

**MINUTES OF AUDIT & RESOURCES COMMITTEE THE MEETING OF THE
MAYVILLE PRIMARY SCHOOL GOVERNING BODY
HELD ON WEDNESDAY 24 JANUARY 2018 AT 5PM AT THE SCHOOL**

Present: Mr Rasheed Dauda (Chair) Trustee

Trustees

Ms Lorraine Barella

Mr Walter Harding

Mr Alex Opoku-Boateng

Ms Carnett Russell

Mrs Ann Smart

Clerk to the Governors: Ella Coulson

Also, present: Alison Varndell, Teacher

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The clerk welcomed all those present to the meeting.
- 1.2 Apologies for absence were received and accepted from Mrs Chindo Singh.
- 1.3 The Clerk confirmed that the meeting was quorate with 6 governors present.
- 1.4 There was no notice of any other business or confidential items

2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

3. MINUTES

- 3.1 Governors received the minutes of the Audit & Resources Committee meeting held on 6 December 2017 and agreed these to be an accurate record of the meeting. Mr Rasheed Dauda signed a copy of the minutes and these were retained by the school.

4. FINANCE

- 4.1 Mayville school is looking at a in year deficit of £4,000. This is £70,000 less of the budget with a surplus of £12,000.
- 4.2 The school has begun to teach Latin to all children in KS2 which is costing the school £16,000 for the 2 terms. The Latin will help with the children's language and understanding.
- 4.3 The reserves of the total percentage of the total income is at 15%. The school can only carry through 12%. The school will carry out the building work before the budget year ends.
- 4.4 Mayville school have encountered a recent problem with security at the school. Children from other schools are stealing bikes and scooters. A new CCTV system is being installed.
- 4.5 The school have carried forward £341,000 and need to utilise the money. The school is budgeting for a carry forward figure of £337,000.

Q: Has the CCTV been considered in the expenditure?

A: Yes, it has been calculated into maintenance and premises.

- 4.6 The income forecast is £52,000 over budget. The school now have an income coming in from the private nursery. The school has received both the looked after children and capital grant income. The total income is £2,219,463.

Chair's Initials:

CJ

- 4.7 Mayville will go over budget on the teaching and support costs. £16,000 has been allocated to recruitment costs as recruitment has been so difficult. Currently only £4,000 has been spent.

Q: How did the school overspend?

A: The figures are based on the December payroll going forward the next 8 months. All teachers have had a 2% pay rise and they will receive a backpay after the appraisals. All expenses of teaching have gone up slightly. Two members of staff were given an outstanding for teaching and two members of staff received a £1000 bonus for their excellent work. £28,742 is how much the school has spent over budget on teaching.

Q: Have recruitment costs increased?

A: £16,000 is not a lot to put aside for recruitment costs, one teacher can cost up to £5,500.

Q: Does the school use LinkedIn?

A: The school has not tried LinkedIn. They have tried TES where they employed four teachers a few years ago and paid just under £3,000 for the advertisement. The Teaching resources is forecasted to be £31,000 under budget.

Q: What about the premises budget?

A: Premises are £20,000 under budget.

- 4.8 A company is coming in to the school who are specialists at teaching Latin. The Government have informed the school that they need to teach a modern language and Mayville felt that Latin will be best as most children already speak another language. The company teach Latin through grammar. The Latin course is £24,000 for the year. The children will leave Mayville with a qualification at the end of Year 6. The company will be taking the children to either Cambridge or Oxford University to see the Classics Department to give them the aspirations and think about university.

Q: Who will be delivering the Latin education?

A: The company staff all have degrees in Latin. The teacher is currently doing her masters in linguistics and is a literary specialist. Latin will be taught in Years 3-6 at KS2 which is stated by the government. In KS1 and foundation they learn basic French. The children receive after school clubs in French and Italian.

Q: Will the Latin be sustainable?

A: It has only just started so will need to be monitored.

- 4.9 The total expenditure is £2,223,871. The school have a small in year deficit of £4,407.
- 4.10 Mayville brought forward £341,430. The carry forward at the end of the year will be £336,923.

5. PREMISES

- 5.1 There is a list of jobs for the caretakers to complete in the Easter Holidays. The CCTV cameras have been installed

5.2 New boilers were put in but there is a problem with the power going to the boilers and the school was without heating for two weeks. The company who originally carried out the work have gone bankrupt. Mayville called Aston Heating who attended the school and fixed the power cables, however since another 4 power cables have broken.

Q: Is this a health and safety issue for the school?

A: Aston heating have sorted out the problem. They attended the school the same day they were called.

Q: Was the company an independent service?

A: The company was tendered. A full survey was carried out by an independent company. There was no initial problem with the power going to the boilers.

5.3 There are currently no issues with the drains.

5.4 There is a rat problem now behind the new ladies' toilets. The waste pipe was not blocked off during the expansion. Pest control have been out.

Q: Can the pipe be blocked off now?

A: The problem was fixed three years ago but it is now back. It is due to the area of the school.

5.5 The air conditioning is being forecasted for this year. The school will carry out a suitability study.

5.6 The rental has one more occupant which brings in a £12,000 income per year. There is an extra room available. They have a shared lounge, kitchen, 2 toilets, shower room and 3 bedrooms.

Q: Are there any other teachers who are interested?

A: There is a teaching assistant who has expressed an interest. It costs £500 a month for a teacher.

6. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

6.1 Date of next meeting
21 March 2018

The meeting closed at 18:45

Chair: Chitra Singh (print)

Chitra Singh (sign)

Date: 21/3/2018

Chair's Initials:
CS