



**Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Finance and Resources Committee Meeting  
held on Thursday 13 October 2022, at 5.30pm in school.**

**Attendees**

Name	Initials	Attendance 27/01/22	Attendance 26/04/22	Attendance 19/05/22	Attendance 13/10/22
<b>Governors</b>					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Apologies	Present	Present
Jason Kosky	JK	Apologies	Present	Present	Apologies
Lesley Daisley	LD	Present	Present	Present	Present
Stephen Woodward	SW	Present	Present	Apologies	Resigned
Saeed Akhtar	SA	Apologies	Apologies	Present	Present
Rohin Murari	RM	Not in post	Not in post	Not in post	Via Zoom
<b>Observer/adviser(s)</b>					
Jaqueline Carrington HR/Bursar	SBM	Present	Present	Present	Present
<b>Clerk</b>					
Lynda Rees	Clerk	Present	Present	Present	Present

**Part one - public**

Item	Who	When
<p><b>1a. Welcome, Opening Prayer and Apologies for Absence</b></p> <p>The Chair (LD) welcomed everyone to the meeting in school and also to Rohin who was attending via remote access (Zoom) and asked HT to open the meeting with a prayer.</p> <p>Apologies were received from Jason Kosky (unwell) which were accepted by the governors in attendance.</p>		
<p><b>1b. 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>LD informed governors that she has resigned as a Governor from Carlton Vale Primary School.</p>		
<p><b>1c. Election of Chair and Vice Chair for 2022/23</b></p> <p>The clerk asked for any nominations for the role of Chair for this committee – Lesley was happy to take on the role of Chair for another year. AS nominated Lesley Daisley as Chair which was seconded by SA.</p> <p>Governors unanimously approved Lesley Daisley for the role of Chair for this Committee.</p> <p>There were no nominations for the role of Vice Chair – as the current Vice Chair is absent from the meeting – it will be assumed that Jason is happy to be re-elected. This nomination was proposed by AS and seconded by SA.</p> <p>Governors unanimously approved Jason Kosky for the role of Vice Chair for this committee.</p>		



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	<p>It was agreed that if Jason is not able to fulfil the Vice Chair role – further nominations will be sought at the next F&amp;R committee meeting.</p>		
<p><b>1d.</b></p>	<p><b>Review/Approve Terms of Reference (TOR)</b></p> <p>The clerk stated that the F&amp;R Terms of Reference were reviewed in detail at the F&amp;R meeting held on October 2021 and are merged into the full TOR document for the GB and service committees that was presented to the GB meeting on 29 September 2022.</p> <p>The clerk asked governors if they had any amendments to include for the F&amp;R TOR.</p> <p>Governor A suggested the following changes to the following paragraphs;</p> <ul style="list-style-type: none"> <li>• Annual Budget – No. 6 – to approve the virement of funds and authorise the expenditure limits as set by the Schools Scheme of Delegation. Any virements or contracts/expenditure items that are above the limits set for this Committee (currently £30k) will then be presented to the next GB meeting for review/approval by the FGB.</li> <li>• Governors Maintenance Fund – No. 5 – change – “To ensure that a bank account is set up...” replace with – “Governors are responsible for the new bank account which has been set up with 3 signatories from the Governing Board.</li> <li>• Staffing – No1 – this paragraph outlines the staffing related policies which are listed under this section. It was felt that these policies would be better placed under the TOR for the T&amp;L committee which would be more relevant when reviewing/approving the staff related policies.</li> <li>• Staffing – it was also felt that any of the staff related paragraphs (not specifically linked to finance) should be placed under the T&amp;L TOR document.</li> <li>• The link governor schedule circulated at the FGB meeting on 29 September could be attached as an Appendix to the full TOR document.</li> </ul> <p>Governors agreed to the above changes and no further changes were suggested and approved the F&amp;R TOR document – which could be presented to the GB meeting in December 2022 for ratification.</p>		
<p><b>1e.</b></p>	<p><b>Minutes of the previous meeting held on 19<sup>th</sup> May 2022</b></p> <p>The minutes from the meeting held on 19<sup>th</sup> May 2022 were reviewed, and governors agreed they were an accurate reflection of the meeting discussions and decisions taken at the meeting. These minutes were signed by the Chair at this meeting.</p>		
<p><b>2.</b></p>	<p><b>School Business Manager and Headteachers report</b></p> <p><b>a) September 2022 Budget monitoring report and full year budget update</b></p> <p>SBM gave an overview of the key points to note from the September 2022 budget monitoring report as follows;</p> <ul style="list-style-type: none"> <li>• The school is fully staffed – with the budget from September to March 2023 reflecting this position</li> </ul>		



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- The budget also includes the latest figures for the changes to the support staff structure – the implementation of the 3 HLTA’s – 2 were newly appointed to the school and 1 was an internal candidate. 2 existing TA postholders took voluntary redundancy and 1 resigned as at 31 August 2022. The salaries for the HLTA posts and the redundancy payments have been included in the September report
- The Premises Manager left on 16 September and the post is currently being covered by an agency caretaker. The budgets for the permanent post and agency budget have been adjusted to the end of the Summer term
- The grants included under the income section have been confirmed with the updated figures being included in the income section of the budget monitoring report.
- For PPG grant – has seen a slight increase of £3,130 as there are a few more PPG pupils
- UIFSM grant is slightly lower which is primarily due to less pupils being on the school roll
- The school has been given extra funding of £6,899 in the form of Rising Roll due to having an extra 5 pupils on roll since the October 2021 Census was undertaken
- The adult and pupil meals (codes 8213/8214) have been reduced slightly
- An SEN out-borough pupil has left the school – so the funding has reduced as the funding follows the pupil to their new school
- The school will not be receiving any further payments for the School Led tutoring funding or Covid 19 Recovery Premium
- All schools will be receiving additional funding from the new Supplementary grant – with Christchurch receiving funding of £11,660 – the school was not aware of this grant when the budget was set at the start of the new financial year
- There have been amendments to the admin agency budget as the finance officer has been absent since September 2022
- The school unexpectedly needed to upgrade the telephone system to VOIP in the August period due to a major system failure. The cost of the upgrade was £9,775.00 and gives the school more functionality and accessible lines.
- The gas and electricity budgets have increased due to the energy price rises – although the LA got a good rate for schools for the Gas contract, the school will continue to monitor these budgets closely during the year.

Questions raised by governors;

Governor A asked how the new HLTA (Higher Level Teaching Assistant) structure was going – HT stated that the HLTA’s have started off well and can be used as cover if a teacher is absent for any reason, rather than use agency teachers. The HLTA postholders are more self-directed and have more responsibilities than the previous TA postholders.

Governor A asked which pupils are included for the UIFSM grant – SBM explained that the pupils in Reception, Year 1 and Year 2 are all entitled to a free school meal.



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Governor A asked about the decrease in income for the pupil meals – SBM added that the main reason is due to the lower pupil numbers on the school roll and the pupil meals has increased from £2.35 to £2.56 from September 2022. The school has 160 pupils on roll (excluding the Nursery) which is a total of 50 unfilled places across the school. Approximately 100 pupils have school meals which is about 63% take up.

Governors felt that the pupil meal take up at 63% was probably of a similar percentage to other schools – SBM added that the school has arranged taster sessions with parents to try and increase the take up of school meals.

Governor A asked why the school would not be receiving further funding for the tutoring programme – HT explained that the school has received £8k from the DfE which is 60% of the total programme costs with the school match funding 40% - a total amount of £13k. The school proposes to move from online tutoring to having a tutor in school providing the tuition which will hopefully provide more impact as it has been difficult at times to engage pupils and parents with the online provision.

HT added that the school has also received funding through the Kilburn cluster of £6,500 for special needs funding which will be used for speech and language activities – provided through small intervention groups or speech and language therapists. The schools in the Kilburn cluster will need to report on the use and effectiveness of how the grant has been used – via the cluster.

Governor A asked for further clarification for the agency costs and permanent costs incurred to date for the premises manager as there seems to be different costs with the agency costs being budgeted until July 2023. SBM will revisit the 2 budget figures as it appears that the agency costs for the Premises Manager have been overstated and should be calculated until end of March 2023.

Governor J asked about the new telephone system and whether there is still a need for physical phones being used – HT explained that the system is provided through the broadband link which gives more lines in place which are different from the computer lines – as if the LGfL system went down – the phone lines would be affected.

Governor J asked about the lettings income and what type of income this would be – SBM explained that the LA reimburse the school for using the school building for polling stations and other income would be from the hire of the school hall.

Governor J asked about the numbers of pupils attending the breakfast clubs and how this income can be increased – HT explained that the school is currently subsidising the places by 25% and the places are still not being taken up by parents – with the breakfast club daily average numbers rarely achieving 10.

HT added that the 25% subsidy will be ceasing after Christmas so will need to assess how the breakfast and after school clubs will be able to continue if they are not viable. It may be an option to continue with the after school club but look at another way to provide the breakfast club facility as it is the same families who regularly attend breakfast club and therefore need the provision.



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Governor A suggested that perhaps an option could be to explore other grants that could be available to help subsidise these clubs which will help the families who use the clubs as they are working.

HT added that an option could involve looking at whether the breakfast club could be provided by school staff but as staff are on duty from 8.30am would need to look at the staffing structure, hourly payment, food costs, insurances etc

Governor A asked whether an option would be to have volunteers operating the breakfast club provision – HT explained that they would need to be DBS checked, insurance etc and the risk of using the electrical appliances etc – and if they are volunteers may not be able to commit on a regular basis – which would be a requirement.

Governor E asked how much time the staff would need to spend on running the breakfast club – HT stated the current provision runs from 7.30 to 8.45am – but would need the adults to be on site from 7.15 to 9am – to set up the club and tidy up afterwards although currently the pupils are being encouraged to help with the tidying up function.

Governor J asked whether trainee teachers could be used to run the breakfast club – HT explained that there are certain duties that trainee teachers are expected to do with a specific focus – which can include supervising playtimes but not usually breakfast clubs.

Governor A asked if the breakfast club could start from 8am – HT stated that most parents want to drop their children off at 7.30am.

Governor E asked whether the recent staffing restructure with the support staff may now mean that there is less spare capacity for staff to be able to take on the breakfast clubs – HT confirmed that the HLTAs do interventions from 8.30 onwards – so would not be able to be involved in the breakfast clubs.

Governor J asked whether the minimum number could be reduced from 10 pupils to 5 pupils – HT explained that the external clubs would not find that viable with all the associated costs involved in running a club – the school had previously looked at other external providers – many had a minimum number of 12 plus pupils.

There were no further questions raised by governors and SBM was thanked for the comprehensive analysis provided for the September budget monitoring report.

**b) Teachers and Support Staff pay awards 2022/23 updates**

HT shared on Governor Zone the latest LA HR circular which outlines the latest position on the pay award consultation process and proposals for the teachers and support staff pay awards for 2022/23.

HT added that the advice from the LA is not to do anything as yet until further updates are given – the unions are currently looking at the proposals.



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HT shared a PowerPoint presentation that he had shared with staff on the analysis of teachers pay awards currently being offered and how this compares with pay awards over the last 12/15 years and the cost-of-living standards. The current pay proposals equate to 20-25% less pay equivalent to the current standard of living.

HT added that the current pay award proposals (MPS 5% to 8.9% and UPS/ leadership grades receiving 5%) would add an extra £27k to the school's budget but the teaching unions are demanding 12% which would equate to a total cost of £74,966.

HT added that the pay awards being proposed will no longer be funded by the government as the Teachers Pay Grant is no longer being made available to schools and therefore the pay awards must be met from the existing schools budget.

HT stated that the current discussions on the pay award proposals with the unions does not mention the support staff pay awards – which must also be taken into consideration when looking at the whole pay staff costings and the total demands on the school finances.

HT added that once the pay award proposals are confirmed/agreed – it would then be the time to let the public know that these pay awards are not being funded by the government with schools expecting to find the extra money from their existing budgets.

Governor A suggested that the Governing Board should perhaps prepare a response to the pay award situation and how it is not being funded by the government and the strain these additional costs will place on an already under funded budget for schools.

Governors agreed that the school should wait until further decisions have been made by the Unions/LA on the pay awards and then a response can be given by the GB.

**c) Benchmarking and SFVS for 2022/23**

The Clerk spoke about the timetable for the completion of the SFVS document and gave a summary of the key elements within the SFVS document to the new governors.

LD added that as the SFVS document needs to be completed by 31 March 2023 which would involve a group of governors from the F&R committee meeting with the SBM before the January 2023 F&R meeting so that the committee can review the draft SFVS document at the January 2023 meeting. The final SFVS document would then need to be presented to the GB meeting in March 2023.

RM and SA volunteered to be on the SFVS working group together with LD.

LD suggested that the SBM circulates the current SFVS document to RM and SA so that they can see the information that is within the document and the questions that link to the evidence which should be present within the school to meet the standard for each question.

**Action SBM**      **SBM**

SBM agreed to circulate dates to SA, RM and LD so that a meeting of the SFVS working group can take place in mid-December 2022.

**Action SBM**      **SBM**



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	<p><b>d) Premises and H&amp;S updates</b> SBM informed governors that the H&amp;S governor (JK) has agreed to conduct a H&amp;S walk next week. She agreed to email JK to confirm the date of the H&amp;S walk and to ask him to send through the H&amp;S report from the previous audit that was undertaken in November 2021.</p> <p style="text-align: right;"><b>Action SBM</b></p>	<b>SBM</b>	
3.	<p><b>Other Business updates</b></p> <p><b>a) LDBS Capital Programme</b> The recent Capital funding was used to replace the windows which previously had raised H&amp;S concerns with their condition and not being able to open adequately.</p> <p><b>b) Parish Trust bids</b> HT informed governors that there are currently no Parish Trust bids in progress but he would like to prepare a bid this year to request that a suite of laptops is purchased through the Parish Fund – which would enable staff to work remotely during their PPA time and will help support their wellbeing.</p> <p>Governor A asked about the proposals shared with governors last year on exploring the options of developing the library/learning centre – HT explained that he will start to look again at this project.</p> <p><b>c) Contracts/Quotes over HT delegated authority</b> There are no contracts/quotes to present to this committee – the phone system was within the HT delegated limit.</p> <p><b>d) Staffing update – non confidential</b> HT spoke about the re-introduction of adult volunteers to assist in classes – there is currently one person who has joined as a volunteer and 3 further volunteer forms have been submitted to the school office. The skills set and availability of these applicants will be reviewed by the school.</p> <p>HT added that the school has a volunteer TA for 3 days a week – a languages teacher who is training to be a TA.</p> <p><b>e) Marketing/Community Engagement</b> HT spoke about a recent international day that was held which served food and parents were charged £1 for each plate. The event raised over £200 which will go towards the gardening project.</p> <p><b>f) Governors Maintenance Fund</b> HT stated that the school has informed parents about the existence of a Governors Maintenance Fund – but needs the communication from Governors to get the process more established so that parents know how much is to be paid and how the money will be collected and other administrative arrangements.</p>		



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	<p>LD explained to the new Governors the purpose of the fund and why it needs to be re-established to help with the building projects for the school.</p> <p>AS suggested that a meeting is arranged with herself, LD and JK to finally complete the letters to be sent to existing/new parents and also the procedures for operating the bank account and protocols etc for using the debit card for the bank account.</p> <p style="text-align: right;"><b>Action AS, LD and JK</b></p> <p><b>g) Governors Strategic Plan</b></p> <p>AS spoke about setting up a session for jointly looking at the Governors Strategic Plan and a training session – she will send governors some potential dates after half term. The meeting will involve Chairs of committees and any governors who wish to attend.</p> <p style="text-align: right;"><b>Action AS</b></p>	<p><b>AS, LD JK</b></p> <p><b>AS</b></p>	
<p><b>4.</b></p>	<p><b>Review of Policies</b></p> <p><b>a) Business Continuity Plan</b></p> <p>HT stated that this policy has been updated with minor changes;</p> <ul style="list-style-type: none"> <li>• Dates changed on front cover</li> <li>• Removed Premises Manager name – which will be updated once the new postholder has been appointed</li> <li>• Updated Vice Chair details</li> <li>• Incident Management Action 5 – updated to reflect the use of InVentry for producing lists for visitors</li> <li>• Updated staff contact list and Key contacts list</li> </ul> <p><b>b) Charging and Remissions Policy</b></p> <p>HT stated that the minor changes to this policy are;</p> <ul style="list-style-type: none"> <li>• Dates changed on front cover of policy</li> <li>• Amended the Wraparound Care to reflect school is now paying 25%</li> <li>• Added Section on Governors Maintenance fund.</li> </ul> <p><b>c) Financial Procedures</b></p> <p>HT stated that the minor changes to this document include;</p> <ul style="list-style-type: none"> <li>• Dates changed on front cover</li> <li>• Added paragraph to Section 5 beginning “When calculating the estimated value of the contract ...” to reflect new wording from Brent LA Financial Regulations.</li> </ul> <p><b>d) Scheme of Financial Delegation</b></p> <p>HT stated that the only changes included in this document is the updated date on front cover and the Deputy changed to Deputised AHT.</p> <p><b>e) Volunteers Policy</b></p> <p>HT stated that the only change to this policy is the dates changed on front cover.</p>		



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	<p>Governors had no questions on the above policies and unanimously approved them.</p> <p>Governor A asked whether the school would be having a fire drill this term – HT confirmed this has been arranged for next week and will be carried out on site.</p>		
<b>5</b>	<p><b>Date and Time of next meeting</b></p> <p>The next F&amp;R meeting has been arranged for Thursday 19<sup>th</sup> January 2023 at 5.30pm in school.</p>		
<b>6.</b>	<p><b>Any Other Urgent Business</b></p> <p>RM mentioned an article in the recent LDBS bulletin about schools being used for filming projects and being remunerated for this – HT agreed to contact the LDBS to register his interest for Christchurch. <b>Action HT</b></p> <p>Governor J asked whether the school are proactively looking for grants that may be available for schools to apply for the funding – HT explained that there are certain grants that the school applies for on an annual basis – but sometimes other schools may want to share the process for applying for a grant – which was the process that was followed for the grant that was obtained for the improvement of the garden area.</p> <p>Governor AS suggested that perhaps a governor can look actively for grants being advertised as the school do not have the capacity to undertake this function on a regular basis.</p> <p>RM offered to look into this and to see what grants are currently available that Christchurch could look at the grant criteria and consider applying for the funding. <b>Action RM</b></p>	<p><b>HT</b></p> <p><b>RM</b></p>	
<b>7.</b>	<p><b>Matters arising from the previous minutes</b></p> <p>The majority of the action points have been addressed within this committee meeting and any outstanding action points were discussed and noted as follows;</p> <p>a) SBM agreed to email JK regarding the H&amp;S walk next week and will ask him to bring the H&amp;S report from the visit that took place in November 2021. <b>Action SBM</b></p> <p>b) A date has been set at this meeting for AS, LD and JK to finalise the letters to parents for the Governor Maintenance Fund and the administrative arrangements for the bank account and debit card protocols etc.</p> <p>c)</p>	<p><b>SBM</b></p>	
<b>8.</b>	<p><b>Part Two – Confidential</b></p> <p>There were no confidential matters raised at the F&amp;R meeting held on 19<sup>th</sup> May 2022.</p>		



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	New confidential matters raised at this meeting are within the confidential minutes in Appendix 1.		
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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 Thursday 13 October 2022 at 5.30pm in school.

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

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