



**The Governors of Sutton CE (VC) Primary School**  
**Minutes of Finance & Personnel Committee meeting held on 29<sup>th</sup> April 2019 @ 6pm**  
**Present were; Craig Wilkinson, Stuart Davis, Emily Gore-Rowe,**  
**Sue Read, Dan Smith, Vicky Watts**  
**Visitors were Anne Horwood (Finance) and Amy Lorimer (locum Clerk)**

Agenda Items	Issues Raised	Decisions Taken	Action
<b><u>Apologies for absence</u></b>	Ben Willan	<b>Apologies accepted from Ben Willan.</b>	
<b><u>Absenteeism without apologies</u></b>	Ian Brown; Chris Sanderson		
<b><u>Pecuniary Interest</u></b>	All present confirmed no updates to pecuniary interests.		
<b><u>Minutes of last meeting and matters arising</u></b>	Draft minutes for the meeting of 27.02.19 had not been finalised, due to ongoing email access issues for the committee chair.	<b>Approval of minutes from 27.02.19 and matters arising to be added to agenda of next F&amp;P Committee meeting.</b>	
<b><u>2018-19 Budget Review</u></b>	<p><b>Year End Position</b></p> <p>AH explained that the year-end data are provisional, awaiting final input from the LA. Due to the recent change of financial system to BromCom, accruals and pre-payments from 2018-19 have not yet been uploaded by the LA into the new system.</p> <p>The provisional year-end figures show a carry-forward into 2019-20 of £91k – not including accruals. This is larger than expected but includes several funds that are already committed/ring-fenced (including some Sports Premium funds and SEND funds) and approx. £10k of accruals.</p> <p>A governor queried whether the school would be allowed to carry forward that much, or whether there was a risk of 'clawback' by the LA? EGR explained that Ray Byford, the school's LA financial advisor, has indicated the carry-forward is appropriate. EGR noted that due to a low intake in EYFS September 2019, the 2020-21 financial year will be leaner than 2019-20, so there is a strong justification for the carry-forward based on pupil numbers.</p> <p>Based on the provisional year-end information, the school spent approx. £4200 of the carry-forward in 2018-19.</p>		



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	<p><b>Over- and Under-spends</b></p> <p>A document summarising overspends and underspends in the 2018-19 financial year had been circulated prior to the meeting. Various line items were discussed including:</p> <p><u>Teacher overspend</u>: includes a significant redundancy payment, and £20-21k of teacher overtime (this includes part time teachers being paid to attend teacher training days and staff meetings). EGR noted that teacher overspend is mitigated by use of in-school supply, corresponding to an underspend on supply teachers.</p> <p><u>TA overspend</u>: £12.9k overtime – some was for CPD (paying staff to attend staff meetings and training days), some was for TAs to cover sickness absence, and some was specific support for three SEND pupils (one of whom the school has received funding for).</p> <p><u>Electricity underspend</u>: Due to solar panels.</p> <p><u>Gas underspend</u>: Due to a mild winter.</p> <p>A governor queried whether the relatively high (20% approx.) budget overspends and underspends reflect issues in the budget-setting process? EGR responded that the school has had a year of change with a new Head but also significant staffing changes; also, many of the over- and under-spends cancel each other out (for example, staff overtime versus supply pay).</p>		
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<p><b><u>Proposed 2019-20 budget</u></b></p>	<p>A PDF proposed budget summary had been circulated following a meeting with Ray Byford on Friday and further work by EGR over the weekend.</p> <p>The proposed budget assumes no staffing restructure and it assumes approx. £6k of carry-forward is used.</p> <p>EGR suggested that the use of carry-forward be reviewed in September 2019, as there may be a need for additional CPD in response to the need for rapid improvement at the school. Therefore (based on provisional year-end data and provisional funding information) the carry-forward budgeted to be taken into 2020-21 is £91k. Several budget items were discussed at length including:</p> <p><u>Staffing</u> – No re-structuring is incorporated into the budget, however the proposed budget includes 5 days per week finance role for AH; 1 additional admin role; 1 PA role; and, 1 additional TA for specific SEND support.</p> <p>The committee acknowledged that the school maintains a high teaching staff ratio, which is why the predicted budget for 2020-21 and 2021-22 shows erosion of carry-forward and an emerging deficit. It is anticipated that this will be resolved organically over the next year by not replacing potential leaving teaching staff. However the committee agreed a need for strong monitoring and proactive budget management over the financial year.</p> <p><u>Catering</u> – due to ongoing issues with TnS and the consortium contract, the future catering provision is unclear. We have not yet completed a year with TnS so do not have sufficient budget information to input. Therefore, all data entered into the budget for catering is based on the 2018-19 budget (which would have been based on CCS figures). This is likely conservative due to the lower service charge from TnS than from CCS.</p>	<p><b><u>The Committee unanimously agreed that the proposed 2019-20 budget be recommended to the FGB for approval (noting that some carry-forward/revenue figures are provisional awaiting confirmation from the LA).</u></b></p> <p><b><u>Monitoring of teaching staff budget to be included on each F&amp;P committee meeting agenda this year.</u></b></p>	
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	<p><u>Sports Premium/Olympic Legacy funding</u> - in response to a governor query, EGR and AH explained the various revenue and expenditure line items relating to Sports Premium. There is some Sports Premium funding carried forward from 2018-19, which is shown as a separate line item.</p> <p><u>Utilities</u> – EGR confirmed that the budgeted expenditure for items such as gas and electricity has been conservatively revised to reflect actual spend in 2018-19.</p>		
<p><b><u>Catering</u></b></p>	<p>EGR explained that the consortium of local primary schools may be exiting the catering contract with TnS due to ongoing financial issues. Sutton may choose to remain with TnS for the immediate future, and TnS would welcome that. Other schools in the consortium may develop their own in-house catering, and EGR suggested that this may be a mechanism to create revenue for our school. Alternatively, other catering providers could be considered. Separate from the consortium, Sutton could potentially achieve a better deal. No decisions have been made yet and there is no urgency to make a decision.</p>	<p><b>Catering provision to be added to agenda for next F&amp;P Committee meeting.</b></p>	
<p><b><u>Proposed Capital Works</u></b></p>	<p>EGR gave a verbal overview of proposed building works to improve security at the front entrance, based on ongoing pressure from the LA Safeguarding team. The proposed works include:</p> <ul style="list-style-type: none"> <li>• New metal security doors</li> <li>• Add key-fob entry pads to the doors from the entryway into the hall and the entryway into the playground</li> <li>• Move the internal double doors from their current position, to a position closer to the current office reception window</li> <li>• Remove the partition wall between the office and the cupboard, to enlarge the office space</li> <li>• Create a new reception window from the current</li> </ul>	<p><b><u>The Committee unanimously agreed that the proposed capital spend of £15666 on security building works be recommended to the FGB for approval</u></b></p>	



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	<p>cupboard area, facing into the entrance area</p> <ul style="list-style-type: none"> <li>• Associated electrical works</li> <li>• Possible associated encapsulation of asbestos-containing floor tiles</li> </ul> <p>EGR explained that the school's property management company, Strictly Education, provided specifications for the work and provided a quote (approx. £15k). The school then obtained a second quote for comparison (approx. £18k).</p> <p>EGR explained that the 'Little Extras' capital funding received by the school this spring was approx. £15k – she suggests that this be used to pay for the proposed works.</p> <p>EGR explained that there was a possibility to add on approx. £4k to this work, for redecoration of the hall (including new curtains). This was not proposed for approval at this time.</p> <p>The Committee noted that spend over £5000 requires approval by the FGB.</p> <p>EGR noted that the proposed works are not eligible for Diocesan LCVAP funding – because this school is voluntary-controlled (VC) rather than voluntary-aided (VA). The Committee discussed the various implications of each status, noting that VA status is a stronger commitment to the Church of England but does not commit the school to join DEMAT. The Committee agreed that there may be benefits to changing status, including access to LCVAP funds.</p> <p>EGR also noted that remaining capital funding for 2019-20 (approx. £8k) could be spent on re-decorating the school.</p>	<p><b>Potential change of status from voluntary-controlled to voluntary-aided to be added to future FGB agenda, once further information has been obtained by EGR from Diocese.</b></p>	
<p><b><u>Meeting close</u></b></p>	<p>Meeting closed at 7.20pm</p>		