



GOVERNING BODY OF HIGHFIELD PRIMARY SCHOOL

FINANCE AND PREMISES COMMITTEE

TUESDAY 18 OCTOBER 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 : Nikesh Tailor attended the meeting virtually.

1. APOLOGIES FOR ABSENCE

NOTED that all Governors were in attendance but an apology was received from Jane Hill.

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

RESOLVED that Bevin Betton be Chair of the Committee for the 2022 – 23 academic year.

4. MINUTES OF LAST MEETING & MATTERS ARISING

RECEIVED the minutes of the meeting held on 11 July 2022 which were agreed as a correct record and signed by the Chair on GovernorHub.

5. BUDGET 2022-2023

(a) Second Quarterly Return

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

REPORTED that David Young guided Governors through the report and the following matters were highlighted.

Income

- (i) David Young explained that the situation was difficult. The pay awards for teaching staff had been set at 5% but it had not been confirmed if the unions would accept this. 3% provision had been made in the budget. The support staff pay increase had been set in a way that meant the lower scales would get a larger increase than those on higher salaries but the overall increase was likely to be around 10%, much higher than had been planned for. Governors discussed the unprecedented situation everyone found themselves in at present. 3% had been the advice given to allow for support staff pay increases;
- (ii) David Young explained that the current financial situation would affect service agreements too. He also added that the DfE funding offer was 2.5% and reminded Governors that staffing costs were around 80% of the budget. [In response to Governors' queries, he determined that the School would end this year in the black but the pay awards would affect next years' budget. The support staff pay award would be back dated to 1 April 2022 and in response to a query from the Chair he explained that the deal for support staff was for one year;](#)
- (iii) Gas and electricity increases had been considered in the budget and David Young commented that there were so many changes happening rapidly in the financial market it was impossible to know what would happen next. The good news in terms of the budget was that there had been a reversal of the social care levy of 1.25% from November. [Following a query from the Chair, it was established that this had been taken into account in the budget.](#)
- (iv) I01 – LA Delegated funding – there had been a £3,466 increase for EMS music grant

- (v) I03 – High Needs Top up funding – there had been a £33,667 decrease for summer term adjustment and ARP income adjustment. Governors discussed the ARP and the Headteacher explained that he had originally been told that they would be able to have 10 children but the SENCO had now been told that they could only take 8 which was a huge loss of income as each child came with £16,000. In response to a query from the Chair, the Headteacher said that he would be seeking further clarification around this from the SEND service. Governors recognised that the SEND service was underfunded. Following a question from Tim Guha, the Headteacher explained that Dali class no longer existed. Children were now in their normal class with the relevant level of support or in the ARP. However, he recognised that some EYFS children would still benefit from Dali if it had been available. Di Wren commented that SEND children could be very challenging in main classes.
- (vi) I12 – Income from Contributions to visits etc – income for 2023 school journey would be accrued.

Expenditure

- (i) E01 – Teaching Staff - £13,682 overall decrease for staffing updates & increased. pay award (5%);
- (ii) E03 – E07 – Staffing – David Young explained that these areas had a £75,000 increase above the 3% already budgeted for. Nikesh Tailor asked for confirmation that the staff pay rises were fully unfunded and was informed they were;
- (iii) Other budget headings were on target;
- (iv) E16 – Energy - for electricity there was a £10,000 increase and for gas a £3,100 decrease. It was recognised that April- September had seen low consumption but the impact of the energy price increases would now be seen through the winter months. The tariff had been fixed but this fixed rate would cease at the end of the month. Everyone was prepared for a significant increase in costs;
- (v) E17 – Rates – these were low as the School was waiting for the LA to inform them on the new way these were going to be charged;
- (vi) E22 – Administrative Supplies – there had been a £650 increase for the website;
- (vii) E23 – Other insurance premiums – David Young explained that all insurances now went through E23 which was saving money on premiums;
- (viii) E99 – Revenue Contingencies – this had been decreased by £85,955.

- (ix) Tim Guha asked how savings would be made and the Headteacher stated that no more staff would be appointed for now. One new child coming to the School with an Educational Health Care Plan (EHCP) and funding would be assisted by support staff already in place. A part time SEND staff member had unfortunately been told the School could no longer afford to keep her and support staff had been told they might have to work with the SEND children or as TAs. The Headteacher said they recognised the value of support staff but could not afford to keep the level they had in the past. Services were also being reviewed. The Maths External Consultant was no longer affordable and In January/February all services would be reviewed and a decision made as to what to keep and what had to be let go. Place 2 Be, for example, was expensive and in the past CAMHS would offer help in this area but this service had been cut back and now only dealt with critical situations so Place 2 Be was a vital service. Decisions would also have to be made around the Artist who came in to work with the children and the IT Support;
- (x) the Headteacher recognised they would have to make cuts which would have a real impact but costs were rising in all areas. The budget projection for the end of the financial year was £134,726 but moving forward the situation was very worrying. Whilst recognizing the amounts would be small when compared to what would be needed, Tim Guha asked if there were other ways in which the Friends of Highfield could help raise more money. The Headteacher said he was speaking to them and they were also renting out the canteen for parties along with looking at other rental opportunities. Di Wren asked if the School still received commission on school photos and was told they did but it was a very small amount and any monies raised in these ways would not be enough to fill the gap;
- (xi) the Headteacher said he was seeing a significant rise in SEND needs in EYFS due to cuts to other services and the impact of Covid 19. In response to Governors' queries, the Headteacher assured them that SEND staff were moved around to be used in the most effective ways possible. TAs had been spoken to and were happy to work with the SEND children. He pointed out there was a need to legally fulfill EHCP requirements but recognised that by moving TAs to work with the SEND children this reduced the support for others in class. It was determined this could affect KS1 more than KS2;
- (xii) the Headteacher was very concerned how they could balance the budget next year and Governors agreed. However, Tim Guha pointed out they were in a better position than a number of other Schools and Governors recognised this.

RESOLVED to agree the second quarterly return.

(b) Expenditure

REPORTED that

- there would be a potential purchase over the Headteacher's Delegated Limit for the building of the Bury Class Garden. Quotes had been received from two companies and it had been decided to go with Pentagon who were around £2,000 cheaper than the other quote. Governors reviewed the quotes.
- there had been no 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) 2022-2023

REPORTED by the SBM that this had not yet been completed due to problems with the formulae in the new document. This had now been rectified and she would be attending training in early November.

RESOLVED to discuss and agree the SFVS at the next Governing Body meeting

ACTION: SBM/CLERK

7. ANNUAL SCHOOL AUDIT REPORT 2021/22

RECEIVED the Annual School Audit Report 2021/22, a copy of which is included in the Minute Book and available to view on GovernorHub.

NOTED that Governors reviewed the report and its findings.

8. POLICIES REVIEW

NOTED there were no policies to review.

9. HEALTH AND SAFETY

REPORTED that

- (a) there were no urgent health and safety matters to consider;
- (b) the fire alarm was fine and an inspection was due next term. [In response to Governor's queries it was confirmed that there was no need for any expenditure on the alarm. It had been established that there was no problem about the alarms being separate due to where the buildings were designated.](#)

RESOLVED that Governors be updated further after the inspection.

ACTION: HEADTEACHER

10. PREMISES WORK PLAN

RECEIVED the works plan 2022/23 and quotes to decorate the dining hall and main hall, copies of which are included in the Minute Book and available to view on GovernorHub.

NOTED

- (a) the contents had been updated by Jane Hill;
- (b) that the playground equipment would be installed over half term and be ready for the children to use on their return;
- (c) the quotes for the decoration of the dining hall - £5,000 and the main hall - £6000. If it was decided to go ahead work would be done at Easter 2023;
- (d) Tim Guha expressed concern over a gate that always seemed to be open. The Headteacher assured him that this was always closed if staff noticed it open but due to the fact it was catching on the concrete it did not shut automatically at present. There was a sign asking people to close it but he recognised there might be a need to source improved signage.

Date	Jobs	Progress Notes
Hol 2022	Corridors/Stairwells Painted, damp in lobby area	Booked For Holidays MG Builders £31,692.00 Completed
Hol 2022	2 x classrooms New Carpet	Booked in summer holiday £3740 - Completed
Hol 2022	Yearly 25% Inspection Electrics	£4950 COMPLETED
	Refurb Toilets Yr. 5/6 boys & Girls	1st quote £27,585 awaiting 2nd quote – COMPLETED
October Hol 2022	Valiant Boiler School Kitchen replacement	October Half Term – Preou
	Hot water heater Blue cabin	Is working fuse blown Ian changed fuse
	New Playground Equipment being installed	SEN Budget (budget £12,000) – Quotes are closer to £22,000 but will use £10,000 allocated from capital.
2022 On-going	Outside wooden Equipment Stage/shelter/planters base of blue cabin, toys	On-going Fencing Decking Company Shelter, Fake Grass, Benches, stage area handrail, Fence post nature garden, balance beam £3257 all works above stated – complete

Hol 2022	New fencing for cabin for new Sen class	Deposit paid - fencing ordered for holiday installation Total £10775 - Completed summer holidays
April 2023	Dining Hall Redecorate Main Hall – 2023 April	Waiting on quote MG BUILDERS – Quotes attached
	Hot water heater small kitchen	Waiting for quotes – Not Priority as Valiant being repaired by Preou in October half term
	Emergency fire lights on outer doors picked up on inspection x5	Waiting on quote yearly maintenance being carried out October holiday mag lock release on fire door broken to be changed
2022	PE Shed needs repairing and Gina's behind it Dahli shed door	Fencing and Decking – Completed -
2022	Window film cabin & charlottes class	Blindmaster – Completed
2022	Goat shed needs repairing	Fencing and Decking- Done
2022	Nature Garden entrance cleared	Fencing and Decking – On-going

2022	Water Heater yr2 class	Quote - £1200
2022	Gutter toppe larger one	Wates Done
2022	New tap in staff toilet cabin	Done Wates
2022	Outside tap cabin	Fencing and Decking -
2022	Stumps removed from front of school grass seeded	Fencing and Decking - Done
2022	Move benches from early years to edge of field re-bolt down	Fencing and Decking
Holiday	Fox business	Bover's pest control – On-going
2022	Bridge nursery rotted	Fencing and decking company -Done
	Boiler New Building	Waiting on element to be delivered

Work Completed Highlighted

Waiting On Part

11. GOVERNOR TRAINING

NOTED that all training sessions were listed in the Governor Training Brochure 2022-23, available on Governor Hub.

Governor training could be booked via the School based booker, Catherine Moens

<https://traded.enfield.gov.uk/professionallearning>.

NOTED the following training sessions relevant to this committee

Mon 17 th Oct 2022	6.30pm-7.30pm On-line	Introduction to School Finance	Steve Barker
Mon 7 th Nov 2022	6.30pm-7.30pm On-line	Headteacher Appraisal	Lucy Nutt, Sujal Zaveri
Mon 28 th Nov 2022	6.30pm-8.00pm Salisbury House, Bury Street West, Edmonton N9 9LA	Pupil Premium for Governors Part 1	Anne Delgreco, Pat Wood
Mon 12 th Dec 2022	6.00pm-7.00pm On-line	Prevent Training for Governors	Evie Ginson
Mon 6 th Feb	6.30pm-7.30pm On-line	Introduction to School Finance	Steve Barker
Wed 22 nd Feb 2023	6.30pm-8.30pm Highlands School	Training for New Governors 4 – Inclusion & Equality	Matt Miller
Mon 27 th Feb 2023	6.30pm-8.00pm Enfield Civic Centre(to be confirmed)	Pupil Premium for Governors Part 2	Anne Delgreco, Pat Wood
Mon 6 th Mar 2023	6.30pm-7.30pm On-line	Chairing a Committee	Steve Barker

RESOLVED that the Headteacher forward a list of HEP training to Governors.

ACTION: HEADTEACHER

12. LOCAL AUTHORITY REFERRALS

Financial Briefing

NOTED the information in the termly financial briefing.

13. DATE OF NEXT MEETING

NOTED the date of the next meeting as Tuesday 31 January 2023 at 5pm.

14. **ITEMS TO REMAIN CONFIDENTIAL**

RESOLVED that no items should be dealt with on a confidential basis.