



GOVERNING BODY OF HIGHFIELD PRIMARY SCHOOL

FINANCE AND PREMISES COMMITTEE

16 JULY 2024

**Members:** *Bevin Betton, (Chair)* David Wilson (Headteacher), Tanya Ahmed and Tim Guha,

*Italics denote absence*

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

MINUTES

In the absence of Bevin Betton, the meeting was chaired by Tim Guha, Chair of Governors.

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Bevin Betton.

2. **DECLARATION OF INTERESTS**

Governors were reminded that they should **declare** any interest relating to items on this agenda. No declarations were made.

3. **MINUTES OF LAST MEETING & MATTERS ARISING**

**RECEIVED** the inquorate notes of the Finance and Premises meeting held on 21 May 24, which were agreed as a correct record.

**RESOLVED** that these be signed on GovernorHub.

**ACTION: CHAIR**

There were no matters arising to consider.

4. FINANCE

(a) 1<sup>st</sup> Quarterly return

**RECEIVED** the 1<sup>st</sup> quarterly return, a copy of which was included in the Minute Book and available to view on GovernorHub

**REPORTED** that David Young and the SBM guided Governors through the report and the following matters were highlighted;

- (i) the total revenue balance brought forward was £71,544 which was less than in previous years;

Income

- (ii) income had been reviewed and David Young explained that they had reconfigured the budget to match the way the LA organised their funding. This meant there had been movement in I01- LA Delegated funding, I03 – High needs top up funding and I06 – other government grants. I06 now showed a £0 but this money had been moved into I01. £80k from I03 had also been moved to I01;
- (iii) I01 – Delegated LA funding, was reviewed in more detail and David Young explained it contained the £33,717 for the dining hall rates currently not recognised by the LA. This issue had been discussed many times and was an ongoing issue as the LA had not recognised that the School paid a separate rates bill for the dining room. The LA had not responded to correspondence sent from the School about this situation. The SBM said she had now cancelled the direct debit and they risked being fined but hoped this might get the LA’s attention so they could rectify what was in fact their error. David Young explained the complexities around the rates payments and following discussion the Headteacher said he would write to the LA to try and rectify the situation once and for all.

**RESOLVED** that contact be made with the LA about the rates bills.

**ACTION: HEADTEACHER**

- (iv) I13 – Donations and/or Private Funds – [the Headteacher questioned the amount that David Young said they were expecting from the Friends Association as this seemed very high](#). He asked for a breakdown of this income which the SBM said she would provide. Following queries the SBM clarified that money from the Friends had to be included and that income and expenditure would balance out. Governors discussed the ways this money was received and spent in depth.

**RESOLVED** that a breakdown of income from the Friends Association be provided to the Headteacher.

**ACTION: SBM**

- (v) I15 – pupil focused extended school funding included an increase of £9,543 for the KS2 free meal grant. David Young explained that more money had been made available this year than had been anticipated.

Expenditure

- (i) E01 – teaching staff – included a £19,605 increase for personnel updates from September. The teachers pay award was still in negotiation but 2% had been budgeted for;
- (ii) E03 – educational support staff – showed a reduction of £6,586 for personnel updates. The support staff pay award was still in negotiation but 4% had been budgeted for.
- (iii) E07 – other staff – included the cost of additional time for cover duties;
- (iv) E14 – cleaning and caretaking had been increased by £2k. The SBM explained they were currently undertaking a procurement process for the cleaning contract and quotes were more expensive than had been predicted;
- (v) E18 – other occupation costs included expenditure to cover the annual refuse collection being covered in full;
- (vi) E19 – Learning Resources – not IT showed an increase of £3,500 for Dali room to ensure it was properly resourced;
- (vii) E28 – Bought in professional services – other had a £750 increase for School Smart

- (viii) E99 – Revenue contingencies were £6,447 which meant the School should just remain in credit by the end of the financial year but it had to be recognised that a lot would happen between now and then and the budget would become clearer as they moved through the year;
- (ix) the Headteacher highlighted the need to reduce the number of Support Staff by at least two over the next 12-15 months. At present the School had paid for an artist/drama/music coach and it would be possible they would not be able to continue to fund this post. There was an HLTA who was keen on the arts and drama so it might be possible to use her for this provision. Two AHTS were currently job sharing and one AHT was in Dali room 50% of her time. There would be a reduction in KS1 Support Staff and one of them who was leaving would not be replaced;
- (x) the Headteacher warned that cuts were coming and would have an impact on the School. Interventions groups would have to be reduced and there was already reduced capacity in the SLT team. Governors recognised the day to day running of the school would be affected and, for example, responding to parents might take longer than it had in the past. Lack of capacity could also reduce the ability to undertake staff training in the same way this had been conducted. [In response to a query from the Chair, the Headteacher said that situation would be monitored in the School Improvement Plan and it would be difficult to know the exact impact of the cuts until the measures were fully in place;](#)
- (xi) Governors were assured by the Headteacher that they were working strategically. The Headteacher reminded them that most of the staff were on the top pay scale due to the low turnover at the School which was an advantage in terms of teaching and learning and expertise but a disadvantage in terms of the budget;
- (xii) David Young explained that the total capital balance brought forward was £16.898 and with funding over the year of around £15k this should rise to £32k. The current plan was to spend some of this on emergency and LED lighting and IT hardware leaving a remainder of around 4k.

**RESOLVED** to agree the 1<sup>st</sup> quarterly return.

(b) Expenditure:

**REPORTED** that

- there were no potential purchases over the Headteacher’s Delegated Limit;
- 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) to consider;
- there were no proposed virements.

(c) Pupil Premium funding

**REPORTED** that this had been confirmed as £224k and was contained in the budget under I05. Most of this would be spent on staffing. The Headteacher explained that the three year pupil premium plan was coming to an end and a report would be produced for Governors next term. Priorities for the next three years would be considered in due course.

7. **SCHOOLS FINANCIAL VALUE STANDARD 2024/25**

**NOTED** this would be reviewed in the Autumn term.

8. **POLICIES**

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

9. **GOVERNOR TRAINING**

**NOTED** that Training could be booked through the School based booker, Catherine Moens.

10. **LOCAL AUTHORITY REFERRALS**

Financial Briefing

**NOTED** the issues highlighted in the Governors Newsletter.

11. **ANY OTHER BUSINESS**

Windows

**REPORTED** that the Headteacher had spoken to the Director of Education, Peter Nathan when he had visited the School recently and they had discussed the fact that the works had been put on hold for this Summer. The Headteacher had explained that the enormity of the works meant they had to be undertaken in the long holidays, with a couple or three weeks on either side of the holidays as well. This meant that in reality the works would not happen until this time next year as only so much could be done whilst the children were in School. There had been no official response from Peter Nathan as to how this situation would be managed but he had been keen for the works to go ahead.

Roof works

**REPORTED** that the roof works on the KS1 building would be completed over the Summer.

12. **DATE AND TIME OF NEXT MEETING**

**NOTED** the date of the next meeting as

Tuesday 17 October at 5pm.

13. **ITEMS TO REMAIN CONFIDENTIAL**

**RESOLVED** that no items

be regarded as confidential.