

# MINUTES OF THE MEETING FOR THE PERSONNEL, FINANCE AND RESOURCES (PFR) COMMITTEE OF EVERTON NURSERY AND FAMILY CENTRE HELD AT 1.00AM ON FRIDAY 15 NOVEMBER 2019 (5 Pages)

## PRESENT

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

## ALSO PRESENT

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

	Action
<b>1. Apologies for Absence</b>	
Ms R Law, Parent Governor Mr P Ashton, Site Manager	
<b>2. Declaration of Interests</b>	
There were no declarations of interest related to today's agenda.	
<b>3. Confidentiality</b>	
Mrs Edwards stressed and reminded governors of the need for confidentiality within the forum of Governance as sensitive information may be shared during meetings.	<b>ALL</b>
<b>4. Resources</b>	
<p>Paul Ashton, Site Manager, was not present for today's meeting and the following information was given by Dr Curtis.</p> <p>A lot of the work was carried out over the recent half term break.</p> <ul style="list-style-type: none"> <li>Some taps were replaced. These were in the staffroom and ladies. Rather than the usual push down type taps, ordinary taps were used as replacements as these last longer. Push down taps will continue to be used in the children's toilets.</li> <li>Clocks were all adjusted, which takes lots of time, because all timers also need to be adjusted, i.e. the boilers.</li> <li>Spencer 3 – toilet bowls reset.</li> <li>Internal gutters all cleaned.</li> <li>A number of TRV valves (radiators) were replaced.</li> <li>Gardens – bushes cut back and willow tunnel adjusted.</li> </ul>	

<ul style="list-style-type: none"> <li>• Electrician attended to replace some lighting in the pool area.</li> <li>• The lightning bolt was inspected, which was for the necessary annual check.</li> <li>• Air Conditioning Units had annual inspection.</li> <li>• Kimpsons did a boiler inspection.</li> <li>• Annual Energy Inspection completed. The Certificate for this is awaited. Dr Curtis informed governors that the advice from the person who undertakes the check has resulted in a lot of savings.</li> <li>• CCTV – a fault was identified, and fixed.</li> <li>• Fault on alarms, which is periodic, has been looked at.</li> <li>• Some valves in the pool have been replaced.</li> <li>• Spencer and Cresswell – still awaiting a date for the fitting of new carpet.</li> <li>• Annual deep clean of kitchen cooker canopies.</li> </ul> <p>Dr Curtis said that she has spoken with Paul about the amount of time spent on tasks in terms of costing these. He is keen to do this for both himself and Tom. School do have a 'day book' where staff can write in requests. With this we should be able to obtain basic costs. Wendy Ellis will look at setting up a more formal record of costs. Need to put Wendy's initials next to this.</p> <p>Governors agreed that it was important to do costings on work undertaken by the site team, especially as queries have been made in the past about the reasoning behind having two caretakers. The fact is that the amount of work undertaken by the site team, saves the school a lot of money, as they do everything, with the exception of the more specialist areas, such as electrics. The school is very self-sufficient in terms of maintenance of the building.</p>	<p>PA/WE</p>
<p><b>5. Staffing Items</b></p>	
<p>Items will be recorded in a separate document, as these can be personal to a particular staff member.</p>	
<p><b>6. Finance Items</b></p>	
<p><i>a) Minutes of the last meeting</i></p> <p>The minutes from the last meeting, held on 20 September 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 2 – paragraph 3</i> – a meeting will take place next week with Helen Carless, when she will hopefully agree to come into the school on 18 December. This will give everyone a chance to see Helen and also to present her with gifts. All governors are invited to attend. Dr Curtis will email governors.</p> <p><i>Page 2 – paragraphs 6/7</i> – the paragraphs states that Rebecca Law is the Headteacher Wellbeing Governor. This has now been changed to Joanne Rooney. Rebecca is now the SEND Governor.</p>	

<p>It was noted at this point that Mariana Ghali's term of office as Parent Governor is ended. Mariana does not wish to remain as a governor due to other commitments. A new parent governor will need to be appointed. A parent newsletter is due to go out and the role of Parent Governor will be advertised.</p> <p><i>Page 3 – paragraph 9</i> – the time of the Headteacher's PM was missed out of the minutes. The time of the PM is noted as 9.30 on 6 December next.</p> <p>The following documents were circulated:        Budget Sheets for 19/20 – dated 13/09/19 and 05 November (for comparison)        Budget Amendments to -05 November 2019        Summary of Income and Expenditure (P1)        School Fund Account (P2)        Teaching School (P3)</p> <p><i>c) Nursery School Budget</i></p> <p>Numbers continue to rise with the expectation that at the time of the funding recalculation, due to take place in January, the in year deficit will be replaced with a small surplus. A detailed admissions/pupil numbers list was circulated to governors.</p> <p>A discussion took place on the fact that the quality of education that the children receive is outstanding, and when the children start reception class it is clear they have attended Everton, this is what local schools have said. The children leave Everton with various skills including being really sociable as well as having good self care skills. Parents are now very aware of the importance of a good nursery education, and are choosing Everton for their children.</p> <p>Dr Curtis reported that although there are children going up into the 3s, there are a couple of children with complex health needs, who will remain in the 2s at this time, even though their age would mean they should go up.</p> <p><b>Governor Challenge</b> - referring to the last meeting when a discussion took place around a child of reception age who needed to be in a nursery setting, but unlike his sibling, he was not entitled to free school meals, governors asked if this matter had yet been resolved.</p> <p>Ms Ellis replied that the LA were stating that it is only primary school children who are entitled to free school meals, not reception age children who were attending a nursery. This is unfair, and the conversation with the LA will continue.</p> <p>The current roll numbers and predicted future numbers were agreed as being excellent news and more than justify the decision to extend SK's contract for a further two terms.</p> <p>Ms Ellis referred to the two Form 1 forms, which were circulated. Ms Ellis stated that she did not propose that the newer Form 1 be signed off at this meeting, but at the time of the next meeting, when finances would be clearer in terms of recalculated funding as well as were the school was in terms of expenditure.</p>	<p>LC</p>
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<p>Referring to the deficit figure, it was noted that again this is down compared to September and is now £23,318. This is due to income increases on lines I05 and I08, which were a little offset by expenditure increases, including the teachers' pay award.</p> <p>A detailed budget amendment sheet was circulated to governors. There are not a lot of changes, other than those as shown above. A detailed breakdown of facilities and services was also circulated. This showed in red the changes that had been made. Ms Ellis also reported that there are a number of invoices due to be prepared and sent out. These will be done shortly. By the time of the next meeting, the financial picture of the school will be clearer.</p> <p><i>d) School Fund Account</i></p> <p>A sheet was circulated showing the current balances on this account. This is not much movement within the School Budget Account. Some fundraising will take place before Christmas with plans in place to have photographs taken.</p> <p><i>e) Teaching School, School Direct, Conferences and other income from Lettings.</i></p> <p>It had been hoped that Everton would take over the management of Merseyside/Cheshire/Manchester Teaching Consortium from September. However, there have been a few difficulties, including the software used for the accounts, which is SAGE. A meeting has taken place when the possibility of putting the accounts into FMIS has been put forward. Everton have already set up the system to allow this.</p> <p>A short discussion took place around the handover, with it being stressed the importance of preparing the way to ensure a smooth takeover.</p>	
<p><b>7. Policies</b></p>	
<p>Dr Curtis reported that various policies are being looked and the spreadsheet updated. A copy of the spreadsheet will be forwarded to Mrs Edwards.</p> <p>A short discussion took place around car insurance and if this should include 'Business Use' given that staff attend courses off site. Liz Williams will check this out and report back.</p>	<p><b>LC</b></p> <p><b>EW</b></p>
<p><b>8. Any Other Business</b></p>	
<p><i>SFVS</i></p> <p>The financial procedures for the current financial year have previously been agreed. The changes at this time related to changes to online banking and Amazon and EBay purchases, and basically changes related to ensuring more accountability and the tightening up of security in using these sites.</p> <p>The SFVS for this year contains questions that need to be answered. Most of the questions are the same as in previous years. The SFVS form was shown to governors within a visual display. It was explained that the form had already been populated using information that has already been agreed by governors. However, there are a</p>	

<p>few questions which are new, and therefore governors need to look at this and decide on the answer and also a brief note for each response.</p> <p>The SFVS was looked at and the responses discussed. It was noted that a benchmarking report is available. This shows how well Everton do when compared to similar providers across the country. Dr Curtis said that she would send a copy of this document to all governors.</p> <p>Most of the responses were relatively straightforward. The only query came with the DfE question relating to value for money, and schools being part of a group who purchase items as a type of business with the hope that bulk buying helps with reducing some expenditure.</p> <p>Ms Ellis reported that some Liverpool schools are involved in this type of purchasing. However, when she had looked into this purchase option, she found that only primary/secondary schools would benefit from such a scheme rather than maintained nurseries.</p> <p>The completed SFVS will need to be formally approved during the meeting of the next full governing body, before being forwarded to the LA.</p> <p>Copies of the SFVS will be forwarded to all governors.</p>	<p><b>LC</b></p> <p><b>LC</b></p>
<p><b>9. Date and Time of Next Meeting</b></p>	
<p>The next meeting of the Finance, Personnel and Resources Committee will take place on Friday 17 January 2020, at 1.00pm.</p> <p>(Subsequent dates: 13 March 2020; 01 May 2020 and 26 June 2020. Meetings start at 1pm, and should last about two hours.</p>	<p><b>All</b></p>

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