18,068
    - This includes an unforeseen income from Big Lottery grant £9995, this however is only a timing issue and is committed to be spent
    - It therefore appears that we were 7k short of plan but there are two reasons for this
    - Advance payments made to reduce the year end balance which were originally planned for the next financial year
    - Delayed income from trustees 5k
    - 15k budget commitment is in line with completed number taking in to account variances above
  - 5% of the budget is £14,352, the local authority can claw back any balance above this number
  - An appeal has been made as per previous years based on
    - Future year pupil numbers
    - The Big Lottery Fund timing issue
    - We do not envisage a problem with the appeal
- PTA funding allocation
  - Friends to help makeup shortfall in year three of budget
  - Friends will allow call down of funding as and when required fundraising dependent
  - This represents the will of parents from recent meetings and the Friends committee
  - Considered proposition backed by Finance Governor
  - New mountain bike challenge going ahead in June
  - May Day at the weekend
  - School sponsored walk achieved £800 last year would like to target £1000 this year

- Other smaller activities planned
- Debbie suggested making a request for funding from 'Kitty Fest'

#### Approval of Key holders

- Previous list is out of date
- Propose Freda Smith, Nicola Atkinson, Duncan Priestley, Jane Corrie, Susan Pattinson

#### School maintenance & DFC account statements

- We are a church school
- Entitled to access Diocese controlled budgets for capital and IT funding
- School needs to meet 10% of the funding
- Use it or lose it basis
- Statements received and the school has paid it's commitments and benefited from the scheme

#### LCVAP

- LA funding available again coordinated by the Diocese
- Funding requested by schools for building maintenance funding
- This is paying for the roof work to take place over the summer

#### Wrap around care update

- Terrific start refer to Katie's report in the head teachers report
- So far the income gives a small loss at £4 per session
- However sports funding is used for some of the activities so it is positive overall
- Wrap around care communicated to Estate Agents for new house sale packs

#### School dinners

- It has been asked if the school could save money by bringing the service in house
- Interviews have been conducted to ascertain if this is possible
- The outcome of the review points to some serious risks of the move not giving any savings whilst increasing management pressure on the head teacher
- The routine involved in providing dinners could well be assessed to be a higher level job than the budget would allow

- Insurance, equipment replacement, PAT testing and high level cleaning to cover legionnaires disease etc. is included in the service
- Time involved is about twenty hours per week
- Number of children covered is currently 26 including 3 nursery children three times a week
- Management provided to the caterer is generally good and she enjoys her work
- Budget responsibility is quite high and therefore a payroll risk
- Supplies are very competitive as Pioneer give Orion the service provider substantially cheaper rates than the school could attain on it's own, this is a big cost risk
- Training and certification is provided to the member of staff at no extra cost
- DP does not need to arrange cover and manage
- Recommend to carry on with current arrangement
- **TO DO - DN please confirm current rate, new quote is £3.15**

#### Staffing update

- Gillian has finished as a cleaner
- Freda taken on cleaning role and has had training from Nicola
- Pauline commencing School Business Manager training to offer strong backup to the financial management of the school

#### Update on pupil numbers

- Reducing roll call is an issue
- Expect to have 23 children next year
- Some families have recently moved in to the parish but we are not seeing benefits yet
- Feel it should be discussed at parish council level in the near future

#### AOB

- Action plan development update document is in development
- Watchman is needed for the oil tank as the reading is very unreliable
  - Somebody will be asked to assess this and also the efficiency of the heating system
  - Draining the tank costs £100 per time to rectify
- Benchmarking – staff insurance saving of £1000 has been made on the most recent renewal

#### Policy updates required

- Data Protection (July 2017)

Resources