



**Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 20 May 2020, at 5.00pm.**

Attendees

Name	Initials	Attendance 16/10/19	Attendance 22/01/20	Attendance 29/04/20	Attendance 20/05/20
Governors					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Jason Kosky	JK	Present	Apologies	Apologies	Present
Robert Grover	RG	Present	Present	Present	Present
Ben Catling	BC	Present	Present	Present	Present
Jordan Cummins	JC	Present	Apologies	Apologies	Present
Associate member					
Keith LeBihan	KL	No	Apologies	No	No
Observer/adviser(s)					
Preeya Patel, Deputy Headteacher	PP	Maternity Leave	Maternity Leave	Maternity Leave	Maternity Leave
Jaqueline Carrington HR/Bursar	SBM	Present	Present	Present	Present
Lauren Sutherland – Interim DHT	LS	Part of meeting	Present	Present	Present
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 via remote access (Zoom) and asked HT to open the meeting with a prayer. All governors, except the Associate member, were in attendance at 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>AS reminded governors that she was also a governor at St. Cuthbert's and St Matthias Primary School.</p>		
<p>3. Minutes of the previous meeting held on 29th April 2020</p> <p>The minutes from the meeting held on 29th April 2020 were reviewed, and governors agreed they were an accurate reflection of the meeting discussions and decisions taken at the meeting. These minutes will be signed by the Chair when the school re opens once the coronavirus lockdown is removed.</p>		
<p>4. School Business Manager and Headteacher's briefing report</p> <p style="padding-left: 40px;">a) 2019/20 Final Outturn Position and 3 year budget plans (2020/21 to 2022/23)</p> <p>SBM explained the format of the spreadsheet which she had prepared that showed the 2017/18 outturn, 2018/19 outturn, 2019/20 original budget, 2019/20 outturn and the</p>		



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	<p>2020/21 budget which will help governors see the income and expenditure trends over the previous 3 year period compared to the budget for the new financial year. BC thanked SBM for preparing this report and he can see how the £110k expenditure changes mentioned at the last meeting have arisen. He added that this is an extremely useful document which also includes the notes for variances.</p> <p>A governor asked why the admin figures have decreased – SBM explained that her role has changed and is placed under the Bursar budget.</p> <p>SBM explained that the 2019/20 surplus has remained unchanged at £47k as was reported at the last meeting and the LA has confirmed this figure from the year end workbook submitted in April 2020.</p> <p>There were no further questions from governors on the 3 year budgets and 2019/20 outturn figures – the Chair of Finance asked governors if they were satisfied with the 3 year budget plans and that they be approved and formally presented to the Special GB meeting for ratification by the FGB.</p> <p>Governors unanimously approved the 3 year budget plans for 2020/21 to 2022/23 and that they are presented for ratification by the FGB.</p>	
5.	<p>Other Business</p> <p>a) LDBS Capital Programme update</p> <p>HT informed governors that there are no further updates since the last committee meeting was held.</p> <p>b) Parish Trust Bids – update</p> <p>HT informed governors that he has received 3 quotes for the external building improvements which range from £4k to £7k. The improvements will include the whitework, walls, flash work and guttering and re painting the wooden structures on the Willesden Lane/ Nursery side of the school building. HT added he is now following up on references from these building companies and will then submit the bid to the Trust Fund.</p> <p>A governor suggested that the inclusion of outdoor equipment for the nursery could be included in the bid – HT explained that the school has a rolling programme for the replacement of the Early Years outdoor equipment.</p> <p>A Governor asked whether there is set criteria for the Parish Trust bids with a limit being set for bids each year – AS explained that the Trust fund was set up following the sale of the ex-caretakers house that was owned by the school. The proceeds of the sale was put in a Trust fund which is to be used on specific projects that are for the benefit of children in the parish. The project bids are considered by the 2 church wardens and treasurer of the Trust Fund but cannot be used for expenditure that is funded by the DSG (schools budget from the LA).</p>	



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	<p>A governor asked if the outdoor space/pond area could be included in a future bid – LS is currently looking at projects that could focus on the work that can be included in a bid to the Parish Trust.</p> <p>c) Staffing/HR matters This section of the agenda has been covered under confidential minutes</p> <p>d) Nursery Proposals HT explained that the Nursery working group have not yet met but any meeting that is arranged will include the Nursery Teacher who can have an input into any options that are considered/proposed. HT explained that the proposal of having one unit in the Nursery/ Reception class has been supported as a good option by the LA SELP (Alison Loffler). HT stated that the LA SELP assisted the Head at Newfield Primary to organise and embed this structure successfully, but there is not much he can do on researching this system whilst schools are in lockdown. HT will contact the Head teacher at Newfield once the schools return from lockdown and will set up a meeting for the Nursery working group and the Nursery teacher to put a plan into action. Action HT HT added that the LA SIS recommended that if the new structure is put in place in the coming year, a TLR3 should be considered – as the teacher will have additional work to manage this structure change. HT stated that he will start to prepare some options and evaluate (at a later date) the positive change that has taken place in Newfield and the systems put in place there that has made the structure so successful.</p>	HT	
6.	<p>Date and Time of Next Meeting</p> <p>AS suggested that the meetings for the next academic year be set at the FGB meeting on 9th July 2020.</p>		
7.	<p>Any Other Urgent Business</p> <p>There were no further matters discussed under this agenda item.</p>		
8.	<p>Matters arising from the previous minutes</p> <p>a) H&S walk will be carried forward until the school is back to normal. This action point will carry forward to a later meeting Action HT</p> <p>b) HT stated that he will look at preparing a bid to present to the Parish Trust for IT resources for vulnerable pupils, once he has identified the pupils who would benefit from this funding. Action HT</p> <p>c) HT stated that the school have been uploading the positive emails from parents on the school website to raise the profile of the school. HT added that the school has also received positive comments on twitter and on the neighbourhood website called Next Door used by Brondesbury residents. The</p>	HT HT	



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school has received positive feedback from a post they put on NextDoor regarding one of the pupils.

- d) LS outlined to governors the rolling tracker system she has set up to monitor each pupil's usage of the online sessions.
LS explained that teachers update the spreadsheet for their class each week as pupils use the online learning resources. Each pupil that accesses the remote learning resources will be colour coded – with no access being red colour, yellow being sometimes accessing, green for regular engagement and purple for the home learning packs being used.

LS added that this monitoring system gives SLT and teachers an understanding as to which pupils/year groups are engaging most in the online systems and notes are added to explain why there is less engagement.

LS added that teachers/SLT have been contacting parents to determine why pupils are not engaging in the online system to see if there is any support the school can provide – e.g. if IT equipment not available – will deliver home learning packs.

LS stated that for the younger pupils there is less engagement as they are more dependent on their parents to help with their access onto the IT systems – the Nursery have varied colours to denote the usage, but the Reception class has more green colouring.

LS showed governors the tracker spreadsheet with colour coding for each year group – with Year 5 having no red categories and Year 6 having majority showing green – denoting that their engagement with the online provision is particularly good.

LS added that this tracker document keeps SLT in contact with teachers and can see that pupils are making some progress and also whether pupils are doing some work.

Governors thanked LS for the detailed review of this tracking system in place for the home learning system and the excellent effort by teachers in monitoring this system. Governors asked that thanks be conveyed to all staff on the excellent effort they have been putting in during these incredibly challenging times.

- e) HT is waiting for the quote for the display boards and will follow up on this.

Action HT HT

- f) JC stated that he has started to look into the funding avenues for the school but is difficult to pursue at the moment due to the current position of staff being furloughed due to lockdown. He does have some options he can explore on behalf of the school once the lockdown is removed and will continue looking into this at a later date.

- g) RG has emailed a local councillor on the speed calming request along Willesden Lane and will follow up on this when lockdown is lifted.

Action RG RG

9. Part Two – Confidential

See separate minutes for matters discussed under this agenda item.

LS was thanked for her contributions to this meeting and left the meeting at 5.50pm



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Meeting closed after discussing the confidential matters at 6pm		
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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 20 May 2020 via Zoom at 5.00pm.

Signed..... Date.....

Ben Catling, Chair of the Finance and Resources Committee
Christ Church (Brondesbury) Church of England Primary School