**Holly Park School – Finance Committee Meeting Date– 6th February 2017**

Those Present- Janis, Maria, Ann, Ben, Liz, Michael, Andrew

Apologies – Fiona, Fiona, Gael, Angie, Claire, Headley, Brian,

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| 1. Matters from last meeting | Action updates:   * Audit report has been sent, along with action plan; * Trip money to go into the main account from April, new budget header will be created; * Forecast was sent out; * Ann advised that appx £1000 received for swimming contributions; * Ann confirmed that Barnet will only pay £300 for the £2000 boiler repair bill * Ann advised some parents requested refunds for swimming, Ann confirmed that HPS will not issue refunds. Janis advised some money has been reduced from the St John’s invoice; * Ann advised that next term swimming will switch to Y3. Letters will go out requesting contributions assuming that the pool is operational; * A governor advised that he hasn’t spoken to Simon yet ref: changing utility supplier * Janis confirmed that special fund has been closed; * Private funds have been audited; * SFVS has been sent to Governors and then to Barnet. Barnet have approved; | Governors suggested that swimming money could be collected online via parent pay.  **Action:** Janis to follow up for next term  **Action**: Governor to speak to Simon ref: gas and electricity bills |
| 2. School Budget & Forecast | * Janis advised that overall budget is underspent, but this is a forecast. Ann advised that supply cover should vary due to illness; * Janis advised the carry forward should be £33k.; * A Governors queried the 763% overspend on ‘Office Supply’, Ann advised this was cover staff for Lisa’s role (pupil support officer) ; * Ann advised that 40 people have been interviewed for Lisa’s role; * A governor queried training courses, Ann advised a lot of TA training has been done this year; * A governor queried the sports grant, Ann advised additional money will come in this financial year to cover the overspend; * A governor queried the school dinners overspend. Janis advised it’s complicated due to the free school meals, and money going in and out. Ann advised that HPS had £17k removed from the budget which was based on the 2015 census. An adjustment was made on 2016 census which resulted in the shortfall; * Ann raised E26 – Music Teacher, Janis advised some money is due to come in to cover this; * E27Fine - this was for a pupil that had to be sent to another school and a TA was needed; * E27TA – member of staff was off ill, but this was not covered by insurance. HPS pays into an insurance company for >5 days sickness. However if the staff member goes off again with the same sickness this isn’t covered; * Ann confirmed the £33k will be carried forward to next year as contingency; * A governor queried why the income from breakfast club was down. Ann advised the uptake wasn’t quite as expected. The breakfast club is showing a loss of £5k. | **Action**: Brian to speak relevant person regarding £17k short on Universal infant free school meals.  **Action**: Janis to check if the breakfast is covering its costs to inform whether to increase the daily charge |
| 4. School Meals Accounting | * 28 parents will debts under £50; * A Governor suggested that interest or penalty should be added for late payments; | **Action**: Andrew will prepare some wording to send to parents, suggestion £10 per letter prepared, per month.  **Action**: Andrew to write to 2 parents to threaten small claims court. |
| 5. Special Fund |  |  |
| 6. Private Funds | Janis ran through the balances on the accounts. |  |
| 7. Pupil Premium Money | Ann advised that HPS didn’t have a great take up on school uniform. £500 allocated, only £84 spent.  Ann advised that an additional £5k would be spent by Sally Thomas this year on some new resources: Mathletics, Reading eggs, Spelladrome. Sally is looking to see if it can be deployed throughout the whole school rather than only PP pupils. |  |
| 8 Costs of Nursery extended day for September & 30 hours | Ann advised that she the fees should not be raised as there is so much competition in the local area.  From Sept schools can offer 30 hours. HPS nursery has followed the Bayers lead, questionnaires have been sent and only 4 responses received for parents expressing an interest in more hours.  HPS will probably offer the 30 hours otherwise children may go elsewhere. Ann suspects that HPS nursery as many private nurseries won’t be offering the 30 hours.  A Governor suggested that the nursery should be marketed, Ann agreed.  Ann advised that HPS isn’t currently considering closing the nursery. | **Action**: Some marketing should be done for nursery, e.g. posters, leaflets, mailshot to local houses, news paper? |
| 9. Costs of Breakfast Club for September | Covered above. |  |
| 10. SFVS | As mentioned in actions in point 1. |  |
| 11. Finance audit action plan update | 2 actions completed   * Review and update the Financial Mgmt policy * Review and update the debit card policy   Next action was an asset spreadsheet which will be started shortly. |  |
| 12. Policies to be ratified   * Charging policy – nursery * Financial Management | Nursery policy will stay as-is for the moment |  |
| 13. Budget 2017/18 | Ann advised that HPS hasn’t received the budget from the Council yet, expected end of Feb.  Maria and Ann will go on 3/3/17 to a council run session for general budget setting. Janis and Ann will go shortly afterwards to update the budget with salaries. Then there will be a budget setting day, then the FLO will review with HPS. Budget ratification on Mon 27th Mar |  |
| 14 Pupil Support Officer update | Mentioned above |  |
| 15. Items to carry forward to next GB meeting | Breakfast club costs  Nursery fees  Late fees for school dinners |  |
| 16. Any other business | Ann asked if free clubs should continue for free, or if they should be charged for.  Governors agreed that a contribution of £1 per half term should be asked to cover resources used etc |  |