



**Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 14 October 2020, at 5.30pm.**

Attendees

Name	Initials	Attendance 22/01/20	Attendance 29/04/20	Attendance 20/05/20	Attendance 14/10/20
Governors					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Jason Kosky	JK	Apologies	Apologies	Present	Apologies
Robert Grover	RG	Present	Present	Present	Present
Ben Catling	BC	Present	Present	Present	Present
Jordan Cummins	JC	Apologies	Apologies	Present	Present
Observer/adviser(s)					
Jaqueline Carrington HR/Bursar	SBM	Present	Present	Present	Present
Lauren Sutherland – Interim DHT	LS	Present	Present	Present	N/A
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 welcomed everyone to the meeting via remote access (zoom) and asked HT to open the meeting with a prayer.</p> <p>Jason Kosky had given his apologies prior to the meeting due to work commitments, which were accepted by governors at the meeting.</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>AS reminded governors that she was also a governor at St. Cuthbert's and St Matthias Primary School.</p>		
<p>3. Election of Chair and Vice Chair for 2020/21</p> <p>AS spoke to governors about Bens decision to step down from his role on the Governing Board and that tonight will be his last meeting.</p> <p>AS thanked Ben for all his hard work and for the huge contribution he has given to the F&R committee as the Chair for the last 3 years and the Governing Board.</p> <p>AS added that she has had conversations with other members of this committee to see if anyone would be interested on taking on this role.</p> <p>JC stated that he is happy in principle but would need to understand more about the scope of the role and would need to ensure he could actively put in the commitment for the required timescales – for example – during the budget setting cycle.</p> <p>JC added that due to his work commitments he sometimes needs to offer his apologies for F&R/GB meetings to attend the work meetings that are arranged at short notice</p>		



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	<p>which then clash with F&R/GB meetings, and this may also be the case during January/February time.</p> <p>BC stated that the process of monitoring the budget can be done during the year and usually a meeting is held annually with HT/SBM for the budget setting meeting.</p> <p>BC added that his commitment was usually a meeting once a term to do the review of the budget monitoring and SFVS.</p> <p>AS added that Jason is happy to take on the SFVS if Jordan wanted to focus on the budget monitoring and the PPG/Sports Premium could be reviewed at any time between the meetings held during the year.</p> <p>AS stated that Jason is happy to stand in as the Chair for any meetings that Jordan is unable to attend due to work commitments.</p> <p>Jordan confirmed that he was happy to take on the role of Chair – AS nominated JC which was seconded by RG and approved by Governors.</p> <p>RG proposed Jason as the vice chair which was seconded by AS – this was approved by Governors.</p>		
<p>4.</p>	<p>Review Terms of Reference (TOR)</p> <p>AS asked Governors if they had any comments on the TOR that was updated last year.</p> <p>AS stated that for the policies listed for review under the Staffing section of the TOR document, these could be reviewed to ensure that the comprehensive list is stated for those policies that would be expected to be reviewed/approved by this committee.</p> <p>The clerk agreed to liaise with AS on looking at the policies that would sit best for review under this committee and will be added as an Appendix to the TOR document.</p> <p style="text-align: right;">Action clerk/AS</p> <p>AS stated that the TOR document for this committee includes the elements that cover the marketing strategy and initiatives, and it is important that this function is covered within the meetings – and also across the T&L committee.</p> <p>The clerk will note this as an action for future agendas that are being prepared during this academic year.</p> <p style="text-align: right;">Action clerk</p>	<p>Clerk/ AS</p> <p>Clerk</p>	
<p>5.</p>	<p>Minutes of the previous meeting held on 20th May 2020</p> <p>The minutes from the meeting held on 20th May 2020 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 the meetings are operating on a more normal basis.</p>		



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6.	<p>School Business Manager and Headteacher’s briefing report</p> <p>a) Latest Budget monitoring report for 30 September 2020</p> <p>SBM outlined the key points to note from the report that had been circulated to governors;</p> <ul style="list-style-type: none">• The report includes the interim SLT structure that is effective from September 2020• The changes to staffing that have taken place from 1 September 2020 have been included in the budget monitoring report• The permanent DH postholder has started her secondment at another Brent school for which the school invoices the costs on a monthly basis• For the 2 interim Assistant HT posts, one postholder was due to work part time, whilst they attended a course, but the course has now been cancelled and the budget has been adjusted to reflect the post as being fulltime. The supply budget has been adjusted to reflect this change.• A supply teacher is covering the maternity leave for a teacher for 2 terms• The school has employed a TA in the Early Years class and a Part time TA to cover the SEN needs across the school• The admin post has been recruited from 21 September 2020 and this will be a full time post with the costs being included within the original budget that was set• The grants have been confirmed for PPG, UIFSM, SEN funding and the Covid catch up premium grant• £26k has been confirm for the SEN funding – the school has 3 pupils with EHCP and 1 pupil with EYH funding.• For agency teachers – now showing £97k spend – but includes a teacher vacancy, maternity cover and staff that are shielding. The Year 5 agency teacher is costed in the permanent teacher’s budget (0003). This figure includes an extra £20k if staff need to self-isolate• The employee contingency budget of £10k is being retained as it is assumed it will be used at this time• Code 0241 – support staff agency – also includes £15k contingency• The code 1511 for general maintenance – is showing an overspend but £6k is due from the Parish Trust for the external building improvements• Under H&S- the water tank and the boiler require servicing.• Code 3869 has reduced – as the pupils are currently not having swimming lessons• There is also a reduced cost for music (code 0043), although music lessons have restarted – there are 19 pupils attending due to covid restrictions (previously 30)		
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Questions raised by governors;

A governor asked whether the decrease in the PPG grant is due to less pupils being funded or a reduction in the funding per pupil- SBM will look at the previous figures and numbers of pupils eligible and report back to the committee. **Action SBM**

SBM

A governor asked how the Covid catch up grant is being deployed – i.e. on additional expenses or on the curriculum - HT explained that the school is following the guidance from the DfE which allows it to be used on physical teaching costs- like for booster classes and can also be used to buy resources.

A governor stated that the T&L committee can discuss the catch up plans in more detail.

A governor asked what is coded under professional fees – SBM explained that the costs for contract services, music services, consultant costs are included under this budget.

A governor asked about the pupil numbers going down and the impact this will have on next year's budget which is attributed to the drop in the birth rate and the migration of families moving out of London.

A governor suggested contacting the LDBS to see if they have any suggestions on how the school can maximise the pupil intake.

HT confirmed he has spoken to the LDBS previously but were only able to send a crib sheet for advice for smaller schools – which included looking at federation options or joining an academy and explained that the LA manage the schools admissions.

AS has spoken to John Galligan at a Chairs briefing session last year – and he assured the school he would look into the admissions issues being encountered by Christchurch when the school has places and parents are keen to apply for the school places.

AS suggested that a further meeting with the LA admissions representative and perhaps the LDBS representative could be set up to look at how prospective pupils are being signposted to the school and whether improvements can be put in place to improve this process. **Action AS/HT**

AS/HT

SBM stated that although the school have reached the 6 month expenditure position – the remaining 6 months is still very unpredictable and will need to continue to be very careful to ensure that the school manages any sudden unexpected changes and try to hold onto the contingency.

SBM added that the surplus position at the last quarter was showing a figure of £102k but this has now reduced to £78k – so it is important that the school tries to protect the surplus position expected for the year end – but may not have much control over current circumstances.

HT explained that staff are required to self-isolate if they are showing signs of the covid symptoms – but as there are delays in testing and results being provided – the school



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would need to employ supply teachers – but would not receive any additional funding to cover this expense.

Governors thanked SBM for her very helpful commentary provided with the budget monitoring report which was clear and concise.

Some governors had problems opening the excel file and suggested that the report is sent as a PDF document for future meetings. SBM will speak to the IT technician to see what the issues are with the excel file.

Action SBM

SBM

b) Pupil numbers and funding

SBM explained that the school has been affected by reducing pupil numbers and there is only 1 class within the school that has full capacity – Year 6.

SBM added that there is currently 186 pupils on roll, which includes 22 in the Nursery class.

SBM added that if the numbers increase for the January census – this will be the figure that will be used for the funding for the next academic year. Last year the school did receive an extra £21k through the rising rolls funding due to having more pupils enrol at the school after the October census date and were recorded in the January census figures.

SBM added that the amount the school receives per pupil is £5,400 – so it is important that all efforts are made increase the numbers on roll.

HT stated that a review of target tracker showed that 26 pupils left in the Summer term (excluding Year 6 pupils) but have gained 20 pupils over that time period.

A Governor asked if a particular year group is lower – HT outlined the pupil numbers currently in each Year group as follows;

Nursery – 24 pupils

Reception – 16 pupils

Year 1 – 22 pupils

Year 2 – 23 pupils

Year 3 – 23 pupils

Year 4 – 24 pupils

Year 5 – 23 pupils

Year 6 – 30 pupils

A governor commented that the school is unable to control the change in demographics but are there any initiatives the school can put in place to attract local pupils.

HT stated that the numbers in Nursery are higher than last year – Governors asked if there is anything the school did differently to attract these pupils to the school.

HT stated that the leafletting to the local neighbourhood during lockdown may have helped – some teachers helped deliver the leaflets and kept a notice in the Nursery



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	<p>HT will prepare the bid for submission to the Parish Trust for the school signage and noticeboards and external signs. Action HT</p> <p style="text-align: right;">HT</p> <p>AS added that at the annual meeting of the Parish Church AGM – the vision and values of the school can be displayed within the church.</p> <p>c) Contracts/Quotes over HT delegated authority</p> <p>HT stated that there are no contracts/quotes to review at this meeting</p> <p>d) Staffing/Human Resources Matters</p> <p>See confidential minutes</p>		
<p>8.</p>	<p>Review of Policies</p> <ul style="list-style-type: none"> a) Business Continuity Plan b) Charging & Remissions Policy c) Financial Procedures d) Scheme of Financial Delegation e) Volunteers Policy <p>HT stated that these policies have been updated where required and asked for any questions on these policies.</p> <p>There were no questions raised by Governors and these policies were approved.</p> <p>f) Pay Policy for 2020/21</p> <p>HT stated that the Policy circulated prior to the meeting is the LDBS revision which has been updated with the latest teacher's pay awards from 1st September 2020 and the pay scales within the policy have been updated to reflect the 2.75% pay award.</p> <p>A governor asked about section 3.1 – Delegation of powers for pay decisions – the column for the Decision maker/reviewer?</p> <p>Governors had a discussion on the role of the Pay committee and agreed that the Pay Committee would be the decision maker/reviewer for reviewing the recommendations presented by the HT for the posts of Deputy Head and below.</p> <p>HT agreed to update paragraph 3.1 of the Pay Policy and will also confirm this terminology with the LDBS adviser. Action HT</p> <p style="text-align: right;">HT</p>		
<p>9.</p>	<p>Date and Time of Next Meeting</p> <p>The next meeting has been arranged for Wednesday 27th January 2021 at 5.30pm</p>		



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10.	<p>Any Other Urgent Business</p> <p>AS spoke about the Pay Committee meeting that had been arranged for Wednesday 21 October 2020 at 5.30pm and asked for governors to confirm their availability.</p> <p>AS stated that JK had confirmed his availability prior to this meeting – JC and RG also confirmed their attendance but suggested the meeting started slightly earlier at 5.15pm.</p> <p>AS stated that she will be attending the HTPM meeting – HT will check availability with the LDBS external adviser and notify AS. Action HT</p> <p>JC left the meeting at 7.10pm</p>	HT	
11.	<p>Matters arising from the previous minutes</p> <ul style="list-style-type: none"> a) HT has previously spoken to the Head at Newfield Primary and Christchurch is now using a similar Early Years model which is going well. b) HT stated that dates have previously been set for the H&S walk but were cancelled near the time due to the circumstances on the day c) The Parish Trust bid for IT resources has been approved by the Parish with the funding of £10k having been received by the school d) HT stated that another Parish Trust bid is being prepared for school signage and outside noticeboards – which has been approved by governors at this meeting e) RG has spoken to the LA contact person (Feduma Hassan) about the speed calming measures that would help improve the safety outside the school. HT will invite the LA representative to the school to see the issues with the traffic along Willesden Lane. 		
12.	<p>Part Two – Confidential</p> <p>See separate minutes for matters discussed under this agenda item.</p> <p>Meeting closed after discussing the confidential matters at 7.25pm</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 Wednesday 14th October 2020 via Zoom at 5.30pm.

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

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