

GOVERNING BODY OF HIGHFIELD PRIMARY SCHOOL

FINANCE AND PREMISES COMMITTEE

TUESDAY 19 OCTOBER 2021

Members: *Bevin Betton, Dan Greenwood, Nikesh Tailor (Chair for this meeting), David Wilson (Headteacher) and Di Wren,*

Italics denote absence

Also Attending: Catherine Moens (Business Manager), Stephanie Morton (Deputy Headteacher), David Young (Count On) , Jane Hill (Site Manager – agenda items 7&8 only), Mandy Newell (Minute and Advisory Clerk).

NOTES OF INQUORATE MEETING

Clerks Note: *Jane Hill presented her agenda items first and then she and Di Wren left the meeting.*

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Dan Greenwood.
An apology for having to leave early was received from Di Wren.

NOTED the absence of Bevin Betton.

2. DECLARATION OF INTERESTS

Governors were given the opportunity to declare any prejudicial interest they might have in respect of items on the agenda. No declarations were made.

3. ELECTION OF CHAIR

NOTED that as the Committee was not quorate a Chair could not be elected but Nikesh Tailor chaired this meeting . It would be necessary to elect a Chair for the rest of the academic year at the next meeting of the Committee. Dan Greenwood would be leaving in November the Governing Body when his term of office came to an end.

4. MINUTES AND ANY MATTERS ARISING FROM THE MINUTES

RECEIVED the Minutes of the Finance and Premises Committee meeting held on 24 May 2021 which were agreed as a correct record.

NOTED that these should have been the minutes of the Finance Committee on July 12 2021 and that these would be provided at the next meeting of the Committee.

5. BUDGET 2020-2021

- (a) **RECEIVED** the Second Quarterly Return, a copy of which is included in the Minute Book and available to view on GovernorHub.

REPORTED that David Young and Catherine Moens guided Governors through the return and the following matters were highlighted;

(i) Income

I01 – LA Delegated funding – there had been a £1,021 increase for early years funding which allowed for the changes in numbers in EYFS;

I03 – High needs top up funding – there had been a decrease of £1,851 for the summer term adjustment;

I05- Pupil Premium- there had been a £14,200 increase for in year adjustment for actual numbers. [Following a query, David Young explained that PP was based](#) on current Free School Meal (FSM) eligibility plus anyone who had been eligible within the last six years (Ever 6). Current numbers would have been calculated based on the previous count and when the last count from 2020 was taken into account these figures might adjusted;

I07 – Other grants and payments – [Nikesh Tailor asked about the differences in the figures from the original budget to the actual budget and was informed that](#) money had been moved from I18 in light of the Covid catch up fund;

I08 – Facilities and Services – income was looking good;

I09 – Catering – the budget was on track;

I12 – Income from contributions to visits etc – this had increased and the income for the School Journey 2022 was to be accrued;

I13 – donations and/or private funds was income from school fundraising and the Friends. [Nikesh Tailor asked if the new play equipment would be funded by the Friends.](#) The Headteacher explained that a system was in place whereby staff could ask for funding for various items from the Friends and he understood that they were trying to obtain the money to pay for the playground equipment which would cost around £11,000;

I18 – Additional grants contained monies from the recovery grant and the tutoring grant. [In response to a query the Headteacher stated that](#) monies

received had helped with reading for Years 3 and 4 and a Maths Specialist at KS2. He explained that the tutoring grant detailed how the money had to be spent but information on this had only just been received but it had been made clear that it had to be spent on tutoring. The grant was £16,000 over the academic year with £10,000 in this financial year. The hours used for this tutoring had to be worked out and the Headteacher considered it would ideally take place after School but this was not always possible for the people who would offering the sessions so they were now considering the afternoons during school time as well. They were in the process of identifying children who would benefit and the Census would request information as to how many hours of tutoring had been accessed by the children and any monies not used would be taken back. *In response to another question, it was explained that the grant could be used for teachers to undertake the tutoring but many were not necessarily keen so outside help would need to be found once clarification had been made as to who would access it and when. Nikesh Tailor asked if there was a requirement to evidence improvements seen due to the tutoring and was informed there was not* but the School would be tracking evidence for their own data. The tutoring would make up part of the three year plan required by the Dfe for disadvantaged children (not necessarily PP) This information would be shared with Governors and Ofsted would hold the School to account over it.

(ii) Expenditure

E01 – teaching staff- there was a small increase of £2,667 for staffing changes but there was no pay award for teachers this year;

E01 – Supply teachers – costs related to the Covid grant. *In response to a query, it was explained that* supply teachers were on the payroll whilst agency staff were employed by their agency. There were no supply teachers on roll at present but if it became necessary they would be funded from the Covid catch up fund;

E26 – Agency teachers – increased cover for Covid related absences was expected. Covid related absence rates had already been a lot higher than usual rates of absence. The Headteacher explained that six members of staff had been away with Covid recently and two were still unwell and had been off school for several weeks. Some staff remained unvaccinated which meant that they were obliged to isolate if they had been in touch with someone who had tested positive which put a great deal of pressure on staffing as well as a large increase in costs. 266 days had been lost this term due to sickness and 108 of these were Covid related. Discussion had been held as to how costs could be lower if paid cover was reduced and if AHTS and DHTS were class based. However this meant that the strategic leadership of the School was significantly affected. The Headteacher felt that Covid numbers were unlikely to reduce anytime soon.

E03 – Education Support Staff – there was a £2,560 decrease for staffing charges. A pay award was pending for support staff which was likely to be 1.75% and this had been included in the projection;

E04 – Premises Staff – there had been a £7,010 decrease for staffing costs.

E07 – Other Staff – there had been a £1,910 decrease for staffing costs;

E19A – School Journeys/Trips and visits – more activities were now taking place following Covid restrictions being lifted and these included visiting workshops;

E25 – Catering Supplies – catering was paid up until July;

Following a query from Nikesh Tailor about the three year budget plan it was explained that this was difficult to predict at present but was submitted over the year. The Headteacher explained that he would present the plan to the Governing Body and that budgetary decisions would be linked to strategic plans.

David Young explained that the school's projected revenue balance was £118,139 which was 3.21% of the budget. The threshold for carry over was 5%. Governors discussed the fact that many schools would be in deficit this year. The School started the year with a £138,500 carry forward and the costs incurred of £20,000 were minimal when taking the entire budget into account.

NOTED that the second quarterly return would need to be agreed by the Governing Body

(b) Expenditure:

- there had been no potential purchases over the Headteacher's Delegated Limit;
- there had been no any urgent expenditure previously approved via Chair's action;
- there were no Waiver of Contract Procedure Rules (prepared in exceptional circumstances only);
- there were no proposed virements.

6. THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS) 2021-2022

RECEIVED the Schools Financial Value Standard, a copy of which is included in the Minute Book and available to view on GovernorHub

NOTED that this would be discussed at the Governing Body and that the completed SFVS must be ratified at a Governing Body meeting before return to the Audit Service by the Dec 2021 deadline.

7. HEALTH AND SAFETY

RECEIVED the Premises report, a copy of which is included in the Minute Book and available to view on GovernorHub.

REPORTED that

- (a) heating Repair works, new pumps and a control panel had been installed and the works were now completed;
- (b) works to the main hall had been completed and the broken lights had been repaired;
- (c) a fire alarm officer from JJ Fires had come into the School last weekend to try and establish what the problem was. He and his colleagues considered that the issues were around poor installation. The battery had been changed and the alarm was now working in some parts of the building but the remaining issues were likely to be with a transmitter that had not been installed correctly. [Following Governor's queries, it was explained that a response was awaited as to how the problems could be rectified and the costings.](#) Governors discussed the issue at length and were reminded that a signal was not being sent from main building to new building so alarms need to be triggered from new building for whole lot to go off;
- (d) two classrooms required new carpets and quotes were being sought for this work. These were a trip hazard.

8. PREMISES WORK PLAN

REPORTED that

- (a) maintenance works were up to date;
- (b) there were issues with a shutter on the serving hatch in the kitchen and cables were getting stretched as the new catering company had needed to move their new sockets inside the kitchen. Works to rectify this were in hand;
- (c) the lights in the girls toilets needed to be fixed and would be replaced with covers to prevent damage when wet tissues were thrown up to them;
- (d) quotes were being sought to replace two radiators that were not working in one classroom with electric heaters. [In response to a query regarding cost, it was explained that it was too expensive to replace the radiators;](#)
- (e) [in response to a query from Di Wren, the Site Manager confirmed that the boilers were all working well now;](#)

- (f) fire door mag locks had been changed;
- (g) fencing around the goats was being changed to stop them escaping;
- (h) an air conditioning unit had been replaced in one classroom.

9. POLICIES REVIEW

RECEIVED the following policy, a copy of which is included in the Minute Book and available to view on GovernorHub

- Lettings Policy.

NOTED that the Lettings Policy needed to be ratified at the Governing Body meeting.

10. LOCAL AUTHORITY REFERRALS

(a) Financial Briefing

NOTED the information contained in the Financial Briefing.

(b) Policies

(i) Capability Policy

NOTED that

(A) the LA capability procedure (performance) for all teaching and support staff has been updated, July 2021;

(B) the LA model policy would need to be ratified at the Governing Body.

(ii) Performance Management Policy

NOTED

(A) the LA performance management policy for support staff in schools, July 2021;

(B) that the LA model policy would need to be ratified at the Governing Body.

11. TRAINING

REPORTED that Nikesh Tailor had completed Efficient Chairing Training, Financial data training and two other Governor training sessions.

NOTED that Governors needed to undertake more finance training and that this was available through the Haringey Education Partnership and Governor Support at the LA.

12. ANY OTHER BUSINESS

NOTED there was no other business to discuss.

13. ITEMS FOR NEXT AGENDA

NOTED that Standard items would be included.

14. DATE AND TIME OF NEXT MEETING

To **note** the date and time for the next meeting as Tuesday 1st February at 5pm

15. **ITEMS TO REMAIN CONFIDENTIAL**

To **consider** any items to be regarded as confidential.