



Agreed Minutes of the meeting of the Whitchurch Primary School & Nursery Finance and Resources Committee, held on 14th October 2020 at 6.30pm

Present

Co-opted Peter Tenconi, committee Chair (PT)
Neil Sherman (NS)
Manji Kara (MK)
Headteacher Joanne Daswani (JD)
Parent Governors Kula Sudhakar, Chair (KS)
In attendance Josie Nathan, Finance Manager (JN)
Clerk Seema Supeda (SS)

Apologies None

Supporting documents

Minutes from meeting: 24th June 2020
Chart of accounts – Main and Private
CFR Comparative Data 2019/2020
Finance Overview
Financial delegations
- Governing Body to Headteacher
- Headteacher to Acting Deputy Headteacher
- Headteacher to Assistant Headteacher
- Headteacher to Finance Manager
Proposal for Marsh Lane gates
2 x proposals for paving outside eco-garden
EYFS Funding Consultation
Indicative School Budget
Summary of changes between 2020-2021 and 2021-2022 indicative budget
Harrow Scheme for Financing Schools September 2020
Harrow Scheme for Financing Schools October 2020 consultation document
Harrow Schools Funding Formula 2021-2022 consultation document
Teachers pay Policy 2020-2021
Appraisal Policy 2020-2021
Best Value Statement (non-statutory)
Headteachers report
SFVS

 – denotes action
 – denotes question/challenge

Meeting opened at 6.34pm

	Action	Due
1. Welcome, apologies and consent for absence		
All members of this committee were present.		
2. Declaration of any Conflicts of Interest/Update of Register of Pecuniary interests/Reminder of the need for confidentiality.		



<p>NS declared he has served as governor at a school in Hillingdon 10 years previously, from which a reference was received for the Educational Psychology Service procurement.</p> <p>JD declared an interest in a paving contractor, Topia (agenda item: 8) who were recommended by JD as they have completed work outside of School to a high standard. The decision to appoint a contractor for these works will be made by the Governing Body rather than the Headteacher alone.</p>		
<p>3. Arrangement of Agenda</p> <p>The order of the agenda was agreed.</p>		
<p>4. Approval of Minutes from the meeting held on 24th June 2020</p> <p>The minutes of the meeting on 24/06/2020 were agreed as an accurate record of proceedings to be signed, dated and filed accordingly.</p> <p><u>4i. Missing brought forward balance</u> JN advised that the brought forward number was omitted in error, this has now been corrected and can be seen in the Chart of Accounts for the Private funds.</p>		
<p>5. Chart of Accounts</p> <p><u>Main Account</u> Does the cost centre for 'teaching staff' cover the overall teaching cost? If so, why is there an excess of £160,000? JN advised this is a buffer for Performance Management increases. Is that sufficient to cover all increases? Yes, the Headteacher is assuming that all teachers will receive increases. A 3% pay rise was budgeted for, however the actual pay rise awarded by the government ranges from 2.75% - 5.5%. The Performance Management increases should however all be covered due to the resignation of some staff members and the fact that not all staff members will necessarily be successful in their performance management Nothing has been spent so far from the Recruitment cost centre, is this because the School is not recruiting? This money is earmarked for future recruitment cycles. The Headteacher advised that £60,000 has been used from the contingency fund for SLT restructure. Some of this has come from the 'non-prof curriculum' line however this has then been vired from the contingency fund.</p> <p><i>The meeting moved to agenda item 6</i></p> <p><u>Private account</u> JN report there has not been much change in the Private account since it was last reviewed due to Covid-19 and a lack of school trips/fairs etc. What is the 'charities expenditure' – line 270, £680.99? JN advised this was money collected for charity and booked last year.</p> <p><u>Consistent Financial Reporting Data 2019-2020</u></p>		



<p>JN reported that this comparative data is provided by the local authority to allow schools to view and compare their own expenditure to other schools of a similar size.</p> <p>A governor imparted that all schools are different and have different needs, but it seems like the School expenditure is more or less in line with other schools.</p> <p>A governor noted that the percentage staffing spend is very healthy at 77% compared the previous 2 years at 89%. Governors are aware that the overall budget for teaching has reduced and is in line with other schools.</p> <p><i>KS joined the meeting at 7.03pm</i></p> <p>JD notified Governors that a collaboration has been formed with Cannon Lane, Longfield and Stanburn schools to review the job descriptions of senior leaders and to compare budgets.</p> <p>Is this going to be a regular occurrence?</p> <p>Yes, the last time the schools got together was just before the Covid-19 school closures.</p> <p>JN has recently had a discussion with another school regarding resources as the Whitchurch expenditure is comparatively low.</p> <p>The Headteacher advised the school is very well resourced from previous years purchases which could explain this.</p> <p>Who makes the decisions for the purchase of resources?</p> <p>The Headteacher holds discussions with subject leads and they bid for resources.</p> <p>A Governor advised the process in other schools is usually that budget holders are allocated a budget in advance to spend as they require.</p> <p>Another Governor responded that the procedure for the purchase of resources at Whitchurch seems to be more strategic and a largely sounder financial process.</p>		
<p>6. Financial Delegations</p> <p>The delegations have not changed apart from the delegation from Headteacher to Operations, Communications and Data Manager has been revoked. A new delegation from Headteacher to Assistant Headteacher (EYFS) for £500 has been created in its place.</p> <ul style="list-style-type: none"> – Governing Body to Headteacher - £5000 – Headteacher to Acting Deputy Headteacher - £5000 – Headteacher to Assistant Headteacher - £500 – Headteacher to Finance Manager - delegation to spend up to £1000 on the school purchase card on authorised orders <p>The Financial Delegations were agreed and signed by the Chair of the Finance and Resources Committee.</p> <p><i>The meeting moved back to agenda item 5</i></p>		
<p>7. Quote: Marsh Lane gate</p> <p>Quotes were received from 3 companies. Westrock were the preferred supplier. The quote came under the Headteachers delegation limit at</p>		



<p>£3790, the work is due to commence shortly.</p>		
<p>8. Quote: Paving outside eco-garden</p> <p>The Headteacher advised the layer under the slabs is too thin which is causing the slabs to become uneven which could cause trips and is therefore a Health and Safety concern.</p> <p>The School has received 2 quotes so far and is awaiting a third quote:</p> <p>Topia £5,300 with reuse of existing slabs £7,480 with new slabs</p> <p>Terry & Stephens £9,975 with new slabs</p> <p>Topia have already completed work on the eco-garden bridge to a very high standard.</p> <p>Have both companies so far provided like-for-like quotes?</p> <p>Topia has provided an option to reuse the existing slabs, Terry & Stephens have only provided a quote with new slabs.</p> <p>Has long-term durability been considered with the reuse of slabs?</p> <p>The slabs are reported to be in perfect condition, it is the thin sub-base which is causing the movement in the slabs.</p> <p>Action: Request like-for-like quotes from all 3 companies and bring back to next meeting.</p> <p>MK offered to attend school to have a look at the area and offer advice.</p>	<p>JN</p>	<p>11th November 2020</p>
<p>9. EYFS Funding Consultation</p> <p><u>EHCP cluster collective response</u></p> <p>How do they receive the comments from schools?</p> <p>Through the consultation process, the response is sent through the cluster.</p> <p><u>Harrow Scheme for Financing Schools</u></p> <p>The Headteacher advised this is completed in partnership with other cluster schools.</p> <p>A Governor noted the importance of the Scheme for Financing Schools, it indicates exactly which items the local authority has responsibility for. The Headteacher agreed and advised that the current upgrade of the fire alarm system has been completed via the local authority.</p> <p>The Headteacher imparted she is happy to agree to the consultation if the Governing Body agrees.</p> <p>It was agreed that WPS will respond to the consultation positively.</p>		
<p>10. Policies for review</p> <p><u>10i. Pay Policy</u></p> <p>A governor noted pg. 6 – Assistant Headteacher pay scale has a 6-point range whereas unions have recommended 5 points.</p> <p>The Headteacher advised this has been agreed with Cannon Lane and Longfield schools.</p> <p>The implication of a larger scale is that it takes longer to get to the top of the scale – 6 years rather than 5 years, although the pay range remains the same.</p> <p>The NEU template includes a 5-point scale.</p>		



<p>The Headteacher advised this policy has been consulted with staff, no queries were raised.</p> <p>Action: Check if unions have seen the policy.</p> <p>Page 11: Have the discretionary allowance uplifts been checked with union recommendations?</p> <p>Action: Uplifts to be checked in accordance with union recommendation</p> <p>Page 21: The staffing structure should be included.</p> <p>Action: Update with current staffing structure.</p> <p><u>10ii. Appraisal Policy</u> It was noted an incorrect version of the policy had been circulated to Governors. Action: Add correct version for FGB meeting for policy approval.</p> <p>Does this policy have an annual review cycle? Yes</p> <p><u>10iii. Best Value Statement</u> Agreed: This policy was ratified.</p>	<p>Personnel Manager</p> <p>Personnel Manager</p> <p>Personnel Manager</p> <p>SS</p>	<p>FGB: 9th December 2020</p> <p>FGB: 9th December 2020</p> <p>FGB: 9th December 2020</p> <p>FGB: 9th December 2020</p>
<p>11. Headteachers report</p> <p><u>Income</u> The first tranche of the Covid catch-up funding has been received: £15,460 out of a total of £61,000. So far this has been used towards 2 x graduate TA salaries and TA's who will be running catch-up sessions. There has been a one-off EHCP funding of £21,250. External lets income has dwindled with an expected total of £8,820 for the remainder of this financial year (2 terms). There has been a gradual interest from clubs.</p> <p><u>Expenditure</u> There will be a 2.75% increase for teachers, with increases within a range of 2.75% - 5.5% increase for those on UPS and M1-M5 pay scale. The Headteacher does not envisage a huge impact on the current budget considering there has been some natural wastage through resignations and staff departures. There is now a requirement for schools to publish information on staffing and benchmarking from January 2021 including the number of employees whose gross salary is £100,000 or more in £10,000 bands. The School does not currently employ any staff who fall into this pay category.</p> <p><u>Premises</u> The work being undertaken to upgrade the fire alarm system is due to be completed at the end of October. Phase 3 of the external lighting project is due to begin. The Site Manager has identified the position of the lights, awaiting the local authority to instruct a contractor. The local authority has begun a tendering process to repair the fasciae</p>		



<p>around the School. The new gates on Marsh Lane shall be installed w/c 19th October 2020. A temporary surface (pebbles) covering will be installed at the Marsh lane gates due to the muddiness in the winter. This area is due to be repaired by the local authority next summer. New cleaning contractors will be starting in November, with one of the agency cleaners to be taken on by Whitchurch as an employee. This cleaner will be responsible for cleaning the toilets and high frequency areas throughout the day.</p> <p><u>Restructure</u> The Headteacher provided a comparison of costs between the old structure and new structure. The School's HR provider, Judicium, are still working with the Headteacher regarding consultation. A protected conversation has taken place. Under 'Admin staff affected' why is there more money being spent in the new structure? The Admin staff scope will be increasing to absorb the responsibilities of the redundant role, however there is still a significant cost saving.</p> <p><u>Educational Psychology</u> Governors were provided with a summary comparison of 3 educational psychology service procurement provisions. Both the Headteacher and the SENDCo have advised their preference is John Hepburn. Is the service well used? Yes, and some children are earmarked to see an educational psychologist. Agreed: The Governing Body agreed to the procurement of the John Hepburn educational psychologist service.</p> <p>The Headteacher imparted that the proposed School Improvement Partner is Ian Hart Consultancy. This was agreed.</p> <p>What was the £61,000 Covid catch-up funding based on? The Headteacher was informed by the DfE that this is the amount Whitchurch will be receiving. Who has decided the Romanian Church cannot hire the premises at Whitchurch? There are restrictions on congregations of their size at the moment so the let was refused.</p>		
<p>12. Restructure Covered in Headteachers Report</p>		
<p>13. SFVS JN is still awaiting information on the outturn from the local authority. They usually attend schools however they have not yet indicated how they plan to complete it this year.</p>		



<p>A. <u>Governance</u> Sections 1-5 agreed</p> <p>B. <u>School Strategy</u> Q8 –does the School compete an audit of IT equipment? Yes, this is part of the Asset Register. Wibird completes the IT audit, the Site Manager completes the furniture audit. Both take place annually. Sections 6-8 agreed.</p> <p>C. <u>Setting the annual budget</u> Action: Q9. Add ‘reports to GB accordingly’ Q12. The Headteacher advised Wibird have been approached to provide costings for the update of 3 IT suites.</p> <p>D. <u>Staffing</u> Q14 – Q16 agreed.</p> <p>The first 4 sections of the SFVS were agreed in principle, JN will continue to update the live document as the financial year progresses. Thanks were extended to JN for the effort put into completing the part of the SFVS.</p> <p>Action: Add Business Continuity and Disaster Recovery Plans to the next FGB meeting agenda and papers.</p>	<p>JN</p> <p>SS</p>	<p>Friday 16th October 2020</p>
<p>14. AOB None</p>		
<p>Date of next meeting 21/10/2020: Full Governing Body 4/11/2020: Pay Committee 11/11/2020: Finance and Resources 25/11/2020: Standards and Achievement 9/12/2020: Full Governing Body</p>		

Meeting closed at 7.57pm

Actions Log

Action:	For:	To be completed by:
Request like-for-like quotes from all 3 companies and bring back to next meeting.	JN	11 th November 2020
Pay Policy - Check if unions have seen the policy.	Personnel Manager	FGB: 9 th December
Pay Policy - Uplifts to be checked in accordance with union recommendation(pg11)	Personnel Manager	FGB: 9 th December
Pay Policy - Update with current staffing structure. (pg21)	Personnel Manager	FGB: 9 th December



Appraisal Policy - Add correct version for FGB meeting for policy approval.	SS	FGB: 9 th December
SFVS Section C: Q9. Add 'reports to GB accordingly'	JN	
Add Business Continuity and Disaster Recovery Plans to the next FGB meeting agenda and papers.	SS	FGB: 9 th December