

**MINUTES OF THE MEETING FOR
 THE PERSONNEL, FINANCE AND RESOURCES (PFR) COMMITTEE OF
 EVERTON NURSERY AND FAMILY CENTRE HELD AT 1.00AM ON FRIDAY 17
 JANUARY 2020 (5 Pages)**

PRESENT

Mrs B Edwards, Co-opted Governor (Chair)
 Dr L Curtis, Head Teacher
 Mrs M Roberts, Co-opted Governor
 Ms E Williams, LA Governor
 Mrs J Rooney, Co-opted Governor
 Mr P Ashton, Associate Member

ALSO PRESENT

Ms W Ellis, Nursery/Family Centre Finance Officer
 Ms Y Burkhill, Clerk to the Governors

	Action
1. Apologies for Absence	
Ms R Law, Parent Governor Mrs J Humphreys, Co-opted Governor	
2. Declaration of Interests	
There were no declarations of interest related to today's agenda.	
3. Confidentiality	
Mrs Edwards stressed and reminded governors of the need for confidentiality within the forum of Governance as sensitive information may be shared during meetings.	ALL
4. Resources	
Paul Ashton, Site Manager, gave the following information: Jobs that have been completed: <ul style="list-style-type: none"> • Fault on Cresswell shutter dealt with; • Taps in Spencer Toilets tightened up; • Support in kitchen at lunchtimes; • Fire Risk Assessments for school and LCC – all updated and complete; (Dr Curtis mad the point that this work is time consuming and involves lots of paperwork to be completed.) • Toilet seats in Heyworth, re-secured; • Toilet pans in Spencer re-secured; • Over the Christmas shutdown all toilets areas were bleached, and steam cleaned as well as door handles. (Bleach is not a product that is used in the 	

school as a rule, but due to the potential of a norovirus outbreak, this use was felt necessary.)

- New TRV (radiator temperature controls) were fitted in the MSGMFFC store room and meeting room;
- The monthly inspection sheets were checked and updated; (This involves all rooms and the grounds being checked.)
- Tom has been weaving the willow tunnel as well as training some trees to form another tunnel;
- Bushes and trees have been cut back in the play area;
- Overhanging bushes and trees in Spencer and Cresswell Streets, have been cut back;
- There may be a pest problem in the Heyworth roof space, of a squirrel. This is being monitored;
- The School's Statutory Testing and Inspection Audit has been done;
- There are faults on a couple of boilers, with the contractor saying that these may need to be replaced. The cost of for a new boiler is extremely high. Information about the need for boiler replacement has been forwarded to Rob Gilland at the LA; Funding for projects such as this has gone for this year, so it with hope that in the next round of funding, we may receive some of this money to address the concern about the boilers. (Dr Curtis reported that whilst at a Children's Centre Meeting, she mentioned the boiler problem to Heather Patterson, who said she would take this forward.)

Work undertaken by Contractors:

- DCE – this about Energy Usage which now 84, and has dropped from last year's figure of 91.8. The lower the number the better in terms of usage; (This decrease in use, is due to the gradual change to eco bulbs, as when the bulbs fail, they are replaced with more energy efficient bulbs.)_
- There has been a fault on the intruder alarms, which Olympic dealt with;
- Canopy in the kitchen was deep cleaned by EAS;
- Fault on washing machine – which has now been fixed;
- Two Street lamps faulty, and new bulbs fitted;
- Emergency lights replaced x 2 – S. Austin;
- Five yearly tests on distribution board in Changing rooms – S Austin;
- Staff room water heater broken. New part being sent;
- Water Heater fitted in Kitchen – Consortia;
- Fault on expansion vessel x 2 – Consortia;
- PPM Report – Kimptons.

Work scheduled to take place:

- Annual Services of Gates and electric doors;
- Fire Extinguishers Annual Service.

A short discussion took place on the ongoing difficulties with the pool. It has been suggested that there is a piece of equipment that needs to be replaced. There are at least 200 of the said pieces at a cost of £75 each, which is prohibitive in terms of total cost.

<p>Mrs Edwards made the point that there is a bit of funding available, and asked Mr Ashton if he could suggest how this funding could be spent on the buildings.</p> <p>Mr Ashton replied that in the Pool Plan Room there is a Trund Drain that is leaking. The cost would be £800. Also, two rooms need to be re-carpeted.</p> <p>Mrs Edwards and the other governors agreed to these purchases, if the budget allows for these purchases.</p> <p>Further discussion took place around the need to ensure that costings are done for all the work carried out by Paul and Tom. This provides clear evidence that the school requires two staff and the costings will justify this this need. Ms Ellis said that she had already started a spreadsheet, which will be trialled up to the end of the financial year, so that any difficulties can be ironed out.</p> <p>Mrs Edwards thanked Mr Ashton for his attendance and thanked him and Tom for their continued hard work for the school.</p>	
<p>5. Staffing Items</p>	
<p>Items will be recorded in a separate document, as these can be personal to a particular staff member.</p>	
<p>6. Finance Items</p>	
<p><i>a) Minutes of the last meeting</i></p> <p>The minutes from the last meeting, held on 15 November 2019, were discussed and agreed as being an accurate account of the meeting. These were signed by Mrs Edwards.</p> <p><i>b) Matters Arising</i></p> <p><i>Page 3, Governor challenge</i> – the issue of a reception age child not being eligible for FSM, due to being in a nursery setting. Ms Ellis stated that she is still trying to address this anomaly, but it has been difficult.</p> <p><i>Page 4 – Policies</i> – Ms Williams reported that she had checked out the issue of Motor Insurance in terms of travelling to training courses off site and using a car. Ms Williams said that if staff use their car in this way, then ‘Business Use’ needs to be part of their motor insurance.</p> <p>The following documents were circulated: Budget Officer Narrative Report, dated 09 January 2020 Budget Sheets for 19/20 – dated 13/09/19 and 09/01/20 (for comparison) Budget Amendments to - 09 January 2020 Summary of Income and Expenditure (P1) School Fund Account (P2) Teaching School (P3)</p>	

c) Nursery School Budget

Ms Ellis referred governor to Budget Form 1 – from September and the most recent one, dated 9 January. Referring to the deficit – Ms Ellis said that she is pleased to say that this has been further reduced, now standing at £19,517. This means that we have achieved an in-year budget for the second year running.

A sheet related to the recommended changes was circulated and briefly summarised by Ms Ellis. Some income lines have been increased including extra funding received for the nurture provision, of around £31,000 (due to an increase of numbers). The other increases or decreases are relatively minor and shown within the information.

Ms Ellis then informed governors that there will be a re-determination of funding in the near future. Based on previous funding, we can expect to receive around £28,000 before the end of the financial year, meaning that we will take forward a surplus into 2020/21. Some of this surplus will be spent on urgent work/resources.

In regard to future funding on numbers, this does look bright for the immediate future as well as for the new academic year in September. At the time of the last October census, a few difficulties were highlighted. The LA team addressed the problems, without informing the school when they have been amended. However, things are now clearer.

A short discussion took place on future funding, and if this was likely to be maintained with current ring-fenced levels. Dr Curtis reported that funding for 2020/21 is confirmed, and she feels that the indications at this time are that 2021/22 will be funded. The political situation remains unclear at this time. There is a meeting to be held with Suzanne Metcalfe next month, to which a couple of governors can attend.

Mrs Edwards said that she would like to attend this meeting but needs to know the date before fully committing.

BE/LC

With regards to finance, Mrs Edwards said that given the uncertainty, it will be wise to add a standing item to the agenda ‘Funding Sustainability’ to future agenda.

BE/YMB

d) School Fund Account

A sheet was circulated showing the current balances on this account. Some fundraising took place before Christmas, when photographs were taken of individual children and then sold parents. Work did go into these, for example doing backgrounds; putting the pictures in frames; the results were a very professional looking item with a lot of money being raised.

e) Teaching School, School Direct, Conferences and other income from Lettings.

Information related to the about accounts was circulated to governors. There are no concerns to report at this time, with the accounts being managed effectively. The outstanding invoices will be followed up appropriately.

<p>Governors discussed the budget and how well this has been managed. Again an in-year balance has been achieved, with a likely surplus by the financial year end. This is a great achievement and clear evidence that the school is robustly managing resources.</p> <p>Ms Ellis and Dr Curtis were thanked for their ongoing hard work in maintaining funding to such an excellent level.</p>	
<p>7. Any Other Business</p>	
<p>There was no other business tabled.</p>	
<p>9. Date and Time of Next Meeting</p>	
<p>The next meeting of the Finance, Personnel and Resources Committee will take place on Friday 13 March 2020, at 1.00pm.</p> <p>(Subsequent dates: 01 May 2020 and 19 June 2020. Meetings start at 1pm and should last about two hours.</p>	<p>All</p>

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