

MINUTES OF FINANCE AND PERSONNEL COMMITTEE MEETING
Held on Wednesday, 11th May 2022, Willoughby School

Present: Sander Tiel (Chair of Governors), Adrian Bath, Nick Brown (Chair of F&P Committee), Rebecca Kealy, Beatrice Smith

In Attendance: Sarah Ledward (Minutes)

Action

1. Apologies

None.

2. Declaration of interests/Registration of business interests

None.

3. Minutes of the previous meeting

The Minutes of the previous meeting held on 12th January had been emailed to all members. At that meeting it had been agreed that members should approve the Minutes by return email so that they could then be uploaded onto the school website. This had not happened due to Kate Lambton having left Willoughby in February. The Minutes were subsequently agreed by all governors present and will be uploaded to the school website asap.

SL

4. Actions and matters arising

• **3-Year budget forecast – scenario modelling**

AB confirmed that this has been done.

• **Governor list on school website**

The website was checked during the meeting. It was noted that the list of governors shown is correct.

5. Staff Wellbeing

BS reported that staff were very busy. There is always a lot going on; SEN work/test week/marketing/after school clubs/staff absences/etc. Alice Smith is starting a SEN training course which is for a year. Alice is the school SENCO and has a half day on a Thursday morning set aside specifically for SENCO work.

ST asked whether school should use a supply agency to cover staff absence rather than using Willoughby staff. BS replied that it was easier for staff to cover each other as it is usually a last minute absence and staff are willing to cover. It was noted that governors do recognise how much work is carried out by staff.

6. Monitoring of school budget

• **Number of pupils: outlook – HT report:**

BS indicated that things have changed slightly since the HT report was sent out. We now have 45 pupils on roll as a Ukrainian child started on 3rd May in Year 3. We have also had 2 leavers. We are now expecting 7 September starters in Reception which includes one Ukrainian child and we are expecting another Ukrainian pupil possibly after May half term joining Year 2. The predicted number on roll for September will therefore be 45.

• **Governors ' Year End Financial Statement for 2021/2022 (including Committed Balances Return 2021/22) Closure statement**

It was noted that the Governor's Statement will not be sent out by Finance until later in May. AB asked why there is no carry forward on the budget. BS said that Dominic Lester from SAAF came to set the budget with us and the c/f from this year could be around £70,000. It was noted that the c/f needs to be corrected on the budget plan. A discussion was held as to what projects/spending are planned. The playground project still needs to be finalised but no other big spends are planned at present. ST said we need to think about how to spend the money as

from a percentage point of view, it is a lot. AB pointed out that we need to preserve c/f too as costs are increasing.

It was noted that Members cannot approve the Budget for 2022/23 now. Two Budget plans have been created; A-Without temporary contracts, and B-Carrying on with temporary contracts. BS informed governors that we need to be careful with temporary contracts as after two years they could potentially become 'not temporary'.

BS said she would like to continue with temporary contracts for the following:

- Alison Barker for a Tuesday as the EYFS lead. This is dependent on how many we have in EYFS.
- Josi Hollis for a Monday morning and all day Wednesday.
- Anita Griffin and Debbie Brooks – EHCP cover. We have funding to cover this.
- Vicky Hall who provides booster classes for 3 hours each week on a Wednesday afternoon. She invoices us each half term and charges £25 per hour. This amounts to around £975 per term and has been funded previously from catch up/recovery funding. Vicky Hall is not currently included on the budget plan.

The above was agreed as it is money well spent.

BS said that we would like new carpets in the entrance. Other parts of the building had new carpet in the last couple of years. This too was agreed.

A quote for taps was received. FOWS felt this was a bit expensive.

BS informed governors that we now have one pupil who receives Free School Meals. This will be picked up in the October census and we should then qualify for Pupil Premium Funding in the next financial year (2023/24). Until then we have no pupil premium. BS asked whether we could use School Fund money to pay for things like uniform/after school clubs/trips, etc for this pupil and also any Ukrainian children who have not yet qualified for funding. This was agreed.

- **Submission of SFVS**

ST confirmed he had done this.

- **Governors Consistent Financial Reporting (CFR) out-turn statement including the intended use of balances (BO2) return**

It was agreed that more details will be sought on this and brought to the next meeting

- **Audit of School Fund**

Denise Howitt has agreed to audit this again. Once it has been completed by the office staff it will be handed to Denise.

SL

- **LA 5 Year Audit report findings**

The Audit and response had been emailed to all finance governors. BS went through responses to clarify some items; ensure we get 3 quotes for high expenditure/ensure high expenditure is properly minuted in governor meetings/NCC Finance has agreed the printer/copier lease. A discussion was held about what information should be provided to parents. It was agreed that this will be based on the Governor statement produced by Finance. It was suggested that we see what information other schools provide on their website so we can see what is expected. BS said she would ask other heads at her upcoming heads meeting.

NB/BS

SL

The governors approved the response and confirmed that it can now be returned to Finance.

- **Approval of 2022/23 School Budget**

It was noted that the 2022/23 budget could not yet been approved.

AB handed out a summary forecast of the budget that he had prepared which reflect everything in the budget plan. It was reiterated that we need to have the c/f put in the budget. AB noted that the amount for ICT was less than last year. It was thought this may be because we bought new computers last year. There is also nothing set against the finance package or

BS/SL

SIMS/FMS. This needs to be amended on the budget as we have bought into these. Also the Uncommitted budget is 0 this year. That will need amending.

- **3 Year Budget Plan**

It was noted that the 3 year budget plan and this year's budget plan needs to be submitted to Finance in June.

- **Approval of Services for Schools/Review of Contracts (if not already approved in Spring Term)**

Already signed up.

7. **Head Teacher's Objectives and Appraisal**

This has been done.

8. **Policy Reviews**

Confidential reporting & whistleblowing

Any other policies from Terms of reference requiring review

AB has been through this and all are fine. There is a new list of policies to tweak from Nottinghamshire County Council which AB will do.

AB

9. **Compliance with Data Protection Regulations (GDPR)**

AB said there was nothing to report.

10. **Health & Safety Matters**

AB asked about the retaining wall. BS said we have a quote from Mike Jones who will carry out the work in the summer holidays. It will cost about £2,000. Governors agreed this can be taken out of capital.

11. **Any Other Business**

- BS informed governors that we had joined the Risk Protection Assurance (RPA) on the advice of NCC. It is very comprehensive. BS and SL attended an online webinar.
- Nottinghamshire have agreed funding for EHCP for this year. Still have had no contact from Leicestershire even though the EHCP is for a pupil who lives in Leicestershire.

The meeting closed at 5:15pm