

PRIESTNALL SCHOOL RESOURCES SUB COMMITTEE MEETING

Date: 13th March 2017
Time: 5pm
Venue: The School

GOVERNORS PRESENT;

Mr M Young (Chair); Dr D. Smith; Mrs M. Joule, Mr G Morewood; Mrs L Crompton; Mrs S. Mansfield; Mrs H. Fern; Cllr C. Foster; Mrs D. Smith; Mr J. Cregg (Headteacher)

IN ATTENDANCE

Mr T. Clarey, Associate Member (Deputy Headteacher)
Ms P. Thomas, Business Manager
Mrs G Stephens, Minutes

Q = questions from a Governor

1. APOLOGIES RECEIVED

Mr J. Patton, Mr K. Ward, Mr A Morrison

2. DECLARATION OF INTERESTS

Declaration of Interest forms distributed and to be returned to the school once completed.

3. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

a) Minutes

Minutes approved as an accurate record

b) Matters Arising

- Business Managers role on the Governing Body: It was confirmed that the Business Manager is not an Associate Member and should be logged as "in attendance" on the minutes.
- 16/17 Budget: Query re numbers on roll for next academic year and budget implications. The Business Manager explained that the funding for the next academic year is based upon the Census information gathered in October 16 (ie pupils on roll at that time).
- Audit Certificate: Date on audit certificate to amended
- Consultation Form: This item is on today's agenda.

4. FINANCE REPORT

a) Budget.

The revised budget was presented with changes which included:

- Revision to salaries for maternity cover
- Further reduction in allocation due to excluded pupils
- Increase pension contributions
- Apprenticeship levy
- Revised costs and buy backs.

The current financial position shows a carry forward of £95,000 for the next financial year. After a number of reductions to budgets we are showing a deficit of £28,672 for 17/18. as outlined in the report.

A number of reductions were made and these are outlined in the report from the Business Manager and include:

- IT Replacements costs to and building projects charged to DFC
- Reduction in some areas of management costs due to savings in planners, hospitality and underspend
- Reduction in number of cost centres not being fully utilised.
- 10% overall cut to subject budgets
- Increased cuts to back office budgets
- Reduction in Careers buyback
- Reduction in furniture budget

Further discussion to be undertaken to find further savings:

- Supply
- Hospitality
- Lunch Duty meals
- Payment for lunch duties to be reduced to 35 minutes instead of 1 hour rate
- Charges for transport for fixtures
- Curriculum Planning and recruitment
- Contracts for supply of goods are being re-negotiated.

We have had to cut back in a number of areas and that is why we have cut allocations for underutilised budgets. We have also looked at other areas and are considering these, again, as outlined in the report.

Q. Are we allowed to use DFC for other projects and buildings?

DFC- funding is for capital projects in excess of £2000. Therefore we can purchase computer hardware and fund refurbishment costs for the building.

Staff will be told of the potential changes at a Whole School Forum Meeting the following week. This will be a two way meeting and staff will have the opportunity to have input in terms of where changes might be made in order to reduce costs. They will be given a very clear picture of the current situation.

Q. If staff are going to be paid less at lunchtime will this be phased in over a couple of years?

No the school is intending to make the change with effect from 1st September 2017. We will still keep the free staff lunch for those who do lunchtime duty for the time being.

Q. Hospitality what cuts are we looking at here?

Proposal is to reduce level of hospitality for in house training and focus on providing hospitality for visitors.

General discussion took place on other potential areas of saving and income generation including: charging for after school extra-curricular activities and voluntary payments from parents.

Q what about re-negotiation of contracts?

Business Manager explained that some contracts had already been re-negotiated which had provided savings. Contracts will continue to be re-negotiated when the contract date was due.

Longer term we are projecting a £200,000 deficit. The school is embarking on a full scale look at the curriculum, staffing structure, planning and recruitment.

The small amount of income from the Funding Formula had been offset by the Apprentice levy.

Q Catering figures suggest a subsidy of £100,000 on the catering cost sheet?

Historically, income is £300,000 and has been offset against grants that are no longer valid. If we out sourced the cost to the school the cost of free school meals, hospitality plus the management fee, would be in the region of £20,000. The 16/17 projections were total expenditure £440,000, £377,000 income. By doing this in house we are looking at a saving of approx. £10,000.

Discussions have taken place the Catering Development Manager. Prices had not been increased for 2 years and the school will now be looking at putting the price of food up. Also, the school is looking at re-organising the catering staffing which in the long term means the school may not fill any vacant positions.

Q Any value in taking on an apprentice in the kitchen?

If we take on an apprentice it would have to be for 12 months. Maternity leave may not be for that long. We would be able to consider an apprentice if a vacancy arose. Some plans are in place and we are looking at how we can develop these.

Q What happens when we get to March 2018?

Business Manager explained that if the school sets a deficit budget, the LA will assume a more involved role within school, review staffing and the finances of the

school and would expect to recover the amount within 3 years and may issue a note of concern.

In order to continue with a balanced budget the school would need to increase pupil numbers, review the curriculum and staffing structures, reduce costs and/or increase income from other areas. The school cannot increase pupil numbers as it is currently at capacity. If the school became an academy this would generate funding to open a free school with 150 places.

The bulk of school expenditure is on staffing and this is the area that would need to be considered. However staffing and the curriculum cannot be changed overnight it would take in the region of 2 years for this to have any effect.

The school may ask parents to help out on school visits and trips to reduce the cost of supply cover and also for voluntary contributions for extracurricular activities. However it is felt that these endeavours will not create the sort of savings the school would need to apply.

The Business Manager explained that in the short term the school needs to set a balanced budget next year -17/18 and this needs to be agreed and signed.

Agreed by the committee and signed by the Chair.

b) Schools Financial Value Standards

Response was agreed and will be signed by the Chair. This will now be sent to the Local Authority.

c) Consultations

National Funding Formula

General discussion took place and the school's response was agreed.

SEN Funding formula

Response agreed

d) Staffing

A member of the maths dept had requested unpaid sabbatical leave for two years to work in Dubai and has asked if the post would remain open on their return? The Headteacher explained that, in principle, the role could remain open and we could employ a replacement on a two year fixed term contract, or on the return of the postholder, whichever was the sooner. The sabbatical would probably commence September 2017.

Agreed that a two year sabbatical can be granted to this member of staff. The school is awaiting a formal request.

5. PREMISES

a) Health & Safety

A student injury in PE which resulted in a fracture plus 3 other minor injuries. All have been investigated and remedial action taken where appropriate.

(Colin Foster and David Smith left the meeting).

b) Premises issues since last meeting

Mould in the boys changing rooms – Life Leisure have been advised. Air bricks to be replaced at their cost.

Boiler keeps tripping out and is under investigation by the contractors

6. SAFEGUARDING

Online training for Governors – this item to be referred to the full Governing Body meeting.

7. PUPIL PREMIUM

Governors were updated on the Y7 progress: The data measured up to Feb half term and showed that Year 7 are generally in line with other year groups in terms of progress and gaps.

8. POLICIES

Finance Manual – this to be deferred to the next Resources meeting.

9. KIT SPONSORSHIP

Sponsored rugby kits now in school. Headteacher looking at other links/offers and will be attending a meeting with the Four Heaton's Traders Association and will report back to the GB.

10. AOB

Buy back from Stockport LA and other companies for the forthcoming year requires approval:

Given notice to security monitoring company and replacing with a new company, saving £1,600.

We have bought back pest control at a cost of £158 per year.

Approved by GB

The meeting closed at 6.15

