

Holly Park School – Finance & Premises Committee Meeting Agenda

Date : Monday 23rd May 2022

Present:- Ann Pelham, Anna Sherrington, Maria Michael, Clare Hegarty, Rhonda James-Valentine (Chair), Andrea Messios, Lorean Lynch, Nicky Eimer

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

Actions from last meeting:

- *School Budget* - Review forecast Spring term : Indicative budget for 22/23 and budget ratification [This has been done](#)
- *Sports & PE* - Non-stop action do run gymnastics/dance clubs and could look into this for possibly summer term as a gymnastics club – [request made](#)
- *Recovery Plan* - March governor learning walk – ELSA, Continue with coding club in summer term – [This was done](#)
- *SFVS* – School financial value standard (submission by the end of March) – Ann to send [This was submitted](#)
- *Discussion the cost of nursery additional hours and breakfast club for September*: Consider again prices of nursery extended hours and breakfast club at budget setting , Bring decision about September pricing to full govs, Ann to work on future of nursery – costings etc with Mike and HR, Changes to be made for September , Govs to be kept informed of the process [Done](#)
[We have 4 nursery nurses, 2 have agreed to take a pay cut, they will work ½ day in the nursery and the other ½ day as a Level 2 TA.](#)
[We had a nursery intake in April, we had 6 new children join us. Children start after the term they turn 3 as that is when we receive the funding for them. From September we will look to take children when they turn 3 but the parents would have to pay full fees until their funding come into effect.](#)
[Thoughts regarding having year 1 join our after school club and Caroline would have Year 2 – Year 6. Ann and Clare to discuss and speak to Caroline.](#)
- *Review the school's risk register*: KS1 Staff toilets still need fixing – have asked Barnet for help with this [Yes this is being done each term](#) [No response from barnet – Clare H to send follow on email](#)
- *Fundraising*: Ann will be contacting the Barnet Education Trust asking for a further £3k towards IT. Ann to email quotes to governors for the IT works [Done – they gave £5k](#)
- *Plan Summer works*: Clare & Rhonda to come in and meet Simon for site walk [This was done](#)
[Clare and Rhonda have had site walk with Simon](#)
- *Monitor the lettings of the school* : Ann & Michelle to look more into lettings and the website shares. Ann to revamp lettings policy [Done](#)
[We are now live on a website called Sharesy, Have had a small amount of interest but no bookings as yet.](#)
[Governor mentioned using the school for filming and this would generate an income as a letting, liaise with Simon regarding days and times to come in to have a look.](#)

| AGENDA ITEMS | KEY DISCUSSION POINTS | ACTION (who? /timescale?) |
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| <p>Policies to be reviewed:</p> <ul style="list-style-type: none">• Evacuation policy• Premises management policy• Legionella policy• Governor allowances policy | <p>Thank you for comments already received back.</p> | <p>Govs can still send any comments please</p> <p>Have applied for a credit card – once it arrives we will stop using the debit card</p> |

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| <ul style="list-style-type: none"> • Use of debit card policy • Green procurement policy | Barnet are no longer issuing new debit cards, we already have a card so they will renew but we have applied for a credit card. | |
| <p>1. School Budget</p> <p>Receive a report regarding the school's budgeting and expenditure. Q&A following ratification</p> | <p>Budget ratification was done last week. The budget must be submitted by 31st May, we will be sending this week. £1.5k in contingency, £105k carried forward. £10k was a donation from FBET for the IT project – so the true carry forward is 95K. There is an in year deficit of over £100K</p> <p>We purchased new blinds last financial year which would have come out of contingency - but they did not come out from last year's budget and were an oversight for committed spend - so have now had to use from school budget for minor improvements</p> <p>Governor asked what the number for reception were and what we are expecting in September 2022?</p> <p>There was 46 reception children last year and lots of movement across the year - since then we are now nearly full. This coming reception we have around 52 so far but we will have quite a few EHCP children so that costs the school money.</p> <p>We are funded based on 1 day in October for the census, we have taken in around 20 children since then and are continuing admitted children all the time. We will not receive any funding for these extra children. Numbers have gone from 416 to 438</p> | <p>Feedback on actual Reception numbers in September</p> <p>Ann to write to Barnet lead finance officer about this</p> |
| <p>2. Pupil Premium funding (standing item)</p> | <p>Allocated £120k to PP budget which will be spent as follows and still some to allocate</p> <p>£80k – TA's, learning mentor, teacher salaries for teacher release and interventions</p> <p>£25k – pays for Richard Gordon to support</p> <p>£4k – books</p> <p>£4.5k – HEWS</p> <p>£400 – girls coding Y4 summer term</p> <p>Still some money to allocate</p> | <p>Allocate rest of the funding</p> |
| <p>3. Sports & PE grant (standing item)</p> | <p>We have £8k for the summer term which will be spent as follows</p> <p>£900 – playground equipment</p> <p>£1000 – swimming</p> | |

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| | <p>£2600 – Non Stop action £1800 – Barnet sports £300 – repairs to PE equipment in hall £700 – cover for competitions £800 – PE resources £800 – supply cover for curriculum design</p> <p>Sports grant is allocated per academic year, the total for the year is usually around £19k but we have not been advised how much as yet.</p> <p>Governor asked about gymnastics in playgrounds? As a compromise we have advised can do this on the grass area when it is each year's turn in that area. We are looking into Non Stop Action offering other clubs at lunch/after school like netball, dance, gymnastics.</p> | |
| <p>4. Recovery Plan relating to this committee</p> <ul style="list-style-type: none"> • Recovery Premium • Tutoring Fund | <p>No funding for September as far as we know</p> <p>The school led Tutoring fund will return in September but the schools would now have to pay 40% rather than the 25% we paid this year, we may not have the funds to cover this if there are no other grants.</p> <p>We had 50 children participate in the tutoring over the year. The tutoring has to be monitored and records kept as the money can be taken back if not used correctly.</p> <p>Governor asked if we had seen a difference in the children that have attended the tutoring? Yes we have noticed a difference either in their confidence of the subject, knowledge or both.</p> | |
| <p>5. Fundraising (standing item)</p> | <p>Have not met since Easter. Funding received was £10k from Friern Barnet Trust, £10k from the PTA and £5k from fundraising.</p> <p>Our LGFI annual subscription has now gone up by 31k to deal with the Internet speed we need and the number of devices that can operate at any one time</p> <p>The work has begun, we had an upgrade of the wifi last week from LGFL.</p> | |

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| | Work to start the first week of the summer holidays and all work that was planned will be done. | |
| 6. Holly Park Premises issues | <p>Risk registers sent to Governors. Staff toilets are still not in use as not been fixed, emails have been sent to Barnet regarding the issue but nothing back as yet.</p> <p>Emergency lighting was tested and some failed, it is £3k to fix. Barnet were going to fix but nothing heard back as yet.</p> <p>Infant boiler is old and the software needed to fix this is very expensive. We received an email to bid for a new boiler and someone did attend to look at our existing boiler. They noticed there was an issue with the electrics that needed to be fixed but nothing has happened as yet and no further communication regarding the boiler.</p> | <p>Clare will send an email to Barnet for an update.</p> <p>Simon to find out a bit more information about the new system that is being proposed.</p> |
| 7. Matters for FGB | <p>Policies</p> <p>Sports grant update</p> <p>Budget update – if necessary</p> | |
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| AOB | None | |