

Minutes of the meeting of the Sandye Place Academy Finance committee held on 28th March 2018 at 7pm



Sandye Place Academy
Achievement Through Partnership

Attendance and Apologies:

Parent Governors		Staff Governors	
Mr A Fielding	A	Mrs K McCamley	A
Mr M Riches	P	Mr T Stonehouse	P
Community Governors		Associate Governors	
Mrs H Ranson	P	Mrs S Kane	P
Mr M Greener (Chair)	P	Mr B Sale	P

(Key: P = present, Ap = apologies received and accepted)

Item	Action
<p>1. Welcome 1.1. Mr Greener opened the meeting at 7pm and welcomed those present.</p>	
<p>2. Apologies for Absence 2.1. Kim McCamley and Andy Fielding were absent, which were agreed and accepted by those present. .</p>	
<p>3. Declaration of Interests and Governor Code of Practice 3.1. Mrs Kane advised that her husband is manager of Mid-Beds Tigers under 9s football team who use the Academy's facilities. Ben's father in-law prints for Blue Prawn. Mrs K McCamley is Principal of the school Mr McCamley does counselling for free for Parents. There were no other declarations of interest.</p>	
<p>4. Review of previous minutes 4.1. The minutes of the meeting held on 8th January 2018 were agreed and accepted by those present.</p>	
<p>5. Matters Arising 5.1. None</p>	
<p>6. Finance Report 6.1. SK presented her reports which were sent out for governor perusal the weekend before the meeting and these reports are attached to the minutes. 6.2. SK presented and explained her Finance Report confirmation of the Qtr 2 position. It was confirmed that income was 50.02% against 48.72% last year with revenue expenditure at 52.95% against 48.37% last year. 6.3. Reforecast has been undertaken and we are running a very tight budget this year. Virements are as per the personnel committee recommendations and staffing changes since the Ofsted inspection. The supply budget has increased significantly which will be offset by some payments from staff absence insurance. The additional staffing is to ensure interventions for our SATS, Pupil Premium and catch up funding as instructed by the TIB. 6.4. The reforecast of the income has reduced by £8157. 6.5. Extra income from catch up funding of £3K against original and additional £9.5k on PE grant. The PE grant received is £18.5k. This does not need to spend in one year and can be b/fwd to other years. There is planned expenditure of £12k this year. Biggest spend is trampolines not yet bought. Thom will do impact assessment on spend. Rowing – purchased two rowing machine and there is now a club at lunchtime on Tuesday's and Thursday's. The numbers do fluctuate week on week. Currently we have the rowing coach from Alban to do enrichment with KS3 girls on Friday. Thom to meet with the coach to see if this will continue, if not Thom can run a club.</p>	<p>TS BS</p>

- 6.6. MR asked if we could you link in the PE grant with healthy schools to go back into the kitchen to improve meals? Thom stated that as long as it supports KS2 we can explore this
- 6.7. Training for the minibus has already been accounted for in the £12k for this year. Currently looking at dates for theory test.
- 6.8. TS met with LA responsible for PE to ensure we are reporting correctly on our grant spend.
- 6.9. SK undertook a review of our website and BS is working on adding more detail to the PP report. One thing missing was having a strategy for catch up – this has now been done and is on the website. Ofsted reported that our website is meeting statutory guidelines however we have taken the opportunity to improve it.
- 6.10. Further discussion took place around the expenditure as follows: Last year SEN income from the LA appeared higher than expected due to child movement, an accrual was undertaken however the statement has come in higher this year than originally forecast, caution needs to be maintained as this money may be clawed back by the LA so it is not included in the reforecast. The April statement from the LA is not adjusted by them to reflect the SEN income; one of the reasons for the higher percentage in income against last year. Trading income from consultancy at MT will lower as a result of Kim not been in headship at that school. There was a confidential issue within personnel not known at time of original budget which required upfront payment.
- 6.11. Our original budget had assumed the Vice Principal seeking headship by Dec 17 as indicated by him last year. This did not happen and notice was paid for 3 months beyond that point.
- 6.12. The threat from a debt company about Mr Parker's employment has not materialised due to the comprehensive response, supported by solicitors. To date we have not heard anything since December so we assume that this has been dropped. SK checked with the solicitor and he has indicated that as they have not responded to our letter dated December it is highly unlikely to go any further.
- 6.13. Further discussion surround teachers at 54% spend took place and it was agreed that due to the front loading this position should improve.
- 6.14. An unqualified teacher has tendered resignation due to sickness. The committee wishes her well with her career outside of school.
- 6.15. None of these roles have been replaced so aside from the Vice Principal situation the budget will reduce in this cost area.
- 6.16. Questions were raised about resignations for September 18. Discussion took place surrounding reducing staff and some support staff may leave this academic year but no teachers can now leave and finish this academic year.
- 6.17. There is another colleague on long term sick. SK has set up occupational health but the appointment has been delayed and drawn out. This colleague has complained about reducing salary but it is statutory sick pay. In second year service which means 2 months full pay, 2 months half pay. Policy is 4 years' service before avail of 6 months full pay. However SK needs to check with HR about continuous service due to Burgundy Book. **Post meeting note:** Our policy is aggregated service so this colleague avails of the full entitlement of 6 months full and 6months half pay under the Burgundy Book. There may be an issue with the insurance as we await the medical report. SK is chasing. Cashflow wise we are down but this payment should come back in for insurance. Were also claiming for the unqualified member of staff and SK has not reforecast this income from insurance as there is a risk it won't come in. There is quite a bit, but for next year's budget our premium will go through the roof. Premium last year was circa £18k, we were not offered a three year fix. SK needs to start getting quotes for insurance. SAS has stated that we really manage the incidents well.
- 6.18. We have increased the supply budget massively. Some of this will be offset by income from payments for supply claims,
- 6.19. The Support staff has been reforecast, a TA has left and was not replace. There was a need to support one child, KM asked for £10k to get to ACB but age weighted was at circa £3.5k which does not cover this cost, and therefore a TA has been used to manage behaviour. BS arranged a managed move to Potton for this child.
- 6.20. We have employed a new midday supervisor who has experience with autistic children. Children respond really well so we will utilise after April to come and do some work to support the new statement child, without the need for further recruitment.
- 6.21. Helen in catering has had new member of staff but only given contract to 31st August, she is working really well.
- 6.22. SK confirmed that the funding letter has been received and is based on pupil numbers for previous year and this is what the forecast plan going forward is based on.
- 6.23. With a 52% overall spend, some front loaded leaves us confident that we will balance. At this stage we do not anticipated going budget but are regularly monitoring.

TS
TS

SK

SK

- 6.24. The predicted b/fwd. figure for 2018/19 is circa £142K SK explained that a reforecast is required by the EFA in the BRFO, however we continually reforecast as things change to ensure planning is sound.
- 6.25. Transfer to capital has allowed ICT suite in Dapifer. This had been planned over the three years with some reserves held back in the accounts to be able to do the ICT suites.
- 6.26. The SALIX Loan is a liability so to take out of bottom line. The £6,600 is paid each year reducing our liability. The solar panels have a £70k lease so this is also a risk if closed.
- 6.27. The BRFO will be completed for May and work will start once the March accounts are closed.
- 6.28. Surplus bought forward from management accounts match statutory. At £313K and this is the figure used for the BRFO.
- 6.29. Until we know more about July 2019 it is difficult to plan with accuracy, SK will contact the accountants in this regard.

SK

7. Trading Company

- 7.1. Reduced trading income by £23K due to Executive Head Consultancy and wrap around care changes.
- 7.2. Catering has only 11 months included.
- 7.3. Wrap around set up cost and on-going cost amounted to was £7K; income was only £2.5K so took rapid decision to close. A free breakfast club with £1 for breakfast bar will replace this for families with money paid via the kitchen.
- 7.4. A free homework club with 20 kids each night has been set up, compared to the wraparound of 4-5 kids when parents had to pay. There is not the demand from parents seeking childcare at this age range.
- 7.5. The surplus from trading will be gifted back but have reduced it down to £10K given the circumstance.
- 7.6. Summer camp income is predicated.

8. Kitchen Cashflow

- 8.1. The kitchen cashflow is performing with a £16k surplus. The meal numbers are down significantly from Laburnum. SK has met with Head of St Swithuns she wants to get as many through as possible, had a significant drop last year so worked together to redesign the menus. Heads fed back that they are looking at different catering companies and they feel they can get better options. The idea is that Maple Tree will become the pilot school so all the meals will be cooked at MT and shipped out to the other schools.
- 8.2. Heads were going to meet with staff, SK said to hold off as she would need to meet with her staff in the first instance. There is a meeting tomorrow at 2pm for our staff.
- 8.3. Incoming catering company will need to TUPE over and we will pay our staff up to 31st August. They will TUPE under same terms and conditions. Only issue is Laburnum has premises support contract so will need to split into two contracts. One with us for premises and one for catering. If staff don't want to work for the new company they wouldn't get redundancy as there is an offer of suitable alternative employment.
- 8.4. Helen is area manager so does all books/accounts. Marian does a lot of the figures. They have had increases in hours to manage this. Do have risk of these good staff leaving but need to feed our pupils. Suggest look at incentivising to retain these staff. Need to look at what the optimum number of staff is for the kitchen as we have lost three schools there will be a need to reduce numbers. Do have one on contract only until 31st August which will not be renewed unless necessary. MG / SK to look at options in more detail.
- 8.5. **The attached reports from SK and recommendations were agreed and accepted by those present.**

SK/HB

SK

SK/MG

9. Policy update

- 9.1. Dinner money policy no changes – accepted.

10. Review of Risk Register

- 10.1. To be b/fwd to next meeting.

11. AOB

- 11.1. The indicative budget and funding statement has come in as highlighted above but we don't know if we will get this due to risk of closure however we have planned on the basis that we have this money. Redundancy bill currently stands at circa £450k, and we also need to factor in pensions for LGP scheme for those over 55.
- 11.2. Have over £800k pension deficit that needs to be paid to local government in the event of our closure and the DfE should be paying this according to guidance.
- 11.3. Date of next meeting 11th July 2018 at 7pm to look at Qtr 3 and budget approval.

Meeting closed at 8.40pm