

**MINUTES OF THE MEETING FOR
THE PERSONNEL, FINANCE AND RESOURCES (PFR) COMMITTEE
OF EVERTON NURSERY AND FAMILY CENTRE HELD AT 1.00AM
ON FRIDAY 28 JUNE 2019 AT THE CENTRE (5 Pages)**

PRESENT

Mrs J Humphreys, Co-opted Governor and Vice Chair of PFR
Dr L Curtis, Head Teacher
Ms R Law, Parent Governor

ALSO PRESENT

Mr P Ashton, Site Manager
Ms W Ellis, Nursery/Family Centre Finance Officer
Ms Y Burkhill, Clerk to the Governors

	Action
1. Apologies for Absence	
Mrs B Edwards, Co-opted Governor (Chair) Ms M Roberts, Co-opted Governor Ms H Carless, Associate Governor Ms J Rooney, Co-opted Governor All apologies received and accepted. It was noted that Joanne Rooney would move to the Curriculum Committee in the new academic year. Mrs Humphreys chaired today's meeting.	
2. Declaration of Interests	
There were no declarations of interest related to today's meeting.	
3. Confidentiality	
Mrs Humphreys stressed the need for confidentiality within the forum of Governance as sensitive information may be shared during meetings, particularly related to staffing. Staffing minutes always remain confidential, and do not become a public document, unlike the main minutes.	
4. Resources	
For this part of the meeting Paul Ashton, Site Manager, was present. Mr Ashton was invited by governors to share information related to the buildings in the school. The following is a list of works that have been carried out/or will be during the summer closedown.	

<ul style="list-style-type: none"> • Storeroom has been re-organised for efficiency; • Towels from the attic have been brought into stock for use; • Files from archiving have been removed and will be shredded shortly; • Again, a seagull nest has been removed, although it is believed there is another now built; • Fire Procedures have all been reviewed and a fire drill held, which went relatively well; • Staff inductions have taken place for various people, i.e. students; • A Risk Assessment has taken place under the ‘<i>staff who are pregnant</i>’ procedure; • Mary is regularly assessed to ensure the correct support is in place, and she is still managing well; • Accident Books – need to be re-ordered; (<i>It was agreed that Mr Ashton would speak with Ms Ellis to ensure the correct type was ordered.</i>) • During half term, all carpets were cleaned; • The Plasma screen in reception area was repaired, after developing a fault; • The plumbing in Spencer 1 and 2 has needed repair, due to a child kicking the toilet and standing on pipes; (<i>A short discussion took place around the possibility of boxing in the pipes, with Mr Ashton stating that he did not think this possible, but he would look at resolving this problem.</i>) • A few of the chickens died of natural causes and have been replaced, so the chickens are now back up to five in total; • Lots of gardening has taken place including grass cutting, weeding and bushes being cut back; • The astro turf has been maintained, including removing weeds; • Tom is trying to recreate the willow tunnel, but due to the children climbing on this, it is taking time; • Tom is also creating a ‘tree tunnel’, which looks really good; • The minibus has had the MOT and Service. A new battery has also recently been fitted. Whilst in the garage, an employee damaged the bodywork, which has now been repaired; (<i>Dr Curtis reported that the minibus has very low mileage, and when damaged at the garage, they wanted the school to take with a promise that the repair would be done at a later time. This was not acceptable.</i>) • Remedial work on the boiler has now been completed; • The pool continues to cause difficulties, despite the new filter being fitted. Mr Ashton described the problems that he and Tom deal with on a daily basis. The company responsible for the pool maintenance are now saying it needs a new pump; • After a lot of reminders and requests, Alder Hey have now collected their equipment from their now vacated clinics; • Service on kitchen equipment is due to take place; • At the last meeting a discussion took place on the safety surfaces and the fact that this is now showing wear and tear. Mr Ashton said that he has sought quotes for repair/replacement. However, one expense not expected is that if the old surface is removed then there would be a charge to ensure that the material is ‘ecologically’ disposed of. There has been a suggestion that perhaps a less expensive option would be to use artificial grass, which would just cover the surface; • There is a small area of a corridor with damage to the floor. There is ongoing discussion about how this small area can be made to look better; 	<p>PA/WE</p> <p>PA</p>
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<p>Planned Summer Jobs:</p> <ul style="list-style-type: none"> • Rooms will be painted as needed; • Cleaning of Carpets, Fridges etc; • Deep Cleaning of Pool and other sections of this area; • Grounds work; • Play Equipment will be looked at, with a view to making this; (<i>The plans to make play equipment should be linked to Dr Curtis, to ensure all regulations are followed.</i>) • Fountain/Water Feature will be maintained and cleaned; • The high trees will be cut back. 	
<p>5. Staffing Items</p>	
<p>This item will be recorded in a separate document, due to issues of maintaining confidentiality. This part of the meeting is recorded separately, due to the main minutes being a public document.</p>	
<p>8. Finance Items</p>	
<p><i>a) Minutes of the last meeting (Finance)</i> The minutes were agreed as being a true and accurate reflection of the last meeting, and signed by Mrs Humphreys.</p> <p><i>b) Matters Arising</i> All matters arising will be discussed within the main agenda.</p> <p><i>c) Nursery School Budget – 2019/20</i> Ms Ellis circulated documents related to this item. These were as follows:</p> <p>Schools Finance – Budget Summary Narrative Report 18 dated June 2019 Form 1 – Set budget 9 May 2019; Form 1 – 18 June 2019 (for comparison) Budget Amendments/Breakdown of Facilities and Services</p> <p>Ms Ellis reported that there are a couple of changes to the budget, which are linked to staffing changes, which will be reported on more comprehensively during the staffing discussion. However, despite the added changes, the amount only adds just over £4,000 to the budget, bringing up the potential in year deficit to £59,951, from £55,507. Ms Ellis stated that she is not overly concerned about the budget deficit at this time. Also, she was not proposing that the ‘new’ budget should be signed off at this time, as it is very early in the financial year.</p> <p>School continue to look at ways of saving on costs, and with this in mind, have entered into a three-month trial period with a company that provides a photocopier and ink ‘free of charge’. The cost to the school is 3p per copy. This does sound ‘too good to be true’ however, we have decided to trial this, as currently ink cartridges are costing the school a great deal of money, and this trial may prove to be less expensive.</p> <p>Governors agreed that the photocopying service did should really good, but stressed the need to ensure that this is monitored in terms of best value.</p>	

Breakdown of Facilities and Services Income - 2-year-old funding continues to be difficult to estimate. The claims are put through a portal and paid on a monthly basis. The process is then done in such a way and it is difficult to understand, although Ms Ellis has some knowledge. Numbers are really good in this area of the school, and therefore it is hoped that the estimate budget figure will increase.

Prudence has been used in setting all the income figures, and could be considered realistic, which is the real hope that these will be increased by year end in March 2020.

A number of invoice payments are outstanding. This is because they were done after the end of the financial year end, to enable prudence.

Some discussion took place around the funding streams for Readingwise and Language Leaders. Dr Curtis described how this funding was used, in terms of projects with other schools being involved.

Early Years and Pupil Premium – Ms Ellis reported that yet again she had made queries about this funding, as it never matched up to school records. A list of six names were forwarded to the relevant LA department, resulting in three of the children attracting the funding, which was £460.00, paid immediately. The other three children are still being looked at.

Standing Orders (LA Finance Document) – there are some changes to these related to Cheque Book use. These need to be formally agreed by governors. It was agreed that a Ms Ellis would do a list of these changes and they would be discussed and agreed at the next full governors meeting.

d) Teaching School

A summary of Income and Expenditure for the Teaching School was circulated to governors. There are no concerns to report and information shared is clear. There is not a lot going on at this time, with things quite stable.

A short discussion took place on the Merseyside and Cheshire Teaching School, when it was noted that governors are mindful of the wellbeing of Dr Curtis and Ms Ellis in terms of the extra work that this initiative creates.

Further discussion took place on the need to have the 'Readingwise' accounts signed off. The LA stated that they could do this, but there would be a charge of £350.00. Previously the charge had been £150.00. Enquiries were made to other providers of accountancy services, but to no avail and we had no alternative but to pay £350.00, despite the work already being done by Ms Ellis.

e) School Fund Account

A report related to this was circulated to governors. As previously reported there is little movement within this area of financial management. The year end accounts have now been checked and signed off. These were done on a voluntary basis by an accountancy student. Thanks, were noted to Sophie for undertaking this work, which was very appreciated.

7. Any Other Business	
There was no other business to be discussed.	
8. Date and Time of Next Meeting	
The next meeting of the Finance, Personnel and Resources Committee will take place on Friday 20 September 2019, at 1.00pm.	All

Signed.....Date.....