



**Minutes of the Christ Church (Brondesbury) Church of England Primary School  
Finance and Resources Committee Meeting  
held via remote access on Tuesday 26 April 2022, at 5.30pm.**

**Attendees**

| Name                           | Initials | Attendance<br>19/05/21 | Attendance<br>21/10/21 | Attendance<br>27/01/22 | Attendance<br>26/04/22 |
|--------------------------------|----------|------------------------|------------------------|------------------------|------------------------|
| <b>Governors</b>               |          |                        |                        |                        |                        |
| James Kelly (head teacher)     | HT       | Present                | Present                | Present                | Present                |
| Alison Schulte                 | AS       | Present                | Present                | Present                | Apologies              |
| Jason Kosky                    | JK       | Present                | Present                | Apologies              | Present                |
| Lesley Daisley                 | LD       | Apologies              | Present                | Present                | Present                |
| Stephen Woodward               | SW       | Present                | Present                | Present                | Present                |
| Saeed Akhtar                   | SA       | Not in post            | Not in post            | Apologies              | Apologies              |
| <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 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 Saeed Akhtar (at LA finance training session) and Alison Schulte (on holiday) . These apologies were accepted by the governors 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 with the exception of SW who reminded governors that he is married to a trustee for the Parish Trust fund.</p>   |     |      |
| <p><b>3. Minutes of the previous meeting held on 27<sup>th</sup> January 2022</b></p> <p>The minutes from the meeting held on 27<sup>th</sup> January 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 when they have an opportunity to visit the school.</p>  |     |      |
| <p><b>4. School Business Manager and Headteachers report</b></p> <p><b>a) 2021/22 final outturn position</b></p> <p>SBM gave an overview of the key points to note from the 2021/22 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 £252,361</li> <li>• The surplus figure projected as at the December 2021 budget monitoring report had a forecast in year deficit of £13k but the school has closed the year with an in-year surplus of £62,582</li> </ul> |     |      |



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- The increase in the surplus figure occurred due to additional income being received together with some expenditure provision which was subsequently not used
- Additional income included £14k SEN out borough funding received in March 2022 for a pupil that is a resident of Camden Council and £7.5k for recovery premium and school led tutoring grant that was received by March 2022
- The salary/payroll expenditure budgets had a total underspend of £41k which resulted from the changes in the leadership staffing structure at the start of the academic year, together with using in house cover for first day absences and TA first day's absences not being covered
- The SEN agency budget of £9k was not used and the BMS invoice of £17k was not received prior to the year end period
- The premises expenditure was overspent by £14k which was primarily due to the CCTV/fire/alarm intruder system which was funded by a Parish Trust bid – with the income being shown under the donations income code (8121)
- The supplies/services and transport expenditure savings were £15k which were primarily due to secondment budget being underspent by £7.7k and pupil meals savings of £12k due to the pandemic

A governor asked whether the additional income was exceptional and therefore may not occur for future years – SBM explained that the school would continue to recoup the SEN funding for pupils living in Camden, whilst on roll at Christ Church. However, there is a possibility that x1 pupil may move to another school and should this occur the funding would cease and move with the pupil to their new school. At this stage, we do not know if the funding for the recovery premium and school led tutoring grant will continue.

**b) 2022/23 final budget and 2023/24 and 2024/25 draft budgets**

As Chair of Finance – LD explained that she has spent time with SBM to go through the budget paperwork and believes that the SBM and HT have managed the budget for the previous year very carefully and through this close and careful monitoring has resulted in the better outturn position that the school has managed to achieve.

LD added that she has been able to see that the school has pre-empted the efficient use of agency staff through the pandemic and the extra income has been balanced against the expenditure outturn to bring about the larger surplus position.

SBM gave an overview of the key points to note for the proposed budget for 2022/23 and 2 year draft budgets (2023/24 and 2024/25) as follows;

- The GRIN figure is the budget share allocation which is allocated based on the total pupil numbers at the school. As with previous years, the school is not seeing any significant increases to the pupil numbers and the budget share has decreased by £2k compared to the previous year.



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- The GRIN figure is based on 160 pupils (excluding the Nursery) compared to 164 pupils that were the basis of the 2021/22 funding
- The early years block has been based on the previous year's figures – so if pupil numbers increase the in year funding will go up
- For the high needs funding – the school had 4 pupils with EHCP funding but now have 2 pupils – this funding has been adjusted to reflect this change
- For the draft budgets for Year 2 and Year 3 – the pupil numbers have remained unchanged – and were based on 160 pupils as per the October 2021 census – so any additional pupils that register at the school will be a bonus
- The 3 year budget plans currently only include the guaranteed sources of income – for example the LA have advised schools to include 5/12ths of the funding for the PE grant – but schools have been given the full year funding for the past 3 years – so hopefully the additional £7k would be extra income to include at a later time.
- The school trips will be restarting this term which should increase the income section and the school are planning to provide taster sessions for the pupil meals to try and increase the take up of school meals and increase the income
- The SEN grant from the LA of £6.5k has been included and the education recovery premium grant of £5k has been confirmed
- The staffing costs have been included for a full compliment of staff and includes the proposed changes under the TA/HLTA restructure
- The draft budgets for Year 2 and Year 3 are using the surplus brought forward from 2021/22 – and only the guaranteed income has been included – but will be adjusted accordingly once the additional income is confirmed.

A governor asked how much the pupil numbers would need to drop to eliminate the reserves figure – HT explained that each pupil is funded by £5k – so would need to decrease by 50 pupils to eliminate the £252k surplus.

HT added that although there has been a small reduction in pupil numbers, the costs are still increasing – so even if the pupils remain at 160 for Year 2 and Year 3 budgets – the carry forward will be needed to support these years.

A governor asked about the staffing budgets and why for certain codes the budgets are remaining static – like SMSA's, Site supervisor, finance and Bursar roles- SBM explained that some staff are at the top of their pay range and therefore have included just the estimated 2% pay award for each budget year.

LD added that the budget presented to this meeting is very conservative and has scope for future expansion of expenditure once additional income has been confirmed for Years 2 and 3.



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HT added that in previous years – the LA have advised schools to focus on balancing the first year of the budget plans and to adjust the budgets as the school budget funding and additional grants are confirmed when moving near to Year 2 and Year 3.

LD added that the school are in a very good position of having a positive balance at the end of Year 3 – which would be very acceptable to the LA.

SBM added that the expenditure figures for the 3 Year budget plans include a 5.5% increase for these budgets.

A governor added that the LA can see that the 3 year budget plans are very realistic and that the school are not building up a large surplus over the 3 year period.

SBM added that the employment costs are 81% of school income and with the restructure the 2<sup>nd</sup> and 3<sup>rd</sup> year budgets are 83% and 85% respectively.

HT added that it has been a balancing act for maintaining the staffing structure below 85% which is the percentage that is the expected figure for primary schools whilst ensuring that there is sufficient experience within the total staffing structure. The experience is what helps to drive the standards upwards, and the school has continued to look at creative ways in keeping experienced staff.

Governors agreed that it is a very conservative budget that has been presented and gave thanks to SBM and HT for the hard work and commitment in preparing these budgets and keeping the 3 year budget plans in a positive position during these very challenging times.

Governors unanimously approved the 3 year budget plans presented at the meeting for 2022/23 to 2024/25.

**c) Pupil numbers**

HT informed governors that the school have been allocated 26 pupils for the Reception class intake for September 2022 and he will organise a meeting with the parents to secure as many as they can to confirm their places at Christchurch.

HT added that there are currently 47 unfilled places which equates to 22% of the maximum school roll with high instances of EAL and FSM pupils – which has been the position in previous years.

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

HT outlined the priorities for the premises projects this term as follows;

- Staff toilets in the nursery have been damaged by the parquet flooring having become saturated over the years and has now burst through the Lino and has led to uneven floor surfaces in the Nursery area.



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- The issue with the flooring has led to the builders identifying 3 areas that are in need of repair – the staff toilet area in the Nursery costing £7.8k; the main floor area costing £1k and the kitchen area costing £10k
- The toilet area is the most urgent work to be undertaken as it is becoming a hazard and the LDBS surveyors are looking to see if any remaining Capital Grant can be diverted to pay for this urgent work. If this is not possible – the school will need to use the money in the 2022/23 budget to pay for this urgent work.

**e) COVID-19 update**

- There is no change from previous meetings
- Schools are now expected to live with Covid and will have to budget accordingly as the government/DfE will not be providing additional funding for staff costs etc. due to Covid disruptions
- Only if there is another major outbreak - schools are unlikely to receive any further funding at this stage

A governor asked about staff absences due to Covid in the last 2 months – HT explained that since the February half term – there have been no staff Covid issues but the school had major staffing issues with Covid in January/early February.

A governor asked whether the flooring issue that has occurred in the EYFS area should have been identified during the LDBS annual site survey – HT explained that it was not noticeable at that time, but the parquet flooring became saturated and broke the lino very quickly just before February half term.

**5. Other Business**

**a) LDBS Capital Programme (Maintenance and Improvements)**

HT spoke about the recent work undertaken within the school that has been funded through the LDBS Capital Grant scheme;

- During the Easter holidays the electrical boards have been updated as they were not inline with the current regulations
- The school are waiting for the report to outline all the work that has been completed and what is still to be done.
- The LDBS surveyors are aware of the issues regarding the windows in the Nursery area and around the school – a builder was due to come to the school to look at the job just before the Easter break but cancelled on the day as they were unsure if they would be able to complete the work.
- The school is waiting for a further update from the LDBS surveyors on the windows issues



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**b) Parish Trust Bids – update**

HT stated that no new bids have been prepared since the last meeting and he is waiting to hear the outcome of the previous 2 bids for the Early Reading Resources and the subsidy for the After school and breakfast club provision.

HT agreed to contact the trustees of the Parish Trust to arrange a meeting to discuss the bids and find out if further information is required.

**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 the Nursery TA left at Easter and since returning to school after the Easter break, he has trialled 2 supply TA's to select one to take over the long term TA supply cover in the Nursery. The successful TA comes with a wealth of experience from working in Nurseries in the North and has experiences in Early Years and pupils with additional needs.

HT added that the existing TA's that are working within Year 1 to Year 6 have been redeployed to meet the needs of pupils in school – which includes undertaking intervention type activities around the school to address learning gaps in pupils.

HT added that the Inclusion Leader has met with the TA's to explain the long term activities/responsibilities that they will be covering and will no longer be working within one designated class/year group but will work across the school.

A governor asked how the teachers are finding this change in the use of the TA's within the school – HT stated that the Inclusion leader will work with the teachers to help them be more creative for the parts of the day in which they will not have TA's within the class.

HT added that the teachers will have discussions in staff meetings together with extra coaching from AHT and the Inclusion Leader to help support the teachers who have pupils with additional needs

**e) After school and Breakfast clubs**

HT informed governors that there are no further updates to share since the last GB meeting held on 24<sup>th</sup> March 2022.

HT added that the school are paying 50% of the fees for the Spring and Summer terms and this will then be reduced to 25% for the Autumn term with a bid of £13k being submitted to the Parish Trust to help subsidise the cost.

**f) Marketing/Community Engagement**

HT stated that there has been no further updates to share with governors since the last GB meeting in March 2022.

Governors asked if HT would re circulate the marketing action plan to all governors to see if governors can volunteer to take forward the priorities listed in the action plan to raise the profile of the school and encourage the take up for the vacant places.



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|           | <b>Action HT /clerk</b>  | <b>HT/<br/>Clerk</b>                               |  |
|-----------|--|--|--|
|           | <p><b>g) Governors Strategic Plan</b><br/>HT stated that he had received no further updates on the Governors Strategic plan and the updated plan and priorities will be shared with Governors at the next GB meeting.</p> <p><b>h) Pupil Premium/Catch up Funding/strategies</b><br/>HT explained that the Catch up programme for Years 5 and 6 is now completed with the Year 3 and 4 programme being underway.</p> <p>HT added that there have been problems with getting parents fully involved with the online sessions and the proposal is to look at using the remaining funding to provide a resource that provides the tuition in school where it is likely to have a more captive audience with the pupils and their parents. HT added that some parents have struggled to fully support the requirements for their children when the online sessions are being provided by the online tutors.</p>  |  |  |
| <b>6.</b> | <b>Review of Policies– No policies were presented for review at this meeting</b>   |  |  |
| <b>7.</b> | <p><b>Date and Time of Next Meeting</b></p> <p>The next meeting has been arranged for Thursday 19<sup>th</sup> May 2022 at 5.30pm via Zoom.</p>  |  |  |
| <b>8.</b> | <p><b>Any Other Urgent Business</b></p> <p>No matters were raised under this agenda item.</p>  |  |  |
| <b>9.</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><b>a)</b> JK agreed to send through the copy of his report that was completed following the H&amp;S walk that was undertaken in November 2021. JK explained that the form has been handwritten but he will scan and send to SBM. <b>Action JK</b></p> <p><b>b)</b> LD stated that she is in the process of preparing the policy and procedures for the debit card and the management of the governor’s maintenance fund bank account. <b>Action LD</b></p> <p><b>c)</b> HT has presented the report for the PPG funding – but will 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. He will present this report to the GB meeting in July 2022 <b>Action HT</b></p> <p>The Public meeting closed at 6.40pm</p> | <p><b>JK</b></p> <p><b>LD</b></p> <p><b>HT</b></p> |  |



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|            |   |  |  |
|------------|---|--|--|
| <b>10.</b> | <b>Part Two – Confidential</b><br><br>The confidential minutes from the meeting held on 27 <sup>th</sup> January 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 when they have an opportunity to visit the school.<br><br>New confidential matters raised at this meeting are recorded under the confidential minutes for this agenda. |  |  |
|------------|---|--|--|

**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 Tuesday 26<sup>th</sup> April 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