

Craven Pupil Referral Service

Minutes of a Meeting of the Finance Committee held at the PRS Thursday 5th March 2020 at 4.00 pm

Present

Robert Bellfield	RB	Community Member
Philip Bentley	PB	LA Member
Carol Robertson	CR	Headteacher

In Attendance

Rachel Copping	RC	School Business Manager
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LA Clerk	MF	Malcolm Foy
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A Procedural

01.20 Welcome and Consideration of Absence

Governors were welcomed to the meeting. No governor was absent.

02.20 To consider whether other business should be accepted

None was identified.

03.20 Declaration of Interests, pecuniary or otherwise, in any agenda item

There were no declarations.

04.20 Identification of Confidential Matters

No items were deemed to be confidential to be excluded from the minutes to be made available for public inspection.

05.20 To approve minutes of the meeting held 6th December 2019

The minutes were accepted as an accurate record and signed by the Chair.

06.20 Matters arising not otherwise covered by the agenda

There were no matters arising.

B Business

07.20 Current Finance Position

The Budget Monitoring Report for month ended 31st January 2020 shows a negative balance carry forward of -£74,070, a variance to budget of £5,033. There is a negative predicted in year position of - £118,518 against a predicted in year position of -£123,550. SBM advised the budget position has improved slightly due to:

- funding for medical pupils.
- not all internal budgets are expected to have been spent by the year end.

She also advised:

- some top-up funding is due for a couple of additional pupils.
- some of the £8k funding for the Harrogate pupils has been received.
- payments for staff absence insurance are being received.
- data protection officer costs for this year are to be partially refunded.

- depending on which model for the school day is adopted there will be a potential cost to budget of £100 a day to provide lunches.

Governors questioned:

- Is there any risk to the payroll for staff? *County are responsible for the payroll.*
- Why is the spend on premises costs lower than would be expected by the 10th month? *There are still bills to pay, eg: energy.*
- Why is there a large balance for Learning Resources? *Learning Resources have only been billed up to December. There will be a need to spend on updating resources now there are larger groups coming through.*
- Why is supply expenditure high? *There was a need to provide 1-1 tuition for a pupil.*
- Why are payments for Supply & Services low? *Payments for work experience placements are being phased..*

Capital Budget:

£4,346 has been spent on new laptops due to a need for updating. SBM advised the remaining £9k was at risk of being clawed-back if it was not spent. There was discussion of the need to replace whiteboards for interactive TVs and whether capital could be used for making spaces larger to accommodate the larger groups.

Action: Budget Monitoring Report for the end February to be circulated to members (SBM).

08.20 Staffing Update and Needs

The needs for September will depend on the structure of day, whether pupils are on site for longer, and whether vocational teaching will be offered.

During a lengthy discussion governors recognised:

- the high levels of uncertainty being faced by the PRS.
- the negative impact on staff morale of the year-on-year planning.
- no more could be spent on staffing in the current year. If there is a sudden influx of extra pupils it will be necessary to engage supply on a short term basis.
- the current staffing budget would require 23 pupils to break even; if it was wished to increase the staffing more pupils would needed.

They also considered:

- the benefit (for pupils and the PRS) of being able to offer practical subjects and reopening the workshop.
- the availability / access to money to pay staff.
- positive ways of managing the finances to decrease deficit in order to be able to move to a sustainable budget.
- options for offering places to out of county pupils given that exclusions from Craven schools are low.

It was agreed:

- the paramount need is for a financially sustainable model.
- to refer the matter to the MC (24th March) for further consideration.

09.20 Traded Services

HT reported there would be a need to organise grounds maintenance direct. One option would be to invite a tender from the current contractor, Skeltons (*PB declared an*

