



**Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Finance and Resources Committee Meeting  
held via remote access on Thursday 21 October 2021, at 5.45pm.**

**Attendees**

Name	Initials	Attendance 27/01/21	Attendance 28/04/21	Attendance 19/05/21	Attendance 21/10/21
<b>Governors</b>					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Jason Kosky	JK	Present	Present	Present	Present
Robert Grover	RG	Present	Resigned	Resigned	Resigned
Jordan Cummins	JC	Present	Present	Apologies	Resigned
Lesley Daisley	LD	Present	Present	Apologies	Present
Stephen Woodward	SW	Not in post	Present	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>1. Welcome, Opening Prayer and Apologies for Absence</b></p> <p>The Vice Chair (JK) welcomed everyone to the meeting via remote access (Zoom) and asked HT to open the meeting with a prayer.</p> <p>All governors on this committee were in attendance.</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>SW reminded governors that he is married to a trustee for the Parish Trust fund.</p>		
<p><b>3. Election of Chair and Vice Chair for 2021/22</b></p> <p>The clerk asked for any nominations for the role of Chair of this committee – Lesley agreed to be nominated when asked to take on the role of chair for this committee – this nomination was proposed by JK and seconded by AS.</p> <p>Jason agreed to be re-elected as the vice chair for this committee – this nomination was proposed by LD and seconded by AS.</p> <p>Governors unanimously approved these nominations.</p>		
<p><b>4. Review Terms of Reference</b></p> <p>The clerk stated that the TOR contents were reviewed at the October 2020 F&amp;R committee meeting but the section on the Governors maintenance Fund just needs confirmation that it reflects the roles and responsibilities for this fund.</p>		



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	<p>Governors confirmed that the paragraph for the Governors maintenance fund is still relevant and should remain within the TOR document. The clerk agreed to re send the TOR document to governors – who were happy to approve this document that was circulated with the paperwork for this meeting. <span style="float: right;"><b>Action clerk</b></span></p>	<b>clerk</b>	
5.	<p><b>Minutes of the previous meeting held on 19<sup>th</sup> May 2021</b></p> <p>The minutes from the meeting held on 19<sup>th</sup> May 2021 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 they have an opportunity to visit the school.</p> <p>It was agreed at this stage of meeting to re format the Agenda – as JK is unable to attend the full meeting and will be leaving at 6.30pm</p>		
6.	<p><b>Other Business</b></p> <p><b>a) LDBS Capital Programme (Maintenance and Improvements)</b></p> <p>HT stated that the school had a visit from Warren Harper (Wilby and Burnett) on 16 September to conduct the LDBS annual maintenance check – the school asked the consultant to consider the building concerns that the school currently have;</p> <ul style="list-style-type: none"> <li>• Flat room above school hall – which leaves large heavy puddles when it rains</li> <li>• The nursery windows – do not open or close properly and cause a H&amp;S and security risk</li> <li>• Electrics – there are 2 areas within the school where the lighting is continuously short circuiting – Year 5/6 stairwell and EYFS entrance which is also a H&amp;S risk</li> <li>• Toilets in the Nursery – ongoing leakages and broken sink</li> </ul> <p>HT stated that the consultant also identified the lighting has areas that need updating to newer lighting panels</p> <p>Governors expressed their concern that the ongoing issue with the windows in the Nursery have not been graded as a high priority under the schools annual maintenance survey – not only the issues with the security element but also those in respect of H&amp;S and also the COVID implications through not being able to ensure there is the maximum ventilation in the Nursery setting when it is needed.</p> <p>The H&amp;S governor has raised this issue in previous H&amp;S audits and is concerned that this has still not been addressed by the LDBS as a high priority under the building maintenance programme. It is also a concern that the windows may not offer the maximum ventilation on occasions and the LDBS should be made aware of this issue.</p> <p>A governor supported the concerns raised for H&amp;S/ventilation issues but also added that Willesden Lane is a high crime area so this is also a security concern for the school.</p>		



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JK stated that as the H&S Governor he will do a further H&S audit this term and will write to the LDBS to raise the concerns by the GB that the Nursery windows are considered a high priority for replacement for the H&S; security and Covid ventilation concerns and would like to request the LDBS address this issue as a high priority.

**Action JK**

**JK**

**b) Parish Trust Bids – update**

HT stated that there have been no bids prepared for the Parish Trust fund – but would look to put in a bid to help subsidise the ASC/BC schemes if parents start to sign up for them this term.

A governor asked if the school could apply to use the Trust fund to replace the windows – AS explained that the LDBS is responsible for the building maintenance improvements and therefore the windows would not be eligible for funding under the Trust Fund criteria.

**c) Contracts/Quotes over HT delegated authority**

HT stated that the quote for the building cleaning services – is listed under School Business Manager/ Head teachers report – see Agenda item No 7e below.

**d) Staffing/HR matters**

HT stated that the staff are volunteering to come into school on Saturday to clear out the school.

Governors asked that thanks be given to staff who have volunteered to come into school during the weekend to help improve the school environment and enhance the pupils experiences for when they return after the half term break.

**e) After school Club/ Breakfast Club – review of provision**

HT stated that the Treetops Organisation had given the school a deadline date of 12 October 2021 to obtain a minimum of 10 parents to sign up for the ASC/BC provision that was being offered by this organisation.

HT stated that only 1-2 parents expressed an interest in the ASC with no parents expressing an interest in the BC.

HT added the main problem with parents signing up for these clubs is the cost at £8 per session.

AS added that both herself and KD had given flyers to parents at the start of a school day which resulted in 8 parents expressing an interest in the ASC/BC provision at the school but then did not commit to signing up to these schemes through the school.

HT added that he has found that sometimes parents have difficulty in committing to opportunities that are being offered by the school – for example – for the Year 5 and Year 6 National Tuition Programme – requires the parents to sign up for this provision – but only 17 pupils did sign up. He added that perhaps the problem may be with



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committing to any opportunities that are being offered by the school – whether it is funded by the school or requires a payment to be made by the parents.

HT added that there are options to organise an After School club that is run by the teachers as part of their Performance Management objectives – but this would only be possible for a period from 3.30pm to 4.30pm but parents would prefer for the sessions to run from 3.30 until 5.30/6pm.

HT explained that if the school offered an hour for an ASC provision he would then need to look at the options how the school could then accommodate having the pupils on site beyond 4.30pm.

A governor asked whether the issue with signing up for the clubs is a financial issue – HT believes that for some parents this would be the main problem but for some parents they are sometimes unwilling to commit to the opportunities that are being made available to them.

HT added that when the school is embarking on a new venture like ASC/BC – they need to have expressions of interest and for parents to commit to pay a deposit – before the school can then enter into an arrangement with an external provider.

HT added if the school were able to apply for funding from sources such as the Trust Fund – it would need to show what was currently in place and why the funding was vital to keep the provision going for the benefit of the pupils.

HT stated that primary schools in the neighbourhood that have ASC/BC in operation have similar costs that were being advertised by Treetops but for larger primary schools – they were able to organise their own staff to put the ASC/BC in place with very little change to their daily staffing arrangement as they are able to share the workload for their TA's.

Governors suggested that the school could invest the money in the ASC/BC to enable the provisions to get started by subsidising the clubs and when more parents sign up for the clubs can reduce the funding.

A governor stated that they have been a long established governor who started as a parent governor and for many years parents have been unable to commit to the Governors maintenance fund and other financial commitments.

Governors discussed the options for investing the school funds in activities such as ASC/BC to attract pupils so that the school obtains the funding for the pupil places although it is a cost to the school in the short term.

AS added that parents did complete the form but did not sign it – so perhaps the way forward is to target the parents with further flyers but to ensure that they give their details so that the school can then work with these parents on how the best this service can be provided for the ASC/BC for their children.





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	<p>AS will confirm with JK if he is happy to continue with the review of the SFVS return for this committee.</p> <p style="text-align: right;"><b>Action AS</b></p>	<b>AS</b>	
7.	<p><b>School Business Manager and Headteacher’s briefing report</b></p> <p><b>a) September 2021 Budget Monitoring report</b></p> <p>SBM gave an overview of the key points to note from the September 2021 budget monitoring report as follows;</p> <ul style="list-style-type: none"> <li>• The income from PPG/UIFSM funding from the LA is lower than was originally budgeted for (£18k less)</li> <li>• The donations income is the amount due from the Parish Trust for the CCTV/Burglar alarm projects</li> <li>• The school meals income has reduced due to a reduction in the take up of school meals, with the expenditure being reduced due to the same reason</li> <li>• The school trips hope to restart in the Spring term</li> <li>• The school have received additional income from the School Led Tutoring grant (£6k) and the Recovery Premium Allocation (£7k)</li> <li>• The budget that was set in March 2021 included the changes for the DHT secondment and the income that will no longer be reimbursed from Mora</li> <li>• For expenditure – the staffing budgets include the 2 new AHT appointments which result in an overall increase of £10k</li> <li>• The vacant teacher positions for Year 3 and Year 5 are included in the agency teacher budget</li> <li>• The SENCO teacher is on unpaid leave which is being covered by an agency teacher</li> <li>• The SMSA staff member who retired on ill health grounds is due 12 weeks notice to be paid – which has been included in the latest forecast figures</li> </ul> <p>A governor commended the school on how close the outturn looks when compared to the original figures produced at the start of the financial year.</p> <p>A governor asked whether the in year deficit position of £7k is a realistic prediction and includes all the expected commitments etc.</p> <p>SBM explained that the only uncertain expenditure is in respect of the agency cover for staff absences which is outside of the schools control – but the forecast position will be updated when the budget monitoring report is produced each month.</p> <p>Governors thanked SBM for a very clear and comprehensive budget monitoring report that is supported with clear commentary.</p> <p><b>b) Pupil numbers</b></p> <p>HT informed governors that the pupil numbers that were included in the Census day ( 7<sup>th</sup> October 2021) was 160 pupils ( plus 21 pupils in the Nursery), which is 4 pupils less than the total entered on the October 2020 Census return.</p>		



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A governor asked whether the decrease of 4 pupils is in line with the trend and whether the numbers normally go down at this time of the year.

SBM explained that the Census returns in previous years recorded 176 then 174 and last years was 164 pupils (excluding the Nursery pupils).

HT stated that the school did have an increase in the pupil numbers in the Spring term but the increase did not trigger the extra funding that is given to schools once the trigger point is reached.

**c) Benchmarking and SFVS – confirm process for 2021/22**

SBM confirmed that she will contact JK to confirm he will be carrying out the exercise of reviewing the SFVS return for 2021/22.

**Action SBM**

**SBM**

**d) Premises and H&S updates**

AS confirmed that JK is planning to conduct a H&S walk this term.

**e) Building Cleaning Services – mini competition**

SBM outlined to governors that the school has prepared the tender documentation for the building cleaning services as the current contract has expired and is on a rolling contract. The school are unhappy with the service provided by the existing building cleaning contractor as the preference is for a morning cleaning service but the cleaning company are only willing to come in the afternoons.

SBM added that the cleaning company were not able to facilitate the cleaning services that were required for the school during lockdown.

SBM explained that the LA legal team had assisted the school in preparing the tender documentation and the documentation has been put out to tender to 12 cleaning companies with 6 companies responding to express an interest in the tender.

SBM added that 4 cleaning companies have confirmed that they are available to undertake a site visit.

A governor asked the value of the contract – SBM explained that the contract is £20k pa with the contract expecting to be over a 3 year period (£60k).

A governor asked whether the tender will include the requirement for paying the living wage.

Governors then had a brief discussion on whether this was a legal obligation and whether it would be balanced against the needs of the school to get value for money for the service provision.

SBM stated that she will clarify with Brent Legal the question regarding the obligations of the school regarding the living wage position within any contract that is being put out to tender and whether this is a consideration that should be included in the specification for this latest procurement process for the building cleaning contract.

**Action SBM**

**SBM**



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<b>8.</b>	<p><b>Review of Policies</b></p> <p><b>a) Business Continuity Plan</b> HT stated that this policy has been updated with minor changes – for example the approval dates; updated staff contact list and Key contact list; updated SERT member list and the addition of the admin assistant in the processes</p> <p><b>b) Charging and Remissions Policy</b> HT stated that the minor changes to this policy are the updated approval dates and paragraph under Optional extras has been amended to reflect the fact that the school is looking at the options for Breakfast and After School provision.</p> <p><b>c) Financial Procedures</b> HT stated that the minor changes to this document include the updated approval dates; paragraph 1.5 has been amended to reflect Assistant Head teachers rather than Deputy Head teacher and the latest TOR has been added as Appendix 1</p> <p><b>d) Scheme of Financial Delegation</b> HT stated that the only change included in this document is the updated approval dates.</p> <p><b>e) Volunteers Policy</b> HT stated that the only change to this policy is the updated approval dates.</p> <p><b>f) Pay Policy</b> HT explained that the new LDBS model pay policy for 2021/22 has been customised for Christchurch and included the following;</p> <ul style="list-style-type: none"> <li>• Alternative paragraphs regarding UPS (Page 4) which were approved by the Pay Committee held at 4.45pm</li> <li>• Red paragraph regarding a partnership arrangement option and the pay range for the Executive headteacher – this paragraph was removed for this year as the Pay committee Governors agreed it was not required at this stage.</li> <li>• Value of TLR2 was added for the minimum to maximum range</li> <li>• Appendix 1 TOR for the Pay Committee added</li> <li>• Appendix 4 – the school staffing structure was added</li> </ul> <p>HT added that the Pay Committee approved the 2021/22 Pay Policy with the above amendments being included.</p> <p>Governors had no questions on the policies presented to this meeting and unanimously approved the policies listed as a-f above.</p>		
<b>9.</b>	<p><b>Date and Time of Next Meeting</b></p> <p>The next meeting has been arranged for Thursday 27<sup>th</sup> January 2022 at 5.30pm via Zoom.</p>		



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<b>10.</b>	<p><b>Any Other Urgent Business</b></p> <p>No matters were raised under this agenda item</p>		
<b>11.</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 style="padding-left: 40px;">a) HT agreed to present an annual report to show the PPG funding and Sports funding and how the money has been spent to the F&amp;R meeting in the new academic year. This action point has carried forward from a previous F&amp;R meeting.</p> <p style="text-align: right; padding-right: 20px;"><b>Action HT</b></p> <p>The Public meeting closed at 7.30pm</p>	<b>HT</b>	
<b>12.</b>	<p><b>Part Two – Confidential</b></p> <p>Governors confirmed that the confidential minutes from the F&amp;R meeting held on 19<sup>th</sup> May 2021 were an accurate reflection of the discussions and decisions taken at the meeting.</p> <p>There were no new matters raised under this agenda item.</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 Thursday 21<sup>st</sup> October 2021 via Zoom at 5.45pm.

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

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