



**Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Thursday 19 May 2022, at 5.30pm.**

Attendees

Name	Initials	Attendance 21/10/21	Attendance 27/01/22	Attendance 26/04/22	Attendance 19/05/22
Governors					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Apologies	Present
Jason Kosky	JK	Present	Apologies	Present	Present
Lesley Daisley	LD	Present	Present	Present	Present
Stephen Woodward	SW	Present	Present	Present	Apologies
Saeed Akhtar	SA	Not in post	Apologies	Apologies	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>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 Stephen Woodward (unwell) which was 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.</p>		
<p>3. Minutes of the previous meeting held on 26th April 2022</p> <p>The minutes from the meeting held on 26th April 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>4. School Business Manager and Headteachers presentation of the Budget</p> <p>a) 2022/23 final budget and 2023/24 and 2024/25 draft budgets</p> <p>SBM stated that there have not been any amendments since the previous F&R meeting that was held on 26th April 2022.</p> <p>LD agreed that the previous meeting did look at the budgets in detail and a number of questions were raised by governors at that meeting – with governors being satisfied with all the responses that were given.</p>		



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LD asked whether the 2 governors who were absent from the last meeting had any further questions to raise on the budget paperwork circulated prior to this meeting.

AS stated that she had reviewed the budget paperwork but wanted to ask why the income figures were lower for the 2023/24 and 2024/25 budgets – SBM explained that only income that has been included in the draft budgets for 2023/24 and 2024/25 is income that is guaranteed. For grants such as the School led tuition grant – this has not been confirmed for the 2nd and 3rd year of the budget plans – so have not been included. Once the income is guaranteed – the budgets will be adjusted accordingly.

LD added that having reviewed the content of the budget in detail – she confirmed that the budget has been compiled in a very conservative way and the school have not included anything that is not guaranteed income whilst being as accurate as is possible at this time for the expenditure budgets.

AS asked if the employee costs reflect the current staffing projections – including the latest staffing restructure proposals – HT confirmed the proposed staffing restructure costs are included.

AS spoke about the total employee costs which are moving towards 85% - SBM explained that the total staffing costs are measured against the total income figure – with the percentage hopefully coming down to around 81% if income increases during the year.

AS asked if the gas and electricity budgets reflect the rising energy costs – SBM explained that the LA have suggested that schools use the 2019 usage costs (pre-covid) and then add the expected increases – for electricity the cost has risen from £9k to £14k and for gas the costs have risen from £7k to £15k.

AS asked when the central heating system was last upgraded – SBM stated that the boiler is serviced each year.

JK confirmed that the boilers were replaced about 7-10 years ago.

There were no further comments from governors and they unanimously approved the budgets for presenting to the Special GB meeting at 6.30pm for ratification by FGB.

As Chair of Finance- LD commended HT and SBM for the excellent work and commitment they have undertaken on the budget preparation and the regular monitoring through the year to produce a 3 year budget plan that has a projected surplus at the end of year 3. This has been even more remarkable given the challenges that the pandemic has caused and the falling pupil numbers have made the income position reduce but the school has continued to manage the finances in the most effective way whilst providing the T&L provision for pupils.

5. Any Other Urgent Business



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	<p>A governor asked about the Government white paper issued which recommends that all schools are an academy by 2030.</p> <p>HT explained that the schools would need to prove they are a sustainable school which would mean that a school with a deficit would not be able to join a MAT.</p> <p>HT added that there is a consultation meeting in June 2022 with Headteachers and GB chairs for Brent and Harrow schools which is being hosted by the LDBS and he will give feedback to Governors at the GB meeting in July.</p>		
<p>6.</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> <p>a) HT has spoken to AS and will agree to have a meeting with the Trustees if they require more details or information on the bids that have been submitted.</p> <p>AS will email the Church warden (who is one of the Trustees) to see if any further information is needed before the bids can be considered for approval. The Church has its AGM on Sunday so will ask about the bids that are awaiting approval with the Church warden. Action AS</p> <p>b) The marketing plan will be discussed by all Governors at the Special GB meeting at 6.30pm tonight</p> <p>c) JK was reminded to send through the scanned copy of his H&S report from the visit that was done in November 2021. Action JK</p> <p>d) LD stated 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. AS offered to assist LD in completing this task. Action LD/AS</p> <p>e) HT 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. Action HT</p> <p>The Public meeting closed at 5.55pm</p>	<p>AS</p> <p>JK</p> <p>LD/AS</p> <p>HT</p>	
<p>7.</p>	<p>Part Two – Confidential</p> <p>The confidential minutes from the meeting held on 26th April 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>No new confidential matters were raised at this meeting.</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 19th May 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