

ELM GROVE PRIMARY SCHOOL  
FINANCE & PREMISES COMMITTEE



14<sup>TH</sup> November 2019 6pm

**Present:** Chris Adams; Chair, Louise Willard, Head Teacher, Emma Sutton

**Quorate:** 3/5

**In attendance:** James Waring, PE Lead (JW); Val Gates (VG), School Business Manager; Anna Johnson, Clerk

**1. Welcome and apologies**

Chris Adams welcomed all to the meeting. Apologies were received from Hugh Mehta and Leigh Ward.

**2. Sports funding review**

Governors **congratulated** James Waring and the school on being awarded a Platinum Sports Award and expressed their gratitude for his and the work of all staff towards this achievement.

JW submitted a report detailing all sports funding expenditure from the grant's inauguration in 2013 until the present, explaining the colour coding that showed the different areas funding had been allocated to. These included:

Sports Development Worker

This staff member provided 1:1 team teaching and helped at KS2 sports day, this was an essential role without which sports days could not happen.

Clubs

- Funding for 50% of contributions for Pupil Premium children
- Introduction of one or two new clubs each year, which were free to encourage participation. After the first year those that received positive feedback and attendance figures would be continued with a charge of £3 per child per session. Bearing in mind the likelihood that sports funding will end at some point in the future, this is designed as a sustainable model allowing current clubs to continue if funding ends.

Playground

Investment in the playground happened in the early years of sports funding but there has been much less expenditure in this area recently.

PE lessons/opportunities

- This includes spare PE kit so that all children can participate, introduction of new activities and supply cover
- 50% of annual funding has been spent on staff training as this should be sustainable (it was acknowledged that staff movement would take that benefit to another school). It also has a positive impact on all children as many don't take part in clubs or competitions.

Competitions/transport

- The purchase of a minibus had had a much greater positive impact than anticipated allowing access to new activities and removing the barrier to entering more competitions.
- The citywide PE steering group (of which JW is a member) had worked on introducing sports festivals specifically designed for children who were not chosen for school teams. Children are invited to participate if they are part of the cohort who don't compete and using 'walk to school' data. Parents have reported to the school the boost in confidence

	<p>given to the children attending these festivals.</p> <ul style="list-style-type: none"> <li>• JW reported that Elm Grove was signed up for 26 sports events this year but this will increase which is only possible because of the minibus.</li> </ul> <p>A new area planned is post-SATs top up swimming for Year 6 when the minibus will allow those children who haven't met the government swimming attainment standard to attend Roedean pool for coaching.</p> <p>James confirmed the new sports plan would be ready in the spring term.</p>
<p><b>3.</b></p>	<p><b>Minutes from last meeting</b></p> <p>Governors discussed whether the action to distribute the Health and Safety audit was correct but it was noted that the school had not yet received it from the auditor and that distribution to the committee would be appropriate.</p> <p>Minutes were <b>agreed</b> without amendment.</p>
<p><b>4.</b></p>	<p><b>Matters arising</b></p> <p>Paul Platts had recently visited the school and reviewed the Data Protection policy suggesting there were elements not appropriate to the educational context. Val Gates would be revising the policy.</p> <p><b>Action 4.</b> The Department of Education website is displaying 2017-18 benchmarking data and the committee <b>agreed</b> that the current data available in the benchmarking section of the SFVS document was more useful to analyse. It was reported that there was nothing new from the last benchmarking exercise in either set of data that stood out as a concern.</p> <p><b>Action 5.</b> Val Gates confirmed that Teaching Assistant's contracts were all now up to date but figures for back pay have not been confirmed and Heads in the city continued to challenge the apportioning of 50% of the back pay to schools.</p> <p><i>Q. What is the worst case scenario for the school?</i> A. Payment of 50%, but this would not start until 2020-21 and would be spread over 10 years. An estimate for Elm Grove was £30,000.</p> <p>Governors noted that they appreciated the complexity of the situation and the school's efforts to protect the school budget.</p> <p><b>Action 6.</b> Emma Sutton confirmed that most actions had been completed including installing extra sockets in classrooms. It had been agreed that removal of curtains should be scheduled at the same time as work on the hall windows. A reminder on not using personal phone chargers in school had been delivered to staff.</p> <p>The updating of the Emergency Evacuation plan still needed to be checked. <b>Action VG</b></p> <p><b>Action 8.</b> The school fund was now inactive but a final audit will happen this year.</p>

5.	<p><b>Outturn</b></p> <p>Governors <b>agreed</b> that the financial position shown in the new outturn was significantly improved from the previous month.</p> <p>VG explained that funding for both staff pensions and pay rises had been received since the last outturn. There had also been staffing appointments at a lower pay scale that had resulted in a reduction of the staffing budget. The pay grant had provided £6,000 more than expected.</p> <p>Staff appraisals were ongoing but significant variation was not anticipated following their completion.</p> <p>Agency costs were currently high due to cover for the staff member who had taken over the SENCo role for 3 days a week.</p> <p>The Head warned that the current position was not anticipated to improve the 3 year budget position due to lower pupil roll numbers than predicted following children in years 3 and 4 moving away. The Head also highlighted the uncertain political climate in which longer term forecasts were difficult.</p> <p><i>Q. What planning around the deficit for next year is in place?</i>  A. VG and Head will wait until the financial year end before deciding on small project expenditure.</p> <p><i>Q. Is most of the surplus located in contingency and from grants?</i>  A. Yes, there is also some in the agency cover budget and so far there have been low levels of sickness absence especially compared to last year but it is too soon to make predictions for this area.</p> <p>VG informed governors that the new school outturn format had been produced by the LA Finance team allowing comparisons across months.</p> <p>Governors <b>commented</b> that they were pleased with the current financial position but recognised that caution was needed especially in the light of pupil numbers.</p> <p>The Head reported that the school had not been successful with their first lottery bid for playground improvement but advice had been received by a parent with expertise in this area and a second bid would be submitted. Meanwhile the PTFA would reserve the amount required for match funding this project.</p>
6.	<p><b>F&amp;P Work Plan &amp; Terms of reference</b></p> <p>The workplan was <b>agreed</b> with the addition of two health and safety walks in the year.</p>
7.	<p><b>Schools Financial Value Standard</b></p> <p>This was partially complete with a meeting of the committee scheduled for the 25<sup>th</sup> November. It was <b>agreed</b> that the committee would distribute to the whole board for comment by the 2<sup>nd</sup> December. <b>Action</b></p>
8.	<p><b>Building Maintenance 5 year plan</b></p> <p>Governors requested that timescales be added with the identified priorities and a risk rating analysis. Governors noted that some priorities would be placed on hold for reasons of practicality and requested the plan should highlight the next priority to bring forward. <b>Action</b></p>

	<p>A BIDs visit had taken place in the summer when the previous offer to repair the utility room roof in the Caretaker's house was withdrawn. Quotes received by the school indicated a wide difference of opinion on the scale of the work required.</p> <p><i>Q. Have any deadlines been agreed with the council regarding the windows?</i>  A. A planning officer has visited the school which is a promising sign but there is no definite date yet.</p> <p><i>Q. Is their adequate finance for the work on the windows?</i>  A. Yes, it is in capital funding and VG was hopeful that this will move forward this academic year.</p>
<p><b>9.</b></p>	<p><b>Risk register</b></p> <p>Governors requested that mitigations were added to the template and that a completed register be circulated before the next meeting. <b>Action</b></p>
<p><b>10.</b></p>	<p><b>Health &amp; Safety</b></p> <p><b>i. Any H &amp; S HS2 Incidents since the last meeting</b></p> <p>VG explained that there had been few incidents in the summer as shown by the report. This was in contrast to the autumn term during which there had been 5 HS2 incidents (deemed serious or requiring hospital admission) and 3 children had been to hospital during the term.</p> <p><i>Q. Were the accidents caused by OPAL playground development?</i>  A. This was the case in the summer when it was new but was not true for the autumn when the climbing frame and slips/trips were the cause of injury. The school continued to give assembly reminders on how the OPAL equipment should be used.</p> <p><b>ii. Major services/ inspections required/planned</b></p> <p>Work on the bell tower was proceeding and the Pepperpot had experienced a leak during the recent heavy rain.</p> <p><b>iii. Security - NA</b>  <b>iv. Fire Risk Assessment – see agenda item 4 action 6</b>  <b>v. Contracts issues</b></p> <p>The ICT suite roof had recently had handrails installed to enable clearance of debris to stop water gathering but recent heavy rainfall had resulted in a significant collection of water.</p> <p>The school has received a quote for the boiler parts required which are very expensive but this is a priority as a backup pump is needed to ensure the school is heated. The school is currently checking the quote.</p> <p><b>vi. Recent significant works carried out NA</b>  <b>vii. Planned significant contractor works</b></p> <p>The need to refurbish the toilets was underlined during the BIDS visit and this has been highlighted by children in the school council. However, this is a very high cost project and the school will need local authority funding.</p>

	<p>A quote has been sought to install a guard rail on the mezzanine area above the Head's office used for storage.</p> <p><i>Q. When will the next health and safety governor visit be carried out?</i>  A. After Christmas and the report from the day of the meeting would follow shortly.</p> <p>The Head explained that the drop in incidents recorded may be a result of the new use of CPOMs for recording as this is a common result of a change of procedure.</p> <p><i>Q. Will this be highlighted at a staff meeting?</i>  A. Yes and it will be discussed with Midday Supervisory Assistants.</p> <p>The risk presented by the ramp in the playground was discussed with governors requesting that the school highlight to the local authority the use of the school as a polling station and the added risk presented by this.</p> <p>The Christmas play will be taking place at St Martins church and the Head noted that this had been enabled by the purchase of the minibus.</p> <p>The Head reported that the Staff wellbeing group would be attending a Wellbeing conference</p>
<b>11.</b>	<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>• A meeting with the PTA had taken place when the group agreed to continue to reserve the match funding amount for the lottery playground bid. The next focus for PTA fundraising would be new furniture for the school which was extremely old. The PTA had taken on board the findings of the Poverty Proofing Report and were planning some free events during the year.</li> <li>• Hugh Mehta had researched the possibility of crowd funding but had concluded it would present too many problems.</li> </ul>
<b>12.</b>	<p><b>AOB</b></p> <p>Governors expressed their profound gratitude to governor Leigh Ward who had arranged a donation of 40 iPads from Brighton Girls School. Once set up by IT these would be used by children with special needs and staff members.</p>

Chair's signature: .....

<b>ACTION LOG</b>				
<b>No.</b>	<b>Date of meeting</b>	<b>Action</b>	<b>Owner</b>	<b>Due Date</b>
1.	17.06.19	Health and Safety audit to be distributed to all when received. GPDR policy on agenda for next meeting.	VG VG/AJ	Tba 11.02.19
2.	14.11.19	Check updating of the Emergency Evacuation plan	VG	Asap
3.	14.11.19	SFVS sent to whole board by 2 <sup>nd</sup> December	Hugh Mehta	02.11.19
4.	14.11.19	Amendments to Building 5 year plan to be made	VG	11.02.19
5.	14.11.19	Risk Register to be populated as agreed and come to next meeting	VG	11.02.19