

MINUTES OF A MEETING OF THE FINANCE & SITE COMMITTEE 24th April 2017

Present:

Monika Hadfield – Chair
 Patti Snook – Headteacher
 Mark Blythe
 Donna Horlock
 Tammy Parrott

Apologies:

Usman Ahmed

In Attendance:

Louisa Lawrence – Clerk

The meeting opened at 6.00p.m.

1.	<p>WELCOME, INTRODUCTION AND APOLOGIES FOR ABSENCE Apologies for absence were received and accepted from UA. The Clerk stated Darren Hiscutt has resigned.</p>	
2.	<p>DECLARATION OF PECUNIARY INTEREST No interest relating to any specific agenda item was declared.</p>	
3.	<p>MINUTES OF THE F&S MEETING HELD ON 6th February 2017</p> <ul style="list-style-type: none"> • PS advised they are not going ahead with changing the toilet facilities in Squirrels and the baby changing unit has been replaced • PS advised the business rates will be met by HCC using the nursery contingency funding • PS stated the £8,000.00 has been written of and HCC will not be charging for it • PS stated the extra 1:1 funding has not come through. A letter has been sent to Claire Campling and Troy Hobbs, but no reply or acknowledgement has been made as yet. PS stated this is reflected in the budget. <p>Q: DH wished to know what will happen if there is no response A: It was agreed by all of those present that the Governors may need to take action, especially as it is proving challenging settling the budget which needs to be ratified at the next FGB. The Clerk said the letter went by both email and via the courier service. The Clerk agreed to chase the matter up. Q: The Chair wished to know whether any of the current children requiring this extra funding are staying on A: PS said there are and details of a particular child's physio needs has been forwarded. All in agreement that if no response forthcoming a letter</p>	<p>The Clerk</p>

	<p>shall be sent by the Governors</p> <ul style="list-style-type: none"> • PS stated she has spoken with Jenny Jones (HT Anstey Junior School) regarding a joint Forest School venture. JJ is liaising with her Forest School Advisor so something can be arranged. • PS stated as Angela Craven has now left there are only 2 adult first aiders. TP stated she has been approached by Wendy Taylor to do this. TP advised she is happy to have the necessary training. PS advised this is an urgent matter and a further first aider from nursery staff is being sort. • The Clerk advised the emergency lighting has been dealt with, as Ann Blackman saw to it during the February half-term when the person came in to carry out the work <p>Q: The Chair wished to know if the leak has been sorted out in PS's office cupboard</p> <p>A: PS stated a man was in the cupboard, but he turned out to be a telephone engineer, so the matter has not been resolved. TP stated following the phone engineers visit it transpires there is a third line available. TP stated she is looking at the costings of having the line open and will report back as to whether it will be cost effective and beneficial to have it in use.</p> <p style="text-align: center;">The minutes of the meeting held on 6th February 2017 were agreed as an accurate record and duly signed by the Chair</p>	<p>All</p> <p>PS</p> <p>TP</p>
<p>4.</p>	<p>FINANCE REPORTS INCLUDING BUDGET UPDATE</p> <p>All the paperwork was distributed prior to the meeting.</p> <p>10040</p> <p>PS asked whether there are any questions to be raised.</p> <p>Q: MB wished to know what 2410 covers.</p> <p>A: PS stated this covers all nursery practitioners, including Audrey Murch</p> <p>Staffing costs were discussed and PS advised further details are held in the Budget Setting Notes which were distributed prior to the meeting.</p> <p>2017-18</p> <p>Predicted staffing costs £547,608.00 (five hundred and forty-seven thousand, six hundred and eight pounds)</p> <p>Non-staffing expenditure (including teaching school) £90,510.00 (ninety thousand, five hundred and ten pounds.</p> <p>Total exp. £638,118.00 (six hundred and thirty-eight thousand, one hundred and eighteen pounds).</p> <p>Q: MB wished to know whether there should be a carry forward on 4835 for the consultant fees, which will make an increase</p> <p>A: PS & TP stated they will look at this further</p> <p>PS stated £45,000.00 has been brought in so far for this year,</p>	<p>PS & TP</p>

<p>using Dan Read's expertise, which will allow there to be a carry forward surplus.</p> <p>TP stated in order to put forward the budget a trend analysis was carried out using the past 3 years figures. The Chair advised the average was worked out and TP stated if the amount/s were the same throughout the past period the figure/s were used again.</p> <p>2050 – PS stated this was adjusted due to Clare Allen leaving and they are not looking at recruiting a replacement business manager until the Autumn term.</p> <p>Q: The Chair wished to know whether the use of a bursar was still under consideration</p> <p>A: PS stated it is still be looked at and she is still trying to establish what the best option will be moving forward.</p> <p>2060 – PS stated at the moment, although a member of staff has returned to work she is doing a phased return to full-time employment and for the time being another member of staff continues to be employed.</p> <p>Q: The Chair wished to know what the sum of £9,856.00 was for showing under grant income 6552</p> <p>A: TP stated this is a grant which has been awarded to put on a celebration event. PS stated it is going to be celebrating the history of BL with parents past and present.</p> <p>Q: MB wished to know whether it will be an event for the for the whole community</p> <p>A: PS stated as far as she is aware the 8th July has been set aside to put on the event and it will be for the community. As far as she is aware Jen Hammersley, Ann Blackman and Nikki Frayling are supposed to be organising the event with help from FOBLE.</p> <p>It was noted that further information and details were required concerning the event.</p> <p>PS agreed to liaise with AB to establish what is going on and to report back to the FGB.</p> <p>7242 - A full discussion took place concerning the Play Scheme. PS stated it did go ahead over 4 days of the Easter holiday. The Clerk and TP stated it raised approximately £750.00. If it had been the stay and play sessions they have done in the past they would have only raised on average £30.00 per day. TP stated of this sum £250.00 will be claimed via the 'Reach out and Have a Go (ROHAG)' voucher scheme.</p> <p>Q: The Chair asked how staffing costs were met</p> <p>A: PS stated the community staff covered the play scheme at no extra cost, as they would be required to work.</p> <p>Q: The Chair wished to know what the benefits are</p>	<p>PS</p>
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<p>A: PS stated it gave parents the opportunity for respite and disadvantaged families were able to use ROHAG vouchers. During the summer it is hoped more SEN families will be able to take advantage of the play scheme. As it was run as a pilot during the Easter holiday some children requiring a higher level of support, including 1:1, were unable to come along.</p> <p>Q: Some wished to know how many children can come along to the sessions.</p> <p>A: PS stated it can be up to 24 children with 3 members of staff, but having done the pilot it will be ideal if there are only 15 children, as they are able to get more from it. PS stated that during the summer it will run for 3 days per week over a 4 week period. It is possible that 'Short Breaks' will provide a grant for additional staffing if required for SEN children</p> <p>Q: MB wished to know how £6,000.00 has been calculated as an income, as if it does run during the summer it is likely to be half the figure.</p> <p>A: PS stated she will need to discuss with Ann Blackman and Linda Turner regarding budget figures. The Clerk advised the figure will have reduced if the numbers of children have decreased, as if they were initially looking at 24 children this figure will reduce if only 15 children are able to attend at any one time.</p> <p>PS asked whether both DH and MB would like to give their point of view to LT and AB concerning SEN children being able to attend the Play Scheme during the summer. They agreed they are happy to liaise and will do so.</p> <p>MB stated he is happy, given what the future was looking like, that there is not a deficit showing for year 2.</p> <p>1004Y</p> <p>PS stated some changes have taken place to BC11. 7188 PS stated the £10,000.00 is the contribution made by local schools and income is higher due to RAF Odiham granting £11,500.00. TP stated if RAF Odiham are happy with what Alton Buckle are providing for the funding they have granted it is possible this funding may be awarded again next year.</p> <p>PS stated what is new is Alton Buckle have to pay for the upkeep of the building, which will include utility bills, such as gas and electric. In the past Wootey have subsidised this, but are unable to do so any longer. Alton Buckle will make a payment of £15,000.00 in recognition of previous subsidy provided by Wootey</p> <p>PS stated any upkeep for the building will be written into any grant application.</p> <p>Q: The Chair wished to know if there is no further funding</p>	<p>PS</p> <p>Action DH & MB</p>
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	<p>what will happen to the building</p> <p>A: PS advised it will be a matter for Wootey to deal with. PS stated Jen Hammersley is writing more bids and has approached the Big Lottery in conjunction with HomeStart, as well as exploring more avenues. If nothing is forthcoming they may need to look at staff redundancies next summer.</p> <p>Q: The governors wished to know who will pay the redundancy</p> <p>A: PS advised Hants will pay. EPS may have to be involved if contracts are terminated earlier or if Hants will not honour the agreement.</p> <p>2017-18</p> <p>Predicted staffing costs £50,369.00 (fifty thousand, three hundred and sixty-nine pounds)</p> <p>Non-staffing expenditure £4,689.00 (four thousand, six hundred and eighty-nine pounds)</p> <p>Total exp. £55,058.00 (fifty-five thousand and fifty-eight pounds).</p>	<p>Chair left 7.03p.m.returned 7.05p.m.</p>
<p>5.</p>	<p>STAFFING MODEL SEPTEMBER 2017</p> <p>The Governors' Report: Restructures was distributed to all governors prior to the meeting.</p> <p>PS stated after talking with all staff it became apparent in order to keep toddler groups running Squirrels cannot be used for 2YOs. It is important for BL to continue finding and helping families with needs. PS stated the numbers attending Bushy Tales are increasing. DH stated this particular group is unique and PS agreed no one else is offering anything similar. PS stated the new FSS will be carrying out 6 week programmes, but there is nothing else in the County being offered.</p> <p>Q: The Chair asked whether the Bushy Tales model could be patterned and sourced out for a fee</p> <p>A: PS stated it may be worth looking at when Jess Anton returns in October from maternity leave. PS stated they may look at Lanterns, to see what they offer and it may be worth contacting the EP Service so they can come along and carry out some research.</p> <p>A discussion followed concerning what are the contributing factors to a child having delayed speech and language. PS stated they are finding at the moment that a larger number of children with complex communication happen to have English as a second language, but this may not be the main cause of delay.</p> <p>Q: MB wished to know why the staffing model being chosen has 3 seniors rather than 1</p> <p>A: PS and TP advised with middle management it gives staff something to aspire to and allows them a greater chance to move forward in their profession.</p>	<p>PS</p>

	<p>Q: MB wished to know whether they will need to recruit or if there are in house staff</p> <p>A: PS stated at the moment they only have one permanent person, as LT has now come out of Ladybirds and Rosie Edwards is acting up, as is Amanda Burt in Bumblebees. PS advised both Ladybirds and Bumblebees require full-time room leaders and providing nursery staff have the necessary qualifications they will be able to apply for the positions.</p> <p>Q: The Chair wished to know whether bank staff should be kept on</p> <p>A: PS stated it is good to keep bank staff on, especially as TP pointed out they were unable to appoint an Early Years Assistant recently. The role qualification was lowered to Level 2, but still no application was submitted. PS stated it is important that current staff are given the opportunity to carry out training and up-skill.</p> <p>Q: The Chair asked whether any of the current staff wish to teach</p> <p>A: PS stated Katie Turner will be commencing an early years teaching qualification starting from September</p> <p>Q: The Chair asked why the part-time staff goes down from 3 to 1</p> <p>A: PS stated Ladybirds will require full-time to staff afternoon sessions. There may be the possibility of job share for one of the full-time positions.</p> <p>Q: The Chair wished to know what the current situation is with regard to 30 hours being offered</p> <p>A: PS advised some families have shown an interest in 30 hours, but this offer will be limited because priority will be given to disadvantaged families/15 hour placements.</p> <p>PS asked those present whether they will grant permission, on behalf of whole governing body, for Option 2c to be carried through and allow her to inform Hants of the re-structure. PS and the Clerk advised no further questions had been raised concerning the report.</p> <p>All in agreement that Option 2c be accepted on behalf of the whole GB, and PS to inform Hants accordingly.</p>	<p>All in agreement</p>
<p>6.</p>	<p>A.O.B</p> <ul style="list-style-type: none"> •The Chair stated they had previously looked at a Risk Register and felt that it should be looked at on a regular basis. All in agreement the Risk Register should be looked at during all F&S meetings to update when necessary. The Clerk said she will make sure this appears on the F & S agendas. <p>A discussion followed concerning some of the issues raised on the register. MB stated fundraising should be added to the register, as if not successful this may prove a risk. All in agreement this should be added.</p>	<p>The Clerk</p>

	<p>It was also noted that as Parliament ends in May this may cause a problem in regard to the EYNFF and contingency funding for MNS, which PS advised is still in dispute with Hants. PS stated since April they have been receiving 8p an hour less and this has been reflected in the budget set</p> <ul style="list-style-type: none"> ●PS advised the TS is moving forward ●DH stated she has received a text from Nikki Frayling confirming the Celebration day has been set as the 8th July. DH stated NF had also mentioned a query/complaint she has made concerning not being offered the opportunity to attend 'Boogie Mites'. PS stated she has only just seen the email today following the Easter break and will be discussing this matter with NF and will inform her of the complaints procedure, should she wish to make it a formal complaint. PS stated that this 'Boogie Mites' programme has been offered free of charge from Hants only for children going to mainstream school and that places were limited. It appears there has been a lack of communication or confusion as to who was being invited to attend. PS stated in future they will have to look at how parents are informed or how literature is worded and staff need to be aware of what exactly is being offered and to whom. ●MB stated parents are also anxious about the EHCP process, as some reports do not appear to be getting through. MB asked whether BL can offer more support to parents. PS and the Clerk advised that full support is given to all families attending BL. PS stated it is a case of the process not being able to keep up with demand. <p>The Chair advised it may be worth contacting all parents who are going through the EHCP process and just reassuring them. PS asked whether DH would be happy to liaise with parents. DH stated she would be happy to do so.</p>	<p>PS</p> <p>PS</p> <p>DH</p>
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Meeting closed at 8.07.m.

Bushy Leaze Schedule of meetings 2016	All at 6.00 p.m.
15 th May	FGB to ratify budget (site visit 5.15p.m.)
26 th June	P & C
10 th July	Final FGB & meal

Signature.....

Date.....