



**Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held on Thursday 19 January 2023, at 5.30pm via Zoom.**

Attendees

Name	Initials	Attendance 26/04/22	Attendance 19/05/22	Attendance 13/10/22	Attendance 19/01/23
Governors					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Apologies	Present	Present	Present
Jason Kosky	JK	Present	Present	Apologies	Apologies
Lesley Daisley	LD	Present	Present	Present	Present
Stephen Woodward	SW	Present	Apologies	Resigned	Resigned
Saeed Akhtar	SA	Apologies	Present	Present	No
Rohin Murari	RM	Not in post	Not in post	Via Zoom	Present
Observer/adviser(s)					
Jaqueline Carrington HR/Bursar	SBM	Present	Present	Present	Present
Clerk					
Lynda Rees	Clerk	Present	Present	Present	Present

Part one - public

Item	Who	When
<p>1a. Welcome, Opening Prayer and Apologies for Absence</p> <p>The Chair (LD) welcomed everyone to the meeting being held via Zoom and asked HT to open the meeting with a prayer.</p> <p>Apologies were received from Jason Kosky (work commitments) which were accepted by the governors in attendance.</p>		
<p>1b. 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>1c. Minutes of the previous meeting held on 13th October 2022</p> <p>The minutes from the meeting held on 13th October 2022 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 at a later time.</p>		
<p>2. School Business Manager and Headteachers report</p> <p>a) December 2022 Budget monitoring report and full year budget update</p> <p>SBM gave an overview of the key points to note from the December 2022 budget monitoring report as follows;</p> <ul style="list-style-type: none"> • The latest report is showing an in-year deficit of £39k and has resulted in a reduced carry forward surplus of £212k • There have been a lot of changes this quarter for both income and expenditure budget headings 		



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- The total income figure has gone up by £51k which has been due to both increases and decreases in income budgets – primarily the increase in income for the supplementary grant (code 8005) with £27k being the confirmed amount; PPG (Code 8018) increased by £5k; For the Sports/PE grant (code 8318) schools are advised to budget for 5/12, the DfE have confirmed schools will receive the full years amount – as has been the position in previous years; rising rolls income (code 8025) of £7k
- For the decrease in income – this has affected the school trips income (from £13k to £8k); music income – less pupils are taking up the offer of instrument lessons; pupil meals income – reduced due to the uptake of meals not as expected
- The breakfast club provision is currently being provided by the catering company (Caterlink) and will invoice the school in line with the costs charged by the previous provider at £5 per session per child.
- The Covid catch up grant will continue to be paid for the current financial year
- For expenditure – the salary figures include the pay award back pay for both teaching and support staff which were paid in November and December.
- The teacher’s salary budget has been adjusted for the SENCO who left on 31 December and the budget has been included in the agency budget until the new postholder has been appointed.
- The separate spreadsheet highlighting the cost of the teachers/support staff pay awards shows that the total cost of these was £99k
- For any absences – the school does try to cover internally by using the HLTA’s in the short term and will use agency teachers if a longer period of cover is needed
- For SEN support for EHCP’s – currently using 2 agency staff – whose costs are covered by the EHCP funding
- The caretaker has been appointed following a successful period of working at the school through an agency – with the school paying the agency a finder’s fee
- Agency has been required in the admin team to cover a long-term absence.
- The utilities budget (gas/electricity) have been revised following the forecasts provided by the LA for the current year
- The 10 laptops for teachers have been purchased and a bid will be prepared for submission to the Church Trust
- The telephone system needed upgrading in the summer term which resulted in £10k extra costs

Governor A asked whether the EHCP funding fully covers the cost of the agency staff – HT explained that the EHCP funding does not always fully cover the extra support provision – but currently have a pupil in the Reception Class who receives 29 hours per week but has been doing 2 hours a day since the start of the term and will apply for an early review when the funding runs out. This pupil should be in a specialist school – so the LA will hopefully fund the extra support for this pupil.

Governor E asked whether 29 hours per week covers the full week – HT explained that pupils are expected to attend school for 32.5 hours per week.



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Governor A asked why there has been a drop in the school meals and music income – SBM explained that during Covid – more staff were having meals on the school site – and their meal patterns have now changed and is not due to the quality in the food.

SBM added that for the school trips income and expenditure budgets have been adjusted accordingly.

Governor A asked if the new sign in system could enable governors to be set up as being DBS checked – which will enable details to be retained on the system for a quicker sign in process – SBM will check for this facility to be set up. **Action SBM**

Governor J asked how the recruitment process was going for the SENCO vacancy – HT has extended the advertisement that was first placed in December as there was applications at that point but he has spoken to the LDBS and Headteachers in the local cluster to ask about the option of sharing a SENCO.

LD stated that the school is fortunate at this time to have a surplus which has helped to support the teachers and support staff pay awards which must be met from the schools existing budgets.

AS added that the schools surplus will be eroded if the pay awards for future years are not fully funded by the government in addition to the loss in income from the unfilled pupil places.

SBM added that the school currently has 42 pupil places unfilled – HT confirmed that the position on pupil numbers has remaining similar to those numbers presented to the FGB meeting in December.

HT added that the LA admissions team system shows the vacancies and potential applicants – but these children seem to get placed in other schools – so it is unclear as to whether the SAM system is not being updated to show the pupils who are no longer looking for the vacant places.

Governor A asked whether the school are able to establish if pupils express and interest in Christchurch when first approaching the LA for applying for a place for their children- HT stated the system does not allow schools to see if the waiting lists have the schools as being either first/second choice etc.

AS added that the only course of action is to continue to keep pressure on the LA for these unfilled places.

HT spoke about a recent meeting he attended at the Family Wellbeing Centre which was a useful networking session where he was able to promote Christchurch school and to encourage families who are new to the area to look at applying for a place at the school.

HT added that he will continue to promote the school through promotions and flyers and through the school website.

SBM



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3.	<p>Other Business updates</p> <p>a) LDBS Capital Programme HT stated that the annual survey by the LDBS was done in August 2022 with the previous caretaker. The LDBS have informed the school that their share of the Capital fund will be used to replace the lighting system with LED lights which will cost £14k.</p> <p>HT added that neither himself or SBM were involved in identifying the priorities for Christchurch and he has not seen the report produced from the Annual survey by the LDBS.</p> <p>Governor A asked if the school would need to make a contribution towards the cost – HT explained that 10% is usually paid by schools to the LDBS for their contribution towards capital projects.</p> <p>b) Parish Trust bids HT informed governors that he will prepare the bid for the funding of the 10 laptops for teachers to be submitted to the Parish trust this term. Action HT</p> <p>c) Contracts/Quotes over HT delegated authority There are no contracts/quotes to present to this committee.</p> <p>d) Staffing update – non confidential HT had already spoken about the recruitment for the SENCO vacancy earlier in the agenda. HT added that he is trialling a Specialist TA through agency to support a pupil with an EHCP. The available funding will not cover this until the end of the year, so HT will call for the child’s annual review early in order to discuss specialist provision.</p> <p>e) After school club/Breakfast club – update on provision HT explained that the Catering Company (Caterlink) are currently providing the breakfast club and he and SBM will be meeting the catering manager tomorrow to look at the options to continue with this provision.</p> <p>HT and SBM had a meeting on 11th January with a Sports provider to look at the options for providing an after-school club for 2 hours per day which could provide 1 hour sports club and a further hour for an after school club – with both clubs running from 3.30 to 5.30pm each day. The sports provider could provide a sports coach for £35 per hour which would then cost the school £70 each day. He will look at the best options for how this cost can be passed onto parents and the minimum number that would make it viable and affordable for parents.</p> <p>HT added that the school has parent consultation sessions after school on 30th and 31st January from 3.30pm to 5.30pm and he plans to ask the Sports provider to do a sample of activities in the playground whilst the parent consultation sessions are taking place.</p>	HT	
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f) Marketing/Community Engagement

HT stated that there are no further updates as it has been very busy this term but will continue to promote the school through meetings and circulating the flyers in the local community and school website.

g) Governors Maintenance Fund

HT suggested that a selection of governors attend the parent's consultation sessions being held on 30th and 31st January to help promote the governor's maintenance fund. LD and AS agreed to attend and will ask KM and SA if they are able to attend as the parent governors to help with this.

SBM added that the school has so far received £600 in payments from parents for the governor maintenance fund which have been voluntary contributions. The HT confirmed he had advertised the maintenance fund in the recent Pax and Fish newsletter.

h) Governors Strategic Plan

AS stated that the Governors Strategic Plan was updated prior to the FGB meeting in December and was shared with all governors.

AS added that the F&R committee are progressing well with the action points and are currently doing all that was expected as per the action plan.

AS added that further updates on the Governors Strategic Plan will be presented to the FGB meeting in March 2023.

Action AS AS

i) Pupil Premium/Catch up funding and strategies

HT asked governors if they had any questions on the PPG/Catch up funding reports that were circulated prior to the meeting.

AS stated that the reports were very comprehensive and gave a good outline to governors on the spending and strategies in place by the school.

Governor J asked about the budgeted cost of £35k and how this compared to last year – HT explained that there is more income this year although the total budget is lower as the school is receiving less funding for the Recovery grant funding.

HT added that for the previous year, the school also had an amount carried forward that was unspent from the previous year, but this year, just have the funding for the current year.

HT added that the £35k total budget is allocated under 3 main areas – teaching, subscriptions for learning programmes and CPD programmes for staff.

AS added that strategies benefit all pupils including PPG pupils – HT confirmed the interventions are in place which do benefit the PPG pupils.



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	<p>Governor A asked if the outcomes could show the academic successes – HT explained that the report is not filtered in that way but will show the impact each Year for the end of the school year – which will be for the Year 6 pupils.</p> <p>Governor A asked whether the report could show the engagement outcomes – for example for extra curricular activities – HT stated he could prepare case studies – which could show the subsidising of the Year 6 residential trip encourages engagement in social skills etc. and gives pupils confidence for preparing them for secondary school.</p> <p>AS spoke about the learning walk last week – a question was raised on whether more families are now engaging in the home learning and whether there is any evidence – especially for the PPG pupils.</p> <p>HT explained that teachers can identify in a specially set-up class register whether pupils are engaging in the home learning as well as parents engaging in the home learning.</p> <p>SBM added that AHT’s regularly ring parents if pupils have not handed in their homework to remind them to follow up on this. The AHT will also ring to congratulate the parents where their intervention has led to success in the pupil submitting their homework.</p>		
4.	<p>Review of Policies</p> <p>a) Gifts and Hospitality Policy HT stated that this policy has been updated with a minor change- dates changed on the front cover</p> <p>b) Governors Allowances Policy HT stated that this policy has been updated with a minor change – dates changed on the front cover</p> <p>c) Lettings Policy HT stated that this policy has been updated with a minor change – dates changed on title page</p> <p>d) Premises Management Policy HT stated that the minor changes to this document include;</p> <ul style="list-style-type: none"> • Dates changed on front cover • Section 2 changed to reflect link to new DfE guidance • Section 4 last sentence changed to reflect link to new DfE guidance. <p>Governor A asked if the responsible governor’s role would be to check that the Site manager/caretaker can provide the required evidence – which was confirmed as being the position by HT.</p> <p>e) Risk Management Policy</p>		



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	<p>HT stated that the only changes included in this document are the dates changed on the title page and added the numbering system to paragraphs.</p> <p>f) Risk Register HT stated that the only change to this policy is the dates changed on front cover with all risks and management remaining the same as last year.</p> <p>g) 2022/23 Pay Policy (updates to approve) HT stated that since the Pay Policy was approved at the Pay committee and ratified at the FGB meeting in December – the pay policy had the incorrect pay range for Head teacher – this has now been changed to L15 to L21 (previously stated as L16 to L22).</p> <p>Governors had no further questions on the above policies and unanimously approved them.</p>		
5	<p>Date and Time of next meeting</p> <p>The next F&R meeting has been arranged for Thursday 27th April 2023 at 5.30pm via Zoom.</p>		
6.	<p>Any Other Urgent Business</p> <p>No matters were raised under this agenda item.</p>		
7.	<p>Matters arising from the previous minutes</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 confirmed that the H&S walk has not yet been undertaken – KM agreed to help the H&S governor this term by doing an interim H&S walk on his behalf. SBM will speak to KM to arrange a convenient date for her to do the H&S walk Action SBM</p> <p>b) LD confirmed that she has met with AS to discuss the protocols etc. for operating the debit card and bank account for the Governors Maintenance Fund – she will write up these notes. Action LD</p> <p>c) HT will contact the LDBS to express an interest in having the school buildings considered for any future filming projects. Action HT</p> <p>d) RM has identified 2 grants that Christchurch may potentially be eligible to apply for – RM agreed to send the information on these grants to HT so that further consideration can be taken etc. Action RM/HT</p>	<p>SBM</p> <p>LD</p> <p>HT</p> <p>RM/ HT</p>	
8.	<p>Part Two – Confidential</p> <p>New confidential matters raised at this meeting are within the confidential minutes in Appendix 1.</p>		



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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 19 January 2023 at 5.30pm (via Zoom).

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

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