



**Minutes of the Christ Church (Brondesbury) Church of England Primary School
Finance and Resources Committee Meeting
held via remote access on Wednesday 19 May 2021, at 5.30pm.**

Attendees

Name	Initials	Attendance 14/10/20	Attendance 27/01/21	Attendance 28/04/21	Attendance 19/05/21
Governors					
James Kelly (head teacher)	HT	Present	Present	Present	Present
Alison Schulte	AS	Present	Present	Present	Present
Jason Kosky	JK	Apologies	Present	Present	Present
Robert Grover	RG	Present	Present	Resigned	Resigned
Ben Catling	BC	Present	Resigned	Resigned	Resigned
Jordan Cummins	JC	Present	Present	Present	Apologies
Lesley Daisley	LD	Not in post	Present	Present	Apologies
Observer/adviser(s)					
Jaqueline Carrington HR/Bursar	SBM	Present	Present	Present	Present
Lauren Sutherland – Interim DHT	LS	N/A	N/A	N/A	N/A
Stephen Woodward	SW	Not in post	Not in post	Present	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 Vice Chair (JK) welcomed everyone to the meeting via remote access (Zoom) and asked HT to open the meeting with a prayer.</p> <p>Apologies for absence were given by Jordan Cummins (work commitments) and Lesley Daisley (unwell), which were accepted by governors in attendance at this meeting.</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>SW reminded governors that he is married to a trustee for the Parish Trust fund.</p> <p>AS stated that SW's appointment to the vacant Foundation Governor role (Deanery Synod) will be ratified at the Brent Synod meeting on 2nd June and proposed that SW should be given voting rights for this meeting. Governors unanimously approved this proposal.</p>		
3.	<p>Minutes of the previous meeting held on 28th April 2021</p> <p>The minutes from the meeting held on 28th April 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>		
4.	<p>School Business Manager and Headteacher's briefing report</p>		



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a) 2020/21 Final Outturn position

HT stated that the 2020/21 final outturn position was reviewed in detail by governors at the F&R meeting on 28th April 2021 and following this meeting there had been no further questions raised by Governors on these final figures.

HT added that he did not receive any further questions from the FGB, who were also sent the 2020/21 outturn report in preparation for the Special GB meeting (at 6pm)

No further questions were raised by governors on the 2020/21 outturn position.

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

The Vice chair asked the HT/SBM to outline to governors any further changes that have been made to the 2021/22 budgets that were reviewed and approved at the F&R committee meeting held on 28th April 2021.

HT explained that the only changes that had been made to the 2021/22 budget figures were in respect of the inclusion of the scale point for the appointment made for the vacant AHT post (following Laura's resignation) and the options for the proposed TLR allowance for the development of the curriculum (see confidential minutes for further details on these discussions)

The Vice chair asked if there were any further questions on the 2021/22 final budget or the draft budgets for 2022/23 and 2023/24 that had not been covered in the previous meetings.

A governor asked whether the budget figures have taken into account any staff that may be on MPS that could apply for UPS – HT explained that the budget includes the 1 point incremental pay progression assuming the performance management targets have been met but does not include any possible threshold applications.

HT suggested that he will use the contingency provision in the budget for any successful threshold applications that are approved at the Pay Committee in October.

There were no further questions from governors on the 3 year budgets and 2020/21 outturn figures – the Vice Chair of Finance asked governors if they were satisfied with the 3 year budget plans and that they be approved and formally presented to the Special GB meeting for ratification by the FGB.

Governors unanimously approved the 3 year budget plans for 2021/22 to 2023/24 and that they are presented for ratification by the FGB.

c) SFVS

The Vice Chair asked if there had been any further questions submitted to HT prior to this meeting and whether there were any changes to note for the SFVS return that was reviewed by F&R governors at the last meeting.



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	<p>SBM confirmed that she had made the required amendments outlined at the last F&R meeting and no further questions had been raised by F&R governors.</p> <p>HT stated that a governor- not on the F&R committee- had raised a few questions – but these were in relation to the Dashboard outcomes and will provide the explanations at the Special GB meeting at 6pm.</p> <p>Governors had no further questions on the 2020/21 SFVS return and approved that it be submitted for ratification at the Special GB meeting at 6pm.</p>		
5.	<p>Other Business</p> <p>a) LDBS Capital Programme update HT stated that there are no further updates to report to governors since the last F&R meeting held on 28th April 2021.</p> <p>b) Parish Trust Bids – update HT stated that there are no further updates to report to governors since the last F&R meeting held on 28th April 2021.</p> <p>c) Contracts/Quotes over HT delegated authority HT stated that there are no contracts./quotes to review at this meeting.</p> <p>d) Staffing/HR matters (see confidential section)</p>		
6.	<p>Date and Time of Next Meeting</p> <p>The next meeting will be determined at the FGB meeting in July 2021.</p>		
7.	<p>Any Other Urgent Business</p> <p>a) Change of Signatories for Governors Fund Bank Account</p> <p>SBM stated that the Governors Maintenance Fund bank account has signatories for governors that have previously resigned from the Governing Board.</p> <p>SBM added that there is currently 2 bank accounts held at Nat West bank (a business reserve and current account) with a balance of £2,159.03 for both accounts.</p> <p>SBM stated that the best option for these bank accounts would be to keep them open but change the signatories to have existing governors as the new signatories for these accounts.</p> <p>AS added that although this fund was originally set up to help subsidise the building refurbishment as part of the LDBS Capital programme, with regular contributions from</p>		



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	<p>parents, in recent years, there have been very few contributions from parents to help support this Governors maintenance fund.</p> <p>AS confirmed that the previous Chair of GB (Mike Hutcheson) is still listed as a signatory and recommended that Governors from the F&R committee are confirmed as the new signatories – Jason Kosky, Jordan Cummins and Alison Schulte were recommended for the position of new signatories for the bank accounts.</p> <p>AS agreed to present this recommendation for the change of signatories to the FGB meeting that follows this F&R meeting.</p>		
<p>8.</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) HT agreed to present an annual report to show the PPG funding and Sports funding and how the money has been spent to the F&R meeting in the new academic year. This action point has carried forward from a previous F&R meeting. Action HT b) HT confirmed that he sent through the 3 quotes for the Fire and Security systems to JK for further consideration (in his capacity as the H&S governor) and received feedback from him c) HT confirmed that he will send through the quotes to the Parish Fund Trustees in the next few days and confirmed that the preferred contractor is Lee Security whose quote did have a higher initial cost but a lower annual maintenance charge. <p>The Public meeting closed at 6pm</p>	<p>HT</p>	
<p>9.</p>	<p>Part Two – Confidential 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 19th May 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