

CHERRY LANE PRIMARY SCHOOL

Finance & Personnel Meeting Minutes

Meeting: Tuesday 17th January 2017 at 10:00

Venue: Cherry Lane School

Minutes:

Members In Attendance

Phil Haigh (Chair)

Steve Whitehouse

Susana Condron

Carl Nielson

Mandy Bedborough

Hailey Winton

Seema Kharbanda

Initials

PH

SW

SC

CN

MB

HW

SK

Role

LA Governor

Headteacher

Business Manager

Vice Chair of Governors

Co-Opted Governor

Community Governor

Clerk

Agenda item:		Action:
1	Introductions & Apologies	
1.1	PH Opened the meeting and welcomed the new governor, Hailey Winton Apologies received and accepted from Mike Wisgard, Kevin Bugler & Mary Davie	
1.2	Declaration of interests NONE HW to sign a declaration of interest form. SC to provide this	SC
1.3	Minutes 7th November 2016 & Matters Arising: Minutes Approved <u>Matters Arising</u> <u>School Meal Debt:</u> The school meal debt has reduced significantly to £1,000 due to the new approach taken by the school. £893 of this are debts over £20 and one family alone owes £200. A payment plan has been offered but has been refused. SC to continue to retrieve the repayments and this will be discussed again in next meeting <u>Special Leave Policy:</u> The new Special Leave policy has been ratified by the GB. <u>Website:</u> A training session was delivered yesterday and it is proposed that the website is online by the end of February. <u>Coffee Morning:</u> The Coffee morning arranged by KB was an open forum and Pupil Premium will be discussed at the next coffee morning. Further coffee mornings have been arranged for every 4 th Friday of the month.	SC
1.4	Notification of AOB: In Confidential Minutes	

2	Finance Reports	
2.1	<p><u>Finances to date</u></p> <ul style="list-style-type: none"> ➤ <u>Current financial position</u> Due to some staff movement, expenditure is currently slightly over budget, principally for teachers and LSAs. This has been approved by the committee. There are currently £359K unallocated funds with an estimated £14K-£20K further funding expected. Other than salary costs, that are included within the commitments, the only significant uncommitted expenditure will be catering. The current projection for the year-end balance is £300K, excluding any capital spend agreed later in the meeting. The SEND budget will need to be addressed for next year as the SRP is projected to be in deficit by over £60K A proposal at School's Forum to weight the funding of the SRPs was rejected due to the inconsistency of the data, however this will be addressed by the SF High-Needs sub-group at it's next meeting It was also agreed that PH would write to Jackie Wright about problems caused by inappropriate pupils being sent to the SRP 	PH
2.2	<p><u>Funding Proposals/Changes 2017-18</u></p> <ul style="list-style-type: none"> ➤ <u>Early Years Funding and 30 hours Free-entitlement</u> There is a substantial increase in EY funding next year. The hourly rate is projected to increase from £5.07 to £5.71. The DfE's policy of introducing 30 hours/week free entitlement will start w.e.f. 1st September 2017. Projections for LB Hillingdon indicate that 47% of the families will be eligible for 30 hours free entitlement, although that figure is expected to be lower in the south of the borough. Cherry Lane are proposing to offer 37 places of 15 hours free entitlement each morning and afternoon, with an additional 16 places for 30 hours all day. A total of 90 children. The one hour gap between the morning and afternoon sessions will be chargeable at £5 and will include the provision of lunch. This change in our nursery offer could provide an additional £60k income, less the cost of 2 SMSA's. PROPOSAL: All those being offered places will need to know that 30 hours free entitlement will be available from September 2017, on a first come first served basis. ➤ <u>High-Needs –SRP</u> EHCP will need to be checked to ensure that the correct funding bands are applied. ➤ <u>Mainstream Funding/Impact of National Funding Formula</u> The implementation of the NFF means that the school is likely to gain £103k like for like funding next year. In addition, as it has been proposed by SF to move 25% of the deprivation funding to IDACI next year, the school should benefit by a further £20K. 	AGREED
2.3	<p><u>Web-site</u></p> <p>The new website is almost ready to go live and staff are currently being trained to manage the site. The new-web-site should go live at the end of February.</p>	
2.4	<p><u>Children's Centre</u></p> <p>The LA is proposing to take direct management control of Children's Centres. All relevant schools are opposing this and have sent an open letter to David Simmonds, copied to other councilors, MPs</p>	

	<p>and the press. No reply has been received to date. The matter is under Consultation that completes on 25th January 2017 and the Children’s Centre will be taken over from 1st April 2017. Management of the Centre by the school will cease at that point and the school will no longer provide site management services. The transfer of all services for the Children’s Centre will be carried out following the consultation process. The school will carry out changes to the burglar & fire alarms, the cost of which will be charged to the LA.. There are safeguarding concerns as the school will lose control of visitors to the site. The back door of the Children’s Centre is a fire exit that opens into the reception play area. It cannot be locked and therefore there will be access to the school. PROPOSAL: PH to write to the safeguarding committee about this safeguarding issue.</p> <p>Governors expressed concerns about the continued use of the name ‘Cherry Lane Children’s Centre’. The school had no wish to be associated with the centre after transfer to the LA, as we have no confidence in the new management and expect that the substantial reductions in funding will lead to a major reduction in the number and quality of the services on offer. The Centre will have no connection to the school and is not in Cherry Lane. PROPOSAL; PH to write to Tom Murphy to request a change of name.</p>	<p>PH</p> <p>NOTED</p> <p>PH</p>
3.0	Premises Expenditure	
	<p><u>Update from the Premises Committee</u> The minutes of the meeting of the Premises Committee have been circulated. The drains were checked and the point of entry has been cleared. A build up of fat residue caused the blockage. <u>SRP</u> There was discussion to change the layout in the SRP to provide a sensory room. It was agreed that this project should not go ahead until the funding issue for the SRP is resolved.</p> <p>The fans are not running correctly which may cause Health and Safety issues as the CO2 monitor is not working. The cost of replacing the fans is £3,800, but they should still be under guarantee. JW needs to be written to and made aware.</p> <p><u>Health & Safety</u> The remaining old fire doors need to be replaced at a cost of £14K PROPOSAL: The old fire doors be replaced, the work to be carried out in February half term.</p> <p>The wood-block flooring in 3 classrooms needs repair PROPOSAL: On receipt of an acceptable quotation, flooring to be repaired during the summer break.</p> <p>The solar panels are not working because the LA has no maintenance contract. As a consequence the school is receiving no income from its investment. PROPOSAL: PH to investigate with a view to transferring the ownership of the panels to the LA.</p>	<p>AGREED</p> <p>PH</p> <p>AGREED</p> <p>AGREED</p> <p>AGREED</p>
4.0	Staffing	
4.1	<p><u>Recruitment</u></p> <ul style="list-style-type: none"> ➤ <u>Teaching Staff – Permanent contracts</u> 3 NQT Trainees were offered contracts to join the school in July. These offers have been accepted. ➤ <u>Teaching Staff – Short/Medium term absence</u> A member of staff has been employed for year 6, to cover long term sickness, followed by 	

	<p>maternity leave. She will then take the additional post, required in September.</p> <p>➤ <u>Non-teaching Staff</u> Adverts for LSA's have been placed and SMSA's are to be recruited as some children require 1:1 support at lunchtimes.</p>							
4.2	<p><u>Children's Centre</u> Discussed earlier in meeting as above</p>							
5	Confidential items							
	In Confidential Minutes							
6	Any Other Business & Dates for future Meetings							
	<p>Future Dates:</p> <table border="1"> <tr> <td>Governing Body Meeting</td> <td>Thursday 26th January 2017 at 6:00 pm</td> </tr> <tr> <td>Finance & Personnel Meeting</td> <td>Tuesday 14th March 2017 at 10.00 am</td> </tr> <tr> <td>Governing Body Meeting</td> <td>Thursday 23rd March 2017 at 6:00 pm</td> </tr> </table>	Governing Body Meeting	Thursday 26th January 2017 at 6:00 pm	Finance & Personnel Meeting	Tuesday 14th March 2017 at 10.00 am	Governing Body Meeting	Thursday 23rd March 2017 at 6:00 pm	
Governing Body Meeting	Thursday 26th January 2017 at 6:00 pm							
Finance & Personnel Meeting	Tuesday 14th March 2017 at 10.00 am							
Governing Body Meeting	Thursday 23rd March 2017 at 6:00 pm							

The meeting concluded at 11.50 am.

Signed (Chair) Date

APPROVED