

MINUTES OF FINANCE AND PERSONNEL COMMITTEE MEETING
Held on Wednesday, 14th September 2022, via Teams

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

In Attendance: Sarah Ledward (Minutes)

Action

1. Apologies

None (AB was 10 minutes late due to computer updating)

2. Declaration of interests/Registration of business interests

None.

3. Minutes of the previous meeting

The Minutes of the previous meeting held on 11th May had been emailed to all members, approved and uploaded to the school website.

4. Actions and Matters Arising

Audit of School Fund

It was reported that the School Fund had been audited, the necessary form completed and signed by Denise Howitt (auditor) and Head Teacher and forwarded to NCC Schools Finance.

LA 5Yr Audit Report Findings

This has been completed and returned to NCC Schools Finance. No further action necessary. Regarding financial information for parents/website, BS reported that other schools put a link on their website to the Benchmarking Service. It was agreed that we should do the same. BS will liaise with Laura Affleck to get this done.

BS

New List of NCC policies for review

AB reported that we are compliant with what is required. There are a few questionable items but those are for the future.

5. Financial Performance/Monitoring of School Budget

Number of Pupils/Outlook

BS reported that we currently have 43 children on roll. This is down by 2 that were forecast previously as 2 separate families decided to send their children to schools in Keyworth and Plumtree due to before and after school care. RK reported that numbers in playgroup are low with possibly only 2 due to start at primary in September 2023. BS confirmed a new family had visited school today. A discussion then took place regarding advertising and how to promote our school to families in the village and further afield. It was suggested getting an information pack to give to new families who move into the village. Perhaps FOWS could help 'spot' new families. Advertising in various local magazines was also suggested. Need to get this done asap as families will be applying for places this term.

BS/AB

Schools Financial Value Standard (2022/2023)

This will be dealt with at a later date as it is not due to be sent to Finance until the end of the current financial year (end of March 2023).

Year End Re-forecast

Dominic Lester from SAAF is booked to come to school in November. It was noted that the cost of electricity is a matter to be looked into as it is expected to increase significantly. It was suggested that we should look at long term heating sources, i.e. air source heat pumps. Maybe invite a company to give an idea of costs and also to see if NCC can attend again to advise about energy saving ideas.

Spend vs Budget

Currently it looks like we are slightly under spend vs budget but we are entering the cooler months so again electricity is a concern. Meter readings are taken every month and send to NCC for onward transmission to EDF.

Governors' Year End Financial Statement for 2021/22 (including Committed Balances Return)

This has been completed and no further action required.

6. Staff Wellbeing

BS reported that all staff were very busy with lots of events taking place right at the beginning of the new academic year with lots of organisation. Pupils have settled well.

7. Head Teacher's Objectives and Appraisal

External Adviser: Rob Collins has been booked to attend school on 16th November.

Appraisal Governors: ST and AB

Quality Assurance Arrangements: AB said that that a separate QA is not needed if an external advisor is used. AB will look at the new policy after November 2022.

AB

8. Policy Reviews

Health & Safety Policy: This review is not due until January 2023

Finance Policy: BS confirmed that she and Lynsey Moothia are going through this and will forward it to governors when it has been completed.

BS

AB confirmed there are no other issues concerning policy reviews.

9. Health & Safety Matters

NB and BS went through this in June. Various remedial works have been undertaken over the summer break.

10. Any Other Business

ST asked about EHCP (Educational Health Care Plan) review mentioned in the HT Report. BS confirmed that we have funding for this year for one pupil who has EHCP in place. Another parent is applying for an EHCP for her child. This has been rejected but parent is going to appeal. This particular child does not have HLN (Higher Level Needs).

English language support is being given to our Ukrainian pupil but we have no extra funding for this.

The meeting closed at 4:40pm