



**BUDGET REVIEW & F&P MINUTES FROM  
FINANCE & PREMISES COMMITTEE MEETING AT  
GAWSWORTH PRIMARY SCHOOL ON 12<sup>th</sup> NOVEMBER 2018 at 9.30am**

<b>Budget Review:</b> (9.30am – 11.15am)	Neil Gunn (NG)	F&P Chair
	Matthew Hartley (MH)	Governor (IT)
	Suzie Blackwell (SB)	Chair of Governors
	Laura Lewis (LL)	Finance Officer
	Katy Jodrell (KJ)	FMAT Finance
	Michael Shaw (MS)	Headteacher

<b>F&amp;P Meeting:</b> (11.15am – 11.45am)	Neil Gunn (NG)	F&P Chair
	Suzie Blackwell (SB)	Chair of Governors
	Matthew Hartley (MH)	Governor (IT)
	Michael Shaw (MS)	Headteacher

Apologies: No apologies were received

<b>Budget Review</b>		<b>ACTION</b>
<b>1</b>	<p><b>LL</b> and <b>KJ</b> had reviewed the budget situation to look at the 2017/18 outturn (+£70k carry forward) and the 3 year forward plan (with latest information from the E1 system) on Monday 5<sup>th</sup> November 2018 and had produced the resulting draft budget spreadsheet and 3 year plan which was sent out to governors for comment (via GVO).</p> <p>This draft plan showed a good outturn for 2017/18 but a large deficit in year 3 (2020/21) and this concern formed part of the budget review discussions. The deficit has appeared as the income in year 3 reduces (based on latest 'worst case' view of National Funding Formula changes) and staffing costs rising (due to possible pension and pay increase decisions – again, some uncertainty about these figures).</p> <p>The following items were amended/discussed in the spreadsheet to create the 3 year forward plan with a specific focus on Year 3 (although the assumptions are not yet confirmed) :</p> <ul style="list-style-type: none"> <li>- Potential staffing changes (eg anticipated retirement) were to be 'modelled' to see the impact (<b>Action LL/MS</b>)</li> <li>- Internet Service Provision costs to be taken out of the ChESS costs</li> <li>- ICT forward budget reduced (use DFC and potential FoG contribution)</li> <li>- Use of DFC for work carried out (buildings)</li> </ul>	<p><b>LL/MS – Model staffing options</b></p>

The summary 3 year plan resulting from that review is shown below.

**3-Year Forward Plan**

	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
Balance Brought Forward (£)	70,065	90,144	83,658
Projected Income (£)	964,852	966,249*	938,895**
Projected Expenditure (£)	944,773	972,736	996,387
Budget Shortfall/Surplus (£)	20,079	<b>-6,487</b>	<b>-57,492</b>
Projected Carry Forward (£)	<b>90,144</b>	<b>83,658</b>	<b>26,165</b>

Assumed Pupil Numbers            212                            213                            213

*\* to be confirmed*

*\*\* The 2020-2021 income is 'worst case' based on potential funding formula changes to be discussed/agreed at School Forum*

*\*\*\* The detailed budget spreadsheet is in a restricted area of the GVO for F&P Committee members to review*

In summary the plan shows a broadly 'balanced' budget taking the above factors into account (see note about funding income in 2020/21).

**2**

Items discussed and actions agreed (some of which overlapped with the F&P agenda):-

- a) Access to the E1 Finance System is causing **LL** some problems – FMAT are planning a replacement system (3 suppliers have been approached). The outline plan is to implement the new system in February 2019. Schools across the trust will be involved. FMAT are aware of the current issues.
- b) Pupil numbers to be checked (MS spotted a possible minor error)
- c) Sports Funding was discussed as there are now some new guidelines about what the funding can and cannot be used for (see GVO link). Current spending plans are OK and **MS** confirmed there is a plan to fully use the 2018/19 PE grant within the guidelines. **MS** will contact the local MP (David Rutley) to express a view that the funding should be available for capital items linked to sport (eg outside track)
- d) The method of allocation by FMAT of centrally funded grants was discussed. **KJ** explained that last year was an odd one as FMAT came out of the CIF (a bid based system) and is now in the SCA (School Condition Allowance where the amount is guaranteed and predictable). There had also been a 'one off' 'Sugar Tax' funding in the last year. GPS had some work done on windows from this funding. Governors asked **KJ** how decisions were taken about how

**MS to check pupil numbers**

**MS to contact MP about sports funding and capital purchases**

**KJ to provide a summary of the way SCA funding will be allocated.**

	<p>these funds are allocated and <b>KJ</b> gave an outline view. Governors asked for a communication from FMAT describing the process to ensure 'transparency and fairness'.</p>	
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<b>FINANCE &amp; PREMISES COMMITTEE</b>		<b>Action</b>
<b>1</b>	<p><b>APOLOGIES &amp; ADDITIONAL AOB ITEMS</b></p> <p>There were no apologies for absence. AOB items:-</p> <p>a) Ideas for use of 'one off' bonus announced in the 2018 Autumn Budget (~£10k)</p>	None
<b>2</b>	<p><b>CONFLICT OF INTEREST</b></p> <p>No potential conflict was declared.</p>	None
<b>3</b>	<p><b>SPRING TERM MINUTES AND MATTERS ARISING</b></p> <p>Summer Term F&amp;P minutes had been accepted by FGB and all actions completed</p>	None
<b>STANDING ITEMS</b>		
<b>4</b>	<p><b>3 YEAR BUDGET PLAN</b></p> <p>See above for review and actions arising.</p> <p>It was suggested that a short summary about school finance could be added to the weekly newsletter for parents with a view to giving confidence that the school is well managed (financially) but there are challenges. Action <b>SB</b>.</p>	<b>SB – Consider short item in weekly newsletter</b>
<b>5</b>	<p><b>PREMISES (James Jennings)</b></p> <p>No items concerning the school premises had been added to the agenda.</p> <p>An H&amp;S Report had been issued (in the GVO) – thanks to all involved in the work done to ensure the safety of the children, staff and visitors – a good report.</p>	None
<b>6</b>	<p><b>ICT (Matthew Hartley)</b></p> <p>a) <b>MH</b> has worked over the summer and the new internet service is fully operational and initial teething problems had been quickly ironed out. All devices are now running Windows 10 and this has gone well (in fact some of the older machines and applications are now running better!) The F&amp;P Committee thanked MH for his hard work getting the school ICT into such a good position.</p> <p>b) The ICT priorities for 2018/19 were discussed by the committee with the resulting decisions:-</p> <ul style="list-style-type: none"> <li>- Mobility is a key theme and to support this the committee approved the purchase of a set of mobile devices (x16) and charging cage (aimed at KS2 but available to all) with a plan for a second set in 2019/20 assuming finances permit this</li> <li>- Replace the 3 oldest teacher laptops and ensure that teachers use the same device for home and school use (implement VPN access to school from home)</li> </ul>	<b>MH to add ICT plan to GVO</b>

	- Replace main hall projector	
<b>7</b>	<b>ITEMS FROM SEF/SSIP</b> All items from the SEF & SSIP are included in the 3 year budget plan.	None
<b>8</b>	<b>PUPIL PREMIUM &amp; SPORTS FUNDING</b> We have a much better view on how the Sports Funding is being spent. ABC Committee will look at Pupil Premium spending.	
<b>9</b>	<b>ITEMS FROM FoG</b> No specific items were covered but it is hoped that FoG may assist with the purchase of the mobile devices mentioned above. The committee once again thanked FoG for the support giving to the school – it is very much appreciated (SB to pass on thanks).	<b>SB – pass on thanks to FoG</b>
<b>10</b>	<b>POLICIES</b> No policies were reviewed at this meeting. There is a meeting about policies planned later in November.	None
<b>11</b>	<b>TERMS OF REFERENCE – F&amp;P</b> The terms of reference were approved by the committee – updated version to be added to the GVO ( <b>NG</b> )	<b>NG to add ToR to GVO</b>
<b>12</b>	<b>AOB</b> The committee discussed ideas proposed by <b>MS</b> for the use of the ‘one off’ bonus of ~£10k announced at the recent Autumn 2018 budget. The following ideas were listed.  1. Refurbish the EYFS toilets (unless this can be done via SCA funding) 2. Replace Classroom doors (unless this can be done via SCA funding) 3. Part fund the outside ‘running track’ (initial estimate £20k so would need additional funds possibly from FoG/DFC)  These ideas were supported by the F&P Committee.	
<b>13</b>	<b>NEXT MEETING</b> The date of the next meeting (Spring 2019) will be on <b>Monday 4<sup>th</sup> March 2019</b> at 9.30am-11.00am for budget review and 11.00am-12.00am for F&P meeting.	

The meeting ended at 11.45am

.....**Neil Gunn**.....Chair

.....**25<sup>th</sup> June 2018**.....Dated