



Minutes of the **Christ Church (Brondesbury) Church of England Primary School**  
**Finance and Resources Committee Meeting**  
held at the School on Wednesday 22 January 2020, at 5.30pm.

**Attendees**

Name	Initials	Attendance 20/03/19	Attendance 15/05/19	Attendance 16/10/19	Attendance 22/01/20
<b>Governors</b>					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Jason Kosky	JK	Present	Present	Present	Apologies
Keith Le Bihan	KL	Present	Apologies	No	Apologies
Robert Grover	RG	Present	Apologies	Present	Present
Ben Catling	BC	Present	Present	Present	Present
Jordan Cummins	JC	Not in post	Apologies	Present	Apologies
<b>Associate member</b>					
Lotis Bautista	LB	Apologies	Present	Not on Cttee	Not on Cttee
<b>Observer/adviser(s)</b>					
Preeya Patel, Deputy Headteacher	PP	Present	Present	Maternity Leave	Maternity Leave
Jo Sattaur, Consultant, SBM	JS	Present	Present	N/A	N/A
Jaqueline Carrington HR/Bursar	SBM	Present	Present	Present	Present
Lauren Sutherland – Interim DHT	LS	N/A	N/A	Part of meeting	Present
<b>Clerk</b>					
Lynda Rees	Clerk	Present	Present	Present	Present

**Part one - public**

Item	Who	When
<p><b>1. Welcome, Opening Prayer and Apologies for Absence</b></p> <p>The chair welcomed everyone to the meeting and opened the meeting with a prayer. Apologies for absence were given by Jason Kosky (work commitments), Keith Le Bihan (family commitment) and Jordan Cummins (work commitment – notification received later in the evening). James was at a meeting off the school premises and he would be attending during the meeting.</p>		
<p><b>2. Declarations of Interest (relevant to items on this agenda)</b></p> <p>There were no declarations of interest for any items on this agenda.</p>		
<p><b>3. Minutes of the previous meeting held on 16 October 2019</b></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><b>4. School Business Manager and Headteacher’s briefing report</b></p> <p><b>a) Budget monitoring report/ budget update and pupil numbers</b>  SBM guided governors through the December 2019 Budget monitoring report that had been previously circulated to governors, outlining the following for governors to note;</p>		



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The December budget monitoring report shows an in year deficit of £33k which is primarily due to an increase in staff expenditure. This includes the need to employ additional TA's due to new admissions who have special needs that require additional support; the additional staffing costs for the interim deputy covering Preeya's maternity leave and the agency cover for the Year 6 class teachers absence due to an accident.

The increase in the in year deficit position has reduced the projected surplus to £38,429 as at 31 March 2020.

The school have a full complement of staff, having recently recruited an agency class teacher for Year 3 until July 2020.

SBM added that the new Inclusion leader (Lisa Francis) has settled in well at the school and is currently working 3 days a week but may increase to 4 days in the future.

SBM stated that the school had the additional expense of paying a recruitment fee of £5k for the Inclusion Leader appointment.

#### **Questions raised by governors**

A governor asked whether further cost saving initiatives can be looked at by the school due to the reduction in the projected surplus position to 31 March 2020.

SBM stated that the school will look at the staffing again when the budget for the new financial year is being prepared.

A governor asked whether the new budget can include a contingency to cover maternity and sickness – as these additional costs have eroded the surplus position for the current financial year.

HT arrived at 6pm

A governor asked about the overspend on the training budget – HT explained that the school have subscriptions to Barnet partnership, GROW (LDDBS) and Best Brent adhoc training sessions. The LA have changed the type of training provided through Best Brent which is much improved and tailored to the requirement of schools – for example Greater depth training and cross moderation.

A governor asked whether the impact from the training sessions can be linked to the Teaching and Learning provision.

HT agreed to provide this impact from the training sessions at the T&L committee in the Summer term.

**Action HT HT**

HT added that the school have 46 hours left to utilise for the Barnet partnership subscription – which will be used to meet the training needs of staff.

A governor asked if there are any other savings that may materialise for the new financial year.

HT stated that the school will look at income generation and the school have 10 extra pupils (rising three's) this term with more expected after Easter.



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LS explained that although the school have additional pupils which will result in more funding – the pupils have a range of needs that will require additional adult support.

**A governor asked if the pupils are from local families** – which was confirmed by HT.

SBM explained that the school had 206 pupils in the January Census – with the additional funding coming through to the school in the new financial year.

HT confirmed that the school also received funding under the rising rolls funding for the current financial year.

HT added that the new nursery pupils have a variety of needs that the school needs extra support – the new Inclusion leader is working on the EHCP submissions or through the Early Help Assessment (EHA) route, to provide the evidence to the LA for the extra funding.

**A governor asked if the new pupils are SEN or new to English language** – HT explained the new pupils have a variety of needs.

HT stated that the annual meeting for forward planning to identify any potential savings and to establish the costs of staffing for the new year will be set in the coming weeks.

Governors agreed that the increase in pupil numbers sounds promising for the new financial year.

**b) SFVS and benchmarking**

BC informed governors that he has reviewed the new format for the SFVS annual return and circulated his notes on the evidence identified for the 29 SFVS questions.

BC agreed to circulate his notes to governors for them to add any further evidence to support the school meeting the 29 questions for the SFVS return. **Action BC**

**BC**

Governors reviewed the content of the new section for the SFVS document – the dashboard – which includes spending on the main budget headings as a percentage of total expenditure; reserves/balances as a percentage of total income; school characteristics and teaching and learning outcomes ( progress score in reading, writing and Maths).

BC explained to governors that the schools data has been entered for the previous financial year (2018/19) and the rating against thresholds outlines the green/amber or red highlighted results – with green showing a low risk and red a high risk.

Governors discussed the following questions

- Spend on premises as a percentage of total expenditure – 8.9% - highest 10% of similar schools – HT explained that the school have used the trust fund grants to improve the playground and hall – which will need to be linked to the income received for these grants. Similar sized schools without church trust funds are likely to have spent less on this budget heading



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	<ul style="list-style-type: none"> <li>• Average cost of teaching staff expenditure is in the green highlighted category – but this must be measured against the higher rating for supply staff expenditure which is in the amber rated category.</li> <li>• Teacher contact ratio – is showing 0.87 – which is in the red category – which is much higher than recommended. HT explained that the Inclusion leader is counted as being in the teacher category although she does not have a responsibility for a class. The data recorded is directly linked to having teachers linked to a teaching position. The interim deputy position is also not directly linked to a class teacher role, so would add to the overall rating being below the expected threshold. HT added that some schools may have a deputy position that does 50% of their time teaching a class.</li> </ul> <p>HT explained that although he is responsible for teaching the Spanish classes and LS spends 0.5 of the week supporting a class -they are not recorded as being a class commitment on the census return.</p> <p>Governors agreed that although the teacher contact ratio is below the recommended threshold figure of 1.0 – the school can include a commentary on the dashboard section to explain the reasons why the rating is below the threshold figure and this has been reviewed and discussed at governor meetings.</p> <p>HT added that at the annual budget setting meeting – this dashboard data will be reviewed to see how the budget is established for the new financial year and any red sections will have further commentary included.</p> <ul style="list-style-type: none"> <li>• The in year balance as a percentage of total income shows -7.7% which is within the high risk category – but would be interesting to see how schools with similar characteristics measure against this category.</li> </ul> <p>BC stated that he will meet with HT, SBM and JS to finalise the answers for the 28 SFVS questions and will send the updated version to governors on this committee – to enable the final version of the SFVS document to be agreed via email. The final version can then be presented for approval at the FGB meeting on 25 March 2020. <b>Action BC</b></p> <p><b>c) Premises and H&amp;S</b> HT explained that JK and the caretaker will be organising a H&amp;S walk this term. <b>Action JK</b></p> <p><b>d) Nursery Proposals</b> HT stated that the new working group have not yet met. He will circulate some suggested dates to the working group members. <b>Action HT</b></p>	<p>BC</p> <p>JK</p> <p>HT</p>	
<p>5.</p>	<p><b>Other Business</b></p> <p><b>a) LDBS Capital Programme update</b> HT informed governors that the LDBS have provided money for the lighting upgrades and the heating in the hall. HT added that a recent visit by the LDBS approved surveyors (Warren Harper from Wilby and Burnett) identified improvements for the site security (alarms, windows and</p>		



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	<p>CCTV) but will need to wait to see if the school will be successful in securing this funding.</p> <p><b>b) Parish Trust bids – update</b>  HT stated that he has received one quote for the library refurbishment and is looking to obtain a further 2 quotes.  AS mentioned the replacement of the display boards around the school – she agreed to look at other schools to obtain possible ideas and options for the types of boards that could be located at the entrance/outside the school gates. <b>Action AS</b>  HT added that the updating of the RE/worship boards are in progress together with the other permanent display boards around the school.</p> <p><b>c) Contracts/Quotes over HT delegated authority</b>  HT stated that there are no quotes/contracts to be reviewed by this committee at this time.  HT added that the hygiene contract has changed provider to Crystal Care – but this is under the HT delegated limit.</p> <p><b>d) Staffing/HR matters</b>  HT explained that he has circulated the latest staff list – the school will be losing a pupil with EHCP funding – which will result in an agency TA being released after Easter. The staffing structure for the new financial year will be reviewed at the annual budget meeting with SBM and Jo Sattaur.</p> <p><b>e) GDPR</b>  HT confirmed that there are no breaches to report for GDPR.</p>	AS	
6.	<p><b>Review of Policies</b></p> <p><b>a) Health and Safety Policy</b>  HT informed governors that this policy circulated to governors is the policy produced by the DfE.  A governor stated that it seems a very thorough policy and asked when the last emergency evacuation was carried out.  HT explained that the school have conducted 2 evacuation drills during the Autumn term and will arrange another one this half term.  A governor asked if the school receive regular briefings on H&amp;S from the LA - HT explained that the LA rarely have briefings – but any notifications are circulated on Best Brent or via email from the LA.  A governor asked about notifying the LA about infectious diseases – HT stated that these will be notified to the LA when identified within the school community.  Governors approved this new H&amp;S policy.</p> <p><b>b) Charging and Remissions Policy</b>  Governors had no comments on this document and approved the updates contained within this document</p> <p><b>c) Gifts and Hospitality Policy</b></p>		



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	<p>Governors had no comments on this document and approved the updates contained within this document</p> <p><b>d) Lettings Policy</b> There were no updates required on this document this year – but was circulated to governors for reference</p> <p><b>e) Premises Management Policy</b> There were no updates required on this document this year – but was circulated to governors for reference</p> <p><b>f) Risk Register</b> There were no updates required on this document this year – but was circulated to governors for reference</p> <p><b>g) Risk Management Policy</b> There were no updates required on this document this year – but was circulated to governors for reference</p> <p><b>h) LDBS Managing Organisational change Policy</b> There were no updates required on this document this year – but was circulated to governors for reference</p> <p>Governors approved all the policies listed above.</p> <p>HT informed governors that he will be setting aside half a day per month to check that the updated the policies are uploaded onto the school website.</p>		
<p><b>7.</b></p>	<p><b>Date and Time of Next Meetings</b></p> <p>Governors discussed the date for the next Finance and Resources committee meeting and felt that the previously set date of Wednesday 13 May was too close to the Special GB meeting set for Wednesday 20 May 2020 which would review and ratify the final budget.</p> <p>Governors agreed that a more suitable date would be Wednesday 29 April 2020 (at 5.30pm) which would allow 3 weeks until the next Finance and Resources committee/Special GB meeting on Wednesday 20 May 2020. The Finance and Resources committee meeting will be from 5pm to 6pm and the Special GB meeting from 6pm to 7pm on Wednesday 20 May 2020.</p>		
<p><b>8.</b></p>	<p><b>Any Other Urgent Business</b></p> <p>HT informed governors that he has been approached by an external sports instructor enquiring about hiring the playground and hall facilities for the February half term week.</p> <p>HT explained that the individual sports instructor is employed by a large sports company who have the relevant insurance, DBS and first aid requirements in place.</p>		



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	<p>HT asked governors whether they would give permission to the hire of the school premises for the February half term week (Monday to Friday).          HT added that he will need to determine a reasonable price to charge for the hire of the school premises, which covers all the overheads and having a member of staff on the school site whilst the hire by the sports instructor is taking place.          Governors agreed in principle with hiring out the school premises and recommended that a risk assessment is done and that the required indemnity policies for insurance are included.          Governors suggested that the HT check that the school has the relevant insurance policies in place – HT agreed to check with the schools insurance provider and the LDBS.</p> <p style="text-align: right;"><b>Action HT</b></p>	<p style="text-align: center;"><b>HT</b></p>	
<p><b>9.</b></p>	<p><b>Matters arising from the previous minutes</b></p> <p>a) HT will circulate some dates for the governors on the nursery provision working group. <span style="float: right;"><b>Action HT</b></span></p> <p>b) AS spoke to John Galligan from the LA about the demand for the nursery places within the borough and whether the LA have conducted any surveys for the rising 3's demand for places. HT has emailed John Galligan about the demand for school places and the system the LA has in place for allocating places to Voluntary Aided schools.</p> <p>c) HT stated that the library resource and refurbishment is in progress with quotes currently being obtained by the school</p> <p>d) AS will contact JC to ask him to follow up on exploring the avenues that are available for schools to put in bids for the various funding with external organisations and charities. <span style="float: right;"><b>Action AS/JC</b></span></p> <p>e) RG agreed to take the issue up with local councillors to see if a speed calming option outside the school can be considered by the LA. <span style="float: right;"><b>Action RG</b></span></p>	<p style="text-align: center;"><b>HT</b></p> <p style="text-align: center;"><b>AS/JC</b></p> <p style="text-align: center;"><b>RG</b></p>	
<p><b>10.</b></p>	<p><b>Part Two – Confidential</b></p> <p>No matters were discussed under this section at this meeting.</p> <p>Meeting closed at 7.20pm</p>		

<p><b>APPROVAL OF MINUTES BY THE CHAIR OF THE RESOURCES COMMITTEE</b></p>	
<p>These minutes are an accurate representation of the Resources Committee meeting which took place on Wednesday 22 January 2020 at Christchurch (Brondesbury) Church of England Primary school at 5.30pm.</p>	
<p>Signed.....          Ben Catling          Chair of the Resources Committee          Christ Church (Brondesbury) Church of England Primary School</p>	<p>Date.....</p>