**MATCHING GREEN C of E PRIMARY SCHOOL**

**Little Laver Road, Matching Green, Harlow, CM17 0QB**

**Minutes of the Finance and Premises Committee held at the school on TUESDAY 16th October 2018 at 7.00 p.m.**

#  Committee members: TN, AW, MNa, DO, JS, SW(School Business Manager)

# 1 APOLOGIES FOR ABSENCE

# MNa apologies accepted.

# 2 DECLARATION OF INTERESTS

Governors are asked to declare any interest (pecuniary or otherwise) that they (or their spouse or other family member) may have in any matters to be discussed in this meeting.

None

**3 ANY OTHER BUSINESS**

To consider any items of urgent business which have been notified to the chairman or clerk in advance of the meeting and to determine how any such items will be dealt with.

The £10,000 donation from Buxted Construction was noted. Some of the money, about £2,000, will go towards playground equipment.

**4 MINUTES OF PREVIOUS MEETING**

To confirm the minutes of the meeting of the committee held on 24th May 2018.

These were agreed and signed by the Chair, DO.

**5 BUDGET 2018-19 Month 6 tabled.**

Donation by benefactor – use and acknowledgement

See under AOB above. The donated money has been put in the General Contingency until it is determined what it will be spent on.

**6.** **FIVE YEAR BUDGET PLAN – *tabled and sent out in advance of the meeting.***

To receive update on five-year budget plan.

* The assumption has been made that there are no significant changes.
* An estimated £53,000 is the carry forward but this includes the PP and SP which are ring fenced amounts.
* The meetings discussed how savings could be made because of projected deficit budgets from 2019-20 onwards. For 2019-20 it could be -£119,433 rising to -£299,237 in 2022-23.
* Points raised were the need for: An increase in pupil numbers (current roll is 80 with 13 pupil intake projected for September 2019), reduction in staff numbers, reduction in supply staff spending.
* Unforseen expenditure involved amongst other matters:
	+ payment of professional fees which came to £5,162.
* Grounds upkeep will involve an over spend because of the trees.
* Shuttleworth Trust has been applied to for £2,000 for lockers for two classes.
* Capital allocations total £11,177.30 and the 16/17 allocation of £1,129.80 must be spent by 31st March 2019. Quotes for new laptops for staff and the head teacher are being followed up.
* The write offs were detailed. Three families have indicated they will not be making their parental contributions to the cost of swimming. There are also costs from visitors’ meals and a child who is now on FSM. These costs total £217.50. The cost of swimming lessons was discussed. The meeting agreed to writing off the amounts detailed.
* SW indicated she would leave at the end of the academic year and therefore a School Business Manager will be needed. The meeting discussed such a replacement and the position of the Epping MAT in such financial discussions and staff replacements.

**Action: Committee to schedule meeting for January 2019 to discuss the budget and future financial developments.**

**7 VIREMENTS**

To note and approve as necessary any virements between expenditure headings.

Refer to Finance notes for meeting 16th October 2018.

The virements since the budget was set were given in a table at the base of page 1 and were agreed.

**8 ICE Arrangements for 2018/19**

The cost of an external review is about £500.

**Action: DO agreed to carry out the ICE review.**

**9 PUPIL PREMIUM/ SPORTS PREMIUM**

In the 2017/18 review 100% of PP pupils achieved the standard required in maths, reading and writing and in the combined elements. AW felt this reflected how effective the PP intervention had been.

There was planned expenditure as follows:

£8,000 for LSAs which is £5,000 less than last year.

£1,000 will be spent on resources

£1,000 on visits, breakfast club etc.

£4,500 on small group intervention.

SP has £16,780 in its fund. £2,500 will be spent on staff PE development and this includes learning maths actively as this is based on practical work using maths.

£12,000 will be spent on the gym trail this year. All this information will go on the website.

**10 CATERING/SCHOOL MEALS MATTERS**

* There is a possible loss of £6,000 over the year. There will be new menus after half term and the catering manager is careful to keep cost to 90p per meal.
* There has been the usual slight fall in meals uptake but on census day the uptake was 94%. The Montessori School next to the School have requested about providing hot meals for them. This has been followed up with Sharon Treble, the Catering Adviser at Essex, who thinks this is feasible.
* Breakfast club averages 9 to 10 children per morning. There will be a projected end of year loss of about £405.
* The cost of school meals is £2.50. When there are day trips by children it was suggested packed lunches are supplied to those not on the trip.

**11 ASSET MANAGEMENT PLAN**

The following items were outstanding from the last meeting:

Flooring upstairs in the old school house

The caretaker’s room needs redecoration

The external store next to the oil tank is in poor condition and requires work.

MNa had completed the walk about and SK has offered to write up the report (see last FGB meeting).

The leak in the boiler room has been stopped and granules are being put down to absorb any smell.

The flooring in the house has not been done because of lack of money.

Shelving is needed upstairs to hold archive materials which must be stored.

The matter of the tree survey had already been mentioned.

**Action: Asset Management plan to be an agenda item at the next meeting - clerk**

**12 HEAD TEACHER’S ITEMS**

including matters relating to:

 -Safeguarding – no referrals or issues have arrived.

 -Buildings’ maintenance – see asset management plan

 -Health & safety – dealt with at Personnel meeting

**13 DATE AND TIME OF NEXT MEETING – 28th February 2019 at 7.00pm**

Signed……………………………………………Dated…………………..

**Summary**

**Item 7** **Action: Committee to schedule meeting for January 2019 to discuss the budget and future financial developments.**

**Item 8 Action: DO agreed to carry out the ICE review.**

**Item 11 Action: Asset Management plan to be an agenda item at the next meeting - clerk**