

## Buildings and Finance Committee Meeting



14<sup>th</sup> February 2017

### Minutes

#### Attendees

E Martindale EM Chair

S L Gohr LG

J Whiston JW

P Smith PS

E Taylor ET

R Zartarian RZ

A Kowalska AK Clerk

The meeting commenced at 5.40pm.

#### **1. Apologies**

D Maxted DM

#### **2. Declaration of Interest**

LG is a Governor at a CE Primary School

AK is a Governor at a CE Secondary School

PS is related to a member of staff

#### **3. Minutes from Previous Meetings**

The minutes from 7<sup>th</sup> December 2016 were approved and seconded. EM/JW

The actions were revisited.

AK updated the committee on discussions which had taken place between the School and A S Sports. LG explained that the school was working with A S Sports to help improve their business acumen. The relationship between A S Sports, Pikemere and the Parents is a very strong one and worth investing in. The committee discussed the amounts to be charged for the use of the school for holiday clubs. It was agreed that the school would charge £40 a day or 15% whichever is the greater but this would be reviewed on an annual basis. LG/ AK will draft a contract based on our lettings policy.

#### **Action LG/AK**

The Governors were given an update on the costs of CCTV and a discussion was had around the advantages and disadvantages of CCTV. The Committee explored in detail the legalities involved and the benefits to Pikemere. It was agreed that Pikemere already had good security practices and no history of vandalism or violence so there was no real need to invest at this point.

The committee discussed in detail the evacuation process if there was an instance where the whole site needed to be evacuated. LG advised that the staff knew what to do in the event of such an

incident but the children had not been involved in a practice. EM suggested that the older children could use the plan as part of a journalistic writing piece of work. JW suggested doing scenarios with staff at staff meetings when the children were not around. This would give peace of mind and develop good practice for getting messages across school in an emergency. The committee agreed that this was a good idea. It was also suggested that an adult, possibly a Governor, tried to get into the school to see how far they would get to challenge security levels and safety.

## **Action LG**

### **4. Finance Budget**

EM and LG provided an insight into the meeting they had attended about the National Fair Funding Consultation and the impact the proposals would have on the Pikemere budget. LG explained that the proposals would not provide enough per child to meet the basic requirements on a daily basis.

EM explained the process for the consultation and how every letter must be individually drafted if it is to count. Standard letters would not be counted individually. The Committee discussed ways of advising parents and ensuring everyone was fully involved. The committee discussed how to get a strong enough message over to parents so that they are encouraged to complete the consultation questionnaire.

The Governors were in agreement that all the smaller economies such as turning lights off, renegotiating contracts and improved practices had already been made and that the impact of this cut in funding was about teachers. The estimates for Pikemere would be approximately 2 full time teacher's wages.

The Governors discussed ways of increasing revenue. The discussions covered wrap around care and Early years. The timing for these ventures would have to be handled carefully and the 30 free hours scheme would also have an impact, if it comes to fruition.

LG raised concerns over Infant Class size regulations and the ability to continue meeting the required legislation.

It was agreed that the Governing Board should be fully informed followed by Parent Forums, where the Governors assisted Parents to complete the questionnaire on the night.

The following dates and times were agreed.

*7<sup>th</sup> March 2017 – Full Governing Board extra ordinary meeting*

*14<sup>th</sup> March 2017 - Parents Forum 9.15am – Governors to attend if possible.*

*15<sup>th</sup> March 2017 – Parents Forum 6pm – Governors to attend if possible.*

LG suggested waiting for the feedback to come from Cheshire East. She advised that although we had already sent one letter out, the cuts were now more substantial, so the key messages from the feedback could be added and a second letter sent out when advising of the Parent Forum opportunities.

## Action AK/LG

LG explained the staffing that had been discussed at the Personnel meeting and the impact on the school budget.

AK and LG had met with the school budget officer and forecast many scenarios. The three year plan showed a balanced budget in year 1 and 2 which was better than had been forecasting earlier in the year. LG and AK now had to forecast how the school moves forward as a result of the budget cuts.

## Action AK/LG

The committee had been provided with the year-end expenditure for 1617. AK went through the areas of concern. The staffing budget had been significant this year but included covering for a secondment and the 2% increment on support staff pensions, plus all the performance management increments.

AK advised that there was still funding available in DFC to cover the cost of the investment into new ICT infrastructure. A new supplier (Apex Network Solutions Limited) had been confirmed on recommendations from the High School. There was also sufficient in the school fund to cover any emergencies. LG explained the investment into the garden areas.

AK went through some benchmarking against comparable schools. AK advised that Pikemere costs included all the nursery costs as well as school costs which may show our costs as slightly higher.

The one area where Pikemeres' spend was significantly higher than other school was investment in CPD. The Governors did not see this as a bad thing and the figures were taken from the year when the school had invested substantially in preparation for the new curriculum. JW asked how staff request CPD. LG explained the process which is mainly driven by her knowledge of what is needed but she advised that on occasion a member of staff may come to her with an idea which suits the strategic vision for the school.

AK advised that the copier contract had been looked at in detail and after collating three quotes, recommended a new supplier, Apex Connected. This was based on better costs but also their approach to the whole school and the offer of additional services such as sponsorship and investment. The committee agreed to the move.

The meeting concluded at 7.15pm.

Action	Responsibility
A S Sports contract	AK/LG
Evacuation process	LG
Letter to parents inviting to the consultation process	AK/LG
Forecast how we move forward as a result of budget cuts	AK/LG

## IMPACT STATEMENT

The committee reviewed the safety of staff and children within the premises through the use of CCTV and evacuation procedures and we looked at the process for supporting Parents and Governors in responding to the National Fair Funding consultation. The committee reviewed the school end of year accounts, three year plan and benchmarking comparisons so that the needs and strengths of the school could continue to be developed and enhanced.

Finance and Buildings Committee 14<sup>th</sup> February 2017

*E. A. Martindale*

Chair of the Governing Board