**Holly Park School – Finance Committee Meeting Date– 5th February 2018**

Those Present- Ann Pelham, Maria Michael, Janis Hassan, Michael Crooks, Clare Hegarty, Tim Graveney, John Harte, Kate Tress, Ben Vandyk

Apologies - Fiona Quinton, Gael Cassidy, Hedley Dindoyal

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| 1. Matters from last meeting | 1. School Debtors: One debt as been cleared. One debt ongoing since Jul-17, child has left and owes about £500 made up of dinner money and cost for School Journey; 2. Discussed contactless payment, John suggested an iZettle card reader could be used. PTA could apply for a trial box that could be used for gift aid / fund raising. John has written to the National Fundraising Society | Ben send details to HPS for raising a Letter before action (Solicitors letter) |
| 2. School Budget | 1. Discussed higher than forecast Meal Time Supervisor (MTS) costs and that cover has been used as it’s very difficult recruit for these roles; 2. Governor queried why extra income has been received for staff illness insurance (I10TINS) and swimming tuition (I12SWIM), Janis advised HPS has made more claims under staff insurance than forecast, and that more parents have donated to HPS than expected for Swimming lessons; 3. Governor queried E27PPM, Janis explained money comes in from other accounts to cover these costs; 4. Governor queried why EE26MUSIC is higher than expected, Janis advised that the Music account will have money coming in from other accounts; 5. Governor queried why E27Y5TA is so high, Janis advised that the costs are covered in the staff salary account, Ann confirmed that the money was budgeted correctly; 6. Governor queried if the contingency fund is still available (c.£70k), Janis confirmed it is; 7. Janis advised that she forecasted reprographics costs are expected to exceed the budget. A governor asked if there is any software to control photocopying, Ann advised that colour photocopying is capped, and that as HPS doesn’t use text books the costs are higher than comparable schools. Ann advised that everyone has a code and the school could check who’s using what. Ann advised that all paper is counted under this Account. Janis advised the school has a risograph and this is more efficient for >20 pages; 8. Ann advised the school is also forecasting an overspend on supply teachers due to higher than expected staff illness; 9. A governor suggested that flu jab could be promoted. Maria advised that she didn’t think it would help as there were not that many case of flu. | Ann to speak to teachers about using the risograph machine where possible. |
| 3. Forecast | 1. Janis presented the forecast. Janis advised the new forecast is showing very similar numbers to the one completed in September which is good; 2. A governor asked about the contingency budget which doesn’t seem to match from BVAC to the forecast. Janis advised that contingency hasn’t changed but viaments have changed the numbers; 3. Governor queried why E19 doesn’t show a forecast overspend (for reprographics), Janis advised that the forecast doesn’t break out the sub-elements that make up the E19 code, therefore the numbers have balanced out. |  |
| 4. School Meals Accounting | 1. Janis advised: outstanding debts currently:   5 x £20-30  5 x £30-40  1 x £40-50  1 x £60-70  Janis advised that for the majority of these debts, she knows these parents will pay. HPS office are chasing on a regular basis using calls, SMS and letters;   1. A Governor queried the previous minutes and asked to confirm if debts from the last meeting had been paid. Janis confirmed they had. |  |
| 5. Special Fund | 1. One account has been closed, balance of about £120; 2. The other account has been left running, currently has 2 contributors. This account has charitable status. 3. Ann advised that there have been some resurgences of contributions in the past. Janis advised that in the past collections have been run at school fair but this hasn’t really worked. 4. Ann advised that an HPS parent has suggested donations through Parent Pay and that in the past, a Governor had attended the new parents meeting and talked about donating to the Special Fund. Ann invited Governors to new meeting on 18th June. John advised he may be able to attend the meeting. |  |
| 6. Private Funds | Not discussed at the meeting |  |
| 7. Pupil Premium Money | 1. Ann advised the school had carry-on funds from last year and this was spent on 2 additional TA’s. Ann advised that the Y6 TA has left and a new TA will be coming on board; 2. The school is very happy with the Y2 TA; 3. Ann noted that PP money will be spent by Easter. |  |
| 8. Costs of Nursery extended day for September & 30 hours | 1. Ann asked if the Governors would like to put the costs up for Nursery. Ann suggested the school shouldn’t as the Nursey is now full and a cost increase may reduce numbers; the group agreed; 2. A Governor suggested that the pricing structure is more complex than other nurseries. Maria advised it’s now been simplified significantly. |  |
| 9. Costs of Breakfast Club for September | 1. Ann advised that costs were increased last year as HPS was much lower than other schools. The meeting agreed costs should not be increased currently |  |
| 10. SFVS | 1. Ann advised SFVS has been sent off. Ann noted the school may be checked on this during audit. |  |
| 11. Policies to be ratified   * Charging policy – nursery * Financial Management | 1. No feedback has been sent to Ann as of 5/2, policies were approved |  |
| 12. Budget 2018/19 | 1. Ann advised she has sent some email out about potential budget cuts, however she’s now been informed budget ‘per pupil’ will remain the same. 2. Ann noted some additional costs coming in this year;    1. Apprenticeship levy c.£4,000;    2. Certificate for electrical safety check. c£5,000 3. A Governor asked if the borough are storing up a future problem by not lowering the budget this year. Ann advised this didn’t appear to be the case; 4. Ann advised that Barnet is struggling to fill all reception places next year and some school classes are closing. |  |
| GDPR | 1. Ann advised that HPS will be affected by the new laws coming into affect, and that HPS can be fined 4% of it’s budget. 2. A DPO will need to be assigned. Janis is going on a course to get training on the subject. Barnet have made a policy available that the school can use; 3. Ann advised that Governors and parents will now need to sign to confirm they are happy for data to be stored about them. Ann advised the school already has a Data Protection policy but may need to be tweaked. |  |
| Bids | 1. John discussed a course that he and Maria had attended; 2. John explained that funding cannot be sought for core areas which should already be funded by the school. 3. John volunteered to give some of his time to help the school bid for money. John suggested that PTA and school board should work together to decided what the focus should be. 4. Ann provided John some names for to get in touch with on the PTA. 5. John asked if the PTA is set up for Gift Aid, Maria thought no. John suggested this would be a good target for this year. | Janis to pass charity paperwork to John |
| 13. Items to carry forward to next GB meeting | 1. Budget 2. GDPR 3. Bids 4. Policies |  |
| 14. Any other business | None |  |