

## Minutes

**Title of Meeting:** Surplus Balances Group

**Date of Meeting:** Friday 22<sup>nd</sup> July 2010

## PRESENT

<b>Anne Bell</b>	<b>Head Teacher Willow Nursery</b>
<b>Shirley Crosbie</b>	<b>Head Teacher Glenwood Special</b>
<b>Bill Hamilton</b>	<b>Roman Catholic Diocese Member</b>
<b>Dawn Hill</b>	<b>Senior Finance Manager Children Services - Schools</b>
<b>Gina Chandler</b>	<b>Schools Statutory Financial Services Manager</b>

**Apologise**

**Jim Parker – Head Teacher Manshead Upper**

**Richard Holland – Governor Harlington Upper**

All school Earmarked Fund Forms and back up has been received. The number of schools to be discussed exceeding the allowable threshold is 35.

The decision to allow the first £10k or 1% of the SBS in addition to the 5% and 8% thresholds were discussed. This had been allowed in previous financial year and had been discussed at Forum as to whether this should be removed. The group felt that as this had not been communicated to all schools that it should remain for the 2009/10 balances. The following proposals were made:-

1. to allow the first £10k or 1% of the SBS in addition to the 5% and 8% thresholds, to stand for the surplus balances for 2009-10
2. that a letter be sent to all schools advising them this additional allowance will not be taken into consideration in future years

This additional allowance reduced the number of schools to discuss in detail to 18. Recommendations are listed below.

**SUMMARY OF RECOMENDATIONS**

	Schools Reasons for holding surplus balances	<b>2008-09 Excess Balance</b>	<b>2009-10 Excess Balance</b>	<b>2009-10 DFC Balance C/f</b>	<b>10/11 DFC Allocation</b>
Arlesey Nursery	<ul style="list-style-type: none"> <li>• £1k to upgrade alarm</li> <li>• £2k upgrade electric cable to fuse box</li> <li>• £2K new ICT equipment</li> <li>• £1K replace furniture</li> <li>• £2K develop 'wild area' in garden &amp; landscaping</li> <li>• £800 new safety surface in playground</li> </ul>	Not subject to group	£17,084	£7,963	
		Recommendation: No Claw back			
The Lawns Early Excellence Centre	<ul style="list-style-type: none"> <li>• Restructure of Staffing of Nursery School &amp; Children's Centre to ensure services future and VFM. Funds to cover redundancies &amp; protected salaries</li> <li>• Move Nursery School into Garden Annex to save on maintenance costs. This requires structural work</li> <li>• Equipment for Children's Centre to evidence targets met for impending OFSTED</li> <li>• Promote work of Children's Centre</li> <li>• Health &amp; Safety issues re apparatus, provision of shade &amp; increase cycling to centre.</li> </ul>	£20,484	£57,800	£36,882	
		Recommendation: Minded to Claw back Subject to the School submitting additional information regarding the payment of redundancies and expectation of what costs to be met by the LA.			
Westfield Nursery	<ul style="list-style-type: none"> <li>• Due to cuts re new EYSFF c/f to be used to make informed decisions re restructure and planning changes</li> </ul>	Not subject to group	£22,995	£32,395	
		Recommendation: No Claw back			
Willow Nursery	<ul style="list-style-type: none"> <li>• Balance due to in-year savings in staff costs</li> </ul>	£11,063	£20,714	£9,365	

	<ul style="list-style-type: none"> <li>c/f to avoid redundancies in 2011/12 as plan goes into deficit</li> <li>Implementation of EYSFF</li> </ul>	Recommendation: No Claw back			
Gothic Mede Lower	<ul style="list-style-type: none"> <li>No H/T since Sept 09, acting to Dec 10</li> <li>Change of admissions policy</li> <li>Needed to support future years budget</li> </ul>	£31,700	£17,725	£19,179	
		Recommendation: No Claw back			
Ramsey Manor Lower	<p>Refurbishments highlighted in condition survey</p> <ul style="list-style-type: none"> <li>Windows £48K</li> <li>External doors £4k</li> <li>Foundation Stage classroom refurbishment £10K</li> <li>Fire alarm system replacement £17K</li> <li>Kitchen ventilation replacement £17k</li> <li>Lighting £7K</li> <li>Fencing of grounds £8K</li> </ul>	Not subject to group	£29,181	£17,392	
		Recommendation: No Claw back			
Chalton Lower	<p>Using underspend to</p> <ul style="list-style-type: none"> <li>pay for new staff, only two permanent teaching staff in school</li> <li>Maintenance work for outside painting &amp; electrical work</li> </ul>	£6,774	£6,672	£1,298	
		<p>Recommendation: No Claw back</p> <p>Under £10K – group did not discuss</p>			
Kingsmoor Lower	<ul style="list-style-type: none"> <li>£10K capital project to develop outside area after removal of mobile total cost £28K, using FC £18K + £10K revenue</li> <li>£20K support teaching &amp; learning as school moves to single form entry. TA staff phased out and not have contracts renewed for 12/13.</li> </ul>	£15,352	£30,010	£0	
		Recommendation: No Claw back			
Gravenhurst Lower	<ul style="list-style-type: none"> <li>Development of Foundation stage</li> <li>Advertised for FS teacher p/t</li> </ul>	£9,114	£9,208	£76,443	

	<ul style="list-style-type: none"> <li>Costed in budget for next two years so need to keep balance</li> </ul>	Recommendation: No Claw back Under £10K group did not discuss			
Houghton Conquest Lower	<ul style="list-style-type: none"> <li>Refurbishment of Early Years Foundation stage play area – resurfacing as per school development plan</li> </ul>	Not subject to group	£5,612	£33,191	
		Recommendation: No Claw back Under £10K group did not discuss			
Meppershall Lower	<ul style="list-style-type: none"> <li>Support future years budgets, dip in pupil numbers Jan 11</li> </ul>	£8,688	£4,119	£0	
		Recommendation: No Claw back Under £10K group did not discuss			
Laburnham Lower	<ul style="list-style-type: none"> <li>Entered into contract to build new dining room, use of dining room grant of £83520</li> </ul>	Not subject to group	£18,534	£92,411	
		Recommendation: No Claw back			
Southill Lower	<ul style="list-style-type: none"> <li>Reimbursement from LTA in Period 13 following a claim. In year deficits for 10/11 and 11/12 so need c/f to support the budget</li> </ul>	£21,916	£9,549	£91,170	
		Recommendation: No Claw back Under £10K group did not discuss			
Sundon Lower	<ul style="list-style-type: none"> <li>Monies originally allocated for anticipated redundancies no longer required.</li> </ul>	£4,639	£23,130	£2,836	

	<ul style="list-style-type: none"> <li>• Mouchel survey highlighted significant areas in urgent need of R&amp;M.</li> <li>• Support future years budget</li> </ul>	<p>Recommendation: Minded to Claw back</p> <p>Subject to the school providing additional information relating to the redundancies &amp; details of the repairs &amp; maintenance. Proposed claw back on remainder.</p>			
Sutton Lower	<ul style="list-style-type: none"> <li>• Includes unspent 10% contribution towards capital for 2009-10</li> </ul>	£2,502	£3,332	£0	
		<p>Recommendation: No Claw back</p> <p>Under £10K group did not discuss</p>			
Aspley Guise Lower	<ul style="list-style-type: none"> <li>• Contract to replace temporary units with brick built structure.</li> <li>• Drawdown £28K of 2011/12 future years FC</li> </ul>	£6,643	£45,343	£81	
		<p>Recommendation: No Claw back</p>			
Ashton St Peters Lower	<ul style="list-style-type: none"> <li>• LA issued unsafe structure notice after issues with canopy therefore decorating project of £6870 delayed whilst legal and structural advice sought</li> </ul>	£422	£7,252	£0	
		<p>Recommendation: No Claw back</p> <p>Under £10K group did not discuss</p>			
Lancot Lower	<ul style="list-style-type: none"> <li>• Retain teacher to support literacy £26K</li> <li>• Upgrade overhead projectors £10K</li> <li>• Two LSA's to support groups of children&amp; library £15K</li> <li>• Replace fencing £11K</li> <li>• Security £3K</li> <li>• FC all used for dining room build</li> </ul>	Not subject to group	£69,855	£111,439	
		<p>Recommendation: Minded to Claw back</p> <p>Subject to additional information being provided regarding the dining room grant (Keith Armstead to confirm). School to be advised on concern of sustainability of staffing structure</p>			

St Christophers Lower	<ul style="list-style-type: none"> <li>Replacement of school oven due to H&amp;S issues £15K</li> <li>After new extension, drains damaged refit £15K</li> </ul>	£58,561	£29,366	£0	
		Recommendation: Minded to Claw back Subject to additional information being provided regarding the H & S issues, clarification on ownership of ovens in the kitchen and query on insurance cover for drain damage			
Eaton Bray Lower	<ul style="list-style-type: none"> <li>Build of new classroom started May 2010 future years capital borrowed</li> </ul>	£18,406	£16,586	£50,000	
		Recommendation: Minded to Claw back Subject to additional information regarding need for new classroom / pupil numbers (Keith Armstead)			
Tithe Farm Lower	<ul style="list-style-type: none"> <li>Bills totalling £9800 received for items ordered last year</li> <li>Repair work to fences and pool £19K</li> <li>£5K support for extended services</li> <li>£50K towards building project delayed start</li> </ul>	£10,534	£72,545	£69,290	
		Recommendation: Minded to Claw back Subject to additional information on £5k support for extended services and 50k delayed building project. School to be advised on correct accounting procedures for accruals.			
Husborne Crawley Lower	<ul style="list-style-type: none"> <li>Building works last autumn, builder went into liquidation so other projects delayed including :  exterior redecoration originally planned during 09/10  extensive remedial all repairs to library held off until capital project completed</li> <li>Small pupil numbers</li> <li>Savings from teaching staff left Autumn Term not replaced</li> </ul>	Not subject to group	£12,466	£20,363	
		Recommendation: Minded to Claw back Subject to additional information on building works			

Kensworth Lower	<ul style="list-style-type: none"> <li>Earmarked for : <ul style="list-style-type: none"> <li>Playboat £1395</li> <li>Honeycomb matting £226</li> <li>Trays £335</li> <li>Advertising £718</li> <li>Imprest £1742</li> </ul> </li> </ul> (Invoices sent in )	£5,070	£937	£53,625	
		Recommendation: No Claw back Under £10K group did not discuss			
Ridgemont Lower	<ul style="list-style-type: none"> <li>School were able to forecast and calculate implications of Jan numbers, 8 children left in year. Sch made savings</li> <li>Support future years budgets, very small contingencies</li> </ul>	£316	£1,697	£57,296	
		Recommendation: No Claw back Under £10K group did not discuss			
Stanbridge Lower	<ul style="list-style-type: none"> <li>To support single year groups across the school in 2010/11</li> </ul>	£2,922	£11,212	£35,545	
		Recommendation: Minded to Claw back Subject to additional information on single year groups, not sustainable, need clarification from school			

Studham Lower	<ul style="list-style-type: none"> <li>To support staffing salaries and falling role, unless carry forward sch go into deficit</li> </ul>	£30,339	£2,575	£0	
		Recommendation: No Claw back Under £10K group did not discuss			
Woburn Lower	<ul style="list-style-type: none"> <li>Indicative budget for 2011/12 in deficit request keep balance to reduce.</li> <li>2010-11 budget OK</li> </ul>	Not subject to group	£113	£49,362	
		Recommendation: No Claw back Under £10K group did not discuss			
John Donne Lower	<ul style="list-style-type: none"> <li>£1637 invoice for painting &amp; decorating carried out during Easter Hols, work delayed due to waiting to see if successful in LCVAP bid</li> <li>£3056 10% on new early years building, originally £6884</li> <li>Standards funds earmarked for Nursery furniture</li> <li>Additional class in academic year 2011/12 due to expected class size.</li> </ul>	Not subject to group	£7,904	£0	
		Recommendation: No Claw back Under £10K group did not discuss			
Etonbury Middle	<ul style="list-style-type: none"> <li>£9,600 upgrade information management system</li> <li>5,304 subscription to trust</li> </ul>	£2,457	£15,146	£134,359	
		Recommendation: No Claw back Less than 1% of School Budget Share therefore group did not discuss			
Burgoyne Middle		£3,091	£55	£115,390	
		Recommendation: No Claw back Under £10K group did not discuss			
Streetfield Middle	<ul style="list-style-type: none"> <li>Extend existing car park to ASD unit £7,500</li> </ul>	£132,829	£7,279	£78,852	



		Recommendation: No Claw back Under £10K group did not discuss			
Vandyke Upper	<ul style="list-style-type: none"> <li>Earmarked for replacement fire alarm/development of learning facilities. (Tender documents prepared June 10 )</li> </ul>	£102,409	£22,721	£0	
		Recommendation: No Claw back Less than 1% of School Budget Share therefore group did not discuss			
Glenwood Special	<ul style="list-style-type: none"> <li>Funds transferred into budget for additional TA support</li> <li>IDI from Roger Day dated 24<sup>th</sup> March 10</li> </ul>	£9,823	£7951	£56,373	
		Recommendation: No Claw back Under £10K group did not discuss			
Sunnyside Special	<ul style="list-style-type: none"> <li>New Minibus</li> </ul>	£21,655	£22,899	£61,438	
		Recommendation: No Claw back			
A further school was discussed; however, the group felt that it should not be subject to the group due to their extenuating circumstances and heavy LA involvement.					