



Little Paxton School Governing Body

**Minutes of the Finance Committee Meeting held on
Monday 6th November 2017 at 6.30pm**

Present:		Tracey Locke	Co-opted Governor
Ellen Barratt	Parent Governor	Paul Warmington	Parent Governor
Richard Fairbairn	Parent Governor	Diane Hawkes	Head Teacher
Graham Hiom	Co-opted Governor	James Purser	Co-opted Governor

1. Apologies for absence

Apologies received and accepted from P Conway and D Jones

2. Declaration of interests - no changes were declared.

The Committee was not able to sign off the full list of Pecuniary and Other Interests as the updated document was unavailable.

ACTION – GH to find document and ensure updated and then share with Committee for review and sign off.

3. Agree minutes of the last meeting and matters arising

Minutes were agreed at the last full Governing Body meeting; outstanding actions discussed

- DH confirmed the staff additional payments decision by the Governing Body was advised to Staff
- GH confirmed that he forgot to check DH expenses at last SFA meeting. Need to pick it up next time and make a routine action
- PW / RF agreed that the asset audit was outstanding and needs to be picked up in Spring term

4. Financial Plans

GH confirmed that we should maintain the same areas of focus for this Governing year as we did last year. That is;

- close monitoring of BCR to ensure that expected year end position is maintained
- Focus on 1 area of financial control / performance – Asset control
- Understand the key dials that we need to meet to manage through next 3 years of growth

Committee agreed they were happy with these priorities

GH then shared a 4 year financial plan to demonstrate how funding cycles, class sizes, growth funding and yearly overspend are likely to play through. The Committee ran through the key points that we needed to understand to monitor progress against plans and key events that would need to happen to allow us to maintain the plan as outlined. The committee discussed the fact that the National Funding Formula seemed to suggest that we would be 22k better off next year which reduced our potential overspend and improved our carry forward. There will still be a decision to be made regarding staffing the 14th class in April 2018 (so as to advertise in good time in order to attract good candidates and allow time for serving teachers to give notice). It was agreed that we should make a positive decision to support that recruitment if:

- the BCR suggest that overall budgetary control is tight
- The indication from the SFA is that growth funding will be available
- The overall intake of pupils through the year would suggest that with a reasonable expectation on the 2018 /19 intakes, growth funding will be triggered

The key numbers that the Finance Committee need to stay close too are the expected carry forward for the end of this year (60k) and the total number in school in Sept 357.

ACTION : Finance Chair to recheck total school number trigger point for growth funding

The Committee then discussed the School Teacher Pay Award following the SFA's email shared prior to the meeting. It was unanimously agreed that we put in place the same approach as that shared by County. That is;

- clearly adopt the statutory requirement to increase the min and max of the Main Pay Scale by 2%
- Also increase all the salary points within the main pay scale by 2% too
- All other pay scales (upper and leadership) and other allowances to go up by 1%

DH provided an update on the potential for leasing a unit to provide enhanced Out of School facilities. DH advised that the quotes coming back were significantly more than anticipated. No other feedback had been received from Swifts therefore it was decided not to take any further forward at this stage.

DH mentioned there were 2 outstanding debts following monies owed for different Year 6 activities. DH provided details of how the debts occurred which the committee agreed were understandably. RF confirmed that as per the debt policy, we should refer to a debt collecting agency and then if still unsuccessful, the policy suggests they should be written off. It was agreed that we would try on more letter to the families explaining that the items had reached the point of involving a debt collector but before we engaged them, the families had one last chance to come in and agree a process for repayment. If that failed, it was agreed they should be then referred on.

ACTION – DH to update outcome of debt recovery at the next Finance Committee meeting

5. BCR Review

BCR month 5 was reviewed. The committee confirmed that there were no outstanding unreconciled items. All budgets were under review and any comments made by the SFA had been addressed. The overall position remained as per plans laid out at the beginning of the year.

6. Policy Review

The Committee agreed that we should adopt the Scheme for Financing Schools and the School Financial Regulation following their reissue on the 1st Feb 2017.

The Policy concerning Governor Allowances was reviewed and accepted without change

It was noted that the Charges and Remissions Policy was reviewed in October 2016 and was therefore not due for review until Autumn 2018.

The Finance Committee was then joined by the Personnel Committee to review and adopt the Pay Policy and the Appraising Teacher Performance Policy (formally called the Performance Management Policy).

With regards to the Pay Policy the committees agreed to roll forward the existing policy (including the increases to payscale points that were agreed at the Full Governing Body meeting in October) with a view to a more detailed review in 2018.

With regards to the Appraising Teacher Performance there were a number of questions of clarification sought in regards to applicability to TAs, the approach for observations and the CPD plans for teachers. The policy is due to be fully reviewed in March 2018 and that needs to look in more detail at the practice being followed. This will be taken up by the Personnel Committee.

Meeting closed 8.00pm

Agreed actions

Finance Chair	To find list of pecuniary and other interests and ensure updated and then share with Committee for review and sign off
Finance Chair	To recheck total school number trigger point for growth funding and report back to committee
Head	To update outcome of debt recovery at the next Finance Committee meeting