



**Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 28 April 2021, at 5.30pm.**

Attendees

Name	Initials	Attendance 20/05/20	Attendance 14/10/20	Attendance 27/01/21	Attendance 28/04/21
Governors					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Jason Kosky	JK	Present	Apologies	Present	Present
Robert Grover	RG	Present	Present	Present	Resigned
Ben Catling	BC	Present	Present	Resigned	Resigned
Jordan Cummins	JC	Present	Present	Present	Present
Lesley Daisley	LD	Not in post	Not in post	Present	Present
Observer/adviser(s)					
Jaqueline Carrington HR/Bursar	SBM	Present	Present	Present	Present
Lauren Sutherland – Interim DHT	LS	Present	N/A	N/A	N/A
Stephen Woodward	SW	Not in post	Not in post	Not in post	Present
Clerk					
Lynda Rees	Clerk	Present	Present	Present	Present

Part one - public

Item		Who	When
1.	<p>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. All governors were in attendance at this meeting.</p> <p>JC welcomed Stephen Woodward to his first F&R committee meeting as the prospective Deanery Synod Foundation Governor. AS added that Stephens appointment is still to be formally approved by the Deanery – so he will be attending the meeting as an observer until the appointment has been formally approved.</p>		
2.	<p>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 and LD is a governor at Carlton Vale Infant school.</p>		
4.	<p>Minutes of the previous meeting held on 27th January 2021</p> <p>The minutes from the meeting held on 27th January 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 the meetings are operating on a more normal basis.</p>		



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 28 April 2021, at 5.30pm.

5. School Business Manager and Headteacher's briefing report

a) 2020/21 Final Outturn position

SBM outlined the key points to note from the report that had been circulated to governors to show the year on year analysis;

- Surplus figure is £189k which is an increase of £137k from the original surplus projection of £52k which was calculated at the beginning of the financial year
- The increase in the surplus figure primarily arose from the following 5 areas - the cost saving measures for the salary expenditure by implementing a new staffing structure; increased Early years funding; increased pupils receiving EHCP funding; 4th installment of PPG grant and additional income received and the decrease in expenditure due to the pandemic
- The staffing restructure which came into effect from September 2020 – with 2 AHT posts – enabled the class teachers to reduce from 8 to 7 – as the 2 AHT postholders shared a class from this period
- The Early Years funding also increased as the original budget was based on 12 pupils attending the Nursery but the numbers increased to between 22-23 (Summer 2020 had 22 pupils, Autumn had 23 pupils and Spring 2021 had 22 pupils)
- The SENCO has also done a excellent job in securing additional funding for pupils who required an EHCP.
- The comments column on the outturn spreadsheet also highlights the COVID impact on both income and expenditure budgets and outturn figures.

Governors congratulated the school on achieving the higher surplus position but appreciates that this has come about due to the unprecedented year from the pandemic.

b) 2021/22 final budgets and 2022/23 and 2023/24 draft budgets

SBM outlined the current position for staffing that underpins the 2021/22 budget being presented at this meeting;

- All permanent staff are now back at school as at 1st April 2021, with the exception of the SMSA who has been off sick since 3rd September 2020
- The Year 5 class teacher vacancy has been filled by a permanent teacher appointed to the post as of 1st April 2021
- DHT is still on secondment until 31 August 2021 and the seconded school is reimbursing her salary - the 2 AHT post holders (one permanent, one interim) share the teaching responsibilities for Year 2 class
- Year 2 TA vacancy is being covered by agency and will look to recruit to this post in the coming months
- SEN TA was appointed in September 2020 to support EHCP pupils
- Admin team supported by 2.5 staff members (1 appointed full time from September 2020 and an existing member reduced hours to 0.5)



**Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 28 April 2021, at 5.30pm.**

Other factors to note for the 2021/22 budget presented to governors

- Expect to have all staffing positions filled by September 2021 and these costs have been included in the budget figures
- Have allocated £32k across the agency budgets and £5k contingency – should the need arise
- The non payroll costs have been included in the budget as same as last year with 2% inflation figure included – and it is assumed that any large projects/works will be funded by the Parish Trust
- The additional secondment expenditure of £32k is included under professional fees (code 3813) which will be in place until 31 August 2021
- Grant income has increased due to an increase in the Early Years by £56k due to the pupil numbers of 23 in the nursery and the high needs block has increased by £27k due to the 4 EHCP pupils
- Pupil numbers still remain a concern – the budget funding was based on 164 pupils – which is 46 places being unfilled – which is a loss of £272k in funding
- The teachers pay and pension grants will not be paid as separate grants and are included in the budget share funding for schools
- Pupil Premium grant has reduced by £10k as the numbers were taken at the Autumn term census instead of the normal Spring census – resulting in a reduction of 8 pupils

The surplus of £189k has been factored in the 3 year budget plans and the projections for each of the 3 year budget plans are as follows;

Year 1	2021/22 projected surplus as at 31 March 2022	£207,953
Year 2	2022/23 projected surplus as at 31 March 2023	£160,352
Year 3	2023/24 projected surplus as at 31 March 2024	£42,389

The above figures are more positive than those that were produced at this meeting last year – with the original surplus as at 31 March 2021 expected to be £52k and the deficit position of £33k at the end of the Year 1 budget period.

SBM added that although there are still so many unknowns at this time for both income and expenditure for the 3 year budget period – the aim of the school is to protect the carry forward surplus for future years. She will continue to closely monitor the income and expenditure figures and respond accordingly with any unexpected variations in these figures.

Questions raised by Governors

A governor asked about the increase in Nursery pupil numbers and whether this is sustainable – HT explained that the census is taken each term for the nursery setting and the budget funding is adjusted accordingly through the year based on the census figures.



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 28 April 2021, at 5.30pm.

A governor asked about the applications for the Reception class from September 2021 – HT explained that the applications so far are currently up on last years numbers – currently have 24/26 pupils applied when compared to 20 applications made for this time last year.

A governor asked if the higher number of Reception pupils will affect the staffing in the Early Years unit - HT stated that although the Reception applications look positive at this time, he does not know the Nursery numbers at this time and the current numbers show that the school are within the acceptable ratios for the Early Years Unit.

HT added that for the Quality of Education – if the numbers increase in Reception/ Nursery Unit – will look at the funding and cost of employing an additional teacher.

A governor asked if the school would receive further rising rolls funding if the pupil numbers increase – SBM explained that a 6% increase in pupil numbers would trigger the rising rolls additional funding.

A governor asked if the annual report would be prepared for Governors to show the PPG funding and Sports Premium funding and how this money was spent – HT explained that this report will be presented to governors at the beginning of the new academic year.

Action HT HT

A governor asked about the Insurance budgets (code 1681/1682) and whether the RPA was a good saving for the school for the 3 year budget period – SBM agreed that the school had saved money by joining the RPA insurance scheme.

A governor asked about the Professional fees code (3813) and why the amount is £33k for 2021/22 but the reduces to £1k for the following 2 years budget – SBM explained that the £32k is for the Assistant HT on secondment from SASF until August 2021.

SBM added that the existing DHT is on secondment at Mora Primary until August 2021, the costs are shown within salary code 0002 and the income is shown under code 8345.

A governor asked about the lettings figure of £200 and whether this is likely to be higher – SBM explained that this only includes the income that is guaranteed at this stage for the school being used as a Polling station in May 2021– but would hope to have holiday clubs although these have not been confirmed as yet.

A governor stated that in 2017/18, the school generated income of £6k for lettings – as the SBM was not in post at this time, another governor confirmed that the school did have summer clubs for a 2 year period.

A governor suggested that the lettings income generated for the summer clubs could be looked into to see how the money was earned – HT explained that he has approached parents previously to gauge their interest for the Easter club – but very little response was received.



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 28 April 2021, at 5.30pm.

HT stated he had an external organisation approach the school to run Summer clubs and Breakfast/After school clubs – but there was very little response from parents and was therefore not viable with 3 parents showing an interest.

A governor congratulated the school on ending the 2020/21 financial year with a healthy surplus than what was originally anticipated – but the 3 year budget plan shows the school will be eating into its reserves although the staff have been working at maximum capacity. It would be good if extra income could be generated for each year of the 3 year plan to help support the staff and resources budgets.

Governors agreed that Christchurch staff had done a tremendous job in supporting pupils and the school community during this unprecedented year.

A governor asked about the increases in the total teachers salary budgets over the 3 year budget period and whether the first Year includes the 5 months element for the Deputy HT post and whether the pay progression figures are included for all staff – SBM confirmed that the incremental pay increases are included and the Deputy Head 5 month salary is included.

SBM added that the 3 year budget figures have been prepared by using the LA budget template which automatically include the increments and assumed pay award of 2.00% - although the government has announced a pay freeze for public sector workers.

A governor asked whether the school can control the salaries it pays the teachers – HT explained that each school has a pay range that is calculated based on the size of the school (based on pupil numbers) and this determines the pay banding for the Head teacher and the senior leaders. For class teachers – these are calculated based on a national salary scale – Main Pay Scale (M1to M6) and the Upper Pay Scale (UPS) and teachers will usually start at M1 and progress along the scale points if they achieve their performance targets each year.

A governor commented that as the salary expenditure is the largest expense within the total budget – there is very little flexibility to cut costs except through a restructuring exercise that the school has done last year.

HT explained that as Christchurch is a one form entry school – the only way it could reduce salary costs was by deleting the Deputy head post which did not have a class responsibility and replace with 2 lower graded Assistant Head teacher posts – which had 50% responsibility for a class post. This also enabled the school to save on a class teacher post.

A governor asked about the music teachers budget (code 0043) not increasing over the 3 year budget period – HT explained that the school has an SLA with Brent Music so will only pay a flat fee for the Music teachers each year.

A governor asked about the reduction in the Pupil Premium income and whether this will continue during the 3 year period – HT explained that there have been no announcements on this funding as yet.



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 28 April 2021, at 5.30pm.

There were no further questions raised by Governors and governors unanimously approved the 3 year budget plans for 2021/22 to 2023/24.

c) SFVS

SBM explained that she has made the necessary amendments to the SFVS return as discussed at the GB meeting held in March 2021 and asked if governors had any further questions on the final SFVS return.

A governor asked if the outturn figures link to the excel outturn spreadsheet (from 2017/18 to 2020/21) – SBM explained that the variances relate to rounding the figures.

SBM added that the school website also includes a link to the benchmarking reports.

A governor commented on the 2 red categories shown on the dashboard report – the in year balance as a percentage of total income – although the school had done better than expected on the surplus position for this year.

A governor asked about the spend on Premises being within the 10% highest threshold of similar schools – the GB chair explained that the school receives funding through the Parish Trust fund when bids have been submitted and approved by the Trust – which were for Premises Improvements in recent years.

A governor mentioned that the successful bids are made to the Parish Trust and not through the Diocese – which needs to be amended on the commentary section for the SFVS return. SBM will adjust this wording before the SFVS return is presented to the GB meeting on 19th May for final approval. **Action SBM**

SBM

The GB chair explained to the 2 new Governors the background of the Parish Trust and the criteria under which the school can submit bids.

The GB chair outlined the key information about the Parish Trust as follows;

- The house in Clarence Road (No10) was occupied by the Caretaker and when he retired some years ago – the House, although owned by the Church, remained empty for several years and the maintenance and upkeep of the property was left to the school to manage over this time period.
- The previous incumbent of the Church approved the sale of the House with the proceeds from the sale to be managed by the Trustees of the Church – which is the Priest in Charge and the 2 Church Wardens.
- The Trustees of the Church also set up the criteria for the Trust Fund and who could apply for funding under the Trust fund.
- The criteria outlines that the money is to be used by the pupils of Christchurch school and for young people under the age of 25 years who live within the parish boundaries



**Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 28 April 2021, at 5.30pm.**

- The school prepare bids which are firstly approved by F&R/GB for submission to the Trust Fund – the successful bids have been used to enhance the premises of the school or for additional much needed resources – like IT equipment/ laptops for remote learning etc
- The school were not involved in how the Trust was set up or managed – this was put in place by the previous vicar of Christchurch – Father Stephen France

Governors had no further questions on the 2020/21 SFVS return and approved that it be submitted for ratification at the Special GB meeting on 19th May 2021.

d) Premises & H&S

HT stated that the caretaker is investigating the fault with the fire alarm system – which could be a blocked sensor.

HT added that this term – will schedule a fire drill and also a lockdown drill – dates to be confirmed.

A governor asked if the fire alarm will still detect a fire – HT confirmed that the fire alarm still works but the smoke detector is being triggered overnight when there is no fire present.

HT added that further updates will be given under Agenda item 5c – quotes to review for the Fire and Security Alarm system.

e) COVID-19 update

HT stated that the COVID- 19 refunds have been highlighted in the finance reports. The school did not receive the full amounts that had been previously incurred for staffing costs due to the pandemic – this is because the cost did not meet the DfE limit for refunding. For example when the caretaker was shielding for a number of months. No further COVID updates to share with Governors at this time.

5. Other Business

a) LDBS Capital Programme update

HT stated that, as mentioned at the last F&R meeting, the LDBS Capital Programme has been used to replace the water tank, a cracked sink in the Early Years area, replaced LED lights in the toilets and repaired the unsecure fire door near Year 5 and 6 classrooms which is now secure and lockable.

b) Parish Trust Bids – update

See quotes for Fire and Safety alarm system outlined in the section below.

c) Contracts/Quotes over HT delegated authority

HT outlined the 3 quotes received for the replacement of the Fire and Security system within the school.

- Quotes have been received from ADT, Lee Security and DCNS Ltd – with the 3 quotes outlining the costs for each area for – intruder alarm; CCTV system and



Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 28 April 2021, at 5.30pm.

Fire system plus the associated costs for service and maintenance for each of these 3 systems.

- The CCTV system will enhance the security for the school as currently there are 2 cameras installed which does not give coverage in some areas of the school – for example in the Early Years area
- For the DCNS Ltd quote – this quote was only offering an off the self package and was not able to offer a service and maintenance quote for the systems.
- The quotes from ADT and LEE Security were more comprehensive and the sales person was able to offer different ideas to the school for the quotes that were submitted
- HT stated that the quotes from either ADT or Lee Security would be acceptable but suggested that the H&S governor reviews the content of the quotes to confirm either quote is compliant with the expectations for H&S
- HT agreed to send the 3 quotes to JK for further consideration. **Action HT**

HT

A governor asked about whether the fire alarm and security systems would meet the criteria for the Trust Fund bids – HT explained that the replacement of the CCTV system would enhance the safeguarding element within the school and the systems would be more compliant than the current alarm system – as both ADT and Lee Security will link to the police response system.

HT added that the security system will provide a more enhanced system by having more CCTV cameras in place for both pupils and staff.

A governor asked how the systems will be monitored – HT explained that the CCTV system will be located in the school office – which will include a server back up facility and will link into the current IT system which can be monitored by the HT/SBM.

A governor asked whether these quotes need to be approved prior to being submitted to the Parish Trust – HT confirmed that the Trust will want assurance that Governors have discussed and approved the bid prior to its submission to the Trust.

A governor asked whether the school could afford to purchase the new Fire and Alarm systems if this project was not approved by the Trust – HT explained that it is a large expense for the school but would need to take out a payment plan to purchase over a preferred time period.

A governor asked whether it seemed reasonable to include the service and maintenance costs as part of the bid to the Trust fund – HT explained that the quotes outline the full cost of the project but that the school would meet the cost of the service and maintenance for future years.

Governors unanimously approved the Fire and Security alarm quotes and recommended that they are sent to the Parish fund Trustees for consideration.



**Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 28 April 2021, at 5.30pm.**

<p>HT agreed to send through the quotes to the Parish Fund Trustees once the quotes have been reviewed by H&S governor.</p> <p style="text-align: right;">Action HT/JK</p> <p>d) Marketing Strategy and Initiatives</p> <p>HT spoke about the useful meeting that was held between himself, AS and JK to discuss the ideas and marketing strategies for the school.</p> <p>The key points that were discussed at this meeting were as follows;</p> <ul style="list-style-type: none"> • The meeting looked at the previous marketing strategies set up previously and suggested these are either re started or re branded • The setting up of a Friends of Christchurch group – but will not just be for a parents/staff association but will also include ex students, local businesses and local residents and ex-governors • The meeting looked at setting the terms of reference for the new Friends of Christchurch Group which will include ideas on how to market the school • The aim of the Friends of Christchurch will be a voluntary group to help raise money and the profile of the school. The focus of the group will be to organise marketing campaigns and fund raising events/days • The membership of this voluntary group could also include a Governor and Staff member whose roles will be to offer guidance and support but will not be the main contributors for the workload and planning etc • The aim would be to elect a chair; vice chair and secretary for the voluntary group • An advertising campaign could be set up with events like the Christmas Fare being organized and other ideas could include having adverts placed on local buses/newspapers to catch the interest of local parents looking for school places • New flyers could also be produced and circulated to local nurseries in the area to advertise the Reception places at the school • The school will produce a video of the school featuring the head boy and head girl to put on the school website to help raise the profile of the school <p>AS suggested that governors could join the group to help with the advertising campaigns and fund raising events – but would need to keep their role strategic as they would not be part of a parents association type of group.</p> <p>AS added that included in the Governors Strategic Plan is the focus on governors reaching out to parents via the video currently being produced to outline to parents what the GB members do and the contribution parents can make by joining as a parent governor – to fill the vacant role.</p> <p>e) Update on National Tutoring Programme</p>	<p>HT/ JK</p>	
--	--------------------------	--



**Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 28 April 2021, at 5.30pm.**

	<p>HT stated that this programme is currently based on the DfE outlining the schemes that can be used by schools – i.e. through the National Tutoring programme – Unions are suggesting that schools are given more flexibility on how they can use this funding. HT explained that the current system for using the National Tutoring Programme only allows for the tutors providing the lessons through online learning – and 5/6 tutors who are based throughout the country link into these sessions at different times during the day.</p> <p>HT would prefer to see a system that allows the tutor to attend the school and the school can liaise with the tutors which would be a more efficient and effective process to follow for the school.</p> <p>f) Pupil Premium draft strategy report and Catch-Up Premium strategy updates</p> <p>HT explained that the 2 reports were shared with Governors at the last F&R meeting and are on going working in progress documents and the funding is being allocated to where the priorities have been identified.</p> <p>Further updates will be shared with Governors at the September 2021 FGB meeting.</p> <p style="text-align: right;">Action HT</p>	HT	
6.	<p>Review of Policies</p> <p>There were no policies presented for review at this meeting .</p>		
7.	<p>Date and Time of Next Meeting</p> <p>The next meeting has been arranged for Wednesday 19th May 2021 at 5.30pm with the Special FGB meeting starting at 6pm on the same day to ratify the 3 year budgets and the final SFVS return for 2020/21.</p>		
8.	<p>Any Other Urgent Business</p> <p>AS reminded governors to look through the recent Brent Summer update from Governor Services – which has useful articles and an NGA article on the strategic role for Governors.</p> <p>AS also spoke about the governor training sessions that are being offered by the LA this term – particularly the Prevent training; introduction to Safeguarding and school funding and SFVS.</p>		
9.	<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) The SBM will prepare a letter to request a change in the signatories for the existing school maintenance fund.</p> <p style="text-align: right;">Action SBM</p>	SBM	



**Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 28 April 2021, at 5.30pm.**

	<p>SW left the meeting at this point (as an observer) for the confidential matters to be discussed under Part Two of this meeting.</p> <p>The Public meeting closed at 7.20pm</p>		
10.	<p>Part Two – Confidential</p> <p>See separate minutes for matters discussed 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 Wednesday 28th April 2021 via Zoom at 5.30pm.

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

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