



**Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Finance and Resources Committee Meeting  
held on Thursday 11 May 2023, at 5.30pm via Zoom.**

**Attendees**

Name	Initials	Attendance 19/05/22	Attendance 13/10/22	Attendance 19/01/23	Attendance 11/05/23
<b>Governors</b>					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Jason Kosky	JK	Present	Apologies	Apologies	Present
Lesley Daisley	LD	Present	Present	Present	Present
Saeed Akhtar	SA	Present	Present	No	Present
Rohin Murari	RM	Not in post	Via Zoom	Present	Present
<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 being held via Zoom and asked HT to open the meeting with a prayer.</p> <p>The Chair informed Governors that Jason Kosky would be attending the meeting from 6pm, all other governors were 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><b>1c. Minutes of the previous meeting held on 19<sup>th</sup> January 2023</b></p> <p>The minutes from the meeting held on 19<sup>th</sup> January 2023 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><b>2. School Business Manager and Headteachers report</b></p> <p><b>a) 2022/23 final outturn position</b></p> <p>SBM gave an overview of the key points to note from the 2022/23 outturn report as follows;</p> <ul style="list-style-type: none"> <li>• The last page of the outturn report shows that the school has finished the end of the financial year with a cumulative surplus figure of £237k</li> <li>• The surplus figure projected as at the December 2022 budget monitoring report had a forecast in year deficit of £39k ( and a projected surplus of £212k) but the school has closed the year with an in-year deficit of £14k</li> </ul>		



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- The increase in the surplus figure occurred due to additional income being received together with some expenditure commitments which was subsequently not used
- Additional income totaled £66k which included £9k for PPC grant that was received; PE grant of £10k (5/12 is included in the original budget – but school did receive the full year allocation); £7k increase in main budget share income; Recovery Premium grant increase of £9k; Supplementary grant of £28k ( to support cost pressures – which is a newly introduced grant for 2023 and was not known earlier in the year); Early Years PPG increase of £6k ( school is not aware of the potential PPG funding until pupils start at the school); £7k for rising rolls funding (5 extra pupils from Autumn 2021 to Spring 2022)
- There were also some income budgets that saw a shortfall – which were primarily for adult and pupil meals – down by £5k, journeys and trip income down by £5k; music tuition income decreased by £2k due to lower pupil demand for music lessons; SEN out borough income decreased by £5k as a Year 3 pupil has moved to another school; the cluster funding of £5k was not received in 2023 – but it is anticipated that this will be received in 2023/24.
- The school were pleased to receive £190 for the hall hire and are hoping to rent out the hall more frequently in the future. A possible Summer let is being discussed with the ASC provider (Proactive Development) but this would need to consider the cover for the site supervisor if he takes his annual holiday during the period that the hall hire will be required.

Governor J asked about the hall hire and how this was advertised – HT explained that a parent from the school hired the hall for their child’s birthday party.

Governor A asked about the Governors maintenance fund income of £3k – SBM explained that this will be matched with the expenditure line – to show the money is committed to support the LDBS capital projects contribution of 10%

Governor E asked why the school did not receive the £5k cluster funding – HT explained that there has been some admin issues with the LA sending the money through to the Kilburn Cluster schools – but it is anticipated that the money will be paid to schools in 2023/24 once the glitch has been resolved.

- The salaries budgets saw an increase of £41k in expenditure – which primarily was due to the additional costs for the Teachers/support staff pay awards but these were balanced again the savings that were made through the SENCO postholder leaving in December 2022 ( which was covered through supply cover); the TA restructure also resulted in a cost of £25k for voluntary redundancies; site supervisor left in September 2022 ( covered by supply cover); Music teacher (BMS) is overspent by £7k due to BMS not sending through the invoices for the previous year so includes 2 years figures; Admin Agency budget overspent by £4k due to a long term absence; SEN agency support overspend of £12k due to more pupils joining the school with additional needs - the school apply for the EHCP funding with applications not always being successful and often the school funds the support for a number of months before applications



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are submitted. Training has increased by £5k – which includes the training courses needed for the HLTA qualifications and HT mental health course. The recruitment budget includes £3k agency fee for the new site manager appointment.

- For the premises budgets – there was an overall underspend of £8k – which included an underspend on gas of £4k but an overspend on electricity of £5k; the garden project has been carried forward to next year – an amount of £7k has been removed from the general maintenance budget giving an underspend of £6k; the cleaning contract was overspent by £1k as one invoice was not paid in the previous year; for refuse collections – this shows an overspend of £2k due to 2 invoices being received for the previous year once budgets had been prepared
- For the Supplies and Services budgets – these show an overspend of £39k – which includes the adjustment for the school budgets for the centralized services of £3k; overspend on curriculum equipment/materials of £6k ( this must be offset with PCC income of £k for Little Wandle resources); telephone budget overspent by £9k due to telephone upgrade that was necessary in the Summer term; ICT hardware was overspent by £5k ( this must be offset by PCC income of £5k for the laptops); the catering contract for pupil meals was overspent by £11k due to 2 invoices not being included in the previous financial year; the expenses for the breakfast and after school clubs are now going through the school – the provisions are being purchased by the school since February 2023 – over spend of £3k ( to be offset by income collected)

Governor E asked for further details on the invoices that were for the previous year but have been paid in the 2022/23 financial year as these will distort the actual expenditure figures for 2022/23 and will impact on the budget calculations for 2023/24. SBM agreed to send through all the expenditure budgets that had invoices included that were for the previous financial year.

**Action SBM**      **SBM**

SBM also agreed to send through the commitments/accruals that were included within the year end accounts.

**Action SBM**      **SBM**

Governors had no further questions on the 2022/23 outturn reports and unanimously approved the outturn reports.

JK arrived at the meeting at 6.15pm

**b) 2023/24 final budget and 2024/25 and 2025/26 draft budgets**

SBM gave an overview of the key points to note from the 2023/24 budget report as follows;

**Income**

- Version 4 of the 2023/24 budget includes the recent comments sent through by LD
- The Early Years income is based on the previous years amount and currently the school have 2 additional pupils



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- The Pupil Premium funding currently includes the 43 pupils in the school
- Rising rolls income includes the 7 additional pupils since the last census was done
- The Donations income has now increased to £5k from the earlier version
- Breakfast and after school clubs' income is based on the current numbers attending
- Music income has gone down to reflect the number of pupils using this service
- As has been the format for previous years – the Sports/PE grants only include 5/12 of the full grant allocation – this will be adjusted later in the year if the full amount is being paid
- The Supplementary grant of £32,256 has been allocated to the school – this was introduced in 2023 to support the rising cost pressures in schools

**Expenditure**

- The salaries budgets reflect the template from the LA with the percentages for Tax/Insurances/Pensions being pre populated
- Agency supply for teachers has been calculated for 65 days cover and for support staff agency cover has been calculated for 20 days
- SEN agency cover includes 3 staff for the figure of £67k – and for the following years budget – the funding for these pupils will be within the Special Needs block
- The Recruitment expenses includes £7k for the SENCO finder's fee
- The employee costs as a percentage of the budget is 83% with the guidance suggesting a maximum percentage of 85%
- General maintenance budget includes £7k for garden project
- Electricity and Gas have been calculated based on the guidance from Laser
- Cleaning contract budget has been based on the figures as per the cleaning provider
- Educational equipment and materials budget has been calculated at £13k
- Photocopier budget includes the copier rental and printer usage – which has seen a sharp increase in the costs – HT will look at introducing a paper cut system and codes to monitor staff usage
- After school and breakfast club provisions are based on current uptake
- Pupil meals budget is based on 120 pupils plus an estimation of increase for FSM for junior school pupils – but currently there has been no further guidance from the Mayor of London's office. The school will adjust quarter 1 of the budget once further information has been received.

Questions raised by Governors

Governor A asked why the superannuation costs for teaching staff have increased but other staff superannuation costs have gone down – SBM stated that she will seek further advice from the LA as they prepared the budget template.

**Action SBM**

**SBM**



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Governor A asked whether the SENCO was the only part time teacher – SBM explained that there are 2 part time teachers – the SENCO has her apportioned costs for the period September to March 2024.

Governor E asked about the overall income increasing by £80k but that the expenditure has increased by £180k and expressed concern over the expenditure being so much more than the income increase. She suggested that perhaps the costs would not have increased so much when based on the pupil numbers.

HT explained that there are costs like building costs/ utilities etc that are not linked to the pupil numbers and confirmed that in determining the expenditure budgets, and LD believed that the school have been fairly generous with these costs at this time.

Governor E asked for further clarification on the £30k increase in the utility budgets when the recent advice is that the costs for gas/electricity are starting to come down.

Governor A asked whether there are initiatives that can be put in place to save on gas/electricity usage – HT explained that the site supervisor does turn the heating off but needs to keep it on at times for the hot water system pressure but he reminds staff to turn off lights/computers when not in use etc.

HT agreed to review the latest budget figures with SBM including the latest laser figures for gas and electricity and make the necessary adjustments.

Governor A asked whether the Capital grant funding could be used to make the school more energy efficient – HT confirmed that the LDBS have made a start on the LED lighting and the boiler thermostat has been checked and replaced recently.

HT added that the 2023/24 pay awards in the budget figures have 4.5% commitment – with the government funding 0.5% and 4% will need to be funded by the school.

HT added that the latest budget spreadsheet has the expenditure increase showing £107k (not £180k) which includes the payroll increase of £58k.

AS added that often the position seems to be that the income increases during the year as schools tend to get the full allocation for PPG/sports premium funding.

HT added that for the previous year – the school received £6k catch up funding and £5k for the education recovery funding plus the full years allocation for the PE/Sports grant funding.

HT added that he has also applied to the John Lyon charity for the garden project which has already been shown in last years budget and carried over into 2023/24 budget and extra income will be received from the rising rolls funding if we have increased pupil numbers through the year.



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Governor A asked if the 0.5% government commitment for the pay awards is included in the 2023/24 income figures – SBM stated that the income will be included when it has been confirmed however, teacher salaries have been uplifted by 4.5% in the forecast. LD agreed that income should only be included once it has been guaranteed but suggested that the expenditure figures are re visited to ensure that realistic costs are included – for example gas and electricity follow the latest advice from government/suppliers.

AS spoke about the staffing contingency that seems to be included each year but rarely used – SBM stated that the LA guidance suggests that a minimal amount is included.

LD stated that any contingencies should be used to reduce the total costs in each budget year, then suggested that any unused contingencies be removed from the budget forecasts.

Governor A asked about the H&S budget – HT explained that this includes the replacement of fire extinguishers which are out of date.

Governor E asked if staff use colour photocopying – HT stated that staff print off workbooks for each child every half term – but he is looking at whether Year 5 and Year 6 pupils can use electronic workbooks.

LD suggested that local printers may be able to produce the workbooks at a cheaper price than using the photocopying machines.

Governor E asked about the increased budget for subscriptions – from £10k to £15k – HT explained that increased usage in technology services like maths mastery has led to increases in the subscription costs for these curriculum resources. This year the school have also introduced schemes like Little Wandle and Reach curriculum for enhanced learning, ut these do come with a subscription to enable the schools to continue to use these facilities.

SA left the meeting at 7.15pm

Governor J asked if there has been any update from the Mayor's office regarding the provision of FSM for all primary school pupils – HT stated that schools have not received any information regarding the amount per child or how/when this amount will be paid to schools.

HT added that if more KS2 pupils take school meals will take a longer lunchtime service and more equipment is likely to be needed.

Governor A asked about the £4k budget for adult meals – SBM explained that the school subsidises 3 staff meals per day for 2 SMSAs and a TA who works over her contracted hours.

Governor E asked about the pupil numbers used to calculate the school meals budget – SBM stated that 120 pupils are included up to the end of the Summer Term and then



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	<p>increased to 150 pupils for the Autumn term onwards in preparation for the FSM for Junior school pupils.</p> <p>LD suggested that the individual budget lines should be revisited to look at where budgets have been overstated – for example – the pupil meals should only include the current pupil numbers – and will be adjusted once the funding for KS2 pupils has been confirmed. This should also include looking at the commitments/accruals from last year – so that the true picture for the income and expenditure figures can be known for the 2023/24 financial year. HT and SBM agreed to revisit the 2023/24 budget figures and to identify the commitment/accruals that relate to 2022/23. <b>Action HT/SBM</b></p> <p>HT added that he will meet with the SBM tomorrow (12<sup>th</sup> May) and will share the latest 2023/24 budget figures and 2022/23 accruals with F&amp;R governors via Governor Hub after he has met with the SBM. <b>Action HT/SBM</b></p> <p>HT suggested that governors come into school to review the latest budget figures and to agree the next steps for approving the budgets prior to sharing the final budget figures with all governors at the Special GB meeting on 18<sup>th</sup> May 2023.</p> <p>HT agreed to send the final version of the 2023/24 budget figures to all governors on Wednesday 17<sup>th</sup> May 2023. <b>Action HT</b></p> <p><b>c) Pupil Numbers -latest figures</b> HT stated that the pupil numbers are at 192 (including nursery – 169 excluding Nursery pupils).</p> <p>The total pupil places are 210 plus nursery – currently have 41 unfilled places.</p> <p>For the Reception class – 19 pupils accepted a place through the first round with an extra 6 accepting a place from the second round and there will be further changes taking place during the summer term.</p> <p><b>d) Premises and Health &amp; Safety updates</b> HT stated that there was not much to add for the Health and Safety matters – the Garden restoration project is currently seeking ideas from pupils and quotes are being obtaining for the back wall rendering issue.</p>	<p><b>HT/ SBM</b></p> <p><b>HT/ SBM</b></p> <p><b>HT</b></p>	
<p><b>3.</b></p>	<p><b>Other Business updates</b></p> <p><b>a) After school club/Breakfast club – update on provision</b> HT stated that for the Spring term uptake – the pupil numbers for the 2 clubs have fluctuated daily and the current average is 8 children per day for the breakfast club and 12 for the after school club. HT added that by merging the 2 clubs for income and uptake – they currently break even but it is hoped that demand will increase as the 2 clubs become more established.</p>		



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	<p><b>b) Marketing and Community Engagement</b></p> <p>HT spoke about the Coronation event that took place on Friday 5<sup>th</sup> May to celebrate the Kings Coronation. It was a very successful event which had been organised by Mr Holness and a small group of parents.</p> <p>Pupils dressed in red, white and blue costumes and many had made crowns to wear on the day.</p> <p>The small group of parents were very good in helping to set up the event and tidy up afterwards. It was lovely to see the parents and staff serve the pupils with the food/refreshments that were provided for the event.</p> <p>AS added that it is lovely to hear about the help given by parents and this could be a stepping stone towards setting up the Friends of Christchurch Association if a group of parents are keen to become further involved with the school and its community.</p> <p>HT showed governors pictures that had been uploaded onto the school website from this event.</p>		
4.	<p><b>Review of Policies</b></p> <p><b>No policies have been presented for review at this meeting.</b></p>		
5	<p><b>Date and Time of next meeting</b></p> <p>There will not be a further F&amp;R meeting this term – but a Special GB meeting has been arranged for Thursday 18<sup>th</sup> May 2023 at 6pm via Zoom – to review/ratify the 2023/24 final budget.</p>		
6.	<p><b>Any Other Urgent Business</b></p> <p>No matters were raised under this agenda item.</p>		
7.	<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) LD suggested that the benchmarking exercise could be undertaken in the Summer Term. SBM will circulate some benchmarking charts for governors to review. <span style="float: right;"><b>Action SBM</b></span></p> <p>b) AS will bring further updates on the Governors Strategic Plan to the July GB meeting. <span style="float: right;"><b>Action AS</b></span></p> <p>c) JK confirmed that a H&amp;S walk has been undertaken this term and will do another walk in June 2023 to go through the recommendations that were raised at the last H&amp;S walk. <span style="float: right;"><b>Action JK</b></span></p>	<p style="text-align: right;"><b>SBM</b></p> <p style="text-align: right;"><b>AS</b></p> <p style="text-align: right;"><b>JK</b></p>	



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	<p>d) 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 – but needs to finalise the paperwork. <span style="float: right;"><b>Action LD</b></span></p> <p>e) RM has sent details on potential grants that may be available for Christchurch to look to apply for.</p> <p>AS suggested that governors continue to look at other areas for Grant opportunities which can be applied for to boost the income for the school.</p>	<b>LD</b>	
<b>8.</b>	<p><b>Part Two – Confidential</b></p> <p>No new confidential matters were raised at this meeting.</p> <p>The confidential minutes from the F&amp;R meeting held on 19<sup>th</sup> January 2023 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>		

Meeting finished at 7.55pm

**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 11 May 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