

# Minutes of Willoughby Primary School

## Finance and Personnel Committee

held on Wednesday 15<sup>th</sup> September 2021 at 4:00pm (via Teams)

**Present:** Sander Tiel (Chair), Adrian Bath, Nick Brown, Steve Marshall & Beatrice Smith

**In attendance:** Kate Lambton (minutes)

1. **Apologies**

Tom Bateson sent his apologies, he could not attend the meeting due to a prior commitment. The meeting was quorate.

ST welcomed Nick Brown to his first committee meeting and suggested he also stay on Teams for the Pupils & Strategic Development Committee meeting.

2. **Declaration of Interest/Signing of Register of Business Interests**

Governors were reminded of the need to declare any interests in the items for discussion – there were none.

3. **Minutes of the Previous Meeting, held on Wednesday 28<sup>th</sup> April 2021 (emailed document)**

The minutes of the Finance and Personnel Committee meeting, held on Wednesday 28<sup>th</sup> April 2021 were agreed as a true record by all Governors.

ST asked if the minutes could be put on the school website with any confidential items removed.

BS said she would read through to identify any confidential items. Governors would ask the clerk at the next Full Governors Meeting for advice on confidential items and whether they should be deleted or blacked out.

BS/KL

**Action:** Budget Plan 2021/22– this was updated and agreed by all Governors via email. Emails have been printed and kept as a record. Governors also confirmed their agreement of the 2021/22 Budget Plan at this meeting.

4. **Staff Wellbeing**

BS said that all staff were happy. It had been a good start to the academic year and the new staffing structure is working and helping. Josi Hollis is now teaching KS2, and Alison Barker is providing extra support to EYFS. The extra staffing hours and support had been mentioned in the latest school Newsletter.

5. **Actions and Matters Arising**

**School condition repairs & refurbishment (BS)**

Over the summer holidays the last three heaters had been replaced with radiators, this came in under budget by about £1,000. Windows have been repainted, plastic replaced on the inner gate and goal posts repaired.

Work on the playground has started, climbing frames painted and the special flooring repaired. New markings on the playground have been completed. Because of problems with supply of materials the rest of the playground work has been pushed into this week, this includes the climbing area, bench and planters and the mud kitchen. Work is due to be finished by week ending 17<sup>th</sup> September 2021.

BS asked if ST would like to attend an official opening of the playground along with FOWS. This would likely be Monday or Tuesday of week commencing 20<sup>th</sup> September 2021.

ST asked if any other maintenance work needed to be carried out in school. BS suggested the carpets in the entrance, office and Headteacher's office. This could be done next summer. The outside of the school wall needs repointing. It was decided to get an idea of costs to see if it is possible to get the work done this year or to budget for next year.

The playground phase 2 work is estimated at £10,000 and is budgeted for. BS felt that this is a healthy budget for what is left to be done. SM to get a more accurate figure for the budget reforecast meeting in November

SM

#### **Identify gaps due to governor changes**

School Fund audit was done by Denise Howitt (DH), this is next due in April 2022, NB agreed to do the next audit. DH was also SEN, appraisal and modern foreign languages Governor. SM agreed to take on modern foreign languages. SEN would be discussed at the next Full Governors Meeting. ST has taken on the Appraisal Governor role which means he will no longer be doing the QA Governor role. This will also be discussed at the next Full Governors Meeting.

### **6. Monitoring of School Budget**

#### **Number of pupils: outlook**

There are currently 49 pupils but 2 children are due to leave at the end of the week, they are in Year 5 and Year 2. As the situation is hopefully temporary it was suggested they stay on roll with school providing home learning until they can return. BS to look into this further and to find out from Admissions what code could be used in the register for elective home learning.

BS

The loss of 2 pupils would mean approximately £5,000 less in next year's budget. Current forecast is based on 48 pupils.

#### **Staffing and costs**

See Headteacher's Report, section 1.5 for staffing and section 7 for budget.

#### **Year end re-forecast**

The budget re-forecast meeting with Dominic Lester is on Thursday 25<sup>th</sup> November 2021 from 1:30pm until 4:00pm. He is due to come into school this time and Governors usually join for the last hour of the meeting. ST and NM to join the meeting at 3pm.

ST/NB

#### **Governor's Year End financial Statement for 2020/2021 (including Committee Balances Return 2020/21)**

The carry forward was higher than originally expected. This was due to the full cost of the playground refurbishment already being included in the budget plan. It was suggested that we ask Dominic Lester for advice on what the B02 carryforward can be used for. A contingency does need to be kept for emergencies.

#### **Spend Vs budget**

The General Ledger Cost Centre Summary Report was emailed to Governors before the meeting. This report shows the percentage spent for each cost code for April to the end of August 2021 (5 months). Governors asked why Supply Teachers costs were at 127% already. BS explained that the new supply teacher was originally budgeted for as a member of the teaching staff but has been employed as a supply teacher. This will be adjusted at the budget re-forecast meeting. It was also noted that the Cost of Other Staff is slightly over 50%. The Energy budget currently has 91% spent. This was thought to be due to having the windows open in school for ventilation with the heating on, an increase in energy prices and the old convector style heaters (last reaming 3 have now been replaced). Possible solutions were discussed, remotely switching off the heaters, possibly changing supplier (currently part of NCC package with EDF). This item is to be discussed further at the next Full Governors Meeting.

**Receive Governors Consistent Financial Reporting out-turn statement**

This was received in May 2021.

**Audit School Fund and retain copies of audited accounts**

This was done by Denise Howitt in April 2021.

**Budget Plans 2021/22, 2022/23, 2023/24**

These were done and sent to Finance by KL in May 2021.

**7. Update on appraisal process for Headteacher and staff**

**Confirm external adviser**

Rob Collins has been confirmed again for this year. Currently waiting for him to set a date, the appraisal usually takes place in November.

**Confirm/appoint appraisal governors**

Appraisal Governors for this year are Sander Tiel and Adrian Bath.

**Confirmation of the Quality Assurance arrangements**

The Quality Assurance Governor was Sander Tiel, his replacement to be discussed at the next Full Governors Meeting (also see item 5 above).

**8. Policy Reviews**

**Finance Policy update (ST/KL)** – some names to be changed, DH and OD to be removed and NB to be added.

KL

**H&S Policy update (TB/BS)** – this was done in April 2021 and is on the school website.

**9. Compliance with data protection regulations (GDPR)**

**Status update (AB)** – all currently up-to-date, to be kept on the agenda for Committee and Full Governor Meetings.

**10. Health & Safety matters (TB)**

TB did a walk around school and checked the yellow Health & Safety folder in school – all currently up-to-date.

**11. Any other business**

None.

The meeting closed at 4:55pm.