

**HORSINGTON CHURCH SCHOOL**  
**FINANCE & HR COMMITTEE MEETING**  
**23<sup>rd</sup> JUNE 2017 at 9.00am**

The meeting started at 9.00am

1. Present: J. Boyd-Lee, J. Mortarotti, I. Rumbelow, S. Holmes.

In attendance: J. Ham (Finance Officer), R. Jacques (Clerk).

Non-attendees: V. Franklin.

2. Apologies: There were no apologies.

3. Conflict of interests: none declared.

4. Minutes of last meeting, 5<sup>th</sup> May 2017, were approved.

Proposed: J. Boyd-Lee

Seconded: J. Mortarotti

5. Matters Arising: Ref: 5.2 Replacement Windows: I. Rumbelow informed the Committee that Jim Corrigan from Hookways had visited the School 22<sup>nd</sup> June 2017 to assess the fitting of the replacement windows and the refurbishment of the boys' and girls' toilets. Mr Corrigan's view was that providing there are no planning issues the works can be completed in the summer holidays. The windows to be replaced are: Earth class (road side), School office, boys' and girls' toilets and the window by the water cooler. When the windows have been replaced the refurbishment can begin on the toilets.

Ref: 6 Review Budget in line with SDP: I. Rumbelow and M. Alexander met on 18<sup>th</sup> May 2017 to discuss the funding implications of the SDP. He explained that the main thrust of the SDP will be maths and that part of this priority will be to review existing resources. They do not anticipate needing to purchase expensive new resources and that it is likely that the costs will be covered within the existing budget. Another priority will be Personal Development which will focus on the children's approach to learning. It is anticipated that this will not incur any significant expenditure.

**A Governor wanted to know** when the SDP will be available. I. Rumbelow replied that an outline of SDP priorities will be available for the LGB Meeting on 11<sup>th</sup> July 2017.

**A Governor asked** if all the schools in the Trust have the same priorities. I. Rumbelow replied that they do not; individual schools determine their own priorities. However, it is possible that some may have a similar priority based on a need that has been identified by the Trust.

6. Review Staffing Structure: I. Rumbelow informed the Committee that the final number of 7 children joining reception in September has now been confirmed. The maximum number of places is 17. He added that this is the smallest group for many years and in part is because there are very few siblings joining this year.

**A Governor wanted to know** if this has arisen because the School has been full for so long that it has discouraged new parents from applying. I. Rumbelow agreed that this is probably the case but that the situation is the same in many Somerset primary schools. However, Wincanton Primary School is full, probably because of the housing development that has taken place there.

I. Rumbelow informed the Committee that the situation has resulted in a need to review the class structure and that because of the School's reluctance to split a cohort, Year 1 children will be in the same class as Reception children. In response to **a concern raised by a Governor** about the class size, I Rumbelow confirmed that there are currently 16 children in next year's Year 1. He added that if the intake numbers return to normal next year then the situation will be reviewed.

**A Governor was keen to know** if the low numbers will have an impact on other year groups. I. Rumbelow thought that this might be the case because other than reception, the year groups are full this year.

**Another Governor asked what** would happen if there are several applications to Reception in September. I. Rumbelow explained that it would depend on how many, but if a significant number then some Year 1 children would go into Year 2.

**A Governor wanted to know how many** children are leaving the School this year. I. Rumbelow replied: 17 in Year 6 are moving onto secondary school, 6 children are transferring to private schools and 2 are returning to America. He concluded that the low number of children coming into the School together with a relatively high number leaving may have financial implications in the future. He reassured the Committee that this situation has arisen in the past and that the costs have been absorbed over time.

7. 7.1 Finance Update: J. Ham presented the April and May accounts to the Committee, with the April accounts for information only and the May accounts being the focus for discussion.
- J. Ham highlighted some of the main points of the Management Outturn Report for May:
1. School has a surplus of £8,449 against a budgeted surplus of £11,898
  2. There is an adverse variance of £3,449
  3. Income has a favourable variance of £4,197 that has arisen from income received in advance and from income received for M. Alexander's visiting other schools to Moderate work
  4. The £2,657 adverse variance on Teaching staff is largely because of supply costs that in part will be offset by the income from Moderating (point 3)

In answer **to a question J. Ham** said that the Moderating will take place every year. I. Rumbelow added that the process had been very beneficial for the School.

5. Travel expenses have increased because of the additional Trust meetings
6. The Fire Alarms costs will be moved in the next budget to a more appropriate cost code
7. The trips variance will be mostly offset by Pupil Premium funding and donations from the PTFA
8. Capital Expenditure has reached the limit for this year

**A Governor wanted to know** if the PTFA funds could go directly to the School instead of being held by the organisation. I. Rumbelow replied that the PTFA is a charity and the School applies to it to help finance various projects and trips. J. Ham provided the example of the first learning pads purchased by the School were funded by the PTFA.

Referring to the budgeted item of a member of the office staff opting out of the pension scheme, a **Governor queried** if this is permissible under the new law regarding workplace pensions. J. Ham confirmed that it is.

**A Governor asked** if, given the supply costs this year, the correct insurance package had been purchased. J. Ham clarified that the much of the supply cost incurred is from covering teachers to attend Trust meetings held during School time and as such would not be covered. The full cost of this cover has only just recently become apparent.

7.2 School Budget 17/18: J. Ham explained that the budget has still not been agreed by the Trust. I. Rumbelow explained that this may be because of the possible use of some of the School's retained funds to purchase some adjoining land and the confusion of who the land will actually belong to if it is purchased. Until the Trust has investigated this, the budget may be delayed.

**A Governor asked** if the budget will be available for the LGB meeting on July 11<sup>th</sup>. J. Ham suggested that it is possible and as such could be an agenda item.

*Agenda item LGB Meeting 11<sup>th</sup> July 2017- Clerk*

8. Review Terms of Reference:

**A Governor wanted to know** if the SSTEP packages still need to be on the Terms of Reference. J. Ham replied that although the BMiS and Governors packages are no longer purchased many others are. It was agreed that the SSTEP packages should remain on the Terms of Reference.

It was agreed to delete '(if this .....board)' on the 10th line and to change the date to June 2017

9. Committee Report: J. Mortarotti: The report had been circulated prior to the meeting. **It was suggested that** the expenditure on the replacement windows and toilets refurbishment should be added to the report.

10. Any Other Business: The meeting dates for next year had been circulated to Committee members previously and the schedule of all meeting dates will be provided by the Chair of Governors at the next LGB meeting.

*Agenda item LGB Meeting 11<sup>th</sup> July 2017- Clerk  
Schedule of dates for LGB Meeting 11<sup>th</sup> July 2017- J.B.L.*

The meeting closed at 10.20am