



**Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Finance and Resources Committee Meeting  
held via remote access on Wednesday 29 April 2020, at 5.30pm.**

**Attendees**

Name	Initials	Attendance 15/05/19	Attendance 16/10/19	Attendance 22/01/20	Attendance 29/04/20
<b>Governors</b>					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Jason Kosky	JK	Present	Present	Apologies	Apologies
Robert Grover	RG	Apologies	Present	Present	Present
Ben Catling	BC	Present	Present	Present	Present
Jordan Cummins	JC	Apologies	Present	Apologies	Apologies
<b>Associate member</b>					
Keith LeBihan	KL	Apologies	No	Apologies	No
<b>Observer/adviser(s)</b>					
Preeya Patel, Deputy Headteacher	PP	Present	Maternity Leave	Maternity Leave	Maternity Leave
Jo Sattaur, Consultant, SBM	JS	Present	N/A	N/A	N/A
Jaqueline Carrington HR/Bursar	SBM	Present	Present	Present	Present
Lauren Sutherland – Interim DHT	LS	N/A	Part of meeting	Present	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 via remote access (Zoom) and asked HT to open the meeting with a prayer. Apologies for absence were given by Jason Kosky (family Bereavement) and Jordan Cummins (work commitment).</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>AS reminded governors that she was also a governor at St. Cuthbert's and St Matthias Primary School.</p>		
<p><b>3. Minutes of the previous meeting held on 22 January 2020 and the SFVS meeting held on 18 March 2020</b></p> <p>The minutes from the 2 meetings were reviewed, and governors agreed they were an accurate reflection of the meetings discussions and decisions taken at the meeting. These minutes will be signed by the Chair when the schools re open once the coronavirus lockdown is removed.</p>		
<p><b>4. School Business Manager and Headteacher's briefing report</b></p> <p><b>a) 2019/20 Final Outturn Position</b> SBM guided governors through the FIN1A report- which is the year end outturn report that is completed and submitted to the LA.</p>		



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SBM explained that although the report has been completed it is still to be submitted to the LA.

SBM added that the carry forward surplus is £47k when compared to the original projected figure of £48k which was anticipated when the 3 year budget plans were produced at the beginning of the financial year.

SBM added that at each F&P committee meeting the budget monitoring reports were reviewed – and although there have been changes in the staffing structure/ maternity leave and some sickness absences – the school has managed the budgets carefully and have come within £1k difference in the projected outturn surplus (i.e. £47k).

SBM asked whether Governors had any questions on the outturn report.

A governor asked what exceptions had been included in the final outturn figures – SBM explained that that the school had one teacher absent for one term due to a broken ankle; the Deputy's maternity leave was not in the original forecast or the interim cover arrangements. There were no other major expenditure items to note.

A governor asked if the school meals income had increased since the new kitchen and catering providers came into operation- SBM has not done an analysis on this as yet and with the school in lockdown – there is currently no income being received.

A governor asked whether the donations income figure of £45k included the Parish Trust donations – HT stated that the parish trust donations were included – for the kitchen refurbishment and ICT equipment.

**b) 2020/21 budget and draft budgets for 2021/22 and 2022/23**

SBM explained that the staffing for the new financial year is still in process – the latest budget report has remained unchanged from last year ( but includes anticipated pay awards etc).

SBM asked whether governors had any questions on the 3 year budget reports.

A governor asked how the total staffing budget for 2020/21 has reduced by £110k from the actual outturn figures – SBM explained that for 2 teacher vacancies – it is anticipated they will be replaced at M1 although the 2019/20 costs were at a higher level and there will be a reduction in agency cover.

SBM added that the school also have Agency TA's for 1:1 support – which is a cheaper option than employing a permanent TA.

HT explained that agencies will include a finder's fee if the school has not employed the agency staff member for a long period, but usually waive the fee after a period of 1 year.

A governor asked if the £5k budget for agency teachers is realistic – HT explained that the permanent staffing budget is for a full complement of staff – the agency budget is to cover an agency teacher for up to 2 terms.

A governor asked whether the £10k staffing contingency budget is for occasional days rather than long term cover – which was confirmed by HT.



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A governor asked whether the School is happy with the reduction in the agency budget – SBM explained that the budget includes the current staff and a provision for the vacant posts – with maternity leave and sick leave now being included in the budget figures.

A governor asked about whether the schools income figures will increase – SBM explained that the school budget income (called GRIN) is based on the school census for last October - which recorded 176 pupils (excluding the nursery) from the total places of 210. This is a shortfall of 34 pupils at £5k per pupil – a loss of £170k.

SBM explained that the costs have increased but this is not reflected in the schools budget share funding they receive from the LA.

A governor asked whether the pupil numbers have increased since the October Census – SBM stated that the numbers have increased by 8 pupils – which will result in an extra £40k under the rising rolls funding – the school will receive £18k for the period October to January in the 2020/21 budget (which is shown as £18k under code 8025).

A governor commented that the school will need to look at initiatives that can help fill the vacant pupil places – HT explained that the numbers were starting to go up before the Coronavirus closedown.

A governor asked whether the lockdown had resulted in any changes to the costs incurred by the school- SBM explained that the school has achieved some minor savings – for example for utility costs and the private cleaning company has not been needed. The caretaker has been doing the cleaning duties.

A governor asked if the school could furlough staff – SBM explained that the staff costs are included in the funding provided by the LA.

AS recommended that governors look at the interesting articles in the LDBS weekly bulletins – in particular – the government funding for the Early Years settings.

A governor asked whether the School is receiving extra support from the LA due to the lockdown – SBM explained that the LA have asked schools to record any additional costs – for example, the agency caretaker – which will be reimbursed by the LA.

HT explained that the school have been using the free curriculum resources for pupils like BBC Bitesize and White Rose maths.

LS added that she has been sourcing the free curriculum resources and currently the school has not incurred any additional costs.

A governor asked whether resources packages are provided to pupils who have no access to IT online systems at home- LS stated that the School is providing copies for pupils who have difficulties in accessing the online resources – but this has not been above the usual photocopier usage.

HT explained that sometimes teachers would produce 30 copies of a particular piece of work – but this is generally matched against a whole weeks set of papers for 1-2 pupils.



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	<p>A governor asked about the photocopying costs in the 2019/20 outturn report which is now lower in the 2020/21 budget – HT stated that the total photocopier costs would also include the rental for the copier machines. SBM added that the photocopier contract has been renewed and the costs last year included the cleaning of the old machines for GDPR compliance before they were returned.</p> <p>HT explained that the LA have asked schools to focus on preparing the 2020/21 budget at this time, and at a later stage, look at Year 2 and Year 3 of the 3 year budget planning process. HT added that the 3 year budget plans will be updated following the discussions moving forward regarding the staffing structure proposals ( see confidential minutes).</p> <p>Governors had no further questions and unanimously approved the outturn figures and the latest 3 budget reports.</p> <p>SBM agreed to prepare a report to show the original budget figures compared to the final outturn figures for 2019/20. <span style="float: right;"><b>Action SBM</b></span></p> <p><b>c) Premises and H&amp;S</b> HT explained that the caretaker is currently self-isolating and JK is unavailable due to personal circumstances – the H&amp;S walk will be revisited at a later date. <span style="float: right;"><b>Action HT</b></span></p>	<p style="text-align: center;"><b>SBM</b></p> <p style="text-align: center;"><b>HT</b></p>	
<p><b>5.</b></p>	<p><b>Other Business</b></p> <p><b>a) LDBS Capital Programme update</b> HT informed governors that there are no further updates available since the last committee meeting was held in January 2020.</p> <p><b>b) Parish Trust bids – update</b> HT stated that he has not prepared any further bids to submit to the Parish Trust. A governor asked whether the school could prepare a bid for some online learning resources for vulnerable pupils which can include IT equipment that could be shared with vulnerable families. These could be families that fall below the LA/Government criteria for vulnerable pupils – but are still struggling to access the online schooling due to a lack of equipment/access etc.</p> <p>A governor asked what facilities can be put in place if pupils do not have internet access at home – HT stated that chrome books or 4G dongles can be provided for internet access through the proposed parish bid. Governors agreed that this is a resource the school could look into and put forward a bid to the Parish Trust. HT will look into this and prepare a bid. <span style="float: right;"><b>Action HT</b></span></p> <p>A governor suggested that to assist with the marketing drive to attract pupils – the external building and entrance areas of the school could be given a facelift, which could include new noticeboards and repainting outside the office area.</p> <p>AS has looked at examples of noticeboards in other schools and will send these suggestions to HT.</p>	<p style="text-align: center;"><b>HT</b></p>	







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<b>8.</b>	<p><b>Any Other Urgent Business</b></p> <p>BC informed governors that he will be stepping down from the Governing Board in the Autumn term. AS agreed that she would talk to BC about looking for a replacement for Chair of this committee in the coming months.</p>		
<b>9.</b>	<p><b>Matters arising from the previous minutes</b></p> <p>a) HT agreed to provide the impact from the training sessions at the T&amp;L committee in the Summer Term. This will carry forward to the next T&amp;L committee meeting later in the Summer term. <span style="float: right;"><b>Action HT</b></span></p> <p>b) SFVS action points have been completed and the final document was signed by AS on 1 April 2020. <span style="float: right;"><b>Action HT</b></span></p> <p>c) H&amp;S walk will be carried forward until the school is back to normal. This action point will carry forward to a later meeting <span style="float: right;"><b>Action HT</b></span></p> <p>d) HT will organize a Zoom meeting with the Nursery working group at a later date. <span style="float: right;"><b>Action HT</b></span></p> <p>e) HT stated that the replacement of the display boards are currently being looked into. <span style="float: right;"><b>Action HT</b></span></p> <p>f) HT stated that the school are currently not providing the facility for lettings – but will look into the relevant insurances next term once lettings re-start. <span style="float: right;"><b>Action HT</b></span></p> <p>g) 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. AS will liaise with JC on this outstanding action point. <span style="float: right;"><b>Action AS/JC</b></span></p> <p>h) 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. This action point is still outstanding. <span style="float: right;"><b>Action RG</b></span></p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>AS/JC</p> <p>RG</p>	
<b>10.</b>	<p><b>Part Two – Confidential</b></p> <p>See separate minutes for matters discussed under this agenda item. LS and SBM were thanked for their contributions to this meeting and left the meeting at 6.55pm</p> <p>Meeting closed after discussing the confidential matters at 7.20pm.</p>		

**APPROVAL OF MINUTES BY THE CHAIR OF THE FINANCE AND RESOURCES COMMITTEE**

These minutes are an accurate representation of the Finance and Resources Committee meeting which took place on Wednesday 29 April 2020 via Zoom at 5.30pm.

Signed..... Date.....  
Ben Catling, Chair of the Finance and Resources Committee  
Christ Church (Brondebury) Church of England Primary School