

Finance Committee Report

Date: 31st January 2012

Membership: Michael Catchpool ("MC"), Caroline Louth ("CL"), Vernon Kitay ("VK"), Sarah Seed ("SS"), Tim Fox ("TF"), Helen Weatherley ("HW")

Apologies:

Main points discussed	Decisions and Action	when	by whom
<p>1. Apologies for absence</p> <p>None received</p> <p>2. Declaration of interests</p> <p>No new declarations of interest</p> <p>3. Minutes of last meeting – approval and/or matters arising</p> <p>TF has updated the Terms of Reference so that any virements over £1,000 now need to be reported to the Finance Committee ("FC"). Bridget is now e-mailing details of any new money received to TF who is keeping a list of budget changes to report to the FC. A list of new money was prepared for the last meeting and the only new additions are shown on the December BCR notes document e-mailed to FC members.</p> <p>TF reminded FC members that they needed to read through and comment on TF's document circulated for the last meeting on the new Schools Financial Value Standard. Sign off is not until 31 March 2013 but we need to look at areas where we may be deficient so that changes can be implemented. TF reminded the FC that the new standard is less onerous in terms of paperwork and that we will just need to show that we are addressing any areas of concern when we "self certify".</p> <p>Ray Byford has sent TF benchmarking data in relation to Mayfield Primary. Although TF has not been through the figures in detail, the "fit" seems likely to be as poor as for the last set of data sent to us for Kings Hedges Primary. TF has recently been contacted about a Free Schools Purchasing Healthcheck which is an initiative run jointly by the County Council and the Eastern Shires Purchasing Organisation "ESPO". Morley can provide them with as much or as little data as it likes regarding anything purchased by the school from pens to contracts for photocopiers. The purchasing team will then look to see if they can obtain a better deal. TF suggested that this may prove to be a far more productive way of trying to save some money than looking at comparative figures for other dissimilar schools and the FC agreed.</p> <p>SS, at the last meeting, had raised the issue of whether or not the school was able to profit from the provision of school meals under the terms of one of the clauses of the</p>	<p>Undertake Free Schools Purchasing Healthcheck</p>	<p>ASAP</p>	<p>TF</p>

Education Act. TF said that he had contacted Ray Byford at CCC who had provided him with some non-specific documents which TF had seen previously which did not answer the question he had raised. TF pointed out that, for the next Governors financial report, he already has a note to include the cost of cost of replacing kitchen equipment/maintenance, the service contract, heat/light/wear and tear, office time etc in the figures when establishing whether or not we make a profit from the school catering. When these additional costs are added, together with the increases in the cost of food, it is more likely that the overall position will be breaking even rather than running at a profit.

The final adjustments to the Cucina contract have been made and the latest version has been with Steve Quinn at Cucina since before the Christmas holidays. TF has been contacted by several catering companies and they have all been put on notice to contact him again during the summer of 2013 as it is likely that we will have to go to the cost of putting the contract out to tender at that stage to ensure that we are receiving "best value".

The issue regarding occasional lack of choice for some children during lunchtime service has been raised with Cucina. They have now put in place an area manager (Donna Booty) who TF meets with on a regular basis. This is proving to be an effective change and any issues are being addressed very swiftly. The issue of specials has been raised with Donna and these will be available, including adequate publicity and enough notice, for the next cycle after the forthcoming Valentine's Day special which is not being run in primary schools.

The minutes of the last meeting were approved.

4. Review and approve Income and Charges (Lettings)

TF had circulated a schedule of proposed lettings rates for the 2012/13 financial year. TF proposed an increase of 50p per hour or part across the board. It was agreed at the meeting to increase the combined rate for using the hall and the community room by £1.00, for all other rates to increase by 50p per hour or part and for the children's party rates to remain unchanged (£40/£50 for use of the community room/hall for 3 hours for Morley parents, £60/£70 respectively for non-Morley parents).

5. Review and approve any ASC/DD fee increase for April

TF had also e-mailed a schedule of suggested increases to the ASC/DD rates from April. Against the background of having the lowest rates in Cambridgeshire when looked at in detail 2 years ago (and still only charging £8.40 for a double session (3.15-6.00) when comparable settings in the local areas were charging £10.00 for a similar offering in 2009), TF suggested a 4% increase in rates across the board. CL suggested an additional increase of 10p/20p per hour for double sessions for second and third children respectively. This is to continue to iron out the anomaly relating to multiple sibling

bookings which has existed historically; to iron this out completely would involve too sharp an increase for some families. CL was also keen to increase the cost of ad hoc sessions for DD to encourage regular booking. CL pointed out that the extra charge for a "door stop turn up" was not on the schedule. TF said that he will discuss this with Matt Casey and increase the cost in line with the other changes. The revised schedule was approved by the FC and TF will liaise with Matt Casey regarding implementing it from the summer term onwards.

6. Review Dec BCR (revenue) including changes to trips analysis for 2012/13

TF had provided detailed notes providing some narrative to the figures in the BCR. The FC was happy that these notes explained any anomalies. At this stage in the cycle, we look as if we will achieve a surplus at the end of this financial year. This is however due, amongst other things, to receiving the unexpected amount of £24,102 from the local authority due to running an additional pupil in KS1 following their admissions error, lower utilities bills due to a mild winter, less sickness than last year amongst the staff and not replacing one of our TAs; a cold winter and higher levels of sickness, allied to increases in teachers' pay as they move up the pay grades could easily use up any surplus next year.

TF asked the FC to approve that we remove the separate listing of individual trips on the BCR for 2012/13. Now that Ann Daniels in the office monitors trips and chases outstanding payments, we have an accurate record of where we are and it would be simpler for Governors to review if the BCR merely broke down all the trip information into the Aylmerton residential, other trips and in house visits/performances. The FC approved this change.

7. Budget 2012/13

TF has received an indication from the Council that the Guaranteed Unit of Funding ("GUF", amount LA receives from central government) per pupil will remain broadly the same for the 2012/13 financial year. There is however as yet no indication as to what the level of the Age Weighted Pupil Unit ("AWPU") will be; this is the amount of the GUF that the school receives per pupil from the LA. Although the pupil numbers have increased by 2 for 2012/13 (404 as opposed to 402 for 2011/12), there are 6-7 pupils leaving for private school at the end of KS1 this year. When allied to a very small current year 5 (52/53 pupils), this could have a very significant impact on our pupils numbers for the next census in January 2013 on which the funding for the 2013/14 financial year will be based.

MC has spoken to all the parents whose children are leaving at the end of year 2. This has revealed a variety of reasons for moving their children (very happy at Morley but can afford private, better facilities, scholarship, long term issues ie looking to secondary education and university), none of which express a real dissatisfaction with Morley, given that we are unable to address issues such as class size or lack of a

Produce list of services provided by the LA including the current cost to help with these discussions

As part of the budget setting process for 2012/13

TF

<p>playing field. SS suggested that there may still be some parents who have a problem with Coleridge being the catchment secondary for Morley and that they are making early decisions to try to influence their child's secondary provision.</p> <p>MC reiterated that the school has no access to waiting lists for places at Morley; it is frustrating that there are parents who would love to send their children to Morley for the full 7 years but who miss out in favour of parents who use KS1 as a "prep", then move their children to another school and potentially create a 4 year hole in funding at Morley if the place cannot be filled.</p> <p>TF indicated that there is a possibility that the Pupil Premium will double for 2012/13. MC has written letters to parents to encourage the take of free school meals and posters have gone up on the noticeboard at the front of the school.</p> <p>SS mentioned that LAs will no longer be receiving "double funding" for pupils who now attend an academy so the level of LA support from central government will decrease even further. There is the very real prospect that Morley may have to become an academy as the disadvantage of not doing so will be too great. We need to be proactive in thinking about the issues and it was agreed that this should be discussed by the full GB.</p>	<p>Produce "business case" re cost and potential saving</p>	<p>As part of the implementation of the pilot scheme</p>	<p>TF</p>
<p>8. Cashless payment update</p> <p>TF indicated that Tucasi would be attending Morley on Tuesday 28th February to train the office staff in using the new internet payment system which was part of the Council pilot. The cost to the school will be in the region of £600-£900, depending on whether or not we decide to keep using the system after the pilot has finished; this is more than the indicative original estimate but still less than if the system was purchased independently. TF has been unhappy with how the Council have handled the implementation which has caused unnecessary delays for the school but, given the issues with office staffing during the middle of last year and the significant problems with the collection of dinner money, an earlier implementation would have proved problematic in any event. The system should be up and running soon after training has been completed and parents will be informed accordingly.</p> <p>9. AOB</p> <p>MC told the FC about a small group of like minded parents, organised by Michael Ledzion, who had the energy and enthusiasm to look at fundraising in a different way. They felt that the parent body could and should be raising a lot more money for the school through, amongst other things, creating more vibrant class communities and subscriptions.</p> <p>MC said that this should not detract from the work of Shelley Scripps and the School</p>	<p>Arrange meeting with LA re EY base</p>	<p>ASAP</p>	<p>MC/TF</p>

<p>Association whose tireless work enables the Fete and the Bazaar to operate so successfully and provide much appreciated community events whilst in addition financially supporting the day to day running of the school.</p> <p>The “Ledzion Group” is focussing more on bigger projects (new buildings/extensions, providing funding for additional teachers etc). Architectural plans are currently being drawn up free of charge by one parent to explore the possibility of extending or building next to the school hall. MC feels that it is important to embrace this enthusiasm. A meeting is planned after February half term involving MC and TF.</p> <p>MC also mentioned that the Early Years buildings are not fit for purpose; it is not possible to deliver the Early Years curriculum as children from both classes do not have free access to outside learning. MC feels that we should start the discussion with the LA regarding meeting the needs of all children in the community and not just those who have places at recently built schools. It may be worth setting up a meeting with the LA even though MC feels it is unlikely to be high on the list of their priorities.</p> <p>10. Date of next meeting</p> <p>TF indicated that, in the annual meeting cycle, the next meeting is merely to discuss the 2012/13 budget. It may be that a meeting in addition to the budget setting meeting with Margaret Burke is unnecessary and it was agreed that we would take a view later in the term regarding meeting as a full FC in March.</p>			
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Future points to be discussed	when	who with

Items and issues for main governing body meeting	Recommendations

Notes for other committees	Suggested action

Dates of future meetings	Comments / Agenda
TBC	