

**Minutes of a meeting of the Finance Committee of Wheatcroft C P School**  
**Wednesday 28<sup>th</sup> June 2023 at 4pm**

**Present:**

Mr G Dyer  
Mr C Baxter  
Mr R Hirst

Mr M Parkins  
Mrs C Webster  
Miss V Lewis (Clerk)

<b>FC25/22</b>	<b>Welcome from the Chair</b> The Chair welcomed members
<b>FC26/22</b>	<b>Apologies</b> All members present.
<b>FC27/22</b>	<b>To invite governors to declare confidentiality or any interest in items of business on the agenda</b> None declared
<b>FC28/22</b>	<p><b>Minutes of the previous Finance Committee meeting – 29.3.23</b></p> <p>Actions from Minutes 29.3.23 have all been completed with the exception of FC22/22 ‘to inform parents of school meal and Wheaties price changes’ which will be completed nearer the end of term. Governors also discussed and agreed including a caveat regarding the school meal increase to advise parents that if any future mid year increases are notified to school by the catering service, these will need to be passed on immediately.</p> <p>Governors agreed the Minutes as a full and proper record of the meeting. Mr Baxter proposed, and Mr Parkins seconded. All agreed.</p> <p><b>Actions: File and publish agreed Minutes as per procedure</b> <span style="float: right;"><b>By Clerk</b></span></p>
<b>FC29/22</b>	<b>Matters Arising</b> No matters arising not covered by this Agenda.
<b>F30/22</b>	<b>Correspondence</b> None received.
<b>FC31/22</b>	<p><b>Safeguarding Update</b></p> <p>All staff and governors should recognise that there is a corporate responsibility for safeguarding. This remains a standing item on all Full Governing Body and Committee meetings.</p> <p>GD: had a visit this week from our new Safeguarding Adviser as part of our package of support. I will circulate the report with the documents for the upcoming SPAM meeting on 5.7.23.</p> <p>Discussions around KCSiE updates and targets for September with specific focus on internet safety and ensuring data regarding protected characteristics is secure and correctly managed. Very positive meeting.</p> <p>Miss Glass has been invited to attend the SPAM meeting (if she has no conflicting commitments) to present further information regarding PIVATS and the alterations to the recording process / Register for SEND planned in line with national expectations and updates.</p>
<b>FC32/22</b>	<p><b>School Business Manager Report</b></p> <ul style="list-style-type: none"> <li>- Consistent Financial Reporting</li> <li>- Budget Monitoring</li> <li>- Start Budget 23/24 &amp; Three Year Forecast</li> <li>- Staffing</li> <li>- Premises and Health &amp; Safety Updates</li> </ul> <p>Governors were provided with a slightly updated SBM Report but there have been few changes since the FGB meeting held last week 20.6.23.</p>

Governors were provided with a copy of the Consistent Financial Reporting Return (CFR) which is the end of year accounting balance sheet required by the LA to check school accounts. It gives the totals spent and received against each budget heading in summary format. This information is no different from the separate budget reports already received by governors but is a statutory document.

Pupil numbers remain stable and positive. This is one less concern to consider amongst stretched budgets.

The LA Financial Governance team are following procedure by meeting with us to discuss our Year 2 forecasted deficit. However, it would seem there are many schools are in very similar circumstances and who are receiving similar meeting requests. It will be interesting to see what the officer may offer in terms of cost saving ideas as well as our own proposals. Should the government agree to fund part or all of the teaching staff pay rises this year our budget would balance and would be manageable into Year 3. We are unfortunately at the mercy of the government regarding costs beyond our control. The Adviser is likely to raise the fact we have a non-teaching SENCo and a full time Business Manager in post, but it is worth comparing the value added from these roles alongside the workload and ability to operate of the other senior leaders, staff and school generally. Our recovery plan will include additional EHCP income, staffing reductions and realignment of contracts to lower costs.

Staffing costs make up over 70% of school expenditure and at some point we will need to consider cost saving measures such as not renewing fixed term contracts. However, at present the staffing in place is necessary for the operation of the school. There are significant high need pupils who require additional support, and we are already providing additional support / 1:1s in advance of any EHCP funding awarded for some of these children. The finance software is preloaded with cost of living increases and pay related uplifts (currently the government's best offer) but these are adjusted when new offers etc are received. The majority of staff are at the top of their pay scales as we are fortunate to have a very committed and experienced complement, so the increases to costs will not go beyond pay scale awards and cost of living, we do not need to factor in incremental increases for most. We are in the early stages of seeking HR support with a process to align support staff contracts as we have a range of terms and conditions; including some staff on expensive full year contracts. We are aware there may be some natural wastage within the next 12 – 18 months but this is not yet confirmed.

Miss Glass is in the process of applying for three further EHCPs which should all be awarded at Band 6 or above, hopefully accruing around £18,000 in income. This will offset the cost of staffing to support these pupils – though the provision is already in place and being resourced from school's delegated budget. It is hoped that these will be ready to submit in September, the assessment then takes 20 weeks but any award is backdated.

We have one pupil with a 1:1 who is anticipated to move schools in January, his 1:1 support will be circulated back into the support staff provision more broadly across the school and we can factor this into considerations towards the end of next school year regarding other fixed term contracts.

The boiler project is due to complete this week, the electricians are now connecting the new boilers and tanks to the circuits which will allow control of the heating. Once this is completed we will have a handover, some training and Andy Purdy from NYC Property Services will come to inspect the finished project. The workmen have all been very courteous whilst on site and we have had no issues throughout the installation and works.

The Fire Risk Assessment took place on Monday with only minor issues highlighted by the Adviser. The report will be circulated once received.

Wheaties remains popular and with the slight charging tweaks after Summer will hopefully operate at a slight profit. Outstanding balances are reduced due to the system now allowing parents to pay as they go along.

We have had a refund of £600 from our previous energy supplier which, whilst not enormous, does indicate prices are dropping and our estimated figures may be higher than we can expect. The higher estimates will remain in place until the revised budget and will then be reassessed. It is better to overestimate than end up over spending.

<b>FC33/22</b>	<b>A.O.B.</b> None to note.
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Meeting closed at: 5pm

Signed (Chair): .....  ..... Date: ...14.11.23.....

**Actions:**

<b>Agenda Item</b>	<b>Action</b>	<b>Responsible</b>	<b>Completed</b>
FC28/22	File and publish agreed Minutes as per procedure	Clerk	✓
FC28/22 (FC22/22)	1. Inform parents of increase to school meal price wef 1.9.23 2. Inform parents of Wheaties pricing changes wef 1.9.23	VL	✓