

Barham Church of England Primary School
Minutes of the Finance and Pay Monitoring Group

Held on Wednesday 13th November 2013 9.00am School

Present Jacqui Connelly (Chair), Peter Sopp, Graham Bissett (HT), Bridget King (Bursar), Jodie Sharpe (Clerk).	
1. Apologies for Absence None received.	
2. Declaration of Business Interests None to declare. Chair signed the register as a nil return.	
3. Minutes of Last Meeting (22.04.13) and Matters Arising <i>Please refer to documents provided</i> These were agreed and signed by chair. All matters arising have been completed between meetings.	
4. Current Budget Forecast <i>Please refer to documents provided</i> The group discussed the forecast, with particular reference to the following points: <ul style="list-style-type: none"> I01 - Funds delegated by LEA were changed for one Place Plus pupil who has been reclassified with regards to specific needs. The payment has been reduced by £1887. It was discussed that the reclassification does not seem to take all of the child's needs into account. I13 - PTA donations have been reduced as coaches to the pantomime were within the budget but the PTA actually pay for these directly. It was discussed that it may make sense for the PTA to pay through the school budget in order to reduce costs as this would be tax exempt. Bursar to discuss this with PTA. I18 - Sports grant of £5393 received, as discussed at FGB. This leads to an in year deficit of £4778. E07 - Cost of midday supervisors has gone down a little as Carol Potter is slightly cheaper than Steph Hollowday due to doing fewer hours. The cost for Carole Tillman and Naomi Tompsett to cover the Place Plus pupil during the lunch hour is more or less covered by this difference. E08 - This is over by nearly £1000 due to car mileage claimed. E13 - This has gone over by £240 due to a donation for the cutting of the grass on the village green which came in and went out again (audit trail is available). E14 - The school did not accrue enough on the balance of the previous water bill so a little more has been budgeted here. E16 - We over-budgeted for electricity so have been able to reduce budget by £1000. E19 - this includes the payment of £750 for the level 1 sports provision agreed at FGB. E20 - EIS support contracts cost more than initially budgeted. E28 - Some extra costs due to DBS cheques and diocesan subscription. <ul style="list-style-type: none"> All necessary adjustments so far this year have also been applied to forecast budgets. HT pointed out that staffing changes will begin in January when Carol Edmed leaves. Fiona Fox will take on the reception class full time until the summer. This will result in a saving on staff costs as Fiona is on a lower pay grade than Carol. The school now need to recruit a teacher to work temporarily alongside Sarah Moorhen in year 2 (.4 contract). The pay grade of the teacher recruited will affect the change in salaries on the budget but may well clear some of the in-year deficit. The school may make a saving for supply teachers within the Comenius budget. It has been decided that Ruth and Jo will go to Northern Ireland and that Graham and Jo will go with four children to Norway. This will require a total of 9 and a half days supply. The actual costs for Germany are not yet known but it appears that we will be left with a proportion of the Comenius supply money unspent. We have been given 80% of the total budget but will spend less than this. It is uncertain whether or not we will have to repay this difference. A meeting of professionals dealing with the Place Plus pupil in reception has taken place, with the outcome being that it is recommended that he continues to attend school for 3 days 	<p><u>Action:</u> HT to investigate funding</p> <p><u>Action:</u> BK to liaise with PTA re payment for coaches</p>

per week at the moment. The school have an audit trail to back up that we have been continuously advised to keep him at 3 days should this decision and the financial implications be queried.	
<p>5. Provisional Budget for 2014-15 <i>Please refer to documents provided</i></p> <p>Jacqui, Peter and Bridget met in advance of this meeting to discuss the important issues faced in the budget.</p> <p>Pupil Premium - It was discussed previously that steps need to be taken to ensure the school are using Pupil Premium (PP) money appropriately. This will become even more important as the payment rises. All felt it important to remember that our current budget problems seem to be a temporary issue (due to AST payment for 3 years) and that many costs, both direct and indirect, would be involved in any redundancy process. Preferred option would be for children attracting PP to be directly supported by TA time, even if this means TA's are taken out of classes. As many of our PP children are academically able, alternative ways of supporting PP children were discussed. The possibility of setting aside around £3000 for enrichment for PP children.</p> <p>At this point the monitoring pair and HT noted some discrepancy in the funding over three years in column I01 as well as the fact that money for the sports grant at I18 was recorded as a negative figure. It should be positive. Bursar agreed to look into these issues and circulate a response via email following the meeting. It was not felt, therefore, that a decision could be taken regarding the use of PP money at this time. As an aside, those present also felt that budget reports would be more manageable if they were dated at each print out.</p>	<p><u>Action:</u> BK to look into issues on 3 year forecast and update via email</p> <p><u>Action:</u> BK to date reports if possible</p>
<p>6. SFVS</p> <p>This was postponed to the next meeting.</p>	
<p>7. AOB and DONM</p> <ul style="list-style-type: none"> Chair was asked to sign a form to nominate HT as remaining as a corporate card holder. HT pointed out that he will have no further use for this after the Comenius trip to Norway so the card will then be destroyed. Next meeting to be held at school at 9.00 on 15th January 2014. 	

This document was signed as a true record of events by the Chair of Governors and member of the Finance and Pay Monitoring Pair, Jacqui Connelly.

Signed _____

Date _____