

Seaford Primary School
Minutes of the Finance Committee Meeting
Wednesday 30 January 2008 at 8.00 a.m.

Present: Caralynne Leddingham (Chair), Malcolm Anderson, Judith Cooper, Rita Evans, Simon Hendry, Jon Reynard (Head), Elizabeth Morgan-Jones.

1.1 Welcome

1.2 Apologies – none

2. Minutes of the last meeting held on 28.11.07 having been previously circulated were approved and signed.

3. Matters arising

3a. Capital Budget

3a The Head had been informed by county that the anticipated £4,500 that was to have been brought forward from next year's budget was no longer available. Therefore no more money was available until April when the school would receive its fully allocated capital budget

3b. Licensed Deficit Monitoring

This was now due. Once completed the Head would let governors have copies.

4. Revenue Budget 07 – 08

4a. Monitoring Report

4a.1 Copies of the 'General Ledger Cost Centre – Summary by Cost Centre' were circulated.

4a.2 Governors noted that there was some confusion. After the last time work had been done to the report cost centres appeared that had not been on the original budget plan as set up by the school. For example C3750 Art & Design was a new title that had not been used before and in C2850 'Environment' the school had allocated a nil balance but the report was showing £5,799.

4a.3 The Year Groups were exactly as set; others were close but not accurate.

[8.15 a.m. Judith Cooper arrived – due to a traffic hold up.]

4a.4 The figures highlighted in the 'Actual' column were those that also needed further investigation.

4a.5 The Headroom/Transitional Grant needed to be reallocated to other cost centres. Building Maintenance was showing far too high a sum as was Water/Sewage.

4a.6 Early Birds still continued to show an overspend due to the fact that the salaries were being taken out of here for the remainder of the financial year rather than from E0103 Single Status (staffing costs). In future it would be shown as separate budgets.

4a.7 All the above were anomalies that the Head would be investigating.

4a.8 After the holidays the Year group budgets would be frozen and supplies taken from General Stock and Office expenses.

4a.9 Governors were interested to hear that the new system of Year Group Budgeting was working well: there was currently £3,000 unspent which the meeting was assured was because they had been very careful. Some budgets might be taken back if they hadn't been used.

4a.10 Supply Staff was currently underspent which the Head found pleasing. The school had employed its first agency teacher for this year this week. (Hays had changed its contract basis which was now much easier to manage.)

4a.11 Governors would like to see what the impact of not using supply staff had been on both the budget and the staff.

4b.Schools Meals

The apparent discrepancies were due to the fact that in addition to the basic allocation shown under S0757 Schools Meals Contract further elements were allocated on other lines which had not been added in. The report would be adjusted so that it balanced.

5. Capital Budget 07 – 08

5.1 Figures to December 2007 were circulated.

5.2 The total allocation had still to be adjusted, the virements were outstanding and the whole report needed tidying up.

5.3 The actual balance was £1,500. There would be no more capital spending until the new financial year.

5.4 Governors noted that the Premises committee would be asked to prioritise the allocated £40,000. The Fire doors and lighting bollards were already at the top of the list.

5.5 The Head and governors all expressed their exasperation that the budget was forever being changed by outside forces: it was never a set figure that stayed the same from the beginning to the end of the financial year. An added frustration was elements such as 'Supply costs' which were re-imbursed after a two month delay. All this is exacerbated when dealing with a deficit budget – and even the deficit budget allocation had changed by £35,000 in two months last year.

5.6 Governors would like the Head to feed back these feelings when he next met with Sandra McKenzie so that county would know the effect that this situation had on the school. The head was confident that county had listened to headteachers in the past.

5.7 The committee commented on how the recent Ofsted inspection had recognised the work the school was doing to offset the deficit budget.

6. Financial Management Standard in Schools

6.1 The audit had been submitted on Thursday 17 January – over five months early. It had not been possible to submit further information last Thursday but Caralynne would be trying again this week.

6.2 There did not appear to be any recognition for the work that had been done. Once county had looked at the evidence submitted they would come into school to check it.

7. Fund Generation

7.1 The Fund Generation Group was meeting with the Foundation staff on Monday 4 February to check the plans and produce a Portfolio with costs.

7.2 They would be prioritising the different aspects of the plan as they wanted to portion it out to parents.

7.3 The Head advised that it would only be possible to use County approved firms and to obtain three quotes for all jobs.

7.4 It was hoped that they could re-apply to Woolworths who had up to £15,000 available: this bid must be made by the children so the group would be liaising with the School Council.

Any Other Business - none

Date of next meeting

Monday 10 March at 8.00 a.m.

The meeting closed at 8.45 a.m.