



FINANCE & PREMISES SUB COMMITTEE MEETING

FRIDAY 22 MARCH 2019

07:45-09:00

COMMITTEE MEMBERS

FOUNDATION GOVERNORS

Loretta Okpokiri

LA GOVERNOR

Christine Richardson

PARENT GOVERNORS

Ben Pullenayegum (Chair)

*Rupert Coles (dial-in)

EX OFFICIO HEADTEACHER

Curtis Sweetingham

ASSOCIATE MEMBERS

Catherine Mitri

In attendance

Gina North, School Finance Manager

Lynne Evans, Clerk

* Denotes member NOT present

ACTION POINTS FROM MINUTES – PART I

Item	Action	By Whom	By When
4.4	Get quotes for new oven and dishwasher	GN/AS	30/6/19
4.6.1	Meet with ISS to negotiate reduction in meal price	CS	30/6/19
6.1	Create breakeven for nursery	GN	30/6/19
6.2	GN create lettings breakdown	GN	30/6/19
6.5	Amend FMP to say "reconciled monthly" as opposed to "regularly"	GN	29/3/19
6.6	Tweak various policies and obtain ratification from finance committee via email	GN	15/4/19
6.14	Targeted Maintenance Fund text to parents, targeted Gift Aid Form text to parents. Gift Aid form to be placed on school website in easy downloadable format	CS	29/3/19



7.4.4	Make list of different lines of enquiry made by F&P committee in order to make savings, together with debate and principles of decision. Include BFC, ASC, catering contract	Clerk	30/4/19
7.8	Raise invoice for SMSJ and cross check what they are expecting to be invoiced to make sure all on the same page in the interests of a good relationship.	GN	29/3/19
7.9.2	Keep check on absence insurance annually	GN	30/1/20
7.14.2	Check with LDBS if VA schools MUST implement pay increases for support staff	CS	5/4/19
7.20.1	Put difference in absence insurance premium as contingency to try to build up pot.	GN	29/3/19
7.23.2	School journey costs to be placed on list for financial enquiry	Clerk	30/4/19

MINUTES
PART I

1.	Welcome
1.1	The Chair opened the meeting at 07:56 and welcomed all to the meeting, advising that RC would be at the meeting remotely, via dial-in.
2.	Acceptance/Non-Acceptance of Apologies for Absence
2.1	None received.
3.	Declaration of Pecuniary Interest
3.1	None declared.
4.0	Catering Contract (originally item 7.0 on agenda)
4.1	CS suggested discussing the catering contract first as it would be relatively short.



4.2	CS referred to the pre-circulated document which is ISS's latest offer and explained that GN had organised a meeting with a consultant who organises catering contracts for other schools both in the borough and beyond. Noted as a very genuine, yet very direct man, his advice was well received.
4.3	The proposal put to governors was that the school re-engaged with the catering supplier to attempt to negotiate a small reduction (up to 5p) per meal. It was anticipated that a reduction of 3p meal could be achieved. Discussion took place that the school were happy with the food and staff and the only difficult was the proposed price increase per meal. It was noted that the consultant could become involved and could obtain tenders and manage the contract process with other suppliers, but it would be lengthy and time consuming for possibly little difference.
4.3.1	<p>Q: A Governor clarified that the consultant would not be involved if the school stayed with its current provider.</p> <p>A: CS confirmed that he would not. The consultant felt if we could get £2.30 from the current supplier, that would be the easiest route for the school.</p>
4.3.2	<p>Q: A Governor asked if the increase in price was because of the anticipated increase in pupils taking school lunch.</p> <p>A: CS replied that the prices per meal have increased.</p>
4.3.3	<p>Q: A Governor asked how the cost per meal benchmarked against the price other schools in the area pay.</p> <p>A: CS replied that parents pay around £2.30 per school meal. If the school manages to negotiate the price down, then the excess becomes school profit.</p>
4.3.4	<p>Q: A Governor asked if the £2.34 per meal is the price set by ISS?</p> <p>A: CS replied that LBB Catering set the figure and then handed over to ISS. LBB have kept their pricing.</p>
4.3.5	<p>Q: A Governor asked if the school were able to set their own prices to charge for school meals.</p> <p>A: CS replied yes, but this wanted to be close to other school prices for comparison purposes.</p>



<p>4.3.6</p> <p>4.3.7</p> <p>4.3.8</p> <p>4.3.9</p>	<p>Q: A Governor asked if the current supplier would be renovating the kitchen as part of the offer.</p> <p>A: CS replied that the current provider had offered £3000 up front and some additional funds over three years. Essentially an investment of £10,000 over a three-year period.</p> <p>Q: A Governor asked if the school were asking the provider to put in the investment, or whether the request was just for them to lower the price per meal, noting that the oven will need to be replaced so either the school or the provider would need to do that.</p> <p>A: CS replied that it is the school's equipment. The best the provider can do is give the school the money to fix it / buy new.</p> <p>Q: GN queried if the price would be kept at the same level if the school committed for a further three-year contract.</p> <p>A: CS replied that yes, the £2.34 meal price would be for three years, however the provider was also presuming more children would take school lunches on no evidence.</p> <p style="text-align: center;"><u>MOTION OF CONFIDENTIALITY</u></p> <p>RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication. Discussion moved to Part II.</p> <p style="text-align: center;">(Part I Resumed)</p>
<p>4.4</p> <p>4.4.1</p>	<p>Governors discussed an oven price mentioned at £12k and a dishwasher price at £4k, which needed clarification. Action agreed to investigate pricing.</p> <p style="text-align: right;">ACTION</p> <p>Q: A Governor asked if the school are responsible for the maintenance and deep cleaning of the appliances?</p> <p>A: CS confirmed.</p>
<p>4.5</p>	<p>A Governor commented that from doing some calculations, the investment was worth more than the reduction price per meal</p>



	and that the school could not save £10,000 even if the price was reduced to zero.
4.5.1	<p>Q: A Governor asked if St John's would still be the provider's showcase.</p> <p>A: CS confirmed.</p>
4.5.2	<p>Q: A Governor asked what would stop the school committing to a 5-year agreement.</p> <p>A: CS replied that given the current financial situation, there was no 5-year plan. 5 years is a long time and can't guarantee we'd have same kitchen staff. We did have some problems initially and they worked really hard to eradicate those problems and that's not to say they won't arrive again.</p>
4.6	CS clarified that he would like to re-engage with the current supplier and ask for a reduction in meal price.
4.6.1	<p>It was RESOLVED to follow approach suggested and revisit at next F&P meeting.</p> <p style="text-align: right;">ACTION</p>
5.0.	Minutes of the Meeting dated 18 January 2019 (originally item 4.0 on agenda)
5.1	The minutes were agreed to be a true reflection of the meeting with a minor hand-written amendment made to 5.6 *appropriate* legislation. The Chair duly signed and approved.
6.0.	Matters Arising from the Minutes of the Meeting dated 18 January 2019 (originally item 5.0 on agenda)
6.1	<p>5.4.2 – GN to create breakeven for nursery. GN advised that she had not been able to do this but could provide for next meeting as actual figures would be known, rather than estimated.</p> <p style="text-align: right;">ACTION</p>
6.2	<p>5.5.1 Lettings breakdown. GN advised she will have figures next week. Carry over to next meeting.</p> <p style="text-align: right;">ACTION</p>
6.3	HT to liaise with office on nursery advertising. CS advised that the office had contacted 7 different companies in the locality. 2 had said leaflets could be positioned in their foyer, 2 declined



6.3.1	<p>due to them already having establishments running inside, 2 did not reply and Waitrose declined due to not placing adverts. Complete</p> <p>Q: A Governor asked if the new builds have nurseries in them.</p> <p>A: CS replied, apparently so.</p>
6.3.2	<p>Q: A Governor queried whether, given the applications already received, if the nursery would be full next year.</p> <p>A: CS confirmed that the school have received more applications than places, but people can pull out at the last minute. The school had investigated taking a deposit for nursery places, but you cannot keep the deposit (you have to file it, bank it and return it) so for the work involved, it's not worth it. Also, it's really not recommended for a state school.</p>
6.4	<p>5.6 H&S policy refers to "XX" – was amended to "appropriate" – complete</p>
6.5	<p>9.1.1 Financial Management– had to mention the use of school money. GN had amended and tabled the revised policy with highlighted amends.</p> <p>Q: A Governor asked where we say "reconciling regularly" in 5.5 of the FMP, could "regularly" be specified.</p> <p>A: GN agreed to change to "reconciled monthly".</p> <p style="text-align: right;">ACTION</p>
6.6	<p>5.10 GN to tweak various financial policies and obtain ratifications from governors. GN needed to check whether she had updated all policies. Would email the policies out for ratification to F&P Committee by 15/4/19.</p> <p style="text-align: right;">ACTION</p>
6.7	<p>6.11 GN advised the saving of £1k was due to maternity cover.</p>
6.8	<p>6.16 CS was to investigate ways that school could improve recycling and waste. CS advised that he had compared prices of bins and there was £5 difference per collection with a smaller bin, but which was not limited by weight. The School has the Bronze Eco Schools Award and as such, CS has tasked a member</p>



	of the team to start pushing that, with the goal of getting rid of one waste bin and turning into a recycling bin. The team member has only just been tasked with that so will see how it goes.
6.8.1	GN advised that Ribex can deliver a food waste bin whenever the school wants but food waste is quite heavy.
6.8.2	CS advised that whilst the school recycle where they can, they need clarity to be sure that everyone does. This will be a project for the team.
6.8.3	<p>Q: A Governor asked that given LBB aren't recycling food anymore with domestic waste, will this make a difference?</p> <p>A: GN replied that the school do not use LBB for their waste collection as they are too expensive. However, there is a fee if the school's waste is too heavy and that can be the case on occasions such as school fetes and other events.</p>
6.9	6.2.1 on previous minutes was a reference to a £75 payment to the NGA. GN advised that the payment was cancelled. Complete
6.10	GN advised that the 3-year forecast would be redone in summer.
6.10.1	<p>Q: A Governor asked why so soon?</p> <p>A: GN replied that it was due to new pay agreements, which were included to a certain extent in the current 3 year forecast but now that the funding is known for the new financial year, the 3-year plan should be updated alongside the new budget. As money is so tight, it was recommended the forecast be updated regularly.</p>
6.10.2	A Governor commented that with all these schools going into deficit, that the LA (and schools) are going to have a huge problem next year. The LA don't ask for three-year forecasts which is problematic with so many schools filing deficits.
6.11	9.1.2 - Childcare vouchers complete
6.12	9.1.4 - Asset register not updated. GN to meet with the Site Manger as it is a big job to redo in the way the auditors requested. Content is there – but has to be completed in a different way.



6.12.1	<p>Q: A Governor asked what the asset register was for and whether it tracked audit actions?</p> <p>A: CS responded that the asset register recorded everything of value in the school. He clarified that the auditors do not come back in to check that the register has been put into the different format, but the school inventory does need to be up to date. It was up to date at the time of the audit, but more information was requested. The next audit won't be for another 3-1/2 years so there is time, but it is still an important action.</p>
6.13	9.1.5 – School Money update - complete
6.14	10.2 - Maintenance Fund text to parents. Not completed. ACTION
6.15	11.2 – Matter of telephone contract resolved. Equipment has now been purchased outright with Complete Communications still maintaining it. Now have reduced call charges. It's not a perfect solution but it's better and not paying lease costs anymore. Complete
7.0	Year End Budget and Revised 3 Year Forecast (originally item 6.0 on agenda)
7.1	The Chair clarified that this F&P meeting was for the committee to have a more detailed view of the budget and then make a recommendation that the FGB ratify on 26 March. The Chair thanked the Finance Manager for the pre-reading and noted that it had been the best pre-read for some time and felt that the accompanying notes really helped with governor understanding.
7.2	GN outlined the budgeted estimate at 20/2/19 so the figures being presented had been based on that. GN highlighted that school funding has not been increased for over 5 years and as all governors now knew, this was not sustainable.
7.3	GN explained the budget and columns to governors noting that in column entitled 18/19, that is the estimate for where the school thinks it will be at the end of the 18/19 financial year.
7.3.1	<p>Q: A Governor asked if the school have to formally close down this budget and is it a separate discussion?</p>



7.3.2	<p>A: GN replied yes and the figures of “actual year-end figures” are reported back to F&P in June. That’s known as the Outturn Report.</p> <p>GN continued with the spreadsheet noting that the next column showed the proposed budget for the next (19/20) financial year and highlighting that £69,137 was brought forward into 18/19 as an “underspend” and that the school was budgeting to take £55,000 into the new financial year. That meant that there was an in-year deficit of £14,000 which was actually not too bad in these difficult financial times.</p>
7.3.3	<p>GN then proceeded to go through the line items, highlighting specific information that may be of interest to the governors.</p>
7.4	<p>I01 has increased due to teachers pay grant which started to be paid in September 2018. In the new financial year, this grant will be paid for 12 months and there will also be an increase in early years funding.</p>
7.4.1	<p>Q: A Governor asked how the EY funding has increased and was there a new census each term.</p> <p>A: GN replied that EY figures went down to 20 and then increased up to 24.</p>
7.4.2	<p>Q: A Governor asked at what intervals where the figures checked.</p> <p>A: GN replied that weekly information was submitted, but there were also set census days.</p>
7.4.3	<p>Q: A Governor noted that there had previously been discussions about entrance dates for phasing in and asked whether this was still an ongoing discussion or whether it had been closed. The point being – could the school get more money earlier?</p> <p>A: CS replied that it had been discussed previously but he felt it was a detriment to the child’s education and goes against his values. He felt it was a clear decision of money vs education.</p>
7.4.4	<p>A Governor suggested that the committee make a list of all the different things the school has looked at in order to try to make savings, together with a note of it being debated and the decision made, together with the principles for doing so. IH asked the Clerk to start pulling together a draft list from previous</p>



	<p>minutes, which she and the Chair of F&P would look at and take further. The list should specifically include ASC, BSC and catering.</p> <p style="text-align: right;">ACTION</p>
7.5	<p>I03 – GN explained that only one EHCP is currently in place but are hoping to have another approved from May 2019. Another application is also being made. Governors were asked to note that more costs will be associated with this as some children were currently receiving lots of support and cover without the school receiving money. Other children were receiving as much support due to the lack of money.</p>
7.6	<p>I05 – GN explained that pupil premium funding is still dropping and indicated this was in large part due to the new Universal Credit which made it harder for parents to qualify for Free School Meals.</p>
7.7	<p>I07 – Erasmus are providing a grant for a school trip next year to Spain. Expenditure in E08 (in and out).</p>
7.8	<p>I08 – extended day and lettings and consultancy fees. In the current year, five weeks consultancy fees have been included for CS at SMSJ and six weeks consultancy for the next financial year. That takes us up to May half term. Original discussions indicated the consultancy would definitely be up until July 2019, although SMSJ are now indicating only up to May half term. GN to raise invoice and check what SMSJ are expecting to be invoiced to make sure all on the same page in the interests of a good relationship.</p> <p style="text-align: right;">ACTION</p>
7.9	<p>I11 – insurance. 3 insurance claims under currently under review with the existing provider. There was some dispute over a pre-existing condition.</p>
7.9.1	<p>Q: A Governor asked what the probability of getting paid was and how much was in question.</p> <p>A GN replied est. £2,000 but a slim chance of being paid out.</p>
7.9.2	<p>GN further explained that the current insurance company offered cheaper premiums than prior provider but did not offer maternity cover, the saving in premium, however, compensated. The school held £3000 in contingency (which was the saving in insurance premium) but had to use that to make the budget</p>



	<p>balance. Governors discussed the premiums and coverage and agreed to keep check on an annual basis.</p> <p style="text-align: right;">ACTION</p>
7.10	I12 – contributions to school trips and clubs. Income has increased (school journeys).
7.11	I18 - this is where Sports Premium and FSM grants are allocated. Sports Premium has only been confirmed for the summer term as there are rumours that it will not continue so budgeting has been conservative.
7.11.1- 7.11.2	<p><u>MOTION OF CONFIDENTIALITY</u></p> <p>RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication. Discussion moved to Part II.</p> <p>(Part I Resumed)</p>
7.12	E01. GN moved on to the expenditure section of the budget and outlined that in the expenses, it had been assumed that teachers’ pay would be increasing by 2%. GN further outlined that the LA have indicated that they expect any increase above 1% to be covered by the government. GN has, however, budgeted for 2% as there is no guarantee at the moment.
7.12.1	GN further outlined that on-costs for teacher’s pensions are expected to increase from 16% to 23%. The government however, had said that they would fund this increase so that has not been included as a “cost” otherwise the budget would not balance.
7.13	E02 – Supply teacher cost. It was explained to governors that supply will be covered in-house for the next financial year, as opposed to using an agency.
7.13.1	<p>Q: A Governor asked if we ended up flat, better or worse on the budget by doing this.</p> <p>A: CS replied probably a little bit worse if we use the in-house cover every time because she is a little bit more expensive. However, the quality of education will be very different. She knows our school and procedures and is someone who really cares. The difference is around £10 more per day.</p>



7.13.2	<p>Q: A Governor asked how payment is made</p> <p>A: CS replied that the in-house supply would be on a zero-hour contract at M1 pay scale.</p>
7.13.3	<p>Q: A Governor queried how that could cost more than a supply.</p> <p>A: CS replied that it would be due to on-costs.</p>
7.13.4	<p>Q: A Governor asked whether the budget showed the supply teaching figure we think we might spend next financial year?</p> <p>A: GN replied that in the new budget, she had budgeted for more days as well as a slight increase in cost. That way, the cost is included in the budget, but it might not be spent. GN had originally budgeted for more days to cover sickness but as the year's gone on and not been used, she had adjusted the figures down.</p>
7.13.5	<p>Q: A Governor asked when does the sickness insurance cover kick in?</p> <p>A: GN replied after 5 days on the new insurance scheme. The previous scheme with the LA was after 3 weeks, however, there was also no quibble.</p>
7.13.6	<p>Q: A Governor queried whether there was a contract in place with a supply agency in case the in-house supply was not available.</p> <p>A: CS replied that he had a good relationship with some agencies and was able to call ad-hoc.</p>
7.14	<p>E03, 04, 05, 06 - non teaching costs. GN outlined that these had increased dramatically due to the NJC pay rise. Costs increased by 8% last year and now the budget takes account of the next tranche of workers whose pay is going up by a higher percentage. NJC have also introduced a new pay scale and the bottom 30 grades are being assimilated across. Some are getting a very large increase as being assimilated to a higher scale. In some cases, as much as 8%. If support staff are not at top of their band, they are also entitled to performance related pay increase which can range from 0% to 3%.</p>
7.14.1	<p>GN continued that the budget has been modelled on what the school thinks will happen. There has been no clear guidance from the LA and an awful lot of money needs to be found. As</p>



7.14.2	<p>such, GN has assumed everything will be implemented in full and planned a conservative budget.</p> <p>Q: A Governor asked if VA schools have a choice whether to implement these increases.</p> <p>A: CS replied that he did not think so but would check with the LDBS.</p> <p style="text-align: right;">ACTION</p>
7.14.3	<p>Q: A Governor asked if the government would cover the costs for non-teaching staff, as well as teachers.</p> <p>A: CS replied no.</p>
7.15	<p>E03 – costs gone up by a lot as now have PE apprentice on this line item. Also new coding for BFC/ASC down to E07. GN will tidy this up for year end.</p>
7.16	<p>E04 relates to caretaker costs. Was down as quite a lot of time has been taken off in lieu to work on school cottage, but some overtime costs have been included for next year’s budget.</p>
7.17	<p>E07 – BFC/ASC need to be coded here for next year’s budget. GN will do that as part of analysis on costs for BFC/ASC.</p>
7.18	<p>E08 – costs up due to Erasmus school trip (but funds have come in to cover this.</p>
7.19	<p>E09 – training costs have increased. Not buying in from BPSI now and it was felt that more value for money would be obtained by only paying for training courses that were required / relevant.</p>
7.20	<p>E10/E11 includes LBB quotes and SAS quotes for insurance. SAS was half the cost of LBB. The most expensive option has been budgeted for, although no decision has yet been made as to which supplier will be agreed to. To look at nearer the time.</p>
7.20.1	<p>Q: A Governor asked if the cost could be put as a contingency again to try to build up a pot.</p> <p>A: GN replied yes</p> <p style="text-align: right;">ACTION</p>
7.21	<p>E12 – the 18/19 figure included moving tanks and in 19/20 KS2 playground resurfacing has been budgeted for.</p>



7.22	GN outlined that no other major changes were planned. The school had heard that the cleaning contract would be increased by 6% due to autoenrollment and the London Living Wage needing to be paid for the company's staff.
7.22.1	<p>Q: A Governor asked if the school was still happy with the cleaning contractors.</p> <p>A: CS replied yes, the school was satisfied and that the company was very responsive to any issues raised.</p>
7.22.2	<p>Q: A Governor asked if the school was locked into a contract with the company.</p> <p>A: CS replied yes until the end of August.</p>
7.22.3	Discussion took place amongst the governors about cleaning contracts within schools. The school was generally happy with the service but sometimes they would receive 2 cleaners instead of 3. The cleaners that attended would then work longer hours to try to make up the time, which then means a member of school staff needs to stay later in order to lock up. If the company send in a new cleaner, they need to be trained and it slows down the whole process, again meaning a late night for school staff. The company are significantly better than previous company used but equally, the school do not want them to become complacent.
7.23	E19 noted an increase in school journey costs.
7.23.1	<p>Q: A Governor asked if this was covered by parents making a voluntary donation and on average what percentage of parents actually contribute.</p> <p>A: CS replied that the percentage would be in the high 80s. With a school journey, children don't attend if they don't pay (unless the parents disclose a particular hardship). With regards to school trips however, that is different.</p>
7.23.2	The Chair asked for this to be placed on the list being compiled by the clerk to show line of enquiry. ACTION
7.23.3	CS advised that he had recently received a complaint from a parent because some of the school letters didn't always state the contribution for a trip was "voluntary" and the parent was not happy with the wording used.



7.23.4	<p>Q: A Governor sought clarification as to whether the school was paying out more money than it should for school trips.</p> <p>A: CS replied no.</p>
7.23.5	<p>GN drew the governor's attention to the line items on the budget showing that total trip income for 17/18 was £9,626 whereas the expenditure was £9,336, therefore it was a small difference.</p>
7.24	<p>E22 showed a saving made re purchasing telephone equipment.</p>
7.25	<p>E25 had £4000 budgeted for a new oven. A deep clean was also scheduled for April 2019.</p>
7.26	<p>E27 shows a big saving by not contracting the external sports agency and using in-house provision and also by not subscribing to BPSI (training).</p>
7.27	<p>E28 - not buying into HIST this year so a further £1,500 of savings.</p>
7.27.1	<p>GN advised that the school has budgeted for a "Building Maintenance Helpdesk" which charges a management fee of £434 to oversee building maintenance services. It was hoped that by buying into this, it would free up substantial time of GN and also the site manager.</p>
7.27.2	<p>Q: A Governor asked precisely what the service covered and moreover what does "oversee" really mean.</p> <p>A: CS replied that it means the service organise contractors, agrees what will be charged and also the visit the site regularly. A compliance form has to be completed at the end of the year and evidence has to be included and stated within the form. CS stated that it is a lot of work and takes a lot of GN and AS time. The current system of doing this "in house" has not worked.</p>
7.27.3	<p>Q: A Governor asked if it was clear what LBB would do vs LDBS by way of maintenance i.e. Willby & Burnett.</p> <p>A: CS replied that they were very different services, LBB will check the basic everyday things that a school must do by way of maintenance.</p>



7.28	E30 – governors’ contribution to playground was a capital item had to be budgeted on that line in current financial year. No capital spend expected next year and no contingency.
7.29	GN concluded that the budget does balance and has in-year deficit of £55k.
7.29.1	<p>Q: A Governor asked what will be presented to the FGB on 26/3/19</p> <p>A: GN responded that she could present the carry forward, the different pay awards and how that is impacting the budget, how every budget line has been trimmed back and to give highlights, inviting questions from the budget notes sent as pre-reading. GN further confirmed that the school will be in deficit next year and whilst the numbers don’t look quite so bad, the following year will be very noticeable.</p>
7.29.2	<p>Q: A Governor asked referred back to an earlier comment about needing a new oven and asked if it stopped working, would the school need to close.</p> <p>A: CS replied no but the school would have to ask for packed lunches to be sent in.</p>
7.29.3	The Chair clarified that it would need to be added to the Priority List and for ranking, it would need to be fixed quickly but not a high risk / school closure issue.
7.29.4	<p>Q: A Governor asked if the school can get quotes in for a new oven and noted that full commercial high-end ovens are around £2500-3000 so it would be good to get a deeper understanding on the costs currently budgeted.</p> <p>A: CS/GN Agreed (action already included above)</p>
7.30	<p>Q: A Governor referred back to ASC and BSC costs and asked whether by allowing staff and governors, when attending governor meetings, to have free places, the school was losing substantial income and if it was worth looking at charging discounted rate e.g. some schools charge half price to staff and governors.</p> <p>A: CS replied that he did not want to charge staff as by using the facility, they were already working earlier or later than they needed to.</p>



7.30.1	<p>Q: A Governor asked how many children were being provided with free BFC/ASC that the school could otherwise charge for.</p> <p>A: CS replied that it was probably between 6-8 children. However, he did not want to charge governors when attending early or late meetings as they were giving up their time and effort for the school, free of charge.</p>
7.30.2	<p>A robust discussion took place amongst the committee as to whether it could be deemed a Benefit in Kind for staff and the HT indicating that he vehemently disagreed with charging staff for any use of BFC/ASC. It was agreed that the Clerk would try to ascertain if BiK would apply to a school and also to ensure this line of challenge was noted on the financial list to be compiled.</p>
8.0	Any Other Business
8.1	None
9.0	Date of Next Meeting
9.1	The date of the next F&P meeting was noted as being Friday 5 July 2019 from 07:45-09:00