



West Oxford Community Primary School

Ferry Hinksey Road

OXFORD

OX2 0BY

Tel: 01865 248862

Fax: 01865 203555

E-mail: office.2533@west-oxford.oxon.sch.uk

www.westoxfordschool.co.uk

CARE - THINK - INSPIRE - ACHIEVE

Headteacher: Clare Bladen BA (Hons) PGCE, NPQH

**Minutes of the Human & Physical Resources Budget Meeting
held at WOCPS on Wednesday 20th April 2016 at 5pm**

Present: Ben Selby (chair and parent governor) **BS** Joey Potgieter (co opted governor and FGB chair) **JP**, Rachel Goode (vice chair and co opted governor) Clare Bladen (Head teacher) **CB**, Colin Cook (co opted governor) **CC** (until 5.30),

In attendance: Ursula Irvine (clerk) **UI**

The meeting had been called to discuss the latest draft of the budget and the draft Schools Financial Value Standards (SFVS) form, with a view to steering both towards the final form in which they would be submitted to OCC.

SUMMARY OF ACTIONS

- (i) **BS** to follow up outstanding concerns and questions on the new budget with Sue Bright (SB) and to continue to liaise with SB, CB and governors in relation to completion and submission of the budget.
- (ii) **CB** to complete prioritized, costed maintenance wish list for capital expenditure for discussion at HPR3.
- (iii) **BS** to explore the possibility of a contribution from the After School Club funds towards resurfacing work in the playground.
- (iv) **CB** to ask Lisa Penton to confirm the balance of the school's "rainy day" bank account.
- (v) **BS** to liaise with Lisa Penton and complete the SFVS form taking into account all input from her and governors and circulate to all governors for approval.
- (vi) **CB** to ask Lisa Penton to ensure that audits of all school bank accounts are up to date.
- (vii) **UI and BS** to organize another governor skills audit in September 2016.

The meeting was quorate. There were no declarations of interest relevant to the matters under discussion and no other urgent business was raised.

1. 2016-17 Budget

finalizing the budget

The aim was to have the budget ready for submission by Friday 29th April, and so circulated to the FGB for formal approval by Wednesday 27th April.

Signed
page 1 of 3

Date.....

HPR budget meeting minutes,

The new budget effectively roles on from the current one, but it was agreed that next year it would be good to incorporate more longer-term planning, for example taking into account the School's 3-5 Year Vision. Also HPR should consider whether the school's financial year should, or indeed could, be aligned with its academic (and SDIP) year. This also tied in with subsequent discussions in relation to the SFVS form.

The draft budget, BS's notes and questions and the responses from SB and CB received to date were discussed in detail.

The fact that not all final figures were available (eg in relation to the surplus for the last financial year, or funding for reception, KS1 and school meals for the new financial year) made finalizing and balancing the budget difficult. It was noted that Local Authority funding is going down in real terms and the number of pupil premium children joining the school is falling. The figures relating to the kitchen were discussed and it was suggested that a separate, more detailed breakdown may be helpful for next year. The figures used in relation to voluntary funds and learning resources which were shown as very significantly down on last year, were both queried.

It appeared that insufficient allowance had been made for the likely expenditure on supply teachers for the year, given that a supply teacher and supply TA would be used for the whole of term one. Whilst the aim is to limit use of supply teachers, it was felt that realistic allowance must be made for contingencies. (CB noted that the school does have some insurance cover for long term absence but this covers only a proportion of the costs.)

CB noted that the school cannot afford to appoint a teacher to the KS2 vacancy who is already high on the teachers pay scale. The likely cost if a business manager was to be appointed had not been calculated or factored into the budget. It was noted that if such an appointment is to be made, it must be sustainable within the budget on an ongoing basis, ie without relying on the decreasing surplus to fund it. It had been hoped, in the context of promoting staff wellbeing, to increase personal/professional development spending for staff, but this did not appear to be possible, and CB was also mindful of the extra supply costs additional staff absences may generate.

CB mentioned that there is an education health care plan pending in relation to a child going into reception. This will provide funding for 15 hours of 1:1 support, but the school will bear the cost of the difference between this and full school hours.

A number of questions and concerns remained outstanding following these discussions which **BS** undertook to follow up with SB. He would then continue to liaise with SB, CB and the governors up to submission.

Capital expenditure

CB was tasked with working further on a prioritized and costed wish list to be presented to HPR3. It was hoped, again with staff wellbeing in mind, that it would be possible to make some improvements to the staff room. It was recognized that whilst there is £16,000 capital available, the cost of everything on the maintenance list could easily exceed £50,000, hence the need to prioritise.

Other possible sources of funds

BS had had an initial conversation with the Friends about possible funding for the playground. They are keen to contribute in order to enhance facilities rather than to fund basics. It was thought that a small proportion of the residue of funds from the winding up of the After School Club (ASC) may remain unspent. These need to be spent to enhance the ASC in its current form, but can also benefit the school as a whole, and ASC does make use of the playground. **BS** undertook to explore this with the current ASC parent coordinator (Andrew Roland would be able to provide background). Whilst some of the ASC money was expected to help fund a breakfast club this would be only a small sum.

It was noted that there is a separate budget for daycare, but this is focused on early years.

CB mentioned that there is also a “rainy day” account. She would ask Lisa Penton to confirm how much money it holds.

2. SFVS Form

This annual form should have been submitted in February. It had been on the agenda at HPR2 but had unfortunately not been followed up subsequently. Since the submission date will normally fall between HPR1 and HPR2 it was suggested that next year an HPR member should be allocated to oversee its completion.

The answers and in particular the queries which BS had put into the draft SFVS were discussed. Various matters remained outstanding to check further with Lisa Penton. **CB** would also ask Lisa to ensure that audits of all School bank accounts are up to date. It was agreed that **BS** would update the form in the light of the input from HPR and would then liaise with Lisa to complete the form which would be circulated to all governors for approval and, once in final form, signed off by JP as FGB chair.

In addition some issues were noted for consideration at HPR3, for example whether the budget should be linked more specifically to support SDIP aims to raise standards and attainment (although the money available once all basic costs, in particular staffing, are covered is very limited).

It was agreed that we should aim to conduct another governor skills audit in September 2016. **Action UI and BS**

The meeting ended at 6.30 pm

Papers circulated

- Draft budget with BS’s comments and questions;
- Draft SFVS form with BS’s comments and questions