

MINUTES OF THE MEETING FOR THE FINANCE, PERSONNEL AND RESOURCES (FPR) COMMITTEE OF EVERTON NURSERY AND FAMILY CENTRE HELD AT 1.00AM ON THURSDAY 21 MARCH 2019 AT THE CENTRE (6 Pages)

PRESENT

Mrs B Edwards, Co-opted Governor (Chair)
 Mrs J Humphreys, Co-opted Governor and Vice Chair of PFR
 Dr L Curtis, Head Teacher
 Ms H Carless, Co-opted 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	
Ms M Roberts, Co-opted Governor	
2. Declaration of Interests	
There were no declarations of interest related to today's meeting.	
3. Confidentiality	
Mrs Edwards stressed the need for confidentiality within the forum of Governance as sensitive information may be shared during meetings.	
4. Resources	
<p>Mr Ashton was present for this part of the meeting to report on various work that has been carried out/or due to be carried out in the school. This work is as follows:</p> <ul style="list-style-type: none"> ➤ Ladies toilets in staff room painted. ➤ Deep clean on all fridges across the site. ➤ Completion of monthly data sheets. ➤ Risk Assessments done for expectant mothers. ➤ Orders done to Tool Station and Screwfix. ➤ Kitchen supplies ordered. ➤ Asbestos register updated for Kimpsons. ➤ Order done to MPS. ➤ Two syphons changed in Spencer toilets. ➤ Removal of old compost site, and new one made. ➤ Fixed toilet cubicles in Heyworth and Cresswell. ➤ Tom has completed and passed his Pool Plan Operators Course Level 3. 	

Tom did receive some support to complete this course, due to his lack of ICT knowledge. However, he has done really well in gaining the certification.

Governors requested that congratulations were passed on to Tom. Thanks, were also noted to Paul and Wendy who supported Tom.

Outdoors

- Bushes cut back in play area/Cresswell entrance.
- Liaise with forest school re saplings in play area.
- Weave willow tunnel and hedge trimmed and maintained.
- Checking forest school area daily for fungi.
- Buddleia cut back in bottom car park.
- Oil and petrol purchased for gardening equipment.
- All gardening equipment cleaned.
- Skip has arrived.

Contractors

- Pump in school boiler room is leaking. This is very old and is irreparable. The supply and fitting of a new pump, by Kimpsons will cost £1,785.72.
- Carpet fitted in Heyworth sleep room.
- Hob fitted in café, also a new handle for water heater.

The handle was bought online for just £20, as a quote of £70 had previously been received for supply and fit.

- New radiator fitted in ladies toilet in staff room.
- All windows cleaned during half term.
- Distribution board 5-year test failed, which was expected.
- Various remedial work on lighting, much of which is heat damaged.

The total cost for the distribution boards and replacement lights will be £3,500. This work is expensive, but essential. Governors agreed that the work needs undertaking as soon as possible, as it could pose a fire risk. Dr Curtis stated that the work would be paid for from 'Capital Funding'.

- Pool – removal of filter and supply and fit a new filter, including adjustment of pipework.

*The cost of the replacement filter will be £6395.00, This is very high, but the pool is well used. **Governors asked the question how this cost would be paid.** Dr Curtis replied that funding for 'Healthy Schools' of £1,600 has recently been received, and this would be used. There are also small pockets of funding which have been identified to pay this cost.*

- Boilers to be serviced.
- Air Con Units to be serviced.
- Annual inspection of sensory room and outdoor areas.
- Annual inspection of gym equipment.

Mrs Edwards stated that the amount of work undertaken by Paul and Tom results in saving the school a lot of money. A good example is the fitting of a new handle. This cost the school £20, rather than £70 quoted by a contractor. Other examples are the painting and decorating that is done over the year, which keeps the buildings looking good. Lots of work is also done on the grounds. If we brought in some of these services, the costs would be much higher. Mrs Edwards said that she would like to see tasks written down with the comparison costs a contractor would charge. This record could be quite simple to do with a date/description/cost. This would be evidence of why the school has two caretakers in

terms of cost effectiveness. It was agreed that Paul would liaise with Ms Ellis to discuss this plan.

Governor Challenge – referring to the tenancy of Duke and Duchesses, the question was asked about what cleaning had been done.

Mr Ashton replied that cleaning was done on daily basis, but this was quite difficult due to the fact that they were open quite late. Deep cleaning is done annually, but was only done once in the Duke and Duchesses rooms, this was because they were open 50 weeks of the year. Added to this was the rooms contained lots of equipment and therefore it was difficult to gain access to the areas. For example, if equipment was moved to another room to allow cleaning, then the other room would be so full, it would be unusable.

On a positive note, Dr Curtis then informed governors about a bench, made by Tom, with pallet wood, which has recently been pictured in 'Cosy Magazine'. A copy of the magazine was circulated for governors to look at. The chair is called 'Everton Tiny Tots' and is patented to the school. If any orders are received, then we will receive a small percentage of the sales.

5. Staffing Items

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.

8. Finance Items

a) Minutes of the last meeting (Finance)

The minutes were agreed as being a true and accurate reflection of the last meeting, and signed by Mrs Edwards.

b) Matters Arising

Page 2 – Dukes and Duchesses – Costings were done related to the work done after Dukes and Duchesses vacated their rooms. The total costs amounted to £2,307.80. Dukes and Duchesses have offered £500 and a payment for this has been received. One of the reasons given was that the rooms had not be cleaned regularly.

A discussion took place about renting rooms in the future, when it was agreed that there should be something in the agreement related to returning the accommodation to the school in a similar condition to the start of the tenancy. Also, consideration should be given to charging a deposit, which would only be returned if the rooms were at the expected standard of cleanliness by the school.

Page 4 – School Fund Audit – Ms Ellis reported that the LA Financial Regulations state that an independent person, with the correct qualification, should sign off the accounts. This can be governor from another school; or perhaps a School Business Manager.

A discussion took place around the issue of having the School Funds Audited, given that this account is no longer used like is was in previous years. It was agreed that Ms Ellis would raise the issue with the school's Finance Officer for further advice.

Page 5 – Nurture Resource – Dr Curtis reported that she has contacted LACES and arranged a meeting. With regards to Paul Dagnell, this remains outstanding. Communication has been made, but for one reason or another, no further discussion has taken place.

Mrs Edwards stated that the situation with Paul Dagnell seems to have been stalled for a long while, with little movement in taking things forward. Mrs Edwards asked the question if the plan was financially worth the school continuing.

Dr Curtis replied that she would have liked to have seen a three-year plan in place, which has not happened due to the lack of communication with Mr Dagnell. However, the SIP has reported that Everton's Nurture Resource is mentioned in the three-year Strategic Plan, which has not been seen by anyone from the school.

c) Nursery School Budget

Ms Ellis circulated documents related to this item. These were as follows:

Schools Finance – Budget Summary Narrative Report 04/03/19)
 Budget Sheets for 18/19 – dated 09/01/19 and 04/03/19 (for comparison)
 Budget Amendments since 9 January 2019
 Summary of Income and Expenditure (P1)
 School Fund Account (P2)
 Teaching School (P3)

Michelle Dukes, the school's finance officer, visited on 4 March 2019, when the budget was monitored and amended accordingly. Although the budget was amended, this was to identify what funding remains at the end of the financial year and therefore it is unnecessary for this to be signed off. Form 1 sheets from 9 January and from the most recent visit, 4 March 2019, were circulated. Referring to the in-year balance, Ms Ellis said that again this has increased. In January this figure was £20,571, the most recent figure is £63,792, which is very positive.

The increase is made up from the following income streams:

- Redetermination of funding £26,836
- Facilities and Services £15,564 for 2-year-old funding
- Catering £3,011

Some funding related to Pupil Premium has been clawed back, which was £1,025.

Ms Ellis then circulated a sheet showing the various Cost Centres which show the amendments. These are minor changes, although a couple of lines did decrease.

With regards to these changes, at this point in the financial year it is not really necessary to sign off a new budget.

Mrs Edwards stated that she is very pleased to see such a high surplus. It proves that as a school we are managing our in-year budget robustly and thanks for this were made to Ms Ellis and Dr Curtis.

Dr Curtis then reported on some changes to Finance Regulations. The change will include the governing body being unable to set a deficit budget. If this happens then the schools will lose their delegated powers. Nursery Schools will be exempt from this ruling. Dr Curtis then reported that every school will lose funding for Pupil Premium; Sports Premium as well as other grants. This is believed due to Brexit. The reduction in funding will probably not impact too much on Everton, due to the school only receiving small amounts from these areas of funding. Other schools will see their funding reduced significantly.

Referring to a recent meeting related to the Family Centre, Dr Curtis reported that there is a deficit cost of £14,000 which we need to pay. Dr Curtis said that there are two options for payment. Either we can pay this immediately or pay in four instalments from April.

Governors discussed this payment at length, when it was agreed that given the current surplus, this amount should be paid before the end of the financial year.

Further discussion took place on funding with it being reported that there could be further issues with funding due to reductions in EAL/Deprivation/Quality Support. There is the potential that Everton will lose £6,500, which is concerning.

The Pay Award for support staff had now been agreed. This will add an extra cost of around £24,000.

Ms Ellis reported that numbers at the school are very healthy at this time, with 159 children on roll. With regards to September numbers, we potentially have 80 three-year olds and 64 2-year olds. Both these classes may have waiting lists. Compared to the last couple of years these numbers are looking good.

Governors then discussed the staffing structure with the possibility of extra staff being needed in September. As a school we do employ staff with responsibilities that would usually perhaps be undertaken by the headteacher. The Inclusion Officer does lots of work which is extremely time consuming including EHATs/CIN/LAC/Nurture. The fact that someone else does this work, allows Dr Curtis the time to generate other income.

d) Teaching School, School Direct, conferences and other income from lettings.

Information related to the Teaching School Accounts is shown fully in the information circulated, in terms of income and expenditure. There are no concerns to report.

It was noted that there were no outstanding invoices.

A discussion took place related to the Meols Cop Research Project, with discussion centred around the potential of becoming a 'Research' school. However, this would need to be discussed to that any implications can be identified.

e) School Fund

There has been very little use of this account, due to the changes in the way certain areas of finance are now reported.

Governor Challenge – the question was asked about how well 'Parent Mail' was working in terms of collecting things such as fees/uniforms etc.

<p>Ms Ellis replied that virtually all parents now use Parent Mail to pay for the various services, and the system is working really well. Parent Mail is also used for text messaging. The school no longer need 'Teacher to Parent' and the bank terminal which means Parent Mail has also saved the school money.</p> <p>Governors were very pleased with the information shared today related to finances in the school. Ms Ellis was thanked for her continued hard work in ensuring that all purchases are robustly managed and that all income due to the school is invoiced for.</p>	
7. Policies	
There were no policies to discuss.	
8. Any Other Business	
There was no other business to be discussed.	
9. Date and Time of Next Meeting	
<p>The next meeting of the Finance, Personnel and Resources Committee will take place on Friday 03 May 2019, at 1.00pm.</p> <p>With the subsequent meeting booked for 28 June 2019. This Meeting will start at 1pm, and should last about two hours.</p>	All

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