



GOVERNING BODY OF HIGHFIELD PRIMARY SCHOOL

FINANCE AND PREMISES COMMITTEE

TUESDAY 24 MAY 2022

**Members:** Bevin Betton, (Chair) , Nikesh Tailor, David Wilson (Headteacher), Tim Guha and Di Wren,

*Italics denote absence*

**Also Attending:** Catherine Moens (Business Manager), Stephanie Morton (Deputy Headteacher), David Young (Count On) , Mandy Newell (Minute and Advisory Clerk).

MINUTES

***Clerks Note : the meeting was chaired by Di Wren.***

1. APOLOGIES FOR ABSENCE

**NOTED** that all Governors were in attendance.

An apology for late arrival was received from 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. MINUTES OF LAST MEETING & MATTERS ARISING

**RECEIVED** the minutes of the Finance and Premises meeting held on 1st February 2022 which were agreed as a correct record.

**NOTED** that there the following matters arising were discussed.

(a) Premises Work Plan (agenda item 8(a)).

**REPORTED** that [in response to a query from Tim Guha it was confirmed that the nursery roof had been repaired.](#)

(b) Premises Work Plan (agenda item 8(b))

**REPORTED** that [following a query from Nikesh Tailor, the Headteacher explained](#) that they could not find anyone who was very willing to touch the fire alarm as it was a complex matter to get it to work they way they wanted it to. Advice had been sought from the Health and Safety advisors who considered that the alarm did not need to go off at the same time in each building because they were two separate buildings. The Headteacher stated he would give a fuller response in the Summer meeting but assured Governors that the fire alarms were working within the required regulations.

**RESOLVED** that

- (i) the Headteacher give a full update on the fire alarms at the next meeting

**ACTION: HEADTEACHER**

- (ii) the Chair sign the minutes on GovernorHub.

**ACTION:CHAIR**

4. BUDGET 2021/22

(a) Out-turn Budget

**RECEIVED** the out-turn budget and accompanying documentation including waivers, copies of which are included in the Minute Book and available to view on GovernorHub.

**REPORTED** that

- (i) David Young guided Governors through the budget report and explained that the carry forward was £156,336 (4.20%) of the budget. Governors reviewed the balance analysis which contained further details. David Young reminded

Governors that the LA allowed a 5% or £100,000 carry forward. Anything over this could be clawed back. The projected carry forward had been 3% at the end of the last quarter so this was an excellent result. [In response to Governors' queries, David Young explained that the School has spent conservatively and some further grants had been received which had resulted in a larger carry forward than had been predicted.](#) He considered that from a budget of around £4m this had been perfectly balanced. [Nikesh Tailor congratulated the Headteacher and his team for their excellent work around the budget;](#)

- (ii) following further discussion David Young explained that it was impossible to control some factors of the budget such as staffing but the School was in a good financial position going forward;
- (iii) [Tim Guha asked how the contingency figures were calculated](#) and David Young explained that it involved balancing the figures after Quarter 3 when the budget for the year was much clearer and more accurate than at Quarter 1 or 2. Final adjustments could be made and some late grants might also be received;
- (iv) Di Wren asked if the School might receive help to manage the increasing costs of gas and electricity . David Young explained that a grant had been announced from the DfE that was being given to all schools to cover the predicted inflation around a number of areas including energy. [Following queries, he explained that](#) the formula to work out this grant was complicated and was based on a number of different factors in each school. Information on the grant was available on GovernorHub. Governors continued to discuss the concerns around energy costs and ways in which these could be managed, similar to the measures people were having to put in place at home.

**RESOLVED** to agree the out-turn budget and Carry-forward into 2022-23 and recommend it to the Governing Body for ratification.

(b) Expenditure:

**REPORTED** that

- there were no potential purchases over the Headteacher's Delegated Limit. [In response to a query about the playground equipment it was explained that the Friends had paid £9,000 towards this which meant the School had only been required to find the other £5,000 and thus was within the delegated limit;](#)
- there had urgent expenditure previously approved via Chair's action which involved the Chair agreeing to the Site Manager's fee for some electrical works in the School;

- there were four Waiver of Contracts to consider. These were for Count On, Place2Be, Artis (Music, dance and drama provision) and Academia for IT support. Governors discussed these at length and were assured they were all long term contracts where cheaper or suitable alternative provision could not be found. Governors discussed Academia in depth and it was explained that the support offered was of a very high quality in terms of technical support and teaching and learning in the school clubs. [Nikesh Tailor questioned whether they were able to provide the relevant advice for the School to develop ICT and was assured that Stuart from Academia would do this and that there was a high and long standing level of trust between him and the School;](#)

**RESOLVED** to agree the waivers.

- there were no proposed virements.

## 5. BUDGET 2022 -2023

**RECEIVED** the 2022 - 23 Budget, a copy of which is included in the Minute Book and available to view on GovernorHub.

**REPORTED** that

- a £17,000 surplus was expected next year. [Tim Guha expressed concern about the three year budget and David Young](#) explained that Row B Total Revenue for the School flatlined as future year's budgets from the LA were unknown at present. It was projected from 2022/23 to be £4,059,227 but this would very likely change;
- Governors reviewed E01 – Teaching Staff which had a predicted budget of £1,884,834 for 2022/23 rising to £2,089,137 by 2024/25. This took into account the forecasted 3% pay award and included incremental drift. Governors discussed the fact that the % of revenue spent on salaries was increasing and following further debate the Headteacher re-iterated how hard it was to predict a three year budget even though the LA insisted that schools did so. Governors considered the issues around not knowing what the LA budget would be and the problems of predicting the three year budget because of this;
- Governors discussed trends and recognised that the budget was balanced for this year and the School had not had to use its carry forward to balance it. The SBM reiterated the good position they were in but reminded Governors that the predicted inflation in some areas would have an effect and it was impossible to predict fully how much energy costs would eventually rise. Next year there would also be a need to increase the amount of expenditure on the building. The Headteacher explained that work would be needed in some of the toilets, paintwork needed to be redone and carpeting would need to be replaced. There were also costs to consider around the ARP (additional source provision) but this should fund itself. There would be a need to be cautious around the budget over the next couple of years;

- (d) Tim Guha asked if the School Development Plan (SDP) informed the budget and was told that it did. Whilst some areas in the plan did not involve significant or any major costs areas such as the improved use of technology would.

**RESOLVED** to recommend the Three Year Budget Plan to the Governing Body for ratification.

**ACTION: CLERK**

6. HEALTH AND SAFETY

**REPORTED** that a health and safety audit had been completed and the School had received 98% and there were no major health and safety concerns to consider. Governors were pleased to learn this.

7. PREMISES WORK PLAN

**RESOLVED** that due to the fact the Site Manager was off sick at present this item would be deferred until the July meeting.

**ACTION:CLERK**

8. POLICIES

**NOTED** there were no policies due for review.

9. GOVERNOR TRAINING

**NOTED** that Governor training could be booked via Catherine Moens – information on sessions available could be found at

<https://traded.enfield.gov.uk/thehub/professional-learning-portal/governors>

Tim Guha had attended the Haringey Education Partnership Conference.

10. LOCAL AUTHORITY REFERRALS

Financial Briefing

**NOTED** the information contained in the Financial Briefing.

11. ANY OTHER BUSINESS

**NOTED** that there was no other business to discuss.

12. ITEMS FOR NEXT AGENDA

**RESOLVED** standing items be included on the next agenda.

**ACTION: CLERK.**

13. DATE AND TIME OF NEXT MEETING

**NOTED** the date and time for the next meeting as 11<sup>th</sup> July at 4.00pm.

14. ITEMS TO REMAIN CONFIDENTIAL

**RESOLVED** that no items be regarded as confidential.