



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**
Finance and Resources Committee Meeting
held at the School on Wednesday 16 October 2019, at 5.00pm.

Attendees

Name	Initials	Attendance 23/01/19	Attendance 20/03/19	Attendance 15/05/19	Attendance 16/10/19
Governors					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Jason Kosky	JK	Apologies	Present	Present	Present
Keith Le Bihan	KL	Apologies	Present	Apologies	No
Robert Grover	RG	No	Present	Apologies	Present
Ben Catling	BC	Present	Present	Present	Present
Jordan Cummins	JC	Not in post	Not in post	Apologies	Present
Associate member					
Lotis Bautista	LB	Present	Apologies	Present	Not on Cttee
Observer/adviser(s)					
Preeya Patel, Deputy Headteacher	PP	No	Present	Present	Maternity Leave
Jo Sattaur, Consultant, SBM	JS	Present	Present	Present	N/A
Jaqueline Carrington HR/Bursar	SBM	N/A	Present	Present	Present
Lauren Sutherland – Interim DHT	LS	N/A	N/A	N/A	Part of meeting
Clerk					
Lynda Rees	Clerk	Present	Present	Present	Present

Part one - public

Item	Who	When
<p>1. Welcome, Opening Prayer and Apologies for Absence</p> <p>The chair welcomed everyone to the meeting and asked the Head teacher to open the meeting with a prayer. There were no apologies for absence presented for this meeting.</p>		
<p>2. Declarations of Interest (relevant to items on this agenda)</p> <p>There were no declarations of interest for any items on this agenda.</p>		
<p>3. Election of Chair and Vice Chair for 2019/20</p> <p>The clerk asked for any nominations for the role of Chair of this committee – Ben agreed to re stand as the chair for this committee – this nomination was proposed by RG and seconded by HT. Jason agreed to be re-elected as the vice chair for this committee – this nomination was proposed by BC and seconded by RG. Governors approved these nominations.</p>		
<p>4. Terms of Reference (for approval)</p> <p>Governors had no comments and approved the updated TOR document which were signed and dated by the Chair of this committee.</p>		



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<p>5.</p>	<p>Minutes of the previous meeting held on 15 May 2019</p> <p>The minutes were reviewed, and governors agreed they were an accurate reflection of the meetings discussions and decisions taken and were formally signed by the chair.</p>		
<p>6.</p>	<p>School Business Manager and Headteacher’s briefing report</p> <p>SBM guided governors through the September 2019 Budget monitoring report that had been previously circulated to governors, outlining the following for governors to note;</p> <p>The September budget monitoring report shows an in year deficit of £19k due to the need to employ additional TA’s in the Early Years due to new admissions who have special needs that require additional support. The increase in expenditure for the additional TA support has reduced the projected surplus to £52,961 as at 31 March 2020.</p> <p>Questions raised by governors</p> <p>AS asked about the change in the PPG income – SBM explained that the amount has increased by £13k</p> <p>RG asked about the latest pupil numbers – SBM explained that the October 2019 census recorded 188 pupils (excluding the Nursery). HT explained that the numbers for the nursery have reduced and there is only nursery provision for the morning session. HT explained that there are now 11 pupils in the nursery although there were 23/24 pupils in the nursery last year and the nursery provision for the afternoon session is currently not viable. HT added that the school has 2 pupils in nursery that attend for the full time provision and are placed within the Reception class for the afternoon session. There are 4 new pupils joining the rising 3’s in January 2020. Governors discussed the reduction in the pupil numbers for the nursery provision – HT confirmed that this is a similar position for a number of schools within the LA where pupil numbers for the nursery provision are reducing. HT stated that the school will be holding a nursery open day on 6/7 November 2019. Governors suggested the HT look again at the future running of the nursery and the different options that are available for the school to consider. HT agreed to look at the model options for the nursery provision and will bring these options to governors for review. Action HT</p> <p>AS suggested that it may require a separate meeting to look in depth at the possible models/scenarios for the nursery provision.</p> <p>AS asked whether the LA has carried out a survey to look at the rising 3’s demand for Nursery places within the borough – AS will raise this issue with other GB Chairs at the LA senior officers and chairs meeting on 29 October 2019. Action AS</p> <p>HT added that the LA Children’s services is being reduced with the current number of 11/12 children’s centres being reduced to just 4 family Hubs across the borough.</p>	<p>HT</p> <p>AS</p>	



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	<p>BC asked whether the IT and Kitchen refurbishment grants have been received – HT explained that the new IT equipment in the hall has been installed and a new IT service provider is working with the school. The new kitchen was installed in the summer and the quality of food has improved which has also resulted in more pupils having school meals. The new caterers are producing fresh food and freshly made bread. Staff having the meals has also increased.</p> <p>HT added that the LA have mentioned that the schools budget allocations will increase by 0.5% added to the LA recommendations that the 1.5% budget share reduction year on year is removed – this will give an overall increase of 2% for the budget funding for schools.</p> <p>BC asked when the Census is usually undertaken within schools – HT explained that the recent Census took place on 3 October, with the next one taking place in January 2020.</p> <p>HT explained that the cost efficiency initiatives are working well, and the school is seeing the positive benefits from the ICT service and new equipment, the new kitchen provision and catering provider – the next steps are to revisit the Nursery provision and look at the models that the school could consider.</p> <p>SBM added that the school is looking at its supplies and services contracts – the next contract to review will be the photocopier contract, which should bring in a saving of £1,476 per year.</p> <p>HT added that the saving from not using coaches for the transport to swimming will save £5k per year.</p> <p>BC asked whether the children use public transport which was confirmed by HT.</p> <p>HT added that Year 2 to Year 6 have swimming lessons on a rotation basis with each year group having a half term of swimming lessons each year.</p> <p>Governors asked about the number of pupils that can swim – LC estimated that a third of the class can usually swim – but it does depend of the quality of the provision by the swim coach.</p> <p>Governors thanked SBM for the budget monitoring report and detailed notes that were circulated prior to the meeting.</p> <p>SBM agreed to bring benchmarking exercises and an update on the online SFVS process to the next meeting.</p> <p style="text-align: right;">Action SBM</p>		
<p>7.</p>	<p>Other Business</p> <p>a) LDBS Capital Programme update</p> <p>HT informed governors that the LDBS have provided money for the lighting upgrades. HT added that the recent survey identified that the oldest windows in the building should be replaced. The windows in the nursery are the oldest in the building – with some being closed with tape and other windows around the building requiring panels to be replaced.</p> <p>HT explained that a recent visit by Chubb to repair the intruder alarm identified some areas of the school that are not covered.</p>		



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<p>The surveyor has agreed to put in a bid for the windows, alarms and CCTV in the latest LDBS capital programme funding for the school. JK asked why the Chubb engineer had not picked up on previous visits that the full school site is not covered by the intruder alarm. HT added that he has contacted ADT to do a site survey to provide alarm and CCTV quotes and will obtain a further 2 quotes from other companies. AS asked when the school will be notified if the Capital bid is successful – HT explained that the school will be notified in the Spring term –if successful- with the work being undertaken in the summer term.</p> <p>b) Parish Trust bids – update</p> <p>HT stated that the reading sheds are to be delivered – and the next bid will focus on the reading books that cover the new curriculum. AS explained that the books need to be for everyone and all topics – not just focussing on the curriculum – if the bid is to meet the criteria. LS added that Year 1 and Year 2 pupils will benefit from the widening experiences of the world. AS suggested that future bids could also focus on the school environment – planting trees, bushes and the green environment. The local residents association(BRAT) have been successful in obtaining funding for the green environment. HT added that the cottage building would make an ideal library resource – governors agreed that this would be a good project to put forward for the Parish Trust funding. HT agreed to prepare a bid for the Library to be relocated to the Cottage building.</p> <p style="text-align: right;">Action HT</p> <p>Governors discussed the avenues for other areas of funding that might be available for the school to put in bids – for example Educational Trusts; Green Area funding; John Lyon Projects; Government link Trusts; Charities and 2020 Borough Culture.</p> <p>JC agreed to meet with HT to explore the avenues that are available for schools to put in bids for the various funding with external organisations and charities. Action HT/JC</p> <p>c) Contracts/Quotes over HT delegated authority</p> <p>HT stated that there are no quotes/contracts to be reviewed by this committee at this time.</p> <p>d) H&S review</p> <p>HT explained that the caretaker is working on the issues identified from the H&S walk last term which also includes the on-going minor building maintenance repairs. HT added that the H&S walk identified the problems with the Nursery windows – but hopefully this will be actioned by the LDBS Capital programme bid to be submitted. HT gave thanks to RG for his visits to the school to help improve the green environment around the school.</p> <p>e) Staffing/HR matters</p> <p>HT explained that the school have needed to take on 2 extra TA's from September 2019 – as the Reception class intake has 2 pupils with medical needs and 2 pupils with</p>	<p>HT</p> <p>HT/JC</p>	
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	<p>special needs – with sessions of 1:1 TA support being given to these pupils during the day.</p> <p>HT added that the Year 6 teacher has dislocated his ankle – so supply teachers are being used to cover this absence.</p> <p>HT stated that the advert has been placed for the Inclusion Leader postholder who is leaving at the end of the Autumn Term. An interview for a potential candidate is taking place on Friday.</p> <p>HT spoke to governors about the stretched resources within the school office now that this has reduced to having 2 members of staff. HT added that the particular concern is the number of non-finance tasks that the Finance Assistant and SBM are having to undertake which is taking them away from their own roles.</p> <p>HT suggested that a fixed term contract/or apprentice be considered for 4 hours per day – 8am to 12 to help with the admin workload in the office.</p> <p>Governors agreed to the proposal of introducing a fixed term contract for an admin assistant for 4 hours a day, term time only.</p> <p>HT spoke to governors about a long term supply teacher (teaching in Year 3) who has been supported by the school but which the school cannot continue supporting and have decided to terminate their contract at the October half term.</p> <p>HT will be interviewing 2 possible candidates for filling this class teacher position with a long term agency teacher.</p> <p>LS left at 6.15pm</p>		
<p>8.</p>	<p>Review of Policies</p> <p>a) Pay Policy</p> <p>HT informed governors that the above pay policy circulated to governors is the policy produced by the LDBS and includes all the updates outlined in the STPCD for 2019. HT outlined the following items that need to be considered and approved by governors;</p> <ul style="list-style-type: none"> • Paragraph 3.1 should include the Pay Committee for the Decision Maker/Reviewer for Other Leadership Team members and recommendations for teachers on MPS and Upper Pay Scales • Paragraph 7.1 (a) – governors discussed the wording for Exam results – for being included in the list of evidence under this paragraph of the Pay Policy. Governors agreed that the line should include – the exam results evidence at the end of a Key Stage – with the success criteria being linked to performance management targets. Governors agreed that a sentence should be included to cover the Exam Results evidence – but decided to leave the precise wording for the HT to insert within the policy • Paragraph 7.1 (b) – Ofsted no longer give grade descriptors – it was agreed that this line be removed from the policy 		



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	<ul style="list-style-type: none"> • Paragraph 9.3 – A teacher on the Main Pay Range may not progress more than one point on the Main Pay Range in the year – Governors agreed to continue with this – this statement was also included last year in the policy • Paragraph 11.1 (e) -Compliance with Threshold Standards are set out in Appendix 3 – which will give a good guidance for progression through Upper Pay Scales • Paragraph 11.2 part c) Progression through the Upper Pay Range – “the teacher’s teaching has been (mostly) outstanding for two consecutive years for progress from U1 to U2 and wholly outstanding for two consecutive years for progress from U2 to U3)” or – consistently outstanding for two consecutive years. Last year the policy was approved to state – the teachers teaching has remained consistently outstanding for two consecutive years. <p>Governors agreed with the above updates and to the approval of the Pay Policy document.</p> <p>b) Financial Procedures Manual</p> <p>Governors had no comments on this document and approved the updates contained within this document</p> <p>c) Scheme of Financial Delegation</p> <p>There were no updates required on this document this year – but was circulated to governors for reference</p> <p>d) Business Continuity Plan</p> <p>HT explained that the only changes for this document were the staff name changes – governors approved the updated document.</p> <p>e) Charging & Remissions Policy</p> <p>SBM will look again at this document to ensure all the DfE statutory guidance is included – this current version will stay in use – but will state currently under review. Clerk agreed to send a template for this policy that can be customised for Christchurch.</p> <p style="text-align: right;">Action Clerk/ SBM</p>	<p style="text-align: center;">Clerk/ SBM</p>	
<p>9.</p>	<p>Date and Time of Next Meetings</p> <p>The next Finance & Resources Committee meeting will be held on Wednesday 22 January 2020 at 5.30pm.</p> <p>Governors on this committee agreed that service committee meetings could start at 5.30pm with FGB meetings starting at 5pm. AS will confirm these time changes are suitable with the FGB members.</p> <p style="text-align: right;">Action AS</p>	<p style="text-align: center;">AS</p>	



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<p>10.</p>	<p>Any Other Urgent Business</p> <p>RG spoke to governors about the work he has undertaken on the planters in the school entrance. This project involved him attending school for a few days before the end of the summer term where the Year 6 pupils helped with this project. RG stated that the pupils enjoyed working on this project and the plants grew well and he will look at doing further improvements in other areas around the school at a later date.</p> <p>AS suggested that a fence could be placed around the car park or a mural near the enchanted garden could be undertaken – with perhaps a competition being open to the pupils for the best design.</p> <p>AS informed governors that the 130th anniversary celebrations will be on 29 November and suggested a press release could be made before the event.</p>		
<p>11.</p>	<p>Matters arising from the previous minutes</p> <p>a) The H&S review was included within this agenda</p> <p>b) Brent Music Service have paid the outstanding amounts owed to the school</p> <p>c) The flyers have been produced and can be circulated to help with the Nursery recruitment drive. HT will also look at the options for how the Nursery provision could be provided – moving forward</p> <p>d) AS has spoken in passing to some local representatives at a recent meeting – but no further progress has been made on whether the LA will consider the speed calming options outside the school.</p> <p>RG agreed to take this issue up with local councillors to see if a speed calming option outside the school can be considered by the LA. Action RG</p>	<p>RG</p>	
<p>12.</p>	<p>Part Two – Confidential</p> <p>The previous meetings confidential minutes were reviewed and approved by governors. No further matters were discussed under this section at this meeting.</p> <p>Meeting closed at 7pm</p>		

<p>APPROVAL OF MINUTES BY THE CHAIR OF THE RESOURCES COMMITTEE</p>	
<p>These minutes are an accurate representation of the Resources Committee meeting which took place on Wednesday 16 October 2019 at Christchurch (Brondesbury) Church of England Primary school at 5.00pm.</p>	
<p>Signed..... Ben Catling Chair of the Resources Committee Christ Church (Brondesbury) Church of England Primary School</p>	<p>Date.....</p>