

## Holly Park School Full Governors Budget Ratification

Date : Monday 24<sup>th</sup> May 2021 @ 7:45am via Zoom

Immediately followed by

## Holly Park School – Finance & Premises Committee Meeting Agenda Date : Monday 24<sup>th</sup> May 2021 @ approx. 8:15am via Zoom

Invited:- Ann Pelham, Simon Reid, Michelle Hounslow, Maria Michael, Alice Biggs, Tim Graveney, Anna Sherrington, Clare Hegarty (Chair), Fiona Quinton, Clare Wischusen, Ann Marie Thomas, Tamar Burman, Rhonda James Robert Weiner (from Educo re Catering Contract)

Guest Invitation – Robert Weiner (Educo)

Apologises: Nicky Eimer, Anne Marie Thomas

### Actions from last meeting ( to be discussed at relevant agenda item)

- Janis to work out Nursery costs – money in and money out
- Monitor nursery finances over 2021/22
- Ann to send SVFS to Barnet
- Janis to send a copy of the audit report to Clare
- Janis to chase the removal of the old copiers
- Fundraising committee to meet before half-term for initial meeting
- Ann - Office restructure, internal advert & recruitment process. Buy-in Barnet Schools Accountancy. Revise Financial management Policy
- Simon to monitor boiler situation
- Simon to follow up on the roof

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
I. Office restructure Welcome Michelle	<b>ACTION:</b> Ann - Office restructure, internal advert & recruitment process. Buy-in Barnet Schools Accountancy. Revise Financial management Policy – <b>DONE</b> The chair of the meeting welcomed Michelle to her new role and to the meeting	

<p>2. Policies to be reviewed:</p> <ul style="list-style-type: none"> <li>• Evacuation policy</li> <li>• Premises management policy</li> <li>• Legionella policy</li> <li>• Governor allowances policy</li> <li>• Use of debit card policy</li> <li>• Green procurement policy</li> <li>• Finance Terms of Reference</li> <li>• Premises Terms of Reference</li> </ul>	<p>Quite a few comments back, thank you.</p>	<p>It has been noted that the finance policies refer to business manager so this will be changed and updated.</p>
<p>3. School Budget  20/21 Outturn  21/22 Budget &amp; 3 year plan  Look at continuing impact of school closure/COVID on school finances</p> <ul style="list-style-type: none"> <li>• Nursery</li> <li>• Breakfast Club</li> <li>• After-school club</li> </ul> <p>Review BBVAC</p>	<p>Unusual to be approving budget in May as usually done in March time.</p> <p>There was £167 carry forward from previous year – plus £40 surplus in 2021 – making a carry forward of £207,000 in to this new budget year.</p> <p>Breakfast Club – numbers are low, we have around 30 per day where we used to have about 60. It has been agreed to increase the price to £4.00 from September.  We budgeted £26,730 last year based on predicted numbers – but this wasn't realised  This year have budgeted income of £16,155</p> <p>Nursery and after school club numbers are low due to Covid, parents on furlough and we have generally low numbers in nursery at present.  Nursery income for 15 &amp; 30 hours was predicted at £244,835 in last budget – but this wasn't realised due to low numbers and COVID  This year have budgeted £175,450</p> <p>Nursery extended hours was budgeted last year at £91,530 based on predicted numbers – this wasn't realised due to COVID and low numbers  This year we have budgeted £64,090 based on predicted numbers</p> <p>BVAC – suggestion to not look and review these at Governor meetings and do as a quarterly outturn instead.  A copy of BVAC will still be sent to Clare Hegarty throughout the year as chair of finance.</p>	<p>The budget must be sent to Barnet by 31<sup>st</sup> May.</p>

	<p>SEN funding is higher than normal. Last year it was £84,224. This year it will be £141,59</p> <p>This is because we have more EHCPs and also emergency funding for pupils in EYFS. Every EHCP child costs the school £6,000 from the main school budget on top of what we receive from Barnet – but also the rest of a TA salary which is approx. an additional £12,000 per EHCP child from the main school budget.</p> <p><i>ACTION: Janis to work out Nursery costs – money in and money out – this has been done and we will still be monitoring this.</i></p> <p><i>ACTION: Monitor nursery finances over 2021/22 – We will continue to monitor this.</i></p> <p><i>Ann, Tim and Clare to have a meeting with Caroline to discuss – will look to have a review meeting by the end of term.</i></p>	
4. Pupil Premium funding (standing item)	<p>Already mentioned on Budget Ratification meeting.</p> <p>Richard Gordon 4 times a week working with PP children, 3<sup>rd</sup> space learning which Sally Thomas is overseeing this and going well,</p>	We will look at impact this has had at the end of the sessions this term.
5. Sports & PE grant (standing item)	<p>Same as previous years £8400.00 for summer term. We await to hear if there will be further funding</p>	
6. Recovery Plan relating to this committee <ul style="list-style-type: none"> <li>• Catch-up fund</li> <li>• National Tutoring Programme</li> <li>• COVID 19 payment to schools</li> </ul>	<p>Catch up funding £14000.00 in budget towards TA salaries – as TAs are working with children who need catch up.</p> <p>National Tutoring Programme – Using 3<sup>rd</sup> space learning, PP money used as it is PP children who are doing it .</p> <p>Received all Covid 19 payments, will not be receiving any further payments.</p>	
7. SFVS	<p><i>ACTION: Ann to send SVFS to Barnet – <b>DONE</b> This has been sent off</i></p>	
8. Finance Audit Actions	<p><i>ACTION: Janis to send audit report to Clare – This will be sent by Ann.</i></p> <p><i>The main points were</i></p> <p><i>Monthly payroll check – Done – Ann doing this.</i></p> <p><i>Audit school fund – this is closed but last few months needed audit - Ann has found an accountant to carry out audit on the Voluntary Funds, he has all paperwork and this is in progress – should be completed in June.</i></p> <p><i>Inventory - needed more detail and to be reviewed annually – Michelle will</i></p>	Look again at actions from audit at next meeting

	<p><i>update in September and add tab to this effect.</i></p> <p><i>Contracts - these had gone over date. Photocopiers already done with new contract and copiers in plac. Michelle will look at phone contracts in September.</i></p>	
<p>9. Contracts:</p> <ul style="list-style-type: none"> <li>• Catering</li> <li>• Cleaners</li> <li>• Photocopiers</li> </ul>	<p>Catering contract coming to end of initial 3 year term. Robert Weiner from Educo Joined the meeting</p> <p>Catering contract decision would be ideal by end of Summer term as deadline for arranging to go to tender would be early Autumn term. We could look to extend contract which would be by 50% of the initial 3 year contract – or 2 years. We are benefitting at present as we have a good meal price with Caterlink and are therefore making a profit on the meals. If we choose to extend Robert would liaise with caterlink to see what they could offer us by staying with them.</p> <p><b>A governor asked what a likely incentive to stay might be</b></p> <p>Robert explained that it would likely be a status quo in meal price and possibly a couple of thousand investment in kitchen equipment to maintain a good service</p> <p>Cleaning contract would also need to be looked at and decisions made by end of summer term/early Autumn term. Simon advised cleaning is not great but is better than it has been in the past, there is a high turnover of staff, cleaning not always up to standard.</p> <p><b>ACTION: Janis to chase the removal of the old copiers – Done</b></p>	<p>We will look at catering at full governors in July</p>
<p>10. Fundraising (standing item)</p>	<p><b>ACTION: Fundraising committee to meet before half-term for initial meeting - DONE</b></p> <p>They have met twice so far and Ann, Fiona and Tim have attended meetings to discuss, money will be used for new wifi, new server and new desktops in classes. Fundraising to start after May half term. £9000.00 so far already from FBET and from PTA - £4000.00 from PTA and £5000 from Barnet Educational Trust.</p> <p>Anna is leading on this in her governor role for income realisation</p>	
<p>11. Premises matters:</p> <ul style="list-style-type: none"> <li>• Boilers</li> <li>• Roof</li> </ul> <p>Arrange H&amp;S site walk</p>	<p><b>ACTION: Simon to monitor the boiler situation DONE</b></p> <p>The issue is the controls which are out of date. It is currently working ok at the moment. Unable to get quotes at present, going forward hoping that Barnet will pay as a large expense.</p>	<p>Clare and Simon will arrange for H&amp;S site walk to be done before the end of the Summer</p>

	<p><b>ACTION: Simon to follow-up about roof DONE</b>  Leak in kitchen after roof was done, both roofers and window company came in to look but both advise not them at fault. It is possibly the cladding which we will get quotes for.</p>	<p>term, Fiona and Tim will join if they can.</p>
12. Summer Works	<p>Reception playground has a blocked drain and would look to put in a channel drain to reissue the reoccurring issues with the drain and would look at doing this in Simon's house also.  Rendering of wall at the front of the school, as decorative style would be more expensive.  Possibly decoration of the conservatory and KS2 classrooms and reception corridor, need to decide on what do to.  <b>Governor asked if we need to pay for roof and this comes out of capital what would we do?</b> We would do less decorating as less funds, currently getting quotes for works.  <b>Governor asked what is happening with the markings for the new playground?</b> We have no money left form the fund raising to do the markings/designs. This was part of the last project run by John Harte – there doesn't seem to be a plan made for this</p>	<p>Simon to complete quotes for decoration   More info on summer works at full govs in July   Actions on Playground floor markings would need to be raised with the fundraising committee and speak to Dan Bobroff to see where we are with the designs.</p>
13. Matters for FGB	<p>Make decision on catering and cleaning contracts. More details n summer works.</p>	
AOB		