**Holly Park School – Finance Committee Meeting Date– 14th May 2018**

Those Present: Ann Pelham, Maria Michael, Janis Hassan (JH), Michael Crooks, Clare Hegarty, John Harte (JHarte), Ben Vandyk, Fiona Quinton

Apologies: Gael Cassidy, Tim Graveney, Andrew Ballam-Davies

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| **AGENDA ITEMS** | **KEY DISCUSSION POINTS** | **ACTION (who? /timescale?)** |
| Matters from last meeting | 1. Actions from previous meeting;    1. Ben send details to HPS for raising a Letter before action (Solicitors letter)   COMPLETED   * 1. Ann to speak to teachers about using the risograph machine where possible.   COMPLETED   * 1. Janis to pass charity paperwork to John   CARRY OVER |  |
| School Budget & year end | 1. JH advised that Barnet have not yet produced the outturn document yet. AP to provide this once available; 2. JH presented the financial year summary, a Governor queried the £8k cost for the apprenticeship levy. AP advised HPS does not have a suitable role for an apprentice and therefore cannot make use of the scheme; 3. A Governor queried E08CRB, JH advised additional funds would be moved into this cost centre at a later date; 4. A Governor queried why cost centre E20LGFL is overspent; JH advised the cost was higher than forecast. JH agreed to look into this further; 5. A Governor queried the electricity costs; JH advised a credit has been put forward to cover this. | AP to provide outturn document to all Governors once available  JH to investigate costs relating to E20LGFL |
| School Meals Accounting | 1. JH provided details of outstanding School Meals debts;    1. Up to £10 – 25 pupils    2. £10-20 – 16 pupils    3. £20-30 – 5 pupils    4. £30-40 – 2 pupils    5. £40-50 – 1 pupils 2. A Governor queried if more parents are now using the online payment system. JH advised they were; 3. A Governor queried how more parents could be encouraged to pay on time. Governors agreed that a reminder should be added to the newsletter on a recurring basis; 4. A Governor queried whether this should be a recurring agenda item; Governors agreed that only cases requiring escalation should be brought to the attention of the finance committee going forward, for example amounts over £50 where there appears to be no agreement to settle; 5. Governors agreed that a formal letter should be issued when a debt of over £50 is incurred, signed by one of the Governors; | Add reminder to the newsletter to pay on time for school dinners  JH to liaise with BV to take forward (as required) |
| Special Fund | 1. JHarte advised he would need to see the charity paperwork and also to confirm the Trustees are up to date | JHarte to review the paperwork |
| Private Funds | 1. A Governor queried what the private funds are used for. AP advised certain income is collected in this account e.g. commission from School photos and is used at the HT discretion e.g. ad-hoc redecorating jobs or flowers for sick staff; 2. JH advised that the accounts are not currently available as they are under review with Barnet; 3. JH advised the balance is currently c.£2k |  |
| Pupil Premium Money | 1. AP advised that the budget has been set however only a small amount has been spend so far; 2. AP advised that Saturday tuition has now been cancelled as proposed at a previous meeting and this funding has been reallocated to fund a new teacher for 4 days p/week to work with PP pupils; Richard Gordon has been supporting PP children in Y6; 3. A Governor queried why Saturday tuition was stopped. AP advised that only very limited improvements were made by pupils despite the high costs per head of the service; 4. AP advised that Beanstalk readers has also been stopped. |  |
| Capital Expenditure | 1. AP advised that several areas will be recarpeted and redecorated including the dining room; 2. A Governor queried when the proposed extra works (funded from the underspend) would be completed. AP advised the new fencing will be installed in the summer holidays period; |  |
| Contingency spending | 1. A Governor queried how the contingency figure is defined, AP clarified that any money left over after the budget is completed classed as contingency and will be used to meet any unexpected costs; 2. AP advised that the routine electrical tests had uncovered some necessary remedial works which will be met from the contingency funds; 3. AP explained that HPS are fortunate to have any contingency funds as many Barnet schools do not have this luxury. |  |
| Breakfast Club | 1. JH advised there are 2 small debts but is not concerned at this stage; 2. JH explained a debit card issue - i.e. that no funds are available on Monday morning as Barnet has invested the money over the weekend. This means the school cannot pay for the Nursery grocery shopping. JH advised that the school will now consider applying for a credit card to avoid this problem in future. | JH to apply for a school credit card |
| Policies to be ratified   * Governor allowances * Use of debit cards * Green procurement | 1. Re: Governor allowances policy: a Governor queried whether the Governor allowances have ever been claimed. AP advised that there have not been any claims in recent times; 2. Re: Green Procurement policy: a Governor queried the policy and asked if any procurement decisions had been made at HPS based on the policy; AP advised that she didn’t think they had; 3. Governors agreed that a Eco Audit should be done at some point in the future; | * Eco audit to be organised * FQ agreed to look into solar panels for HPS * AP to check paper is being sourced from an environmentally friendly vendor |
| GDPR | 1. AP advised that TG and CH have both volunteered to be GDPR Governor and that new policies will be required, for example – in future class registers will need to be locked away at night to ensure no unauthorised access occurs, and test results will need to be shredded; 2. AP advised that tambour units are being ordered to provide secure storage for files; 3. AP outlined the costs for preparing for GDPR, these include an audit costing c.£2k, staff training c£300 which includes checking / updating existing policies. A recurring cost of £1,500 is for provision of a GDPO service; 4. A Governor asked what other locals schools are doing with regard to appointing a GDPO; AP advised many are outsourcing, some are using department heads; 5. AP advised that HPS will not be fully complaint by the deadline (25/5) however this is acceptable as long as a plan is in place to resolve the remaining areas of non compliance; 6. AP advised the school has contacted suppliers to confirm their compliance to GDPR which is a requirement. |  |
| Bids | 1. Group discussed the possibility of bidding for funding to create an ‘Emotional and Wellbeing den’ at the back of the school, JHarte advised this could range from a £15k project to £60-70k therefore more thought is needed to scope the proposal; 2. JHarte advised he has discussed general fundraising with Amanda from the PTA and that currently Gift Aid is not being collected which could be claimed and back dated for the past few years; 3. JHarte suggest a board should be formed with members from the PTA, Governors and staff to achieve more joined up thinking. |  |
| Any other business | No AOB |  |