



**BUDGET REVIEW & F&P MINUTES FROM
FINANCE & PREMISES COMMITTEE MEETING AT
GAWSORTH PRIMARY SCHOOL ON 4th MARCH 2019 at 9.30am**

Budget Review: (9.30am – 11.00am)	Neil Gunn (NG)	F&P Chair
	Matthew Hartley (MH)	Governor (ICT)
	Suzie Blackwell (SB)	Chair of Governors
	Laura Lewis (LL)	Finance Officer
	Katy Jodrell (KJ)	FMAT Finance
	Michael Shaw (MS)	Headteacher
F&P Meeting: (11.00am – 11.45am)	Neil Gunn (NG)	F&P Chair
	Suzie Blackwell (SB)	Chair of Governors
	Matthew Hartley (MH)	Governor (IT)
	Michael Shaw (MS)	Headteacher

Apologies: Apologies were received and accepted from James Jennings

Budget Review		ACTION
1	<p>The latest draft Budget Spreadsheet had been provided by KJ & LL prior to the meeting and committee members had the opportunity to review and comment via GVO.</p> <p>The following items were amended/discussed in the spreadsheet to create the latest 3 year forward plan which is now in the GVO:-</p> <ul style="list-style-type: none"> - Additional Supply costs due to staff illness – the forward plan will be discussed at Personnel Committee – the budget plan has used the latest assumption (no income from insurance has been assumed in the plan) - Sian Geddes (FMAT) is looking at a potential trust-wide approach for staff illness insurance (for primaries) – the outcome of this will be shared with GPS - Request for an additional column in the spreadsheet (variance of Budget vs Projected year-end out-turn) - KJ was asked if it was possible to receive a £2k rebate (two terms) from the 'top-slice' as FMAT are currently unable to provide the ICT Support that GPS had planned for and is paying for via top-slice (due to 	<p>SB to feedback after Personnel Committee</p> <p>KJ to request update from Sian</p> <p>KJ to see how this can be provided from SAGE</p> <p>KJ to ask about ICT rebate</p> <p>MS/NG to speak to</p>

a staffing issue). **MS/NG** to arrange a meeting with FMAT ICT lead as well to confirm service from July 2019.

- It was confirmed that DFC can be used for improvements to toilets in reception and also for some planned ICT spend (see later).

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

3-Year Forward Plan

	2018-2019	2019-2020	2020-2021
Balance Brought Forward (£)	71,062	48,456	45,726
Projected Income (£)	987,044	985,599*	975,265**
Projected Expenditure (£)	1,009,650	988,330	996,626
Budget Shortfall/Surplus (£)	-22,606	-2,730	-21,361
Projected Carry Forward (£)	48,456	45,726	24,365

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 forward plan shows a broadly 'balanced' budget taking the above factors into account (see note about funding income in 2020/21). The largest change from the last review is the increased supply costs due to staff illness. There are budget assumptions in the plan that could be altered to balance even further if required (eg delayed ICT plans)

FMAT

FINANCE & PREMISES COMMITTEE		Action
1	<p>APOLOGIES & ADDITIONAL AOB ITEMS</p> <p>Apologies were received and accepted from James Jennings (James passed comments about ICT that were included later).</p> <p>AOB items:-</p> <p>a) Tree felling – large ash tree</p>	None
2	<p>CONFLICT OF INTEREST</p> <p>There were no conflicts of interest declared (MH abstained from discussions about ICT Support plans later in the agenda).</p>	None
3	<p>AUTUMN TERM MINUTES AND MATTERS ARISING</p> <p>Autumn Term F&P minutes had been accepted by FGB and all actions completed (all on GVO).</p>	None
STANDING ITEMS		
4	<p>3 YEAR BUDGET PLAN</p> <p>See above for review and actions arising. The F&P Committee approved the outcome of the review and the final spreadsheet (after checking) has been added to the GVO (summary above).</p>	
5	<p>PREMISES (James Jennings)</p> <p>a) FMAT have carried out a building survey – the majority of the items are managed locally but the two major observations will be followed up by FMAT and reported when news is available</p> <ul style="list-style-type: none"> - The Roof will hopefully be funded by CIF bids - The electrics require updating – FMAT will look for an ECO grant where the savings made will cover the cost <p>b) One of the ovens in the kitchen has broken and cannot be repaired The second oven is an identical (model and age) and so must be considered a reliability risk. The kitchen staff have been consulted and a plan formulated (details of quotes, model etc on the GVO)</p> <ul style="list-style-type: none"> - Two ovens to be replaced now (£3.6k each) – approved by F&P Committee - Combination Oven/Steamer to be replaced in 2020 (unless breakdown means it is done earlier). <p>H&S Visits (External and Internal) have been carried out & reports written. The outcomes were good and MS confirmed that all actions identified have been completed. The Committee thanked James and Suzie (and Michael and Tony) for their work on this.</p>	<p>MS arrange for purchase & installation of two new ovens.</p>

6	<p>ICT (Matthew Hartley)</p> <p>a) ICT Support – MH explained that the plan to move to ICT support from FMAT from January 2019 has not been possible due to staffing issues. MH has made a proposal to cover this support need for the Spring and Summer Term. There is no conflict of interest. This was approved by the committee (see action above about meeting with FMAT).</p> <p>b) The F&P Committee approved the following expenditure:-</p> <ol style="list-style-type: none"> 1. Replacement of 3 old laptops to improve remote access for teaching staff (the old laptops will be retained as spares) 2. Purchase a set of 16 mobile devices (details in the GVO) and storage/charging cabinet <p>Funding will come from a combination of DFC, FoG and ICT Budget</p>	<p>MH to provide final quotes for ICT purchases to LL</p>
7	<p>ITEMS FROM SEF/SSIP</p> <p>MS confirmed that all items from the SEF & SSIP are included in the 3 year budget plan.</p>	<p>None</p>
8	<p>SPORTS FUNDING</p> <p>MS and NG had attended a presentation about Sports Funding. The following outcomes have been agreed:-</p> <ol style="list-style-type: none"> a) The format for reporting Sports Funding will change to the version used in the presentation (MS to implement) – next report due April 2019 b) A ‘Sports Funding’ Governor will be appointed at the next LGB meeting (SB to add to LGB agenda) <p>MS confirmed that there were good plans to use the additional funding (£18k) to improve the health and wellbeing of the pupils in a sustainable way.</p>	<p>MS to change reporting format</p> <p>SB to appoint Sports Funding Governor</p>
9	<p>ITEMS FROM FoG</p> <p>The committee once again thanked FoG for the support they are giving to the school – it is very much appreciated by the pupils, Staff and Governors (SB to pass on thanks specifically for the help with mobile devices).</p>	<p>SB – pass on thanks to FoG</p>

10	<p>POLICIES</p> <p>The Security Policy was approved and will be moved to 'Current Policy' by MS</p> <p>MS will check if there is a central Policy for Charging and Remittance or if a local policy is needed. If we need a local policy then MS will produce this for approval.</p>	<p>MS to move security policy to Current</p> <p>MS to consider Charging Policy</p>
11	<p>AOB</p> <p>MS explained that a large ash tree at the far end of the field (by the main road) needs to be removed as it has become unsafe. Initial quotes are too high. The committee approved getting the tree removed and asked that more quotes are obtained (there were several potential suppliers suggested)</p>	<p>MS to obtain quotes for tree removal and arrange for the work to be done.</p>
13	<p>NEXT MEETING</p> <p>The date of the next meeting (Summer 2019) will be on Tuesday 25th June 2019 at 9.30am-11.00am for budget review and 11.00am-12.00am for F&P meeting.</p>	

The meeting ended at 11.45am

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

.....**4th March 2019**.....Dated