



We are a welcoming, caring and stimulating school. We inspire a love of learning by nurturing potential, fun and happiness. We celebrate our success as we achieve high standards in all aspects of life; allowing children to grow spiritually, morally and socially within a strong Christian ethos.

"I have come in order that you may have life – life in all its fullness"
John 10:10

ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL
Staffing, Finance & Premises Committee
Minutes of the meeting held on Tuesday 21st November 2023 at 6pm

Present Andrew Buttery (Headteacher) Rosanne Jackson-Stanton (Chair)
 Jodie Sharma

In Attendance Nicola Jolly (SBM)
 Caroline Rigden (Governance Support Officer - Clerk)

		ACTION									
1.	<p><u>Welcome, apologies for absence and declarations of interest</u></p> <p>Apologies were received, with consent, from Katy McCaffrey. Sam Ware was absent without apologies.</p> <p>It was noted that the meeting was quorate as Andrew was a member of the committee.</p> <p>There were no declarations of interest.</p>										
2.	<p><u>Election of Committee Chair</u></p> <p>Rosanne Jackson-Stanton was nominated as Chair of the SFP committee. No further nominations were received. APPROVED: Governors voted, unanimously, for Rosanne Jackson-Stanton to be Chair of the SFP committee.</p>										
3.	<p><u>Minutes of the meeting held on 2nd May 2023</u> <i>Previously distributed</i></p> <p>The minutes were agreed to be a true and accurate record of the meeting and were approved.</p>										
4.	<p><u>Action Plan and Matters Arising not covered by the agenda</u></p> <table border="1"> <thead> <tr> <th></th><th>ACTION</th><th>UPDATE</th></tr> </thead> <tbody> <tr> <td>1.</td><td>The SBM to close the school fund account.</td><td> Carried Forward. The School Business Manager (SBM) had tried to close the account, but there were issues with the signatories no longer available to sign to close it. This would need further investigation and discussion with the bank. </td></tr> <tr> <td>2.</td><td>The SBM agreed to share the Mellors catering figures with Chris Bojke.</td><td> Carried Forward. It was noted that Chris Bojke needed data </td></tr> </tbody> </table>		ACTION	UPDATE	1.	The SBM to close the school fund account.	Carried Forward. The School Business Manager (SBM) had tried to close the account, but there were issues with the signatories no longer available to sign to close it. This would need further investigation and discussion with the bank.	2.	The SBM agreed to share the Mellors catering figures with Chris Bojke.	Carried Forward. It was noted that Chris Bojke needed data	<p>SBM</p> <p>SBM</p>
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2.	The SBM agreed to share the Mellors catering figures with Chris Bojke.	Carried Forward. It was noted that Chris Bojke needed data									

		samples for price elasticity to discover if price impacted demand. It was agreed that the update given at this meeting would be suitable.	
	3.	The committee agreed to discuss and explore academisation at the FGB in July 2023.	Complete. Jodie Sharma gave an update that Chris Bojke would be leading a working party on academisation options. This would include meeting with SYMAT and looking at other local options.
	4.	The Headteacher would explore the option of an aluminium bank in the car park.	Complete. The Headteacher explained that there was not enough room to put an aluminium bank in the car park without impacting staff parking and pedestrian safety. The Clothing Bank continued to be successful, with £200 raised by the PTA, which bought a Buddy Bench.
	5.	The SBM would investigate the blue token scheme at Tesco.	Carry forward. This was a high demand scheme so the SBM would continue to investigate from January.
	6.	It was decided that approved minutes should be sent to Kat Chandler by the Clerk.	Complete.
	Matters Arising There were no matters arising.		
5.	<u>Review ToR for SFP and Pay Committee</u> There was a discussion about the overlap of the Terms of Reference for the SFP Committee and the Pay Committee. The Clerk had checked with previous versions of the SFP ToR and confirmed that there had been no changes that added items from the Pay Committee ToR to the SFP one. It was agreed that the pay committee meetings would be scheduled for mind October going forward, which gave the Headteacher time to complete the appraisal process for teaching staff. If any further pay matters arose, these could be addressed through the SFP as an additional Pay Committee meeting due to the overlap of membership between both committees. A governor asked for clarity as to the purpose of policies at the pay committee. The Headteacher confirmed that the Pay Policy was approved by the FGB, as were the other policies. The policies were shared on the pay committee agenda as information that supported the appraisal process. APPROVED: Staffing, Finance, and Premises Committee ToR and Pay Committee ToR were approved.		
	FINANCE		
6.	Finance Update <i>Previously distributed: SBM Report, Finance Report Revised Budget, Finance Report Variances, Budget Monitoring,</i> The School Business Manager began her report talking about the current budget and the variances that had arisen, starting with income.		

SBM

There had been additional £6k funding received for Mainstream Schools Additional Grant, which would cover 7 months of pay increases. The next year this would rise to £20k but would be zeroed out as it matched the increased pay costs. There had been an additional £78 received for UIFSM (Universal Infant Free School Meals). £200 had been received for the NPQ (National Professional Qualification) support fund. A grant received from the English Hub was just under £6k. There was an increase of funds received by breakfast club. Catering income was higher than expected with the increased meal price from September also creating a positive variance. The SBM noted that meal take up was currently low and this was a pattern normally seen in Autumn term. Other income included £7700, parent contribution to visits, so this would most likely zero out.

A governor asked if the Donations or Private Funds was from the PTA (Parent Teacher Association).

The SBM confirmed that most of this income had been donated by the PTA, with extra donations for trips and activities, which was matched on the expenditure codes.

The SBM shared that there was a total additional income of £22k.

Moving onto to expenditure, there had been an increase in pay of £7k with an additional cost of £13k moving a supply teacher onto a temporary contract. This would save on supply costs. An additional Admin staffing cost had been incurred by increasing a contract from 39 weeks to 40 weeks to cover additional work during school holidays. The apprenticeship levy had increased slightly due to the increase in staffing costs.

A governor asked whether the associated costs of moving from supply cover to a contracted role had wiped out any potential savings.

The SBM confirmed that this had been the case but that the benefit to the staff member and the pupils had been more important.

The SBM continued that less had been spent on gas than had been expected.

The Headteacher added that there had been a change to times when the heating was on in the school, coming on later and turning off earlier, to reduce use.

The SBM noted that there had been unexpected pest control costs.

Catering supplies had been reduced in summer term and could reduce further if less meals were sold.

Costs for a TV licence and Wonde (data management platform) had not been included in the Start Budget.

Breakfast club had seen reduced costs.

There had been a change in code for PE funding from bought in curriculum services to learning resources – non ICT.

The Headteacher explained that Sports Premium had to spent differently as it now needed to be spent within the year it was received.

A governor asked if the PE funding had been included in the additional income.

The SBM explained that it had been included in the Start Budget but there had also been funds carried over from the previous year which would cover the increased spend.

A governor asked whether the funding could be used for swimming.

The Headteacher said that this was a grey area but could potentially pay for the coach so that all children could access the curriculum for swimming.

<p><i>A governor asked whether the Under 5s premises agreement had been updated yet.</i> The SBM explained that it was a difficult situation as Under 5s erected the building. The SBM had contacted the group but had not heard back yet. It was complicated to approach as the charges were only for water, which was hard to estimate the usage costs for. Governors would need to think of whether a percentage or standing charge would be preferable. The Headteacher was unsure of the position of Under 5s as he was aware that there were only a small number of children using the provision.</p> <p><i>A governor asked if the Headteacher knew how many children were attending Under 5s.</i> The Headteacher had seen very few numbers when they came for school lunchtime. It was normally good for transition to the school, but with low numbers there was a concern about falling numbers.</p> <p>The SBM would continue to look at the agreement, as it was another source of income, but it would not bring in much more than it was currently, which was £200-300 annually. A governor noted that if the price went up too much that it could cause an issue for the setting.</p> <p>The SBM finished the report by saying that there was a positive variance of £15k which would reduce the deficit position and have a carry forward deficit of under -£100k.</p> <p>The Headteacher and SBM had met with CYC (City of York Council) to discuss the deficit position. While being questioned about the approach taken, the Headteacher voiced concerns about the appeal of the school and the education of pupils attending if there were changes to class structure and staffing levels. A restructure would not necessarily be a more favourable position. CYC requested that the deficit was reduced to under -£100k, with another meeting taking place when this had happened.</p> <p><i>A governor asked what would happen if the deficit was not reduced.</i> The SBM replied that in theory the school would be encouraged to academise, assuming that a Trust would take a school in such a position.</p> <p>A discussion followed about whether there had been enough guidance and support from CYC to improving the position for the school, when every penny was already accounted for.</p> <p>The SBM had shared the two possible options on the revised three-year budget, with detailed figures for each, looking at the continued position of the school with an assumed change to staffing costs decreasing through natural churn and hiring lower cost teaching staff, and a potential restructure to the number of classes and therefore staffing levels reducing. The Headteacher was concerned that reducing the number of classes would have a significant impact on the education of pupils.</p> <p>An in-depth discussion around these two proposals was held, covering the current structure of the school and staffing, the current budget that had cut as much as possible without it impacting pupil's education, and what possible other scenarios would look like within the school . The governors agreed that the proposal with minimal staffing changes was most favourable to them as restructuring would have negative impacts on the school's ability to provide a good education for pupils, on staff wellbeing, and on the reputation of the school in the wider community.</p> <p>The Chair of governors asked that the SBM request a clear answer from CYC on what the possible outcomes would be if the deficit was not reduced as required.</p>	<p>SBM</p>
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	<p>ACTION: Contact CYC to forward the question asked by governors as to what the consequences of not meeting the challenge on reducing the deficit budget would be.</p> <p>The Chair thanked the SBM and Headteacher for all their work on the budget and proposals that would taken back to CYC.</p> <p>The SBM updated governors about catering matters, with the catering service Mellors had had issues with staffing, so an agency chef had been in to cover the vacancy but this was not a long term solution. There had been poor communication about this.</p> <p>Meal numbers were static.</p> <p>There had been discussions about the potential to move contract to a new provider with a group of other schools, which could also include the potential to move catering in-house. The SBM could end up co-ordinating this, having attended a DfE (Department for Education) session about moving catering, and what support there was for this. As the schools in the group were all maintained by CYC, there could be some limits on when the procurement process would take place.</p> <p>The contract the school held with Mellors would run out in nine months' time, with the DfE recommending that the process could take twelve months, this could be tight.</p> <p>A key part of the issues were not around cost but around the service that was provided.</p> <p>The SBM would start work on this as soon as possible and keep governors updated on the process.</p> <p><i>A governor asked if there were any other issues around the current catering service.</i></p> <p>The SBM replied that there were not.</p> <p>The Headteacher reminded governors that there had been some kitchen equipment replaced by CYC at no cost to the school, and for which the school were grateful for this.</p> <p>There were discussions taking place with CYC about the possibility of extending the kitchen, however the Headteacher felt that the current size was sufficient and that there were other areas within the school that would benefit more from works.</p> <p>The Headteacher explained that the roof leaked in the conservatory and the corridor by it. He had looked at the money that had been made available for the proposed kitchen works and requested if it could be moved to this area of need.</p> <p><i>A governor asked if school knew when the proposed work would be agreed and take place.</i></p> <p>The SBM replied that with the cuts to education funding it was possible that planned projects could be changed, so would request an update.</p> <p>The governors thanked the School Business Manager for her detailed report.</p>	
7.	<p><u>Certificate of Delegation</u></p> <p>This was signed by the Chair of governors.</p>	
8.	<p><u>School's Financial Value Standard (SFVS)</u></p> <p>This item would be covered at the next meeting of the SFP in January.</p>	
	PREMISES	
9.	<p>Health and Safety Update</p> <p>The School Business Manager shared that there had been a few actions required from the Health and Safety Inspection Report PEC (Paperwork Evaluation Checklist), with most now completed.</p> <p><i>A governor asked about the Evac + Chair training, point 18.6 as this was marked no.</i></p> <p>The Headteacher thought that this had been marked as no by accident as it should be N/A.</p>	

	<p>The SBM explained that COSHH (Control of Substances Hazardous to Health) Risk Assessments had not been evidenced as being reviewed annually, and work was ongoing to ensure that this was now updated and evidenced.</p> <p>The Headteacher also mentioned that the Defib had been highlighted but he completed weekly checks through an online portal. The SBM would create a checklist that could be completed at the same time as the weekly checks.</p> <p>The Headteacher informed governors that there was a planned Lockdown Practice arranged to take place on the INSET day at the end of term. He strongly felt that as it was staff who needed to know the procedures that it was not suitable to practice this with children, as the impacts from a practice could be long lasting on pupils and cause concern with parents. Lockdown practice was different to fire alarm drills, as staff need to know what to do rather than the pupils.</p>	
10.	<p>Policy Review List <i>Previously distributed.</i></p> <p>The School Business Manager reported that Veritau (data management company) would be completing a whole school audit in January 2024. She had received a list of all the information that would be required for this audit. This would be prepared in advance for them.</p> <p>A governor asked why an audit was needed from a data management company. The School Business Manager replied that this was not to do with data management but was a service that City of York Council had bought into to check that all the correct HR and governance processes were in place. There had been some changes to the policy schedule to ensure the correct policies were brought at the right time to governor meetings.</p> <p><i>A governor asked about policies that were listed as approval by Headteacher/FGB and whether these policies could be delegated to the Headteacher.</i></p> <p>The SBM confirmed that statutory policies would need to be approved by governors rather than the Headteacher and had put in place a new simpler policy schedule for ease of tracking. The Headteacher added that some policies would be shared for information only, so governors were aware of them, and these would be placed on the google drive.</p>	
	STAFFING	
11.	<p><u>Staffing Update</u></p> <p>The Headteacher gave a brief verbal update to governors. A short term contract had been put in place for supply cover, which would be reviewed when the absent staff member had returned to work, and a discussion around any further hours that may be needed. There had been a staff absence that had required seven days of supply cover.</p> <p><i>A governor asked if the costs associated with this absence had been included in the finance update given earlier.</i></p> <p>The Headteacher replied that as this absence had just occurred that these costs were not in the update given to governors at the meeting.</p> <p>A staff member had requested care leave, which would be approved.</p> <p>There had been an EHCP review for a pupil which had highlighted the need for a funding bracket change. If successful it would mean additional supported hours for pupil which would be sought within existing support staff through increased hours.</p>	

12.	<u>Any Other Business</u> There was no other business.	
13.	<u>Date and Time of Future Meetings</u> 16 th January 2024 7 th May 2024	

The meeting ended at 19:58pm.

Minutes to be approved by the Chair, at the next meeting in January 2023.

Action Plan following the meeting held on 21st November 2023

	<i>ACTION</i>	<i>AGENDA ITEM</i>	<i>WHO</i>	<i>WHEN</i>
1.	The SBM to close the school fund account.	4	SBM	Ongoing
2.	The SBM agreed to share the Mellors catering figures with Chris Bojke.	4	SBM	After meeting
3.	The SBM would investigate the blue token scheme at Tesco.	4	SBM	Update at next meeting
4.	Contact CYC to forward the question asked by governors as to what the consequences of not meeting the challenge on reducing the deficit budget would be.	6	SBM	ASAP

Add to SFP: SFVS on next agenda

Add to FGB:

Add to A&C: