



**Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Thursday 27 January 2022, at 5.30pm.**

Attendees

Name	Initials	Attendance 28/04/21	Attendance 19/05/21	Attendance 21/10/21	Attendance 27/01/22
Governors					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Jason Kosky	JK	Present	Present	Present	Apologies
Jordan Cummins	JC	Present	Apologies	Resigned	Resigned
Lesley Daisley	LD	Present	Apologies	Present	Present
Stephen Woodward	SW	Present	Present	Present	Present
Saeed Akhtar	SA	Not in post	Not in post	Not in post	Apologies
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>1. Welcome, Opening Prayer and Apologies for Absence</p> <p>The Chair (LD) welcomed everyone to the meeting via remote access (Zoom) and asked HT to open the meeting with a prayer.</p> <p>Apologies were received from Jason Kosky and Saeed Akhtar – who were both unable to attend due to illness. These apologies were accepted by the governors in attendance.</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 with the exception of SW who reminded governors that he is married to a trustee for the Parish Trust fund.</p>		
<p>3. Minutes of the previous meeting held on 21st October 2021</p> <p>The minutes from the meeting held on 21st October 2021 were reviewed, and governors agreed they were an accurate reflection of the meeting discussions and decisions taken at the meeting, with just one minor typing error on page 1 . These minutes will be signed by the Chair when they have an opportunity to visit the school.</p>		
<p>4. School Business Manager and Headteachers report</p> <p>a) December 2021 Budget Monitoring report</p> <p>SBM gave an overview of the key points to note from the December 2021 budget monitoring report as follows;</p> <ul style="list-style-type: none"> The latest monitoring report shows that the school is fully staffed with no vacancies 		



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- The resignation of the teacher who covered 50% of Year 2 and Year 6 class last term has been filled with an ECT covering the Year 2 class and Year 6 is being covered by the 2 AHT's.
- The school will be receiving some additional income of £6,500 from the LA via the HT cluster (SEND funding)
- The school will also be receiving an additional grant – school led tuition grant of £6,277
- The school is also due £5,460 for the catch up recovery premium grant
- The salaries expenditure has been adjusted for the movements for codes 0003/0004 due to the resignation of the teacher last term
- The agency budget for code 0041 includes the supply costs for the school led tutoring programmes – with Year 5 and Year 6 half way through the programme with Years 3 and 4 due to start soon
- The supply budget has increased due to the absence cover needed for teaching staff – but PS and GV and the SENCO have helped in covering the first day absences
- The cleaning material costs have increased due to the need for increased cleaning and sanitisers etc

A governor asked about the way the additional grant funding is being distributed to schools – is it on a financial or academic year as the school have only received one third of the school led tutoring grant.

HT explained that schools have been assured that they will receive the 2 extra recovery grants and the SEND grants before the end of the financial year.

SBM added that the year end reporting to the LA would need to include all grant funding that is due as at 31 March 2022 – and she will confirm with the LA that these will be paid or be committed in the year end accounts. **Action SBM**

SBM

A governor asked whether the school are aware of how much the increased costs for gas/electricity are likely to be – SBM explained that the school will be notified next quarter how much the increases will be and will factor these increases in the budget for the new financial year.

A governor asked who the gas and electricity suppliers are for the school – SBM stated that the school has their supplies provided by EDF and Kent CC- she will look at whether they will be offering fixed prices for schools

SBM summarised that the latest budget monitoring report shows that projected surplus is £176k which is a reduction of £13k when compared to the original figure produced at the beginning of the financial year.

b) Pupil numbers

HT explained that the total pupil numbers have increased by 10 pupils since September 2021 – increasing from 179 to 189.



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HT added that there have been a number of starters and leavers since September 2021 but it is positive to report that the net change has been an increase of 10 pupils.

A governor asked if the increase in 10 pupils has enabled to school to be more financially viable in the long run and whether 189 an acceptable figure.

HT explained that for the classes from Reception to Year 6 (excluding the Nursery) – the capacity is 210 pupils – so the school is still losing £105k.

HT added that for the Nursery provision – the school has capacity for 26 pupils in the morning and 26 for the afternoon sessions – but currently have 28 on roll (with just 3 in the afternoon session (with the total figures including 5 rising 3's) – which is a total of 45 unfilled places across the school from Nursery to Year 6.

HT explained that the costs are also increasing – so the 10 extra pupils (equating to £50k) may not fully cover the increase in costs.

A governor asked if there is a trend in the reasons why pupils are leaving – HT explained that the reasons are a mix of social housing, moving out of the area or moving closer to a school nearer to their home.

A governor asked if the school keeps a record of why pupils are leaving – HT explained that the SIMS system has codes to record the reasons for leaving.

A governor stated that more parents maybe looking for schools that offer wrap around care – HT added that the school have started to offer ASC/BC which may help attract prospective parents.

HT stated that once the parents visit the school to look round – it tends to lead to them joining the school as they like what they see.

A governor added that the problem is getting the prospective parents through the door – so the critical issue is having an effective marketing strategy to encourage these parents to visit the school.

HT added that Christchurch is in a confined area with a number of schools in the immediate neighbourhood.

c) Benchmarking and SFVS

SBM informed governors that a meeting to review the SFVS return with Jason has been arranged for 23 February 2022.

Governors suggested that the link for the benchmarking website be circulated to the F&R governors – so they can look at the benchmarking data and send any comments to SBM to include in the SFVS.

Action SBM/F&R governors by 20 Feb 2022.

**SBM/
F&R**



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	<p>Governors also agreed to look at the SFVS return (which SBM will circulate to all after the meeting has taken place on 23 Feb) – so that their comments can be included in the SFVS return before it is submitted to the GB meeting on 24 March 2022 for approval. Action SBM/ F&R governors</p> <p>d) Premises and H&S updates SBM stated that the H&S link Governor (JK) did a H&S walk in November 2021 but the electronic copy of the report is still to be sent to the school – she will follow this up with JK. Action SBM</p> <p>e) Covid 19 update HT stated that the school reached the DfE threshold on 2 occasions in the last week – with 17 pupils and 1 member of staff testing positive. There were 7 pupils in one class with another 3 pupils in another class. HT added that the advice from Public Health England on the threshold being reached was to ventilate the rooms and wear masks around the school.</p> <p>HT added that although the Covid restrictions have eased through the Country- the school will continue to adhere to the action plan with the RA continuing to be in operation – which includes the requirement for adults to wear masks and any visitors to the school. The parents are reminded to wear face coverings in the school playground.</p> <p>A governor asked about the number of staff who are currently isolating and whether they are returning after 2 negative tests - there are currently 3 staff in Early years who have had 10 days absent from school.</p> <p>A governor asked about how Covid has impacted on the health of pupils and how the school monitors the health of pupils in school – HT explained that Covid has had an impact on families – siblings and parents – and 2 families have recently informed the school that their 2 children will not be returning to school whilst the Covid cases remain high.</p> <p>HT explained to the parents that the school have control measures in place to keep pupils safe and reiterated the guidance of pupils needing to attend school. Any absences will be followed up by the Education Welfare officer as the attendance guidance must be followed.</p> <p>There were no further questions on the SBM/HT reports and governors thanked SBM for all her hard work and commitment in carefully monitoring the budget in these very challenging times.</p>	<p>SBM/ F&R Govs</p> <p>SBM</p>	
<p>5.</p>	<p>Other Business</p> <p>a) LDBS Capital Programme (Maintenance and Improvements) HT spoke about the annual condition survey report that he circulated to governors with the meeting paperwork and read out the 6 highest priorities in order of preference as identified by the LDBS surveyors as follows;</p>		



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- 1) Possible electrical remedial works £6k
- 2) 10% of the nursery windows are operational repairs/replacement required £16k
- 3) Upgrading main fuseboard cupboard to fire rated £6k
- 4) Upgrade remaining areas of lighting £33k
- 5) Nursery toilets would benefit from refurbishment in 1-2 years time £46k
- 6) Main stairwell asbestos tile flooring to Year 3 to Year 4 worn through and requires replacing £30k

A governor asked why the main stairwell asbestos tiles that need replacing are not considered to be the highest priority – HT explained that the school is required to keep an asbestos risk register which is inspected annually – and the risk of asbestos is very low and it would be more problematic to remove it.

A governor asked about the concern with only 10% of the nursery windows being operational and will ask the H&S link governor to pursue this further. **Action JK**

JK

HT explained that they now need to wait for the response from the LDBS to inform the school of the amount that will be approved from the Capital Programme for the schools priorities outlined above.

Governors agreed that the priority for the nursery windows must be kept on the agenda as this is a real concern that 90% of the nursery windows are not operating effectively – which is not only a Covid concern but also a H&S concern.

b) Parish Trust Bids – update

HT spoke about the 2 parish trust bids he had prepared following the approval by governors at the GB meeting in December.

HT stated that he has prepared one bid for £3,233 for the purchase of resources to support the new phonics early reading programme in school (Little Wandle). The school require the initial investment by the parish trust and the school would then commit to the annual update of these resources.

Governors had no questions to raise on this bid and approved the bid being forwarded to the parish trust for consideration.

HT stated that the second bid is for £5,000 to help with the setting up of the breakfast and after school clubs which is a greatly needed resource that will hopefully attract new pupils with this wrap around service being in place within the school. This proposal was approved by the GB meeting in December 2021 and governors asked the HT to prepare the bid for submission to the Parish Trust.

HT added that the proposal would be for the £5k to help subsidise 50% of the BC and ASC places during the spring term, thereafter the parents would then be expected to fully pay for these activities from the Summer term onwards.



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Governors had further discussions on the marketing opportunities and the need to attract more pupils to fill the vacant places and the importance of having the wrap around care to attract more pupils into the school.

Governors felt that by withdrawing the funding after the Spring term may be detrimental to attracting more pupils for the Summer term and also the start of the new academic year.

Governors therefore recommended that the trust bid be amended to increase the amount so that the subsidy for BC and ASC can be in place for a full year. This will hopefully enable the clubs to be more established before the subsidy is withdrawn and will also help with attracting more parents in selecting Christchurch for their children's education and thereby fill the vacant places.

HT agreed to revisit the application for the trust bid and increase the funding request for a full years figure.

Action HT HT

c) Contracts/quotes over HT delegated authority

HT stated that there are no contracts/quotes to review at this meeting.

d) Staffing/HR matters – non confidential

HT stated that a newly qualified ECT (NQT) who was teaching in Year 3 has been offered a permanent contract following her completion of the NQT qualification.

A governor added that he was very impressed with this teachers class when he did a tour of the school recently with her class having a very good atmosphere.

HT confirmed that she has been an amazing addition to the school and shows the success of building up home grown teachers who follow the Christchurch vision and work ethic.

A governor commended the HT in the schools tremendous track record for developing staff which evidences the good reputation of the school.

HT added that the school were also successful in appointing an ECT person for Year 2 class who the school will be supporting through their ECT registration which will complete in December 2023. This appointment was required following the resignation of Matt Booker at the end of the Christmas term.

e) After school and Breakfast clubs

HT informed governors that the clubs started on Monday 10th January and the numbers have been gradually improving after a slow start. There are on average 11-12 in the after school club and 6-8 in the breakfast club – with each club requiring a minimum of 10 children to make the clubs viable.

HT added that the school are subsidising the places by 50% to keep the clubs running and hopefully the parish trust bid will be successful in helping with the subsidy for these clubs for the next year.

f) Marketing/Community Engagement



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	<p>Governors had no questions on the PPG/ Catch up strategy reports and were happy with the documents.</p>		
<p>6.</p>	<p>Review of Policies</p> <p>a) Gifts and Hospitality Policy HT stated that this policy has been updated with minor changes – i.e. the change of dates and updated Appendix to include – Gifts over the value of £50</p> <p>b) Governors Allowances Policy HT stated that the only changes to this policy is the change in dates.</p> <p>A governor asked whether the school has a budget contingency if a governor was to put in a claim under this policy. HT added that the school has not had any claims submitted – but having the hybrid model in operation for all meetings will hopefully keep the costs down for those governors that need to travel to meetings. HT added that the school will include a budget commitment for these allowances in the budget for the new financial year.</p> <p>c) Lettings Policy HT stated that this policy is updated with minor changes- for example – School Bursar to School Business Manager; change in title – Child Protection to Safeguarding and the updated KCSIE requirements for 2021 have been included.</p> <p>d) Premises Management Policy HT stated that minor changes included the change of dates and Section 4 reflecting the DfE guidance.</p> <p>e) Risk Management Policy HT stated that the only change included in this document is the change of dates.</p> <p>f) Risk Register HT stated that the Risk Register format has been updated with a newer version from The Key – which is more in-depth and up to date with more columns and the facility to calculate the risk.</p> <p>Governors had no further questions on the policies presented to this meeting and unanimously approved the policies listed as a-f above.</p>		
<p>7.</p>	<p>Date and Time of Next Meeting</p> <p>The next meeting has been arranged for Thursday 28th April 2022 at 5.30pm via Zoom.</p>		
<p>8.</p>	<p>Any Other Urgent Business</p>		



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	<p>AS informed governors that the Governors Maintenance fund bank account is being updated with the signatories being herself, Jason Kosky and Lesley Daisley.</p> <p>A Governor suggested that the governors maintenance fund and bank account has a policy and procedures put in place so that it is known what the fund can be used for and the internal controls that would be in place for when any money is collected or paid out of the bank account and a set of criteria outlining how the account will be used.</p> <p>SBM stated that the bank requires a debit card to be issued for the bank account – governors agreed that one debit card would only be required and that it is stored on the school premises securely.</p> <p>Governors agreed that this bank account and fund has a policy set up and a set of criteria established to manage this account.</p> <p>LD agreed to look at templates that can be used to prepare the debit card policy and a set of instructions on how the account will be used and the procedures that will be followed when using the account.</p> <p>Governors also recommended that the FGB agree to the policy and protocols to be put in place for the administering of the bank account for the Governors Maintenance fund.</p> <p>LD agreed to prepare the policy and procedures for the debit card and managing the governors maintenance fund bank account which will be presented to the GB meeting on 24 March 2022.</p> <p style="text-align: right;">Action LD</p>	LD	
<p>9.</p>	<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> <ul style="list-style-type: none"> a) Although the H&S walk has been undertaken last term, the school are still waiting to receive the electronic copy of the report produced by the H&S link governor. Action JK b) The action plan for raising the profile of the school through marketing and community engagement still needs to be finalised. Action JK c) SBM did contact Brent Legal about whether the building cleaning contract had an obligation of the school to pay the living wage position – the legal team stated that if the contract did not specify the living wage in the criteria then it would be unfair to ask the successful contractor to meet this requirement. Any future contracts would need to specify this criteria in the contract specifications. d) HT has prepared the report for the PPG funding – but still needs to prepare the annual report for the Sports Grant – to show how the money has been spent and the impact from the initiatives that were put in place. Action HT <p>The Public meeting closed at 7.25pm</p>	<p>JK</p> <p>JK</p> <p>HT</p>	



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10.	<p>Part Two – Confidential</p> <p>There were no confidential matters discussed at the F&R meeting held on 21st October 2021.</p> <p>New confidential matters raised at this meeting are recorded under the confidential minutes for this agenda.</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 27th January 2022 via Zoom at 5.30pm.

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

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